

Head of School Morton CofE Primary



SALARY

L5-L9 £46,566 to £51,402

START DATE

1st September 2022 or January 2023

WORKING HOURS

0.8 FTE

LOCATION

Morton C of E Primary School

APPLICATION DEADLINE

Noon on Tuesday 17th May

INTERVIEWS

Wednesday 25th May

The opportunity to transform lives

What if every child was unique with intrinsic value? What if every member of staff was unique with intrinsic value? What if every school was unique with intrinsic value? At LAAT we believe that they are.

We're a Church of England Trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult, or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can transform their lives. And then you have to have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the support of an organisation who believes that you too are unique and valuable – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, professional support, and the opportunity to transform lives.

Within fabulous Greater Lincolnshire with its beautiful beaches, woods, wolds, fields and fens, its 2-university city, and its access to new and growing technologies. Its reasonable priced houses and home to the Red Arrows.

Is now the time to find out more about us and to join our community of excellence, exploration and encouragement? To change lives with us, for the better.

Jackie Waters-Dewhurst
Chief Executive Officer

The LAAT Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



For more information about
LAAT:
www.thelaat.co.uk

Head of School and SENCO

Would you like to be part of a Church School team who aim to inspire and encourage our children to believe in their ability to succeed through learning?

We are a village school situated at the heart of the local community. Our school is a friendly, happy school with high standards expected of the children within a caring, Christian ethos. Our school brings together children aged from 2 to 11 in a place that provides a safe, welcoming, and nurturing environment where children can work confidently together. Our most recent SIAMS recognised us as 'OUTSTANDING' and recognises the positive influence that our school has on all the children in our care.

The school values partnership with parents, carers and the community to create a stimulating, learning environment for the children. We plan an active curriculum that aims to be vibrant, challenging, and creative with clear skills progression for learning. The school is at the heart of the village of Morton, just north of Bourne.

The successful candidate will have a proven track record of sustained development and be committed to our school and its mission. They will have excellent interpersonal skills, be able to take initiatives and embrace new opportunities and have the ability to lead the day to day running of the school, building strong, effective partnerships with a variety of stakeholders in education.

The Head of School will also undertake the post of SENCO. Whether you are an experienced SENCO, or someone part way through their SENCO journey, if you have the desire to enable and support our children to achieve their best outcomes, we would love to hear from you.

The key responsibilities of the post are listed below with more detail provided in the Head of School Job Description below.

The successful candidate will:

- Maintain high morale and set an example of professionalism, high quality performance and leadership.
- Develop in all pupils the skills, attitudes and stamina required for life-long learning and success in a rapidly changing world.
- Enhance opportunities through partnerships between parents / carers, pupils, staff, other trust schools and the local community in order to maximise the benefits of being a Trust school.
- Develop an ethos of integrity, compassion and excellence throughout school and community, which it serves in order to promote self-esteem alongside respect for others.
- Continue to maintain and build on the distinctively Christian ethos of Morton Church of England Primary School

We are looking for a person with:

- Proven leadership experience and the ability to carry out the varied responsibilities of the role.

BENEFITS

- Teachers' Pension Scheme for Teachers.
- Growth and Development processes in place for all employees to support CPD and enhance professional practise.
- Access to over 70 online e-Learning courses to support development.
- Supportive hubs and working parties
- Professional coaching and training from internal and external experts
- 24 hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
- Confidential counselling – up to 6 sessions free of charge
- Physiotherapy – up to 4 free sessions
- Stress Coaching – personalised coaching plans over 6 weeks, one to one with an OH Practitioner
- Virtual GP – Accessible by smart phone or computer, same day appointments available at time to suit

- The ability to engender respect and support from staff, governors, the Academy Trust, children, and their parents.

We can offer you:

- An opportunity for an aspiring or experienced SENCO to develop skills and acquire new knowledge and experience as part of their journey of development, supported by an active SENCO working group.
- An exciting opportunity to help shape the future of the school and progress your career within a supportive framework.
- A varied and exciting role with opportunities to work with a wide range of stakeholders.
- Opportunities for continuous professional development and salary progression throughout the ISR.
- An exciting prospect to have influence in a growing Multi Academy Trust.
- The chance to support transformation for pupils and families across Lincolnshire.

Please contact George Trafford for an informal discussion. In the first instance please email george.trafford@morton.lincs.sch.uk or call 01778 570389.

Completed application forms should be sent to administration@laat.co.uk



Job Description – Head of School

Responsible to: Executive Headteacher

Core Purpose

A Head of School will support the Executive Headteacher in the creation and implementation of distinctly Christian vision. They will embed the Trust and School visions into every area of the role and will challenge and support others in achieving the same.

