



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL



APPLICATION PACK FOR HEADTEACHER

Contents

Welcome from the CEO	3
About Wembley Multi-Academy Trust	4
About East Lane Primary School	4
Job Description	6
Person Specification	8
Application Process	10

Welcome from the CEO

Dear Applicant,

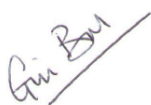
Thank you very much for your interest in the role of Headteacher for East Lane Primary School and working for Wembley Multi-Academy Trust. This is an exciting opportunity for a forward thinking and enthusiastic leader to continue to develop our school's vision and working at one of the most successful Trust's in the country.

This pack has been put together to help you with the application process. We will be running tours of the school for prospective applicants on Monday 18th November 2019 and Tuesday 19th November 2019 at 8.30am and would encourage you to come and see the school and find out more about the opportunities ahead. If you have any questions or would like to have a confidential conversation in advance of applying, please feel free to contact Amit Hathi (Headteacher at Wembley High Technology College) on ahathi@whtc.co.uk to arrange this.

We believe our Trust is not only unique, but an exceptionally rewarding place to work in. There are many exciting challenges ahead for the school and the Trust and we are looking for an individual who will actively contribute to our continued success. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would very much like to meet you.

Thank you again for your interest in the post of Headteacher and I look forward to receiving your application.

Kind regards,



GILL BAL
CEO

About Wembley Multi-Academy Trust

Wembley Multi-Academy Trust was established in August 2016 and consists of the following schools:

1. Wembley High Technology College (WHTC)
2. East Lane Primary School (ELPS)
3. North Brent School (NBS) – our new free school opening September 2020

All schools in our Trust are, first and foremost, outstanding learning communities where academic excellence sits alongside the breadth of education. We believe in providing a structured and disciplined working environment in which all pupils can achieve their full potential. There is a very high standard of teaching across all schools which, coupled with the strong work ethic, allows our pupils to flourish. Our broad, balanced and innovative curriculum is designed to stretch and challenge pupils to reach their goals, and there is a particular focus on English, maths and the sciences.

Working alongside the other schools in our Trust provides an incredible opportunity to develop best practice, share resources and help set the school and its staff on a journey of continuous improvement. As a Trust, our single biggest and most important commitment is to our staff; your development as an exceptional leader is our priority and you will be provided with all the support, guidance and resources that you need to ensure the school continues to excel.

About East Lane Primary School

East Lane Primary School was opened in April 2017. It is housed in a new and purpose-built £14 million building with exceptional resources and is located adjacent to Wembley High. This provides our children with an 'all-through' experience of outstanding schools. East Lane Primary School is a 3 form-entry school and there are currently pupils from Reception to Year 5. Our results to date for Early Year, Phonics and KS1 have been amongst the highest in Brent and significantly above the national averages and we are looking to continue our success as the school expands.

	ELPS	Brent	National
Reception			
% of pupils attaining a Good Level of Development	92	72	72
Average point score for Early Learning Goals	42	34	35
Year 1			
% passing the phonics screening check	98	83	82
KS1			
% of pupils reaching the expected standard in reading, writing and maths	93	65	65
% of pupils reaching greater depth in reading, writing and maths	45	11	11

Our curricular structure is different to many other primary schools; the school is structured around subjects with specialist teachers providing expert subject knowledge to ensure pupils' progress is exceptional. We believe in recruiting and training highly qualified staff who are experts in their fields to deliver a broad, balanced and exciting curriculum. Our staff tend only to teach their specialist subjects and we believe this allows our pupils to greatly deepen their knowledge and understanding of key areas and fully prepares them for their transition to secondary school.

In addition, you will find:

- A strong and stable team of Governors and Trustees who will both support and challenge you to ensure the school's success.
- A committed leadership team who will support you in creating an outstanding school.
- A dedicated, talented and hard-working staff who are highly motivated to provide our children with stimulating, challenging and memorable learning experiences.
- Excellent opportunities for continuous professional development through collaboration with others within the Trust.
- A Trust that leads the Brent Schools Partnership Leadership Development Programme.
- A diverse community of supportive parents and learners.
- A local community which has high levels of trust and confidence in Wembley Multi-Academy Trust.

Job Description

Job Title:	Headteacher
Line Manager:	Executive Headteacher / CEO
Accountable to:	Wembley Multi-Academy Trust Board of Trustees
Hours:	Full time
Duration:	Permanent
Job Start:	September 2020 (or earlier)
Salary Amount Range:	Inner London Leadership Scale L26 – 31

Core purpose:

- a) Developing the school so that the school is graded 'Outstanding' when inspected.
- b) Setting very high expectations of staff and students in all aspects so that standards are exceptional.
- c) Ensuring that the Development Plan is implemented across the school.
- d) Building leadership capacity by supporting and developing staff and leaders.
- e) Securing excellent teaching to achieve high standards of progress and attainment.
- f) Using the allocated finances effectively and efficiently.
- g) Developing and sustaining effective relationships with the Chief Executive, Clerk and Local Governing Body to ensure effective governance of the school.
- h) Maintaining effective relationships with parents and all members of the school to enhance the education of all pupils.
- i) Ensuring that the school is able to continuously improve by implementing effective initiatives and making use of external evaluations.

