

# Forest Town Primary School

Belong • Aim High • Succeed

## Job Application Pack **Head Teacher**

**Salary:** IPR 18-24 (£71,729-£83,081)

**Contract:** Full-time/Permanent

**Closing Date:** Wednesday 11 September 2024 at 12:00pm

**Start Date:** January 2025



# Forest Town Primary School

Belong • Aim High • Succeed

## Welcome from the Chair

Dear Applicant,

Thank you for your interest in the post of Head Teacher at Forest Town Primary School.

The post provides an exciting opportunity to lead the school through the next stage in its development to become a transformational school.

You will join the school at a significant stage as it joins Nova Education Trust. We are looking for an exceptional leader with successful experience of delivering high quality education, improving outcomes for children and the ability to manage change.

At Forest Town Primary School, we believe that our community is a family where we all have the right to feel that we belong in a safe and nurturing environment where together we can learn, grow and succeed. We are looking for an individual who will embody this vision through our underpinning values enabling children to be:

- **Adventurous**
- **Responsible**
- **Kind**
- **Perseverant**
- **Independent**
- **Together**

We have a commitment to raising standards and outcomes for children. We need a Head Teacher who has high expectations and the ability to drive improvements to provide the very best education that our children deserve.

We are looking for someone who will ensure that our children access an exciting, ambitious, and relevant curriculum which extends and deepens their knowledge understanding and skills whilst making learning irresistible.

We have a commitment to the wellbeing of our children and staff. We want a Head Teacher who will know our children well, be supportive of staff, be visible, and accessible to the whole school community. In having high aspirations for our children, it will be important that as a leader you not only pay attention to our children's academic achievements but will be committed to their personal development.

Please find attached an application form, person specification and job description.

I hope you will find this pack helpful and informative and that it will encourage you to apply for the post. Do make sure you also visit our website:

**[foresttownprimaryschool.co.uk](http://foresttownprimaryschool.co.uk)**

We look forward to receiving your application.

**Liz Kitts**

Chair of Interim Executive Boards  
Forest Town Primary School



## Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 96% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to wellbeing and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues

can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

The entire team at Nova is delighted that Forest Town Primary School is in the process of joining our family. We know that Forest Town Primary has a proud history of working in partnership with parents and being a central part of the community it serves. This is also central to Nova's own mission, vision and values and, as such, is something we will support the school to strengthen further as we move forward together.

Since choosing to join Nova Education Trust, the Forest Town children and staff have been welcomed into our family of schools and we have begun to work closely together on further developing a shared vision for the school and addressing the identified school improvement priorities. For example, subject leaders from the school already attend our regular trust subject network meetings and receive bespoke support from the trust team to strengthen the quality of education and leadership across the school as required.

In addition, every member of Forest Town's staff attended our inaugural Primary Conference last term, giving all staff the opportunity to meet colleagues from all our Nova primaries and to work together to help shape their schools and enact Nova's vision for the young people we serve. Over the next term, this work will continue and be built on further when the new Head Teacher is invited to join our Primary Improvement Days each half term.

We look forward to working with you.

*A. Rahman*

**Ashfaq Rahman**

Chief Executive Officer  
Nova Education Trust

# About Forest Town Primary School



Forest Town Primary is on its journey to becoming a Good school. We are a larger than average primary school that has been supported by the Interim Executive Board since January 2023.

In determining the future of the school, the IEB have decided that the school will be best supported in its next stage of development through joining a successful, local Multi-Academy Trust (MAT). After a thorough process of presentations, discussions, visits and consultation with all stakeholders, the IEB has identified Nova Education Trust as the preferred MAT and has an academy order from the Regional Director for the conversion to take place.

## Requirements of the post

Applicants should hold Qualified Teacher Status.

Forest Town Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Please note that in line with the safeguarding requirements, if you are shortlisted:

- References will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.
- You will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK.
- You will need to bring with you to the interview original qualification certificates essential to the post.

