



# Beaford Community Primary School HEAD of SCHOOL APPLICATION PACK

Working in partnership with TEAM MULTI-ACADEMY TRUST



Dear Colleague

Thank you for replying to our advertisement for a Head of School at Beaford Community Primary School. I hope you find this information pack helpful.

You will be joining us at an exciting time as we commence working in a trust partnership with TEAM Multi-Academy Trust from January 2022. We are working towards academisation with the aim of joining TEAM formally in 2022. The successful candidate will be Head of School within Beaford and will join a wealth of experience and support within the Senior Leadership Team at TEAM.

TEAM is made of up five primary schools, all located in the area of North Devon. Within the Trust, the schools are able to be individually creative and innovative whilst benefitting from good practice that is shared and enhanced through strong partnerships. Staff and children work closely together and benefit from joint professional development sessions and cross school events. The Trust is also a member of the South West Institute for Teaching. As well as contributing to this organisation, Beaford will also benefit from the wide range of events and professional development opportunities offered for teachers, managers and trustees.

Beaford School is situated in a mixed catchment area and caters for children aged 2-11 with a current role of 103.

Our vision is that children at Beaford have the knowledge, skills, abilities and experiences to be fully immersed Global Citizens now and for the future.

Our school site provides a wide range of opportunities that support our creative and progressive approach to the curriculum, including the OPAL project. Throughout the school, there is an emphasis on learning through first-hand experience and hands on activity. To support this approach, we have a comprehensive program of day and residential visits. Children are very willing learners and enjoy coming to school. They enjoy learning and are encouraged to take responsibility for their community through aspects such as sports leader and peer mentoring training.

The person appointed for this post will be employed by Beaford and will be directly accountable to TEAM's Executive Headteacher under the Trust Partnership agreement. They would also be a member of the trust's senior leadership team and would be encouraged to extend their influence across all schools within the trust.

This is a very exciting opportunity for a person who is ready for the responsibility of headship and working with a trust that is supportive, collegiate and forward thinking.

I hope you decide to apply for the post and look forward to hearing from you.

Matthew Millichope  
Chair of the Board of Governors



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[www.teamacademytrust.com](http://www.teamacademytrust.com)

Registered Office:  
Pilton Bluecoat Academy  
Abbey Road, Barnstaple, EX311JU  
01271345952

**[vacancies@team-mat.org.uk](mailto:vacancies@team-mat.org.uk)**

## Head of School

The governors are looking to appoint a person who will build on the good practice within the school, demonstrate outstanding teaching practice and enhance our school with their own vision and enthusiasm



### In particular, we are looking for someone who is:

- an outstanding teacher with very high expectations of what can be achieved.
- passionate about children's creativity and their talents.
- genuinely committed to the success of all children.
- flexible, with a good sense of humour and an understanding of each child's bigger picture.
- hard working, creative and keen to develop their leadership expertise to make it the best it can be.
- reflective on their own expertise and open to innovation and developing their skills
- committed to a curriculum that is progressive, exciting and supportive of children's ideas and interests.



Life, love and learning  
to the full

#### We can offer you:

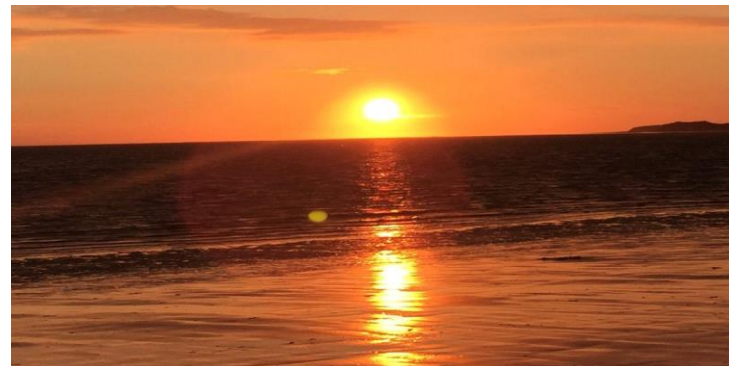
- a genuine opportunity to make a difference.
- a highly skilled team of friendly staff to work with.
- the opportunity to be part of a dynamic leadership team.
- well-resourced classrooms and facilities
- high quality support and CPD to ensure that you are successful.
- an exciting, well-organised and vibrant community in which to work.
- a fantastic community of parents and children who deserve the best.
- opportunities to work with our partner schools
- career development across the Trust