NATIONAL STANDARDS OF EXCELLENCE FOR HEADTEACHERS:

The *National Standards of Excellence for Headteachers* are set out in four 'Excellence as Standard' domains:

1. Qualities and knowledge
2. Pupils and staff
3. Systems and process
4. The self-improving school system

Domain One: Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity.

4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centered on the school's vision, ably translating local and national policy into the school context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain Two: Pupils and staff

1. Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding learning and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of sharing best practice within and between schools.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, and leads to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Domain Three: Systems and process

1. Support and help improve the school's systems, organisation and processes. Uphold the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the local community.
3. Follow the Trust's rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school's strategy and hold the Headteacher to account for pupil, staff and performance.
5. Distribute leadership throughout the organisation.

Domain Four: The self-improving school system

1. Create an outward-facing school that works to embed best practice and secure excellent achievements for all pupils.
2. Develop effective relationships to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to continuously change and improve.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement.
6. Inspire and influence others to achieve excellence.

Person Specification

Selection Criteria		Essential (E) Desirable (D)	Shortlisting	Interviews and Tasks
Qualifications	Qualified teacher status.	E	✓	
	NPQH or further professional qualification.	D	✓	
Experience	Successful experience as an assistant head, deputy head or headteacher.	E	✓	✓
	Successful teaching experience of the age range served by the school.	E	✓	
	Experience of working in a multi-cultural setting.	D	✓	✓
Strategic Direction and Development of the School	Ability to provide clear educational vision and direction and lead by example.	E	✓	✓
	Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	E		
	Ability to work in partnership with the governing body.	E		✓
	Evidence of introducing effective strategies for improvement.	E	✓	✓
	Knowledge of current educational developments.	E	✓	✓
	Knowledge of statutory requirements.	D		✓
Leading and Managing Staff	Ability to lead, manage and motivate the whole school community.	E	✓	✓
	Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.	E	✓	✓
	Successful experience of leading in service training for staff.	E	✓	
	Ability to consult and negotiate effectively with different stakeholders involved with the school, including pupils.	E	✓	✓
Standards	Experience of raising standards.	E	✓	✓
	Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT.	E	✓	✓
	Ability to set and achieve challenging targets for the school, faculties, teachers and pupils.	E	✓	✓

Selection Criteria		Essential (E) Desirable (D)	Shortlisting	Interviews and Tasks
Teaching and Learning	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school.	E	✓	✓
	Understanding of the principles of how to engage children through an exciting child centred curriculum.	E	✓	✓
	Successful experience of reviewing and developing the curriculum.	E	✓	✓
	Understanding of the role and impact of assessment in children's learning.	E	✓	✓
	Successful experience of monitoring, evaluating and improving the quality of teaching and learning.	E	✓	✓
	Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils.	E	✓	✓
Ethos and Inclusion	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success.	E	✓	✓
	Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.	E	✓	✓
Relationship with Parents and the Wider Community	Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning.	E	✓	✓
Deployment of Staff and Resources	Ability to set, interpret, monitor and manage a budget.	E	✓	✓
	Ability to manage, monitor and review the use of all available resources, ensuring best value.	E	✓	
	Experience of recruiting, selecting and deploying staff.	D	✓	
Suitability to work with children	Ability to form and maintain appropriate professional relationships with children and young people.	E	✓	✓
	Experience of working with challenging behavior.	E	✓	✓
	Appropriate use of authority and ability to maintain discipline.	E	✓	✓
Other Skills and Abilities	Ability to manage time well and work under pressure to deadlines.	E	✓	✓
	Effective ICT skills.	E	✓	✓
	Effective interpersonal, communication and presentation skills; both written and oral.	E	✓	✓

Application Process

To apply for the position, you **must** complete the application form that can be found on our website (CVs without a fully completed application form will not be considered).

The timeline is as follows:

- Tours of the school: Monday 18th and Tuesday 19th November at 8.30am.
- Completed application forms must be received by **8am on Monday 25th November 2019.**
- Shortlisted candidates will be informed Wednesday 27th November 2019.
- Interviews will take place w/c 2nd December 2019.

Please be advised that if you do not hear from us, you have unfortunately not been short listed on this occasion.

Thank you again for your interest in the position of Headteacher at East Lane Primary School and we look forward to receiving your application.