Forest Town Primary School is committed to safeguarding and promoting the welfare of children and young people. Therefore, applicants should note that this post is subject to an enhanced DBS disclosure and other mandatory recruitment and vetting checks for the governing body and County Council to satisfy itself that the successful candidate is suitable for working with children.

The school, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status.

This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.





## What we would like our new Head to be

The children of Forest Town Primary School would like someone who:

**Is kind and caring**

**Smiles a lot and is friendly**

**Listens to their ideas**

**Gives consequences fairly to children if they make the wrong choices**

**Will buy some football nets so we can play football during lunchtimes**

The staff of Forest Town Primary School would like someone who:

**Leads the school in its transformation to ensure that the environment, teaching and learning is the best for pupils and staff**

**Respects, supports and acknowledges the demands and responsibilities of all staff**

**Supports staff through the transformation and the academisation process**

The IEB of Forest Town Primary School would like someone who:

**Is about the we not the me**

**Is highly emotionally intelligent**

**Has the highest expectations of every member of our community**

**Is warm and welcoming with a great sense of humour**

**Embraces challenge and the journey ahead**

Find out more at:

[www.foresttownprimaryschool.co.uk](http://www.foresttownprimaryschool.co.uk)



## About us

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As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

### ***Our mission is to create transformational schools.***

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools. We are also excited to report that we are in the final stages of welcoming another school in the coming weeks. The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

# Our values

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We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

WORK  
HARD  

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BE KIND

## Our principles

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**Excellence:** We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

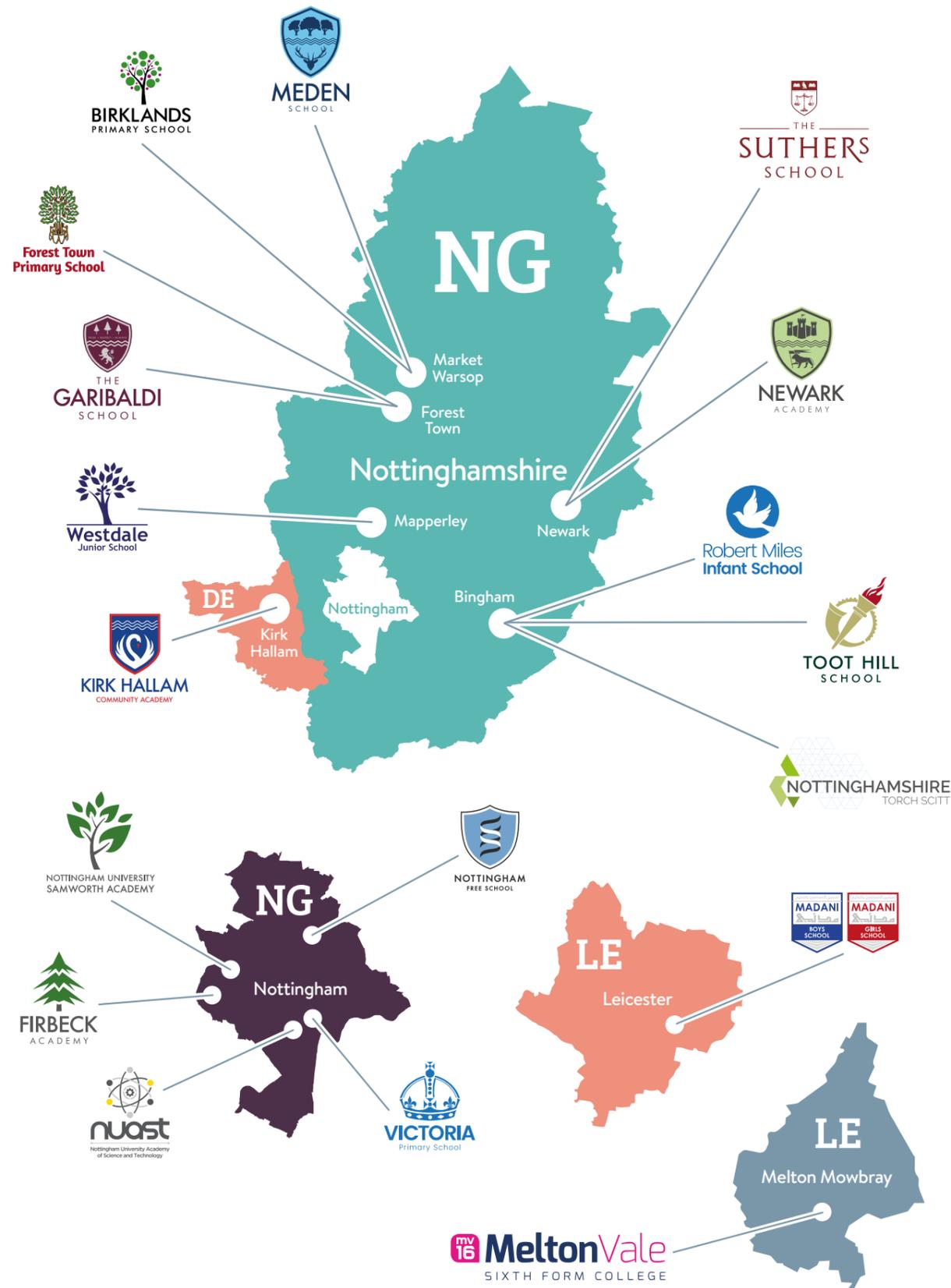
**Partnership:** By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