#### Why consider this role:

- The security of working as part of a TEAM of dedicated, hard - working professionals, at all levels.
- You will have access to a central team that provides financial, HR, premises support meaning you can focus on the core business of teaching and learning.
- Extensive CPD and networking opportunities for all staff
- Access to one paid Wellbeing Day a year
- Opportunity to work with a supportive, friendly group of school leaders who are focused on being innovative in order to improve the curriculum offer for all children especially the most disadvantaged



*Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age*



### **Location, location, location:**

‘North Devon is probably best known for its award-winning coastline, much of which is a designated Area of Outstanding Natural Beauty. The golden sandy beaches are perfect for rock-pooling, swimming and surfing, in fact, much of the coast is the UK’s top surfing spot. Combine this with dramatic coastlines, rugged moors and verdant valleys that all demand to be explored and you’ll never be short of things to do.

If you love being outdoors, this is the perfect part of the country to visit. Exmoor is full of beautiful walking trails and wildlife, including the famous Exmoor ponies, which wander wild around the moor – there is something very special about settling down for a picnic following a bracing walk and watching the ponies against the backdrop of the moor.’



## How to Apply

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print and hand write.
3. Email your completed application to Caroline Tucker at

**vacancies@team-mat.org.uk**

or send by post to:

**Mrs. C Tucker  
HR Manager  
TEAM Multi-Academy Trust  
c/o Pilton Bluecoat School  
Abbey Road  
Barnstaple  
EX31 1JU**

4. Please ensure you complete the application form in full and include a statement outlining how your experience has shaped your approach to teaching, learning and leadership. This should be no more than 600 words.

### Appointment to start:

**1<sup>st</sup> January 2022** (This date may be extended for the right candidate)

### Closing date for applications:

**12 noon Thursday 11<sup>th</sup> NOV 2021**

### Interview date:

**Week beginning 22<sup>nd</sup> November 2021** (via remote digital access if necessary)

References will be sought for short listed candidates prior to the interview dates. Our schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.

Should you have any queries or would like to arrange a visit to Beaford Primary please contact Ian Thomas or Caroline Tucker, HR Manager on: **01271 345952**

**We look forward to receiving your application.**

## Person Specification

In your supporting statement and application form please demonstrate how you have successfully met the criteria **in bold** from this person specification.

Education and Training
<b>Qualified Teacher Status</b>
Have achieved or is working towards NPQH.
<b>Evidence of continuing &amp; relevant professional development.</b>
Experience
<b>Evidence of substantial sustained high quality teaching across the primary school age range (baseline standard of very good with a clear track record of outstanding practice).</b>
<b>An ability to demonstrate the highest-level skills in classroom organisation and management leading to the promotion of good behaviour and discipline across school.</b>
<b>An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests (and the ability to support colleagues in developing precision differentiation).</b>
<b>Considerable experience and expertise in developing practice in Assessment and Record Keeping at whole school level to secure improved levels of pupil achievement and accelerated progress.</b>
<b>Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources.</b>
<b>A full understanding of the National Curriculum and its implementation.</b>
<b>An awareness of recent national initiatives aimed at raising achievement and school improvement strategies.</b>
<b>A firm commitment to Equal Opportunities.</b>
<b>High level of initiative, self-awareness and interpersonal leadership skills.</b>
A strong commitment to community links and the ability to confidentially engage with stakeholders.
An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
Willingness to support community initiatives, parent association groups and working parties.
Practical evidence of links with other schools, educational establishments and wider community to support transition and enhance teaching and learning and personal development across the whole school.
Effectively promote professional relationships with parents and carers to enhance learning.
Leadership Qualities
<b>Ability to manage a variety of people and situations effectively and sensitively.</b>
<b>Initiate and manage strategic and continued improvement.</b>
<b>Plan, organise and evaluate work commitments and prioritise areas for development and improvement.</b>
<b>Ability to work strategically and collaboratively with the governing body and leadership team.</b>