A Head of School will promote the need for pupils to actively engage in Excellence, Exploration and Encouragement and support LAAT's belief that all children need to flourish in a creative environment that allows them to become all that God intended.

In our Trust a Head of School provides professional leadership and is responsible for the efficient day to day management of the School as part of LAAT, leading the school community in promoting positive attitudes to learning throughout the whole community.

A Head of School will work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils. The postholder may be required to work in any of the Trust schools as directed by the Deputy Chief Executive and in consultation with the Executive Headteacher.

Key Tasks and Responsibilities

This Job Description should be read in conjunction with the standards for Headteachers as set out in the latest version of the School Teacher and Pay Conditions Document and with the Trust Code of Conduct. A Head of School should support an ethos of integrity, compassion and excellence throughout the school and communities in which they serve.

The Head of School will ensure that his/her leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work and in support of the Trust vision and values.

Each school will be supported by a Trust Business and Operations Partner (BOP) The BOP will support on all operational aspects of the job description. For example, it is expected that much of the operational leadership and management of a school would be delegated to the HoS or BOP.

Key Accountabilities

Creating the future of the Trust Schools

Embed the Trust vision across the School

Work with the Executive Headteacher, local board and community to create a local vision for the School which is consistent with the Trust vision and values

Motivate others to create a shared learning culture and positive climate

Support the Executive Headteacher in implementing the vision into agreed objectives and operational plans

Develop school structures with the Executive Headteacher in order to maximise resources and where required support and promote cross working across schools within the Trust

Support regular opportunities for cross-school and cross-leadership working to maximise strengths and develop further joint working

Leading teaching and learning/outcomes and standards across the School

Support curriculum development and innovation to ensure a vibrant, locally relevant and engaging curriculum is in place to ensure children receive a broad, balanced and relevant curriculum that helps to prepare them for the next phase of their education

Ensure the continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress

Establish creative, responsive and effective approaches to learning and teaching

Set high expectations and set stretching targets for the school community

Monitor, evaluate and review school practices and promote improvement strategies

Robustly tackle under-performance

With the Business and Operations Partner (BOP), manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Lead the planning and delivery of Collective Worship

Developing self and working with others

Display and live out Leadership Behaviours that act as a beacon of excellence for others and support the Trust values

Working within Trust policies and supported by the BOP, ensure the maintenance of effective strategies and procedures for staff induction, professional development, and performance review

Promote and maintain a culture of high expectations for self and others

Ensure clear delegation of tasks and responsibilities so that teams and individuals undertake effective planning, allocation, support, and evaluation of work.

Regularly review own practice, set personal targets, and take responsibility for own development.

Maintain a consistent and continuous focus on the development of staff and students

Acknowledge responsibilities and celebrate achievements of teams and individuals to promote a positive successful culture across the school

Actively manage own workload, setting a good example to others to allow a genuine culture of work/life balance.

Attend training and development courses as prescribed by and required by the Trust

Managing the organisation

Ensure the ongoing development and implementation of an organisational structures which reflect the visions of the Trust and enable effective and efficient operations

Support the Executive Headteacher in developing a focussed School Development Plan, that articulates the core priorities, the timescales in which these will be achieved and the success criteria for each of these.

Support the Executive Headteacher in the preparation of an accurate School Self Evaluation (SEF) document that accurately reflects the current picture of the school with regards to Leadership, Quality of Education, Personal Development, Behaviour and Attitudes

Operationally manage the human, financial and physical resources of the school, supported by the central team and BOP

Have an operational overview of all health and safety regulations to ensure that the school meets the needs of the curriculum and health and safety regulations

Ensure that performance management processes are carried out for all staff and report performance management outcomes to the Executive Headteacher, ensuring staff are fully supported

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Securing accountability

Consistent with the Trust vision, enable everyone to work collaboratively within the schools and across the wider Trust to achieve excellence for all

Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded

Work with the local board to enable it to meet its responsibilities and those defined in the Scheme of Delegation

Ensure every individual child has access to high quality teaching and learning that allows them flourish and become all that God intended.

Present a coherent and accurate account of the school's educational performance to a range of audiences including the Executive Headteacher, the Trust Board and parents and carers

Strengthening community

The Head of School will be the primary contact for parents and carers

Support and promote positive strategies for challenging any prejudice

Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the Trust's ethos, values, and Code of Conduct

Ensure that the school collaborates with other agencies to promote the academic, spiritual, moral, social, emotional, and cultural wellbeing of students and their families

Support the development and implementation of a curriculum which supports the school culture and curriculum which consider the richness and diversity of the school's communities, and of those around the school

Ensure a range of community-based learning experiences are available

Collaborate with other agencies to ensure pupil and community needs are met

Develop and implement strategies, to ensure strong community links are established and maintained

Support and lead joint community events that promote the ethos of the Trust

Market and promote schools and the Trust via social media and other communications, sharing its unique selling points, vision, and values.

