



LINCOLN ANGLICAN  
ACADEMY TRUST  
DIOCESE OF LINCOLN

Coningsby St Michael's Church of England Primary School

Head of School



# Head of School



## SALARY

L7 to L11 £54,816.00 to £60,488.00 FTE

## HOURS

1.0 FTE

## START DATE

September 2024

## LOCATION

Coningsby St Michael's Church of England Primary School

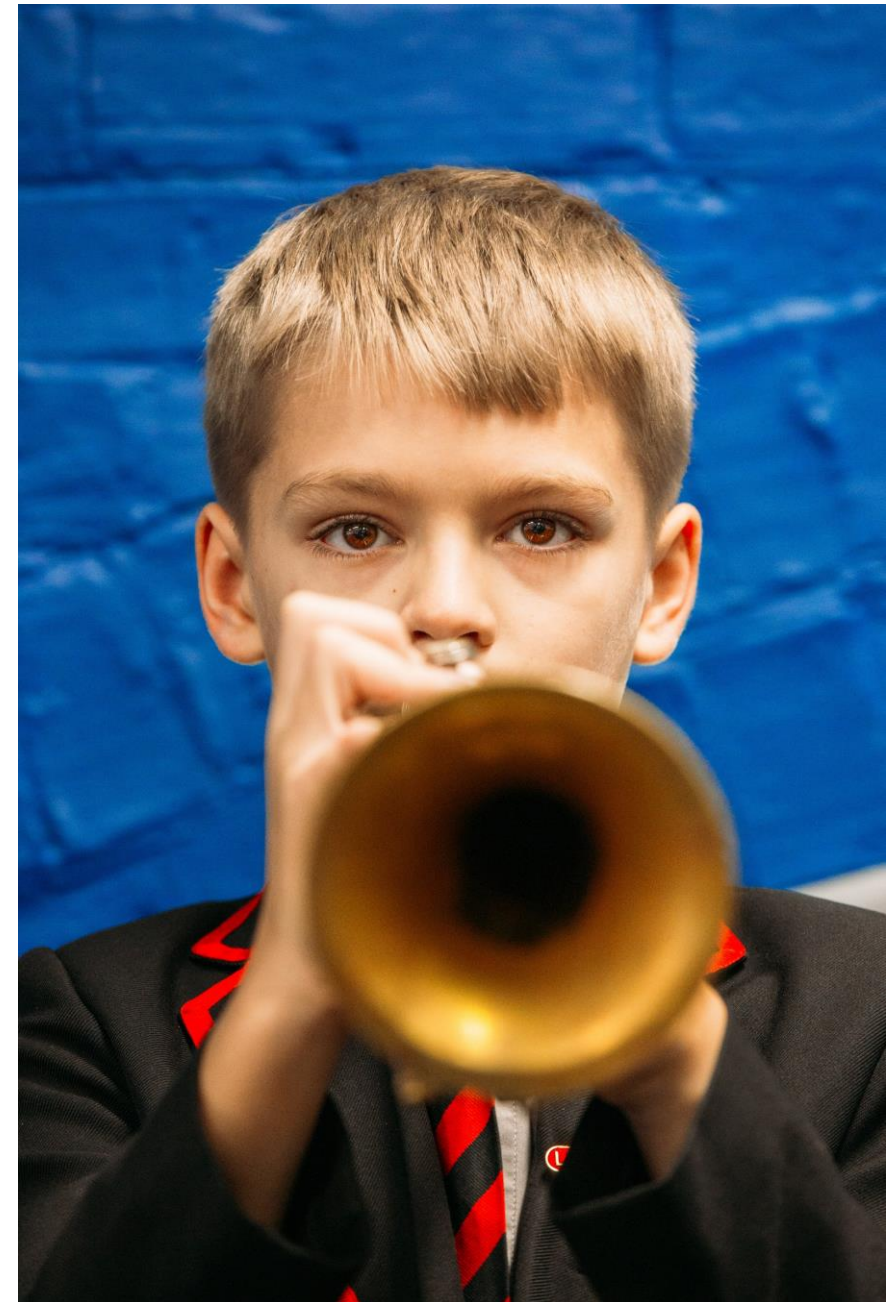
## APPLICATION DEADLINE

Thursday 18<sup>th</sup> April 2024 (noon)

## INTERVIEWS

Thursday 25<sup>th</sup> April 2024

For an informal discussion about the role, or to arrange a visit, please contact Stephanie Liley after 8<sup>th</sup> April 2024 on [stephanie.liley@laat.co.uk](mailto:stephanie.liley@laat.co.uk) at Coningsby St Michael's Church of England Primary School, or on 01526 342312



## Welcome from the CEO of The Trust – LAAT

### Be a part of something bigger...

Dear Candidate

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 must 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 a MAT 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 Greater 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 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.





## What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

## You are the God who sees me (Genesis 16:13)

### We see you and believe you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils we must ensure the best support and career development for our staff.
- We provide opportunities from initial teacher training to supporting headteachers who wish to take on executive or system leadership roles.
- We also offer apprenticeships within the Trust to provide skills and knowledge needed to build future careers.
- We believe hands on training gives young people a real chance to put their skills into practice and helps gain more confidence in a working environment.
- Teaching and Support staff benefit from bespoke learning journeys in order that we are not only compliant with our statutory responsibility but so that our staff can be confident in fulfilling all aspects of their role to the highest standards.
- Our focus for our staff is on their Growth and Development, enhancing their skills and knowledge with the outcomes of our pupils being at the heart of every course delivery.
- All colleague also have access to;
  - Over 70 online e-Learning courses to support development
  - 24 hour confidential helpline covering legal, financial, wellbeing, health and nutrition etc.
  - Free of charge counselling sessions and wellbeing support
  - Physiotherapy – up to 4 free sessions
  - 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





# About Coningsby St Michael's Church of England Primary School

## Inspire – Believe – Achieve

Coningsby St Michael's Primary School is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

The Church School values we teach the children are the foundations to our school and underpin our curriculum. The values we are learning about this year are: Friendship; Perseverance; Compassion; Forgiveness; Thankfulness and Truthfulness. We teach the children values for life through these and make links to bible stories and PSHE to enable our children to make choices and decisions, both in and out of school.

At Coningsby St Michael's Primary School, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. We aim to develop whole individuals and promote independent learning. Our topic approach to teaching ensures entitlement for all children to an enriched learning experience, appropriate to their individual needs.

The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents, the local community and the other schools in the Lincoln Anglican Academy Trust.

Teachers and support staff strive to create purposeful and stimulating learning environments, both inside the classroom and by using our generous school grounds. The curriculum is enhanced through a range of visitors into school and a variety of trips throughout the year, as well as a range of extra-curricular activities.



## Job Description

Our Head of School will support the Executive Headteacher and Senior Leadership Team 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.

Our 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.

The 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 their 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.

### 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 Operations Partner, 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 Colleague Services Partner, 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

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

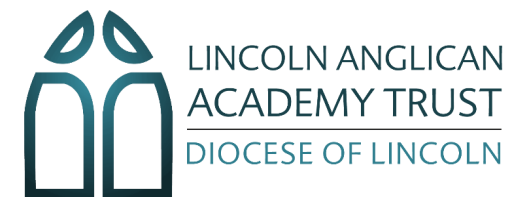
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and 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 academy's Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

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



## 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 criteria 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 successfully leading English and Phonics		*
English Specialist		*
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	*	

## THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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# Our commitment to you

We believe that our all 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:

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

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

**In line with Keeping Children Safe in Education 2023, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.**

