

# Headteacher Audley Primary School

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## Application & Information Pack



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Outstanding  
pupil experience

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Excellence  
in education

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Impactful  
teaching

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Effective  
partnerships

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**Headteacher Vacancy  
Audley Primary School  
Leadership Scale: L25-L31  
Audley Road, Stechford, Birmingham, B33 9HY**

**The Advertisement**

drb Ignite Multi Academy Trust has a vision for children:

***'all pupils achieve the highest standard of educational Outcomes regardless of circumstance or background.'***

We are seeking a truly inspirational leader to join the largest school within our Trust. In addition to an impressive track record of school improvement you will have superb leadership skills and the credibility to motivate and empower others. You will have a clear vision for rapid school improvement and the ability to challenge robustly and constructively alongside the knowledge to facilitate success for both pupils and staff.

You will be committed to the highest achievement for all. You will be a resourceful, inclusive, and enthusiastic educationalist. This is a demanding role that will require:

- an absolute focus on the quality of teaching and learning.
- an unrelenting focus on high standards and excellence for pupils supported by a first-rate curriculum.
- the development of an aspirational workforce development strategy.
- resilience and expertise to support the school to achieve more for pupils and the local community.

As a Trust headteacher you will also be an important senior leader within the wider Trust. You will work alongside other school leaders and be fully committed to driving improvement across the Trust through collaborative effort and the sharing of expertise.

You will be expected to work alongside the Executive Team and Trustees to influence progress and standards, broker school-to-school support, challenge under-performance and set a clear strategic direction for Audley within the wider Trust.

**If you would like to arrange an informal conversation about this post prior to making an application please call the Trust's Executive Director of School Improvement, James Hill on 07725 984363.**

**Closing date for applications: Friday 12<sup>th</sup> November 2021 at 12.00pm**

**Interview dates: w/c 22<sup>nd</sup> November 2021**

Dear Candidate,

On behalf of the Trust Board, we would like to thank you for your interest in the headteacher vacancy at Audley Primary School.

This is an exciting and unique opportunity for a highly effective and inspiring school leader to work with us to move the school forward and improve outcomes for pupils living in Birmingham.

We value excellence through shared effort whilst respecting the identity of every Trust school, ensuring each reflects both context and community. We promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise across our schools. Our values reflect a commitment to operating in a spirit of professional generosity.

We are looking for a headteacher who shares our values and has the vision, drive and resilience to lead the Trust's largest school, securing rapid improvement whilst also bringing leadership capacity that supports the Trust to achieve its wider vision.

Candidates are encouraged to contact the Executive Director of School Improvement, James Hill, to discuss the opportunity in more detail. This *Candidate Pack* provides some background information about the role and the Trust. We hope it will encourage you to submit an application to join us.

We, very much, look forward to hearing from you!

Best wishes



A stylized blue ink signature of Rob Bowater.

Rob Bowater  
**Chief Executive**



A stylized blue ink signature of David Sheldon.

David Sheldon  
**Trust Chair**

## 1.0 About the Trust

The drb Ignite Multi Academy Trust is an ambitious and growing academy sponsor committed to leading educational improvement across its family of nine primary schools in Birmingham and Dudley. It celebrates the central role of strong school leadership in achieving and sustaining this ambition for all pupils.

The Trust encourages headteachers to drive school-to-school collaboration, harnessing the expertise of teachers to support each other to develop and improve. Building robust relationships with senior leaders, the Trust has a well-defined school improvement model that embeds system-led leadership approaches at every level.

By working alongside our internal school improvement team as well as with other Trusts, headteachers are able to build a shared picture of the performance and educational attainment of all schools in the Trust. This supports the effective planning of development priorities, actions, and progress.

The Trust facilitates rapid improvement when required by deploying its internal school improvement team of strong leaders and practitioners. This enables the sharing of best practice and building of capacity at pace. It also works to intervene quickly and appropriately where declining performance is identified as an issue.

