



Harton Academy

Chief Executive Officer / Executive Head Teacher
Information for applicants



Welcome

Dear Candidate,

I am delighted that you have shown interest in applying for the post of Chief Executive Officer / Executive Head Teacher of the Illuminare Multi-Academy Trust. I hope you find this pack and the information on our website useful. I've no doubt you already know our history, but we want to know your vision for our future.

Our current CEO / Executive Headteacher, Sir Ken Gibson, has delivered a thriving school, offering the very best opportunities for every one of our young people. I'm sure you will have read the latest Ofsted report - moving away from their headlines (which we challenged) you will see that we are a school where -

- *Leaders are compassionate and caring about our students.*
- *Leaders and staff share high expectations for pupils' behaviour and academic achievement.*
- *There is a positive and respectful culture.*
- *Students are polite and many are positive about their experience of school.*
- *Conduct in lessons and around school is impressive, staff and pupils treat each other with courtesy.*
- *A wide range of extra-curricular activities is offered - students talk with enthusiasm about these opportunities.*
- *Arrangements for safeguarding are effective.*

This is a real record of achievement, we now want to appoint a leader who can build upon Sir Ken's successes - are you the person that will take Harton Academy back to outstanding?

The Illuminare Multi-Academy Trust will give you a dedicated senior management team, some of the very best teachers and staff in the North East and over 1,600 incredible young people with amazing talents, superb technology and facilities - in return we want you to have the vision, ideas and commitment to ensure our students have a successful learning experience with us, our staff have every opportunity to continue to flourish and that we remain at the heart of the community. We really are looking for the very best.

If you think **'I've got what they are looking for, that's the job for me'**, now is the time to submit your application!

Best wishes



Scott Duffy
Chair of the Board of Directors

Chief Executive Officer / Executive Head Teacher

Place of Employment	Harton Academy (Part of The Illuminare Multi-Academy Trust)
Hours of Work	Full Time
Salary	Leadership Scale L24-L39 (£78,010 - £112,601) Starting salary based on experience, and discussion with the successful candidate.
Appointment	Permanent
Date of Commencement	September 2023
Closing Date	Midday on Tuesday 17 th January, 2023
Interviews will be held on	Monday 30 th and Tuesday 31 st January, 2023

We are seeking an exceptionally talented individual, who will provide highly effective leadership for Harton Academy, part of The Illuminare Multi-Academy Trust. You will already have significant experience at a senior level, with a proven track record of leadership in a school or academy.

Ready to start in September 2023, you will be able to show that you:

- Have experience, skills and determination in leading a large school or academy;
- Will lead a team to ensure we provide every student with an outstanding quality of education;
- Be a highly effective and resilient leader, with a passion for developing others;
- Demonstrate excellent interpersonal and communication skills with all our stakeholders;
- Be experienced, knowledgeable and effective in all safeguarding practices;
- Hold high expectations for every member of the Academy, ensuring that we promote the highest standards of achievement;
- Be forward thinking, open to challenge and new ways of working.

Harton Academy is the largest secondary school in the Borough of South Tyneside, with over 1600 students on roll and over 200 members of staff. This post is ideal for an existing Headteacher / Principal who can demonstrate their success in their current role, and who is looking for the next step in their career.

Application Details

Informal Contact

Candidates considering this post are encouraged to arrange an informal discussion with either the Executive Head Teacher or a senior member of the Trust, in the first instance. This can be arranged by contacting Miss Pam Lynn on plynn@hartonacademy.co.uk.

Making an Application

Further information and to apply, please visit www.hartonacademy.co.uk.

Applications should be made on the Harton Academy application form, and should be returned to the Chair of Board of Directors sduffy@hartonacademy.co.uk.
CVs will not be accepted.

Safeguarding

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Information about criminal records, declarations and other checks can be found on our website, in the recruitment section.

Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information which would make them unsuitable to work with children. In addition, shortlisted candidates will also be asked to provide information to assist in an online search that will be undertaken prior to the interview.

The successful candidate will be subject to an Enhanced DBS check. If you have lived or worked outside the UK, additional information may be required from you to satisfy our safer recruitment checks.

Interviews

Candidates selected for interview will be invited to join us for two days, on Monday 30th and Tuesday 31st January, 2023.

