

# BOURNES GREEN SCHOOLS

INSPIRING A LIFELONG  
LOVE OF LEARNING



## EXECUTIVE HEADTEACHER

SECAT



# WELCOME

BUILDING STRONG SCHOOLS  
BUILDING STRONG PARTNERSHIPS  
BUILDING STRONG COMMUNITIES

Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families.

We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to meeting you and to working with the successful candidate to serve our local community and securing the best possible outcomes for our children and young people.

With very best wishes,

*Ruth Brock*

SECAT Chief Executive Officer



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# ABOUT US

At Bournes Green we are proud of our warm and welcoming schools.

## Bournes Green Infant School

Bournes Green Infant School is a two form entry school with sixty children in each year group.

We are set within a quiet residential area, with a relatively small catchment which means that many of our children walk, scoot or cycle to school. Our grounds are beautifully landscaped and have defined areas for the children to play and learn. We are a Healthy School and have gained a Wellbeing Award. We believe a healthy body and mind are vitally important ingredients in ensuring that the children in our care have the best possible provision.

The Infant School works closely with the Junior School as we have the same leadership team. This means that there is consistency between the two schools which supports children in their transition into KS2.

## Bournes Green Junior School

We are proud of the children's achievements both in and beyond the classroom. Our committed and dedicated staff and governors work hard to provide an exciting curriculum for our pupils - continually improving the opportunities and environment which support their learning and personal development.

We take pride in the pursuit of excellence, high personal achievement and the fulfilment of every child's individual potential. We provide a broad and balanced curriculum and aim to 'inspire a lifelong love of learning' in our children.



## Leadership and management

### Quote

**Bournes Green Junior School**

'Good quality teaching ensures pupils progress well in their learning'

### Quote

**Bournes Green Infant School**

'Teaching and Learning are excellent. Pupils say learning and fun is exciting'

### Quote

**Bournes Green Junior School**

'Pupil's achievement is outstanding. As a result, attainment is high by year 6 in English, TrustheTrustics and science'

## Quality of teaching, learning and assessment

## Personal development, behaviour and welfare

### Quote

**Bournes Green Infant School**

'I cannot praise the school highly enough for the caring and professional manner with which my child's needs are being met'

### Quote

**Bournes Green Junior School**

'The school works well to bring together the school and the wider community'

### Quote

**Bournes Green Infant School**

'Leadership and management are inspirational'

## Outcomes of pupils

## Early years provision

### Quote

**Bournes Green Infant School**

'Achievement and standards throughout the school are outstanding '

### Quote

**Bournes Green Junior School**

'Parents and carers expressed a high level of satisfaction with their child's overall experience and enjoyment of school'

### Quote

**Bournes Green Infant School**

'Pupils enjoy school and show a very positive attitude to learning '

**Ofsted**  
Outstanding School

2010



# BOURNES GREEN SCHOOL VALUES

Enthusiasm



Curiosity



Imagination



Concentration



Improvement



Perseverance



Cooperation



Effort



## Our Values

At Bournes Green Infant and Junior Schools we aim to inspire a lifelong love of learning.

We provide a nurturing, inclusive environment where all children are safe and secure. Staff enable children to reach their potential through personalised learning, challenge and high expectations, and by providing memorable, meaningful, learning experiences.

We value creativity and allow individuals to flourish and grow. We encourage independence, respect for others, high self-esteem and personal responsibility, whilst promoting a sense of community and collaboration within the school and the wider world.

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# SAFEGUARDING NOTICE

TOGETHER WE ACHIEVE

SECAT is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment.

All offers of employment are subject to an Enhanced DBS check, references, medical clearance, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our **RECRUITMENT AND SELECTION POLICY AND PROCEDURE**.

## EQUAL OPPORTUNITIES

SECAT is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and pupils, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

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# SECAT'S WORK

SECAT is a medium to large size multi-academy Trust that has been in operation since 2016. Our schools all serve the local community of Shoeburyness which accommodates children and families with the lowest and the highest deprivation indicators. All schools are within 1.6 km of each other, and our secondary school and 6th form, accommodates a large majority of our primary school leavers, as well as many others locally.

We pride ourselves on being inclusive and have worked hard to ensure we offer equality of provision for our diverse community. Each school is, rightly, very different – because they work with their local families and address the needs of those families and pupils in a unique way.

SECAT has come a long way since it first started. We are committed to reducing bureaucracy and ensuring that our professional Headteachers and school staff are enabled to concentrate on what they do and know best – education of children in its very widest sense. We have therefore, centralised Communications, Extended Schools, Finance, HR, ICT, Estates, Catering, Governance, and office structures.

Our Executive Team, includes the Chief Executive Officer, the Chief Operations Officer, the Deputy Chief Operations Officer, the Director of Education, the Communication Lead, the Southend PE and Sport Manager, Estates/ICT/HR/Governance/Catering Managers, our Headteachers, and the soon to be appointed Director of Human Resources.