Please visit our website for more information about the Trust and its schools [www.drbignitemat.org](http://www.drbignitemat.org).



## 2.0 Our schools



## 3.0 Operating principles and values

As a collaborative Trust, we have shared values that are critical to our vision and approach. They articulate how we work together:



The Trust is committed to achieving equality of opportunity in its services to school communities and in its employment practices. All staff are expected to comply with and to promote its equality policies, to undertake equalities training and to challenge prejudice and discrimination of any type.

At all times we work together to:

- take a dynamic approach to driving continuous improvement in teaching and learning.
- listen to the voice of pupils, parents, staff, trustees, and other stakeholders.
- support schools to work together to improve the quality of teaching, curriculum provision and leadership.
- develop our leaders to inspire and influence others, leading by example and playing an active part in wider Trust improvement.
- create outward facing schools that engage with local, national, and international partnerships to access expertise, professional development, and improvement support.

We believe our culture and ethos of achievement and aspiration supports **every pupil** to succeed and look forward to a bright and fulfilling future.

## 4.0 Key priorities for education and learning

Taking into account the Covid-19 pandemic we have set immediate key improvement priorities in our annual Roadmap 2021-22. Trust headteachers are expected to actively support the achievement of these priorities by working alongside the CEO and Executive Director of School Improvement:

- keep pupils, staff, and families as covid safe as possible by implementing all possible precautionary measures.
- securing consistently high-quality teaching for all pupils.
- promoting school attendance.
- maintaining a focus on age related expectations in reading, writing and mathematics.
- meeting the needs of our most vulnerable and disadvantaged pupils including pupils with SEND.
- maintaining high expectations in relation to pupil behaviour.
- communicating effectively and regularly with parents and carers.
- prioritising leadership quality and impact.
- strengthening governance.
- supporting staff and pupil mental health and wellbeing.

We hope this short overview of the Trust will enable you to sense our deep commitment to supporting every pupil to succeed and will encourage and excite you to want to make an application.

## 5.0 Job Description and Person Specification

**Post title:** Headteacher

**Contract:** Full-time

**Trust Leadership Group Pay Scale:** Trust Grade L25 to L31

**Start date:** Easter 2022

**Duration of post:** Permanent

**Location:** Audley Primary School, Audley Road, Stechford, Birmingham

**Responsible to:** Executive Director of School Improvement

## 6.0 Job description

### Job purpose

The headship of Audley Primary, which is a four-form entry school, is a key Trust leadership role at both school and Trust level. While the following job description represents the focus of the headteacher role and associated accountabilities it should not be seen as exhaustive. The Trust Board expect the successful candidate to develop the role further and support wider school leadership in imaginative, innovative ways.

The job description reflects the DfE *Headteachers' Standards 2020*. These standards are built on the *Teaching Standards 2011* which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the *School Teachers' Pay and Conditions* document and other educational and employment legislation. In carrying out the duties associated with the post, the headteacher will consult, as appropriate, with the Trust CEO, executive team, trustees, school staff, pupils, parents, and carers.

Within the Trust's values and culture, the headteacher at Audley will:

- work closely with the Trust to ensure the Trust's values and culture are strongly visible in the school every day.
- have a clear strategic vision of how to successfully develop the school going forwards.
- lead and sustain achievement of the highest standards of academic performance for all pupils.
- develop an effective school improvement strategy to improve the quality of teaching and learning.
- play an active part in influencing the strategic vision and direction of the Trust and develop effective external partnerships.



## Line management

The headteacher will be line managed by the *Executive Director of School Improvement* and will be required to provide reports and information to the *Trust Improvement Board, Achievement, Support and Scrutiny Sub Committee* and the full *Trust Board*.