Further Information

For candidates relocating to the North East, we will cover relocation costs up to £2,500, plus monthly housing costs of £800 for the first three months after your move. Please note that you will be required to reimburse the Trust any monies paid through this scheme, if you do not remain with us for three years. Further details will be provided to the successful candidate.

The Illuminare Multi-Academy Trust is committed to ensuring the equality of opportunity throughout the recruitment process, and welcomes applications from individuals of all backgrounds. Your application will be assessed solely on your ability to do the job.

We will undertake any reasonable adjustments to a job or workplace to counteract any disadvantages which may arise due to an impairment or disability. Where required, we will also make reasonable adjustments to the selection process for an applicant with a disability.

Please note, if you have not received a reply within three weeks, your application has been unsuccessful.

Job Description

Chief Executive Officer / Executive Head Teacher

Responsible to	Board of Directors
Salary	Leadership L24-39

Main objectives of the Post

The Chief Executive Officer (CEO) / Executive Head Teacher (EHT) will be an outstanding strategic leader, able to articulate and deliver the vision, values and ethos of the Illuminare Multi-Academy Trust. They will inspire and empower others to share in achieving it.

The CEO will be accountable for standards and performance within the Trust and for providing a learning environment in which the resources of the Trust are effectively managed to secure the best outcomes for both students and staff, as well as meeting our statutory and regulatory obligations.

Key objectives of the post

1. Strategic Leadership

- Establish, sustain and embed the Trust's values, culture and strategic direction, in partnership with the Trust Board, in all processes, activities and interactions.
- Provide leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability.
- Create a culture within the Trust which, for all members of the community are safe, inclusive and positive, as well as focussed on review, challenge and improvement.
- Develop operational objectives that are appropriate, deliverable and aligned to secure a sustainable future through the Trust's strategic direction.
- Enable the Trust's organisational design and operational systems to meet its current and future requirements, and to manage change effectively.
- Lead the Trust's relationships with key external partners and agencies.

2. Leadership and Management

- Lead and develop an effective and collaborative senior leadership team, providing effective support and challenge to enable progress in all areas.
- Provide support and mentoring to ensure the continuing professional development of senior leaders and, in turn, the teams across the Trust.
- Maintain a performance management culture and processes which support continuous improvement.
- Develop, review and maintain school improvement and other plans which oversee the whole organisation.
- Provide management oversight and take the lead in the delivery of safeguarding, child protection, health and safety, wellbeing and environmental issues.
- Attend meetings of the Directors and the Local Governing Board (LGB), preparing reports on the work of the Academy, as required.
- Build and maintain positive relationships with stakeholders and the wider community.

3. Governance and Strategic Trust Development

- Working with Members, Directors and the LGB to ensure strong governance providing robust challenge and good outcomes for all students.
- Work with the Trust to develop and implement medium and long term strategies to ensure the future of the Trust.
- Ensuring that the Trust meets its legislative and statutory requirements, including Health and Safety, Employment, Safeguarding, Data Protection, as well as those of Companies House, the Charities Commissioners and the Department for Education (DfE) in relation to the Academies Handbook.
- Maintaining a full range of policies for all relevant areas of the Trust's work, which are fit for purpose.
- Ensuring that the Trust's Governance framework is reviewed and updated as required.

4. Quality of Education

- Enable the Trust to establish and sustain a broad, rich and coherent curriculum for all students, supported by effective curricular leadership and delivered through high quality teaching.
- Ensure that quality teaching and learning is underpinned by effective assessment practices.
- Identify and tackle areas of educational inequality, upholding and securing ambitious educational and behavioural standards for all students.
- Oversee the work of a school improvement partner to ensure that there is challenge and support to continuously improve the quality of teaching and learning.
- Hold Senior Leaders and Subject Leaders to account in relation to their objectives and the school improvement plan.

5. Running the Organisation

- Ensure that appropriate plans and actions are in place to maintain the long term financial sustainability of the Trust.
- Review and approve annual budgets, with the assistance of the Chief Finance Officer (CFO), and oversee monitoring of finances.
- Ensure that robust financial systems are in place and effectively monitored, and that appropriate action is taken to address any operational issues and that Directors are presented with timely and accurate financial reports.
- Ensure compliance with the standards set out in the Academies Handbook.
- Provide an excellent working environment and a place where people want to work and that, through robust recruitment and employment practices, a strong and stable workforce is maintained.
- Ensure that best value is provided for the Trust in terms of procurement of goods and services, in line with agreed and required procedures.
- Through the senior managers in the Trust, ensure that all aspects of the physical estate and staffing are managed to provide the best environment for learning and working.