**Expertly trained and professional staff:** By investing in the professional development of all our staff so that they become experts in their professions.

**Trust and empower all staff:** By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

**Focus on learning:** An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

# Our family



## Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

### We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

### We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

### We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

### Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

### Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid 'Nova Perk Day' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

### Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

### Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

## Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

# Job description

**Post:** Head Teacher

**Department/Faculty:** Leadership Team

**Responsible to:** Interim Executive Boards

## Core requirements

- The appointment is to the post of Head Teacher of the school. As Head Teacher you shall carry out your professional duties as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document (STPCD), including Part 7 (STPCD), the "Contractual framework for teachers – Head Teachers – overriding requirements" attached as **Appendix A**; the **Teachers' Standards**; other applicable legislation, in particular the Education Act 1996 (c56), regulations, instrument of government; policies agreed by the Governing Body for which it is responsible, by the authority with respect to matters for which the Governing Body is not responsible or by the employer. The current STPCD may be found at [education.gov.uk](http://education.gov.uk).
- The Head Teacher's responsibilities may be delegated to the deputy Head Teacher, assistant Head Teacher or other member of staff consistent with their conditions of employment and the nature and extent of their management responsibilities as determined by the governing body.
- In addition to the duties specified, you may be required to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be reviewed by the Governing Body and incorporated into the job description.
- This job description recognises that the Teachers' Standards (2011, as amended), including the personal and professional Code of Conduct applies to all teachers, including the Head Teacher.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with the post holder in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Governing Body who may wish to seek advice and support from the employer, officers within the Children's and Families Department and or their advisors as appropriate.
- You are required to carry out your duties and

responsibilities as Head Teacher in line with the expectations of the Head Teachers Standards 2020 which may be found [here](#).

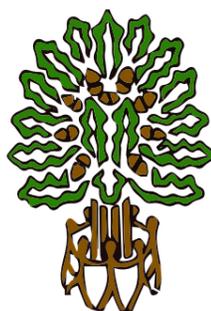
- This job description does not form part of the Contract of Employment.