## Collaboration

The headteacher will work with other headteachers and the Trust's school improvement team. He/she will use accurate and real time performance data as a starting point to harness the excellent resources, including leadership and teaching skills, within our schools in order to improve standards and achievement as quickly and effectively as possible. The headteacher will work with the Trust to develop strategies to attract and retain good and outstanding teachers at the school.

## Key Responsibilities and Functions

### A. Strategic direction and development of the school

The headteacher will:

- ensure a strong culture of safeguarding which is fully compliant and highly effective.
- maintain and develop the strong values of the Trust.
- be responsible for the management, development, and resourcing of Trust policies in full compliance with Trust requirements.
- recruit staff.
- ensure statutory compliance with the *DfE Academy Trust Handbook 2021*.
- ensure the decisions of trustees and the needs of pupils, their parents and the community are responded to effectively.
- manage a complex organisation efficiently, ensuring the successful implementation of school improvement strategies at pace.
- work in harmony with trustees, the Executive Director of School Improvement and his team, external partners and other schools to lead rapid school improvement within Audley and also across all Trust schools.

### B. Teaching, learning and pupils

The headteacher will:

- ensure the quality of teaching is at least good and that appropriate coaching, support and pedagogic development programmes are provided for staff so that teaching is constantly improving.
- ensure that thorough, timely and accurate monitoring and evaluation of the quality of teaching takes place and that support, intervention and capability procedures are initiated and seen through where required.
- lead the provision of a broad, relevant, and motivating curriculum.
- ensure high-quality delivery of the curriculum matched to the needs of pupils so that all are academically stretched and motivated.

- develop radical approaches to meeting the needs of pupils who enter school with poor levels of development and those of the more able including those who are identified as gifted and talented.
- involve pupils appropriately in the decision-making processes of the school creating a sense of shared ownership and responsibility.
- manage pastoral care, pupil welfare and anti-bullying procedures effectively so that standards of behaviour and self-discipline are excellent and underpin effective learning.
- maintain effective, accurate and timely assessment, recording and reporting systems for pupil progress.
- work in partnership with the Trust to provide support for other schools as appropriate.

### **C. Leading and managing staff**

The headteacher will:

- advise the Trust on the recruitment and selection of teaching and support staff.
- exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- manage the effective deployment and performance of all staff by ensuring their performance management and professional development through the effective application of Trust systems and policies.
- create and maintain good working relationships amongst all members of the school and Trust community.
- sustain his/her own motivation and that of his/her staff.
- promote the Trust vision and values through which high achievement can be encouraged and consistently expected from all members of the school community.

### **D. Efficient and effective use of staff and resources**

The headteacher will:

- ensure full compliance with the DfE *Academy Trust Handbook 2021* and *Trust Scheme of Delegation*.
- work with the Trust Improvement Board and Trustees on the formulation of the annual budget in order that the school secures its objectives.
- recruit and retain staff of the highest quality.
- work with colleagues to deploy all staff effectively in order to improve the quality of education provided.
- plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds, and ensuring effective administration and control.
- Ensure regular monitoring of the budget and oversight of the use of resources in line with the Trust's *Financial Procedures Guidance 2021* and ESFA internal controls.

- manage and organise accommodation efficiently and effectively to ensure that learning spaces meet the needs of the curriculum and all health and safety requirements.
- ensure the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all.
- monitor and evaluate overall provision for value for money.
- seek to ensure adequate resources for the school.
- share resources and expertise across the Trust as appropriate.

## **E. Accountability**

The headteacher will:

- ensure that a good information flow and effective communications are maintained across the school.
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including the Trust Board.
- meet deadlines set by the Trust for the collation of information, data, and reports.
- ensure that parents and pupils are well informed about curriculum provision, attainment and progress and are able to understand targets for improvement.
- develop and encourage good relations between the school, the local community, and wider stakeholders.
- work closely and collaboratively with other Trust schools to lead the raising of standards.
- work closely and effectively with the CEO and Trust school improvement team.
- ensure a positive and productive working relationship with the Trust Board.
- provide information, objective advice and support to the Trust Board and its sub-committees to enable them to meet their responsibilities for securing effective teaching and learning and improved standards and for achieving efficiency and value for money.
- create and develop an organisation in which staff recognise that they share accountability for the success of the school.