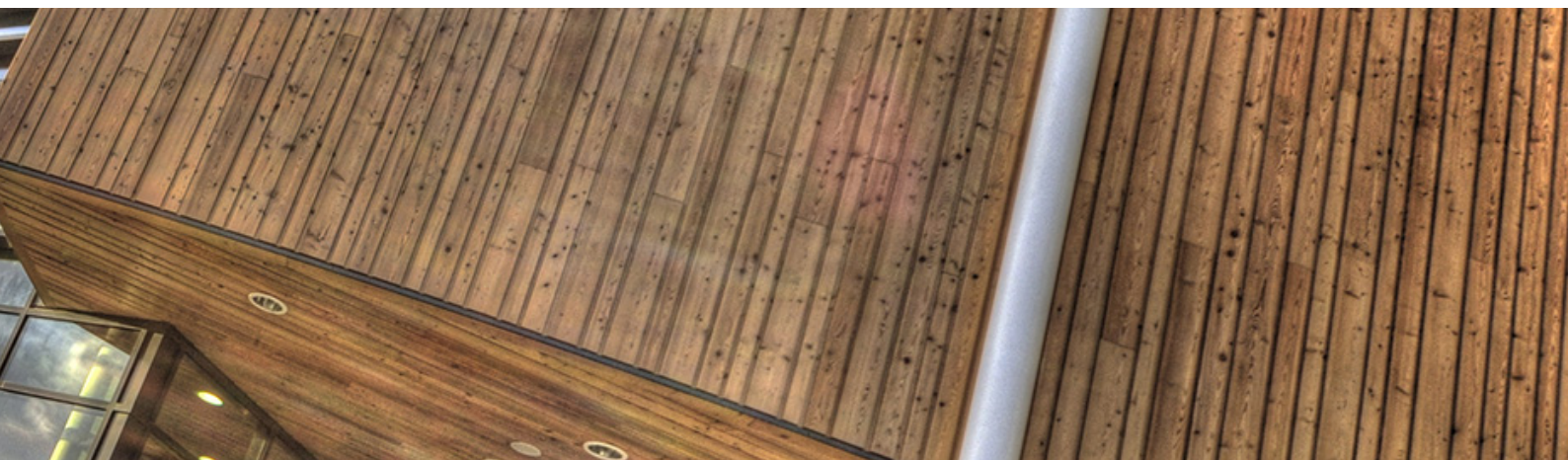


All employees have a responsibility

- to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues;
- for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children;
- to be an ambassador for the Academy.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.



Person Specification

All items are essential, except where marked.

Qualifications and Training

Degree and Qualified Teacher Status.

NPQH or NPQSL or equivalent.

Experience

Successful track record as a current Head Teacher or Principal in a secondary setting.

Experience in leading a 6th Form (desirable).

Significant involvement in an Ofsted inspection in the last 3-5 years.

Successfully managing a large budget.

Evidence of raising standards and outcomes in teaching and learning in all key stages.

Development and implementation of short, medium and longer term plans, in teaching and learning, and in the running of an organisation. This should include, but is not limited to, the School Improvement Plan (SIP) and the Self Evaluation Form (SEF).

Developing and maintaining robust and effective safeguarding and pastoral systems.

Successful line management and development of leaders and all staff, including handling complex HR issues.

Developing and implementing effective policies for a large organisation (academic and regulatory).

A solid understanding of Academy governance, including at Trust and Local Governing Board level.

Skills and Abilities

Develop, empower and support staff for all to contribute to the delivery of an outstanding educational experience and outcomes.

Mentoring, coaching and motivating others for successful outcomes.

Understanding and interpretation of data, to identify areas for development and target setting to ensure achievement.

Work with a wide range of stakeholders to achieve the best outcomes for the Trust.

A creative problem solver.

Attitude and Behaviours

Approachable, reliable and resilient, has a presence and is highly visible to students, parents/carers and the wider community.

Strong decision maker, with a willingness to take ownership and responsibility.

Innovator and strategic planner.

Inclusive and collaborative.