## Main purpose of the job

- Responsible for providing overall strategic leadership development and with others, lead and develop the strategic direction, vision and values to enable the school to deliver its aims and priorities. Manage the implementation of key strategic priorities, harnessing and deploying resources to secure key objectives within agreed timeframes.
- Overall responsibility for all the business and system infrastructure. Responsible for the day-to-day leadership and management of the school and for day to day and operational management and organisation.
- Responsible and accountable to the governing body for oversight of the quality and effectiveness of leadership at all levels, teaching and learning and outcomes for all pupils in the school.

## Key responsibilities – vision, direction, development

- The Head Teacher will lead, develop and have overall responsibility for recruiting, inducting, retaining and deploying high-quality staff appropriately so that the vision, aims and key priorities for the school can be achieved.
- To ensure that all staff are seen as the major resource in achieving success in the school. The Head Teacher will determine and secure arrangements and have the lead role for effectively leading, appraising, managing, encouraging, developing and supporting staff and actively and visibly demonstrating his/her responsibility towards them.
- Responsible for the overall and day to day organisation, management and control of the school. In carrying out his/her duties the Head Teacher will consult, as appropriate, with the staff of the school, the governing body, pupils and the parents and carers of its pupils working collaboratively with other leaders.



- To lead strategically and on a day-to-day basis to ensure effective accountability systems are in place to secure school effectiveness and for reporting accurately on outcomes to the governing body and other key stakeholders.

## Standards – pupils and staff

- Demands ambitious standards for all pupils, as demonstrated in their own teaching and leadership responsibilities, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
  - Secures good teaching across the schools with increasing elements of outstanding through a comprehensive understanding of:
    - How pupils learn
    - Barriers to learning, especially for disadvantaged learners and proven strategies to overcome these
    - The core features of effective classroom practice, including securing effective behaviour for learning, and curriculum design leading to rich curriculum opportunities and the securing of pupils' well-being, effective learning and appropriate attainment and progress
  - Creates and establishes the conditions for an educational culture of sharing best practice within the school, drawing on and conducting relevant research and robust data analysis which contribute to effective learning.
  - Creates an ethos within the school so that all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
  - Identifies emerging talents and establish a working environment where current and aspiring leaders are coached in a climate where excellence is the standard, leading to clear succession planning.
  - Leads and promotes the health, safety and well-being of all pupils within the school.
  - Holds all staff to account for their professional conduct and the effectiveness of their practice.
- Provides a safe, calm, and well-ordered environment for all staff and pupils, focussed on safeguarding pupils and their exemplary behaviour in school and in the wider society.
  - To ensure that robust arrangements are in place for any causes of concern relating to the welfare and safety of children to be reported to the designated person, the Head Teacher, or if unavailable the designated safeguarding governor or member of the senior leadership team. To ensure that all staff, including the Head Teacher, attend safeguarding training/refresher training as required so that knowledge and understanding of all staff is maintained.
  - Promotes harmonious working relationships, well-being, and a healthy balance between work and other commitments for all staff.
  - Leads and establishes rigorous, fair and transparent policies, systems and processes, which recognise success and effective practice, are evaluated and regularly reviewed to ensure that they are fit for purpose and adapted to the schools' setting in order to:
    - Manage the performance of all staff
    - Address any under-performance
    - Support staff to improve
  - Ensures through appraisal for all teachers in the school that decisions relating to appraisal and pay progression are clearly linked to performance. Advises the governing body on pay recommendations for all staff.
  - Establishes and implements arrangements for strong governance, developing positive and professional working relationships and actively ensuring that the governing body understands its role and delivers its functions effectively, in particular its functions to determine school strategy and to hold the Head Teacher to account for pupil, staff and financial performance.
  - Develops and implements strategic, curriculum/pupil needs-led financial planning and effective financial management and control, to achieve value for money and ensure the appropriate, effective affordable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the school.