Safeguarding

Be the Deputy Designated Safeguarding lead

Ensure that the school is a safe place for children, ensuring that all safeguarding procedures are of the highest standard

Oversee the recording and management of safeguarding concerns and ensure compliance with statutory guidance

Oversee the management of the Single Central Record (SCR)

Ensure consistent and thorough procedures and practices of all staff in relation to being vigilant to the safeguarding of all children including liaison with outside agencies

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

| Training/Qualifications/Experience | Essential | Desirable |
|---|-----------|-----------|
| Qualified Teacher Status with a successful NQT year completed | * | |
| National Professional Qualification of Headship or working towards | | * |
| Evidence of continuing professional development | * | |
| Significant experience as an Assistant Headteacher, Deputy Head or Senior Teacher with a sustained record of school improvement | * | |
| Experience of developing partnership and learning between schools | | * |
| Experience of the effective management of funding and resources | * | |
| Evidence of successfully leading and sustaining educational initiative | * | |
| Evidence of effective appointment and personnel management | | * |
| Experience of working within a Church School | | * |

Professional knowledge and understanding

| | | |
|---|---|--|
| Understanding of the mission and vision of the Church of England and the Diocese of Lincoln | * | |
| Knowledge of ways to build, communicate and implement a vision within a school | * | |
| Demonstrate ability to lead change, creativity and innovation and motivate others to do the same | * | |
| Awareness of strategies for communication, both within and beyond the school and community | * | |
| Understand strategies for ensuring inclusion, diversity, and access to education for all | * | |
| Curriculum design and management | * | |
| The self-evaluation process and its role in driving continuous improvement | * | |
| Building and sustaining a learning community | * | |
| Financial planning, budgetary management, and principles of best value | * | |
| Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights, and employment legislation | * | |

| | | |
|---|---|--|
| The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including performance | * | |
| To be able to effectively use IT, particularly accounting software and Microsoft Excel | * | |

Safeguarding Children

| | | |
|---|---|--|
| Current Safeguarding Training | * | |
| Enhanced DBS Clearance (Trust will obtain) | * | |
| Awareness of the importance of safeguarding and promoting the welfare of children | * | |
| A commitment to maintaining up to date knowledge of child protection legislation and guidance | * | |

Personal and Professional Skills and Attributes

| | | |
|--|---|--|
| Ability to develop and maintain a clear vision and lead others to plan and deliver it | * | |
| Ability to articulate this vision to diverse audiences and a commitment to inspire others | * | |
| Ability to establish successful relationships at all levels and have good communication skills both verbal and written | * | |
| Ability to lead, coordinate and delegate with enthusiasm, energy, vigour and perseverance | * | |
| Ability to exercise accountability effectively, efficiently, and fairly | * | |
| Ability to foster a culture of respect and openness; | * | |
| Be passionate about Church School education and learning | * | |
| Display and role model resilience and perseverance | * | |

Behaviour Competencies - Candidates should:

| | | |
|--|---|--|
| Be respectful and able to act with tact and diplomacy | * | |
| Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils | * | |

Our Commitment to you

We believe that all of our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates on the page below:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

The LAAT Trust promotes diversity and wants a workforce which reflect Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Our Schools

- 1 Browns C of E Primary School
- 2 Canon Peter Hall Ce Primary School
- 3 Coningsby St Michael's Church of England Pri...
- 4 East Ravendale C Of E Primary School
- 5 Edenham ce primary school
- 6 Friskney All Saints C O E Primary School
- 7 Harrowby Church of England Infant School
- 8 The Magdalen Church of England / Methodist ...
- 9 Morton Church of England (Controlled) Primar...
- 10 Ruskington Chestnut Street C E Primary School
- 11 Spalding Parish Church of England Day School
- 12 St Peter's C of E Primary School
- 13 Holy Trinity CofE Primary School
- 14 The National Church of England Junior School
- 15 Ulceby St Nicholas C Of E Primary School
- 16 Weston St Mary's C Of E (VC) Primary School
- 17 Whaplode C Of E Primary School
- 18 William Lovell Church of England Academy
- 19 Wrawby C Of E Primary School
- 20 Branston Church of England Infant School