The Trust Board is a group of professional, highly motivated and committed personnel with a variety of skills and wide experience. A strong chair from the local community is very ably supported by experienced Committee Chairs. Each of our schools also has a local Academy Committee whose responsibilities include safeguarding, school improvement, monitoring the budget and holding the Headteacher to account.

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# SECAT'S MISSION VISION & VALUES

We are a community of schools working in partnership, sharing resources and ideas to provide a rounded and inclusive education to our pupils who range from the age of 2 through to 18.

We work towards enhancing the life chances and prosperity of our pupils and to equip them for adult life. Whilst keeping each school's individual character, we encourage our staff to share best practice and knowledge to further benefit our pupils.

We are passionate about educating and encouraging our pupils to become active, successful citizens and to have the confidence to meet any challenge they face.

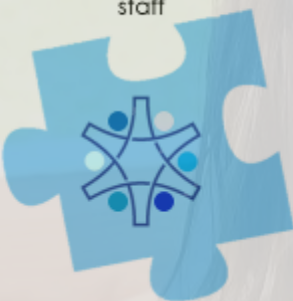
To encourage kindness, integrity, and a positive mindset



To do our best every day



Valuing the diversity and qualities of our students and staff



Ensuring everyone feels appreciated and supported



Recognising and celebrating behaviours that lead to progress



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# SECAT'S PLEDGE

The schools in the SECAT Trust are committed to making the all through years of our children's education inspiring and memorable, equipping them for their future. The SECAT Pledge is an important part of that commitment.

Staff from across the Trust come together regularly to review a shared curriculum which aims to enable access to learning for all pupils. The Trust places high importance on all aspects of learning, including emotional, creative, social, cultural, moral education, wellbeing, mental health, academic progress and attainment. Our shared curriculum is designed to provide rich opportunities for learning and exploration of our SECAT ethos. 'Building Strong Schools, Building Strong Communities, Building Strong Partnerships'.

A full education is made up of a variety of life enhancing experiences. Ones that remain with the child throughout and prepare them well for the next stage of their education or life. We have developed a programme of activities within each school in which every pupil will have the chance to participate in "The SECAT Pledge" and which will build on their previous experiences. Often, these experiences will be linked to the curriculum theme, the time of year, the local community or to National events. We cannot forget however, that often they are simply life experiences which can be rich and fulfilling.

Despite being only 1.6 miles apart from any other of our schools, each school in SECAT, has its own unique community . We want to retain that.

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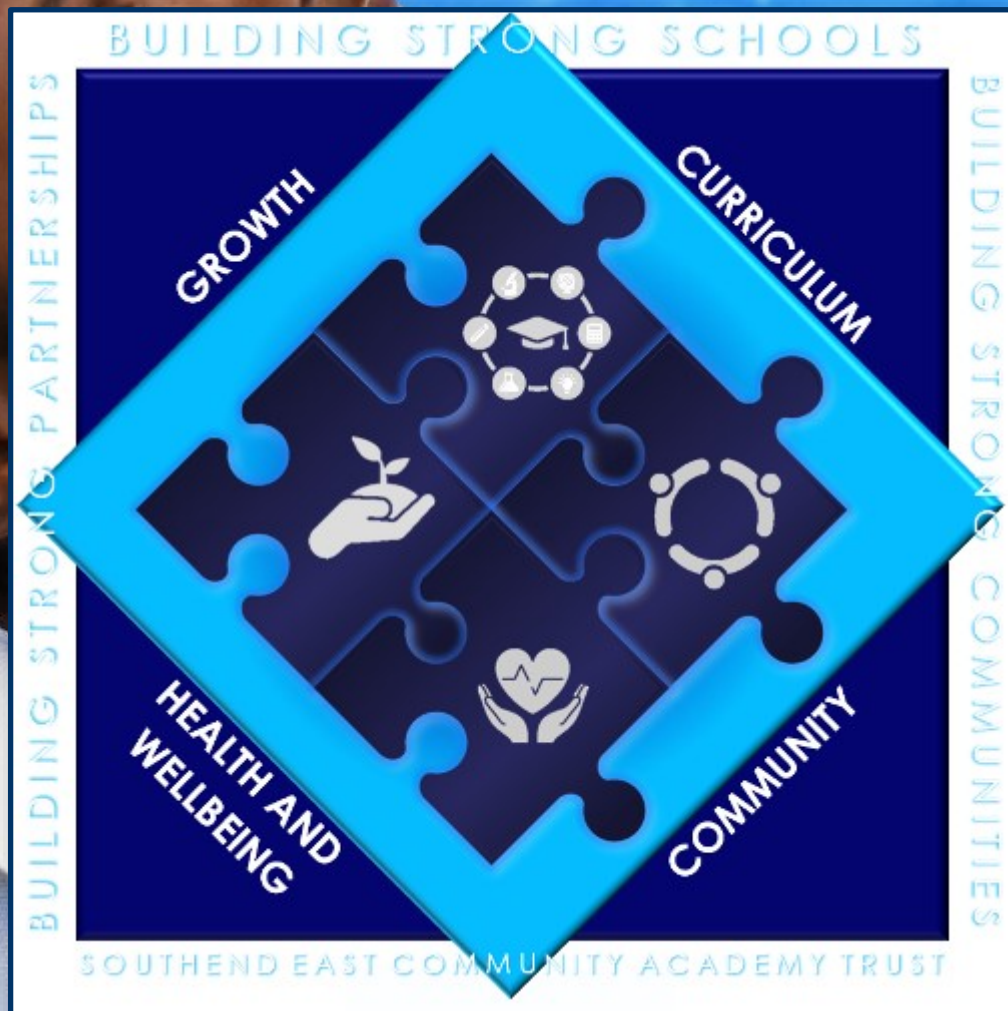
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# SECAT'S STRATEGIC PLAN