## Systems and processes

- Ensures that the policies, systems, organisation, processes and Health and Safety responsibilities are well developed, well considered, meet legal and statutory requirements, secure best practice, are efficient, fit for purpose, evaluated, regularly reviewed and effectively implemented and appropriately shared with key stakeholders, upholding the principles of transparency, equality, integrity and probity and fulfil the school's vision, aims and policies.
- To ensure that leadership is distributed within the school, establishing teams of colleagues who have distinct roles and responsibilities, clearly set out and shared so that all staff are empowered to hold each other to account for their decision making and impact.
- To ensure that arrangements are in place for the effective management of the school in the absence of the Head Teacher.

Find out more at:

[www.foresttownprimaryschool.co.uk](http://www.foresttownprimaryschool.co.uk)

## The self-improving school system

- Provides strategic leadership and coordination to create an outward-facing school which works effectively with other schools, partners and key stakeholders, including parents and carers, in a climate of mutual challenge and support, to secure the development of best practice so that all pupils achieve their potential by making good progress from their starting points.
- Overall responsibility to develop and maintain effective relationships with fellow professionals, colleagues in public services and in the business and voluntary sector and Trade Unions representing staff in the school to improve academic and social outcomes for all pupils.
- Challenges traditional practice in education in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
- Shapes the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Ensures that all staff understand the importance of and are open to engaging with innovative approaches to school improvement, leadership and governance, in the best interest of pupils, based on research of models with proven impact.

## Competencies – qualities and knowledge

- Holds and articulates clear values and moral purpose, focussed on providing a world-class education for the pupils he/she serves.
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards staff and pupils, and towards parents and carers, governors and members of the local community.
- Leads by example – with integrity, creativity, resilience, and clarity – drawing on his/her own knowledge, continuous learning, expertise and skills, and that of those around them. Participates in the arrangements for appraisal and review of his/her own performance in line with the schools' policy and expectations.
- Sustains wide, current knowledge and understanding of education and school systems locally, nationally and globally, and takes responsibility for his/her own continuous professional development.
- At all times, displays political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the schools' context.

- Effectively communicates the schools' vision and drives the strategic leadership, empowering all staff and pupils to excel.
- Inspires and influences others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

## Additional responsibilities

- Ensures that leadership teams work within the area strategy groups and other appropriate networks and that school responsibilities are determined through appraisal and cycle of regular management meetings.
- Manages the appraisal for the designated posts as set out in School's Appraisal policy and ensures that the appraisal arrangements are effectively monitored in line with the School Appraisal and Pay Policies.
- Leads the Staff Leadership Development Programme, to ensure the development of middle and senior leaders, providing reasonable time during the school sessions to discharge their leadership and management responsibilities.
- Leads regular senior leadership and staff meetings ensuring that appropriate staff lead sessions and presentations.
- Leads the induction programme for new staff recruited to the school.
- Takes responsibility for the development and maintenance of all planning tools and documents (including SEF, improvement plans, key performance indicators, Best Practice evidence etc.)
- Takes responsibility for excluding pupils for a fixed period(s) of no more than 45 days in a year or permanently.
- Facilitates a 'Pupil Voice' to ensure that pupils can contribute to the development of the school.
- The Head Teacher is entitled to a break of reasonable length in the course of each school day and must arrange for a suitable person to assume responsibility for the discharge of their functions during that break.

# Person specification



The person specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.

Those marked essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.

All other abilities and aptitudes will be judged 'by degree' from application, references and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this particular post.

**A** = Application form/letter **I** = Interview process **R** = Reference

Candidates should ensure that they will satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

Experience and qualifications	Essential	Desirable	Evidence
Qualified Teacher Status	✓		A
NPQH		✓	A
Recent CPD relevant to the post	✓		A
Other professional qualifications		✓	A
Substantial successful teaching experience in the primary phase	✓		A/R
Experience in more than one school	✓		A
Extensive successful senior leadership experience in primary phase schools	✓		A/R
Experience of appraising the work of others	✓		A/I
Experience of working with governors	✓		A

