

# Edward Bryant School

In partnership with Schoolsworks Multi-Academy Trust



## Headship Information Pack

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## **Appendices:**

Application Form - download the word document from the advert.

## 1. Letter from CEO Schoolworks Academy Trust

Dear Applicant,

On behalf of the Board, I would like to thank you for your interest in the post of Head of School/ Headteacher at Edward Bryant School.

As you will see from our advert that we are seeking an enthusiastic and inspirational leader to take this popular school to the next stage in its journey in securing outstanding provision. We believe that this is an exciting opportunity for someone who has proven leadership qualities.

The appointee to this post will become part of our whole school community which includes positive and motivated children, a talented and committed staff team, supportive parents and a school trust who all work in partnership as part of an effective team.

If you feel that you have the skills, experience and enthusiasm we are looking for, then we would very much welcome your application.

In your letter of application, please address the Person Specification enclosed within this pack and provide evidence of impact from your current/past experience. Your letter should be no more than two sides of A4 when typed. The closing date for applications is noon on Friday 1st October 2021 and interviews will be held on 20th & 21st October 2021. Please send your completed application to: [lynn.wood@schoolworks.org](mailto:lynn.wood@schoolworks.org)

We encourage you to make an informal visit to the school to find out more. (Visits are, of course, subject to Covid restrictions.) To arrange a visit, please contact Lynn Wood, HR Manager on 01903278205 or [lynn.wood@schoolworks.org](mailto:lynn.wood@schoolworks.org) to find a mutually convenient time if you wish to do so.

We look forward to receiving your application.

Yours sincerely,



Chris Seaton  
CEO Schoolworks Academy Trust





**Year 2 and 3 block**



**Main entrance**



**Staff pantomime!**





**Educational visit to Arundel Castle**



**Early Years**

### **3. The Schoolsworks Academy Trust**

Edward Bryant School is part of Schoolsworks Academy Trust, a growing multi-academy trust based in Littlehampton. Currently there are six other schools in the trust – Rustington Community Primary School, East Preston Junior School, Medmerry Primary School, River Beach Primary School, Downsbrook Primary School and Rose Green Junior School. Membership of the trust allows us to learn from other well-performing schools by sharing good practice, by achieving economies of scale in purchasing services and by working together at the strategic level to ensure the future success of all the schools.

Schoolsworks has a strong shared services team which supports schools with school improvement, finance, HR, premises and compliance issues. As we are a small to medium sized MAT, we are able to offer our schools a very personalized service.

Schoolsworks describes itself as a values-based Trust, enshrining strong ethics around a whole-child approach to education, sustaining positive relationships, prioritising fun and creativity and cultivating curiosity and growth mind-sets. This is combined with a rigorous approach to school improvement, which stringently holds school leaders to account for their performance and progress.

For more information see the Schoolsworks website [www.schoolsworks.org](http://www.schoolsworks.org)

#### **4. Our pupils have described the person they would like as their next Head of School**

We would like our new Head of School to be kind and thoughtful. We would like them to be a cheerful person who makes assemblies fun! We want them to care about us and they must be fair....all the time!

We want someone who is firm but someone who forgives us if we get things wrong. It would be good if they were sporty. We know that it is a hard job, so we would like someone who has had lots of experience and is a really good teacher. It must be someone who can make important decisions.....and you must look smart!

If this sounds like you, please continue reading this pack.

Thank you





## 5. Job Profiles

### Head of School Job Profile

***As this is a Head of School post, the successful candidate will receive the equivalent of 0.2FTE support from the Trust's Director of Teaching and Learning.***

**Job: Head of School**

**NOR: 621, 3-Form Entry Primary School**

**Pay Range: Leadership 17 -21 (£62,570p.a. to £69,031p.a.)**

**Please see Career and Pay Progression document in Headship Information Pack**

**Reporting to: Director of Teaching & Learning and CEO**

#### **Main purpose of the job:**

- To be responsible for the day-to-day leadership, internal organisation, management and control of the school
- To promote and safeguard the welfare of the children and young persons for whom she/he is responsible
- Additionally, to carry out the duties identified in Part IX of the Teachers' Pay and Conditions Document