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# EXECUTIVE HEADTEACHER BOURNES GREEN SCHOOLS

<b>Job Title:</b>	Executive Headteacher
<b>Responsible to:</b>	Chief Executive Officer
<b>Liaison with:</b>	CEO, COO, Executive Team (ET) including Headteachers and Central Team, Committees, Trust Board Committee
<b>Location:</b>	Bournes Green schools
<b>Pay Range/Salary:</b>	SECAT Enhanced Leadership Pay Scale L18-24 £68,024-£78,790
<b>Start Date:</b>	January or Easter 2023 (depending on availability)
<b>Contract Type:</b>	Permanent, Full Time
<b>Application Closing date:</b>	Monday 17 October 2022 (midday)
<b>Date of Interview:</b>	19 & 20 October 2022

Southend East Community Academy Trust (SECAT) is seeking to appoint a highly experienced Headteacher to be responsible for the executive leadership of both Bournes Green Infant and Bournes Green Junior Schools.

For further information regarding this role please contact Ruth Brock, Chief Executive Officer on 01702 580463 or [ruthbrock@secat.co.uk](mailto:ruthbrock@secat.co.uk). To arrange a visit to the schools, please contact Jan d'Eca on 07725 481866 or [hr@secat.co.uk](mailto:hr@secat.co.uk)





## **BOURNES GREEN SCHOOLS**

### **EXECUTIVE HEADTEACHER**

<b>Post Title:</b>	Executive Headteacher
<b>Salary:</b>	SECAT Enhanced Leadership Payscale 18-24
<b>Hours:</b>	Permanent/ Full time
<b>Responsible to:</b>	Chief Executive Officer

*For the purpose of this job description, any reference to 'schools/school', will relate to both Bournes Green Infant and Junior Schools.*

#### **Core Purpose**

The Executive Headteacher will be responsible for the internal organisation, management and control of both Bournes Green Infant School and Bournes Green Junior School in accordance with applicable legislation, the policies of the Trust (including its annual budget) and the principles, ethos and working relationships of the Trust.

The Executive Headteacher, working with the CEO, Academy Committee, Senior Leadership Team and school staff, will provide overall strategic leadership for both schools.

The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the schools and SECAT
- develop, implement and evaluate the schools' and SECAT's policies, practices and procedures
- lead and manage teaching and learning throughout the schools
- ensure accurate schools' self-evaluation to inform improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the schools
- play an active part as a member of the Executive Team within SECAT to ensure that the strategic objectives within the Trust Strategic Plan are successfully realised

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.*






## **Principal Accountabilities:**

### **Safeguarding**


Fulfil personal responsibilities, and secure compliance by those working in schools, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Appropriately sharing information, with other professionals both within and external to the Trust
- Assigning a designated professional lead for safeguarding / take responsibility as the designated professional lead for Safeguarding
- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children

### **Qualities and Knowledge**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
  - Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, all SECAT staff and pupils, the Trust Board, and members of the local community
  - Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them
  - Sustain wide, current knowledge and understanding of education and schools' systems locally, nationally and globally, and pursue continuous professional development
  - Work with political and financial astuteness, within a clear set of principles centred on the schools' and the Trust's vision, ably translating local and national policy into the schools' context
  - Communicate compellingly the schools' and SECAT's vision and drive the strategic leadership, empowering all pupils and staff to excel
  - Have a good understanding of the role of Ofsted and the recent changes within the Inspection Framework
- 






## **Pupils and Staff**

- Set ambitious standards for all pupils, overcoming disadvantage, and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents/expertise, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning within the Trust
- Hold all staff to account for their professional conduct and practice
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments

## **Systems and Processes**

- Ensure that the schools' and Trust's systems, organisation and processes are well-considered, efficient, and fit for purpose, upholding the principles of transparency, integrity, and probity
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in schools and in the wider society
- Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the schools to understand its role and deliver its functions effectively as an Academy Committee within SECAT – in particular its functions to set schools' strategy and, alongside the CEO, hold the Executive Headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of the schools' approved budget and resources, in the best interests of pupils' achievements and the schools'/Trust's sustainability
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers



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- Consult and communicate with the CEO, Executive Team, Academy Committee, staff, pupils, parents and carers, and external agencies
  - Lead and manage/be responsible for safeguarding and promoting the welfare of children

### **The Self-Improving School System**

- Create outward-facing Schools which collaborate with other schools both within and outside of SECAT and other organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond the schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Participate in arrangements for own further training and professional development and appraisal and review of own performance

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)



## EXECUTIVE HEADTEACHER PERSON SPECIFICATION

This should be read in conjunction with the Job Description.  
The Person Specification sets out the elements of the Executive Headteacher role the Trust deems important for this post.

**Key: A = Application; I = Interview; R = References**

Requirement	Essential	Desirable	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>If NPQH is not held, alternative suitable academic and professional qualifications. For example, M. Ed</li> <li>Evidence of continuing professional development</li> <li>Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>NPQH</li> </ul>	<b>A</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience across the primary age range</li> <li>Good knowledge and understanding of the importance of the early years' curriculum</li> <li>Understanding of current SEND procedures and practice</li> <li>Evidence of successful classroom teaching</li> <li>Evidence of substantial and impactful experience as a Headteacher or Deputy Headteacher in more than one school</li> <li>Competent ICT skills and knowledge</li> <li>A good understanding of the role of Ofsted and the recent changes within the Inspection Framework</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with external agencies</li> <li>Experience of working within a Trust</li> </ul>	<b>A, I &amp; R</b>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>A clear vision of excellence in education</li> <li>Evidence of ability to raise educational standards and a commitment to high standards of achievement</li> <li>Clear understanding of the strategic role Headteachers play within a successful Trust</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing projects and liaising with colleagues who are responsible for finance and premises issues</li> </ul>	<b>A, I &amp; R</b>



	<ul style="list-style-type: none"> <li>• Experience of influencing strategic planning within senior leadership</li> <li>• Understanding of and ability to look at the 'bigger picture'</li> <li>• Ability to initiate and manage change sensitively in pursuit of strategic objectives</li> <li>• Understanding of improvement planning and effective financial management</li> <li>• Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee</li> <li>• Ability to delegate, monitor and effectively evaluate information in a variety of forms</li> <li>• Evidence of good working relationships with parents and the wider school community</li> <li>• Experience and successful use of Performance Management of both teaching and support staff to support improvement</li> <li>• Commitment to the continuing professional development of all staff</li> <li>• Ability to lead by example and inspire pupils and staff to achieve positive results</li> <li>• Experience of leading the safeguarding of young people and an up to date knowledge of Child Protection procedures</li> <li>• Knowledge of current Health and Safety Regulations</li> </ul>		
<b>Knowledge and Skills/Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Clear understanding of what is effective teaching and how this positively impacts the learning of pupils from diverse backgrounds</li> <li>• A high regard for the personal achievement of</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative and creative approach to teaching and learning</li> </ul>	<b>A, I &amp; R</b>



	<p>every child emotionally and academically</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li> <li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li> <li>• Commitment to inclusion and equality of access to educational provision for all children</li> <li>• A good understanding of consistent approaches to behaviour management</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Someone who thinks 'outside of the box'</li> <li>• Strong interpersonal and communication skills displaying confidence and transparency</li> <li>• Clarity of thinking enabling effective decision-making</li> <li>• Desire to promote respect between pupils, staff, parents, governors, and all Trust staff</li> <li>• Has high expectations of both self and others</li> <li>• A well-organised person, able to manage time effectively, to prioritise and to meet school, Trust, and external deadlines</li> <li>• Ability to recognise staff strengths and delegate accordingly</li> <li>• Ability to build, support and work as part of a high performing team</li> <li>• A sense of humour</li> </ul>		<b>A, I &amp; R</b>

# HOW TO APPLY

ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

To make an application please visit [www.secat.co.uk](http://www.secat.co.uk) for Guidance Notes and to download SECAT Application Forms to be returned completed by the closing date to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



[www.bournesgreeninfantschool.co.uk](http://www.bournesgreeninfantschool.co.uk)  
[www.bournesgreenjuniorschool.co.uk](http://www.bournesgreenjuniorschool.co.uk)



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Ladram Rd, Thorpe Bay, Southend-on-Sea, SS1 3PX



@BournesGreenInf  
@BournesGreenJun

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