Professional knowledge and understanding	Essential	Desirable	Evidence
Up to date knowledge of the primary and early years curriculum	✓		A/R/I
Wide knowledge of effective teaching methods and strategies	✓		A/R/I
Up to date knowledge of national standards and understanding of effective assessment and tracking	✓		A/R/I
Understanding of effective school improvement strategies	✓		A/R/I
Knowledge of current educational legislation and initiatives	✓		A/R/I
Knowledge of equal opportunities and commitment to their pursuit	✓		A/R/I
Knowledge of the current Ofsted framework and understanding of its application	✓		A/R/I

Professional competencies	Essential	Desirable	Evidence
The ability to think strategically and plan for the future through effective impact analysis	✓		A/R/I
The ability to drive and manage change efficiently	✓		A/R/I
The ability to establish appropriate priorities for spending and effectively manage and monitor the school budget	✓		A/R/I
The ability to maintain and work within policies and procedures	✓		A/R/I
A competent user of IT	✓		A/R/I
A commitment to setting high expectations and the ability to challenge underperformance	✓		A/R/I
A commitment to ensuring inclusion, addressing diversity and access	✓		A/R/I
The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately	✓		A/R/I
Good communication skills – the ability to present orally with clarity and authority and the ability to write effectively	✓		A/R/I
The ability to take clear decisions	✓		A/R/I
The ability to establish and maintain effective relationships with parents, carers and other agencies or individuals with a connection to the school	✓		A/R/I
The ability to form and maintain appropriate relationships and personal boundaries with pupils in the school	✓		A/R/I
The ability to collaborate and network with others beyond the school in order to build and maintain a learning community	✓		A/R/I

Safeguarding	Essential	Desirable	Evidence
Evidence of up to date safeguarding training	✓		A
Knowledge of the headteacher's responsibilities in managing safeguarding matters	✓		I
An understanding of the school's role in keeping pupils and staff safe	✓		A/I
An enhanced DBS check (if not already employed by the local authority)	✓		Post-appointment

Personal attributes	Essential	Desirable	Evidence
To be adaptable and resilient	✓		I
To be efficient and able to complete tasks on time	✓		I
To be able to create effective working relationships with all staff, governors and parents/carers	✓		I

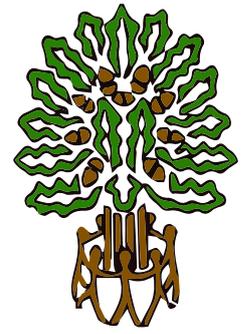
References	Essential	Desirable	Evidence
The candidate will have appropriate references recommending for the post	✓		R

Specific requirements	Essential	Desirable	Evidence
The ability to structure and write a convincing letter of application as requested in the letter to potential candidates	✓		A
The ability to present professionally and manage tasks and an interview with confidence, authority and conviction	✓		I
A willingness to constructively engage in the current academisation process	✓		I

Find out more at:

[www.foresttownprimaryschool.co.uk](http://www.foresttownprimaryschool.co.uk)

# Application details



## Application forms

These can be accessed from the Nova Education Trust website [novaeducationtrust.net](https://novaeducationtrust.net). Wherever possible, please provide email addresses for your referees.

## How to apply

Candidates should apply for this role through our website at [novaeducationtrust.net/careers](https://novaeducationtrust.net/careers). Wherever possible, please provide email addresses for your referees.

Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form\*.

*\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Wednesday 11 September 2024 at 12:00pm**.

## Shortlisting and interview

Shortlisting will take place on **Thursday 12 September 2024**. Interviews will take place on **Monday 23 and Tuesday 24 September 2024**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Forest Town Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

## Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Find out more at:

[www.foresttownprimaryschool.co.uk](https://www.foresttownprimaryschool.co.uk)



# Forest Town Primary School

Belong • Aim High • Succeed

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Chair of Forest Town Primary School Interim Executive Boards  
**Liz Kitts**

Chief Executive Officer of Nova Education Trust  
**Ashfaq Rahman**