Ability to work between the Trust schools as required whilst primarily being based at Pilton Bluecoat.
Ability to work collaboratively within the Trust and its leadership team whilst reporting to the Executive Headteacher.
Confidence and commitment to direct, delegate, develop and empower.
<b>Self-Management Skills</b>
<b>Proven ability to sustain and develop high quality teaching and learning across the school to improve on outcomes for children.</b>
<b>Knowledge of statutory requirements and the ability to ensure delivery within a broad, balanced, relevant and differentiated curriculum to support the whole child.</b>
<b>Knowledge of effective strategies for teaching pupils with SEN.</b>
Work under pressure, meet deadlines, prioritise and manage own time effectively.
Achieve challenging professional goals, taking responsibility for their own professional development.
Chair meetings effectively.
Have excellent communication skills, both verbal and written.
<b>Personal Qualities</b>
<b>Demonstrate enjoyment of working with children and adults.</b>
<b>Approachable, fair and consistent.</b>
<b>Able to identify the need for strategic action and act determinedly when necessary.</b>
<b>Able to work effectively under pressure.</b>
Significant experience of leading lesson observations and providing quality feedback to teachers.



## Job Description

### **Job Purpose:**

Working with the Executive Head Teacher and Trust Leadership Team to provide leadership for Beaford Primary School and to effectively secure its success and continuous improvement. Through a 0.6 classroom teaching commitment and 0.4 leadership commitment. The successful candidate will ensure high quality education for all pupils and the highest standards of learning and achievement in the context of the Trust's approach to learning and the curriculum.

### **Responsible to:**

The Executive Head Teacher of the Trust

### **Responsible for:**

Teaching and support staff of the school and its children and wider community.

### **Shaping the Future**

*Working with the Executive Head and Leadership Team to:*

Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and TEAM Trust.

Translate the vision into clear objectives that promote and sustain school improvement.

Ensure that the school and Trust moves forward to the benefit of its pupils and their community.

Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.

Take the lead in and be the driving force behind the development of Outdoor Play and Learning project.

### **Leading Learning and Teaching**

*Working with the Executive Head and Leadership Team to:*

Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.

Ensure a school focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.

Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.

Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.

Fostering a culture in which children are proud of the outcomes and can talk about their learning reflectively and with pride.

### **Developing Self and Others**

*Working with the Executive Head and Leadership Team to:*

Build a collaborative learning culture within the schools across the Trust and actively engage with other schools to build effective learning communities and partnerships.

Ensure effective planning co-ordination, support and evaluation ensuring clear delegation of tasks and devolution of responsibilities.

Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.

Set high expectations for all and address underperformance.

To act as a role model for the highest professional standards.

Regularly self-evaluate, set personal targets and take responsibility for own personal professional development

Ensure both self and others achieve an appropriate work/life balance

Implement performance management systems that ensure high quality education provision.

### **Managing the Organisation**

*Working with the Executive Head and Leadership Team to:*

Create an organisational structure that reflects the school and Trust values and enables the management systems, structures and processes to work effectively in line with legal requirements.

Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.

Produce and implement clear, evidence-based improvement plans and policies for the development of the school.

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

### **Securing Accountability**

Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Assist the Executive Head to provide information, advice and support to the Trustees to enable them to meet their responsibilities for securing effective teaching and learning and high standards of achievement.

Work effectively with the Local Governing Body to enable them to fulfill their delegated responsibilities.

To assist the Executive Head in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through Performance Management.

To assist the Executive Head Teacher in ensuring all parents are well informed about:

- curriculum attainment, achievement and progress
- realistic and challenging targets for improvement
- ways in which they can contribute to help their child achieve.

To assist the Executive Head in developing and presenting an accurate account of the school performance to a range of audiences including governors, parents and carers, and OFSTED.

**Strengthening Community**

*Working with the Executive Head and Leadership Team to:*

Co-operate and work with relevant agencies and partners to ensure the well-being of children.

Ensure learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.

Build a school culture and curriculum that takes account of the richness and diversity of the school's community.

Create and promote positive strategies for challenging all forms of prejudice and harassment.

Promote the concept of lifelong learning and family engagement with learning through partnership.

Manage effective relationships with all stakeholders and partners.

**Safeguarding and Promoting the Welfare of Children**

*Work with the Executive Head and Leadership team to:*

Ensure a safe and supportive culture in the school.

Ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

Identify key features of staff recruitment that help deter and prevent the appointment of unsuitable people.

Promote Trust policies and practices that minimise opportunities for abuse or ensure its prompt reporting.