## 7.0 Person Specification

| Essential  |
|--|
| <ul style="list-style-type: none"> <li>• Detailed knowledge and understanding of the education sector and evidence of successful track record of leading the raising of standards and achievement in current school with a particular focus on the attainment of vulnerable and disadvantaged learners.</li> <li>• Evidence of raising standards of attainment for all pupils in reading, writing and mathematics at least in line with national expectations at current school.</li> <li>• Detailed knowledge of current safeguarding processes and procedures.</li> <li>• Significant experience of successful senior leadership in more than one school preferably across all primary phases.</li> <li>• Successful experience of leading improvement work beyond own School.</li> <li>• Evidence of effective use of rapid action planning, progress monitoring and performance management processes to support the raising of standards.</li> <li>• Evidence of successful collaborative work with Trustees/Governors leading to the improvement of standards.</li> <li>• Evidence of developing and sustaining high-quality teaching and high performing teaching teams.</li> <li>• A strong relationship builder, diplomatic, tactful, and empathetic.</li> <li>• Creative imagination and dynamism with a desire to inspire involve and motivate others.</li> <li>• Highly tuned communication, literacy, and presentation skills.</li> <li>• Demonstrable ability to work successfully with parents, families, wider partners, and stakeholders.</li> <li>• An enthusiastic, positive, and inclusive leadership style.</li> <li>• Evidence of managing budgets successfully and using financial resources well to add value and deliver improvement.</li> </ul> |
| Desirable  |
| <ul style="list-style-type: none"> <li>• Leadership/Management and/or equivalent relevant professional qualification e.g. NPQH, NLE, NPQSL.</li> <li>• Relevant further degree.</li> <li>• Evidence of further professional study and educational research.</li> <li>• Knowledge and experience of Initial Teacher Training processes.</li> <li>• Knowledge and experience of multi academy trust structures and governance.</li> <li>• Evidence of successfully supporting improvement beyond own school.</li> </ul>  |
| Qualifications   |
| <ul style="list-style-type: none"> <li>• Degree level education.</li> <li>• Qualified teacher status.</li> <li>• Further relevant professional study.</li> </ul>   |

## 8.0 We can offer

- a passionate, positive, highly skilled, and motivated professional team who always put children at the heart of every decision.
- the benefits of being part of a dedicated, innovative, and forward-thinking Trust.
- a wide range of professional development opportunities.
- a partnership of schools committed to building and ensuring a friendly working atmosphere underpinned by a collaborative and supportive ethos.

## 9.0 How to apply

The Trust Board welcomes diversity and is absolutely committed to equal opportunity.

If you wish to apply for this role, please download an application form from the Trust website [www.drbignitemat.org](http://www.drbignitemat.org)

Applications should be addressed to **James Hill, Executive Director of School Improvement** and submitted with a covering letter (no more than two sides of A4) outlining your expertise for a headteacher role in the Trust. Once completed, forms can be emailed to: [rhawkings@drbignitemat.org](mailto:rhawkings@drbignitemat.org)

**Please note:** In line with **Safer Recruitment Practice**, the successful candidate will be subject to final references before an appointment is formally offered. The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes. The Trust expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for this post.

## 10.0 Queries

Please contact the Trust office on [info@drbignitemat.org](mailto:info@drbignitemat.org) or phone 0121 231 7131 to schedule a telephone or face to face conversation about the role with James Hill, Executive Director of School Improvement.

## 11.0 Deadline for Applications:

**Friday 12<sup>th</sup> November 2021 at 12.00pm**

## 12.0 Interview Dates:

**w/c 22<sup>nd</sup> November 2021**

## 13.0 Start Date:

**Easter 2022**