#### **1. Vision**

- 1.1 To help create and have a strong commitment to a clear vision for an effective school
- 1.2 To work within the school community to help translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- 1.3 To demonstrate the vision and the values in everyday work and practice
- 1.4 To motivate and work with others to create a shared culture and positive climate
- 1.5 To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

#### **2. Leading Teaching and Learning**

- 2.1 To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

- 2.2 To work with the DTL to ensure learning is at the centre of strategic planning and resource management
- 2.3 To ensure a culture of challenge and support where all pupils can achieve success and become engaged in their own learning
- 2.4 To be the lead professional on Teaching and Learning and CPD
- 2.5 To work with the DTL to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- 2.6 To monitor, evaluate and review classroom practice and promote improvement strategies
- 2.7 To challenge underperformance at all levels and ensure effective corrective action and follow-up

### **3. Safeguarding**

- 3.1. To ensure the health, safety and well being of all of our children
- 3.2 To ensure the Trust's Children Protection Policy is fully implemented
- 3.3 To liaise with and attend meetings with other agencies
- 3.4 To ensure high standards of behaviour throughout the school
- 3.5 To ensure that school policies and practices, including risk assessments are in line with Trust and national requirements and are updated where necessary
- 3.5. To promote high levels of attendance from pupils

### **4. Developing Self and Working With Others**

- 4.1 To treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.
- 4.2 To help to build a collaborative learning culture within the school and to actively engage with other schools to build effective learning communities
- 4.3 To develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 4.4 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities

- 4.5 To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 4.6 To report to the DTL termly on the professional development of all teachers at the school and advise on any competency issues
- 4.7 To regularly review his/her own practice, set personal targets and take responsibility for own personal development through appraisal
- 4.8 To manage her/his own workload and that of others to allow appropriate life/work balance

## **5. Manage the Organisation**

- 5.1 To develop the School Improvement Plan following consultation with the staff and discussion with the DTL regarding strategic direction
- 5.2 To implement strategies for the efficient day to day operation of the school within the policies determined by the Trust
- 5.3 To work with the DTL to ensure that the school is fully staffed
- 5.4 To work with the DTL to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- 5.5 To achieve the school's educational priorities through effective and efficient use of the school's financial and human resources, working to the DTL with the Trust's Financial Team to produce an annual budget
- 5.6 To assist in the completion of the SEF
- 5.7 To work with the DTL to manage and organise the schools environment effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
- 5.8 To promote effective communication to various stakeholders through newsletters, website, prospectus

## **6. Securing Accountability**

- 6.1 To develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

- 6.2 To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- 6.3 To work with and be part of the School Community Council (the school's advisory body) providing information, objective advice and support to enable the SCC to meet its responsibilities.
- 6.4 With the DTL, to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the Trust Board, School Community Council, parents and carers

# Headteacher Job Profile

**Job: Headteacher**

**NOR: 621, 3-Form Entry Primary School**

**Pay Range: Leadership 22-26 (£70,745p.a. to £78,025p.a.)**

**Please see Career and Pay Progression document in Headship Information Pack**

**Reporting to: Director of Teaching & Learning and CEO**

## **Main purpose of the job:**

- To be responsible for the day-to-day leadership, internal organisation, management and control of the school
- To promote and safeguard the welfare of the children and young persons for whom she/he is responsible
- Additionally, to carry out the duties identified in Part IX of the Teachers' Pay and Conditions Document
- To take responsibility for the strategic development of the school

## **1. Vision**

- 1.1 To create and have a strong commitment to a clear vision for an effective school
- 1.2 To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- 1.3 To demonstrate the vision and the values in everyday work and practice
- 1.4 To motivate and work with others to create a shared culture and positive climate
- 1.5 To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

## **2. Leading Teaching and Learning**

- 2.1 To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- 2.2 To ensure learning is at the centre of strategic planning and resource management
- 2.3 To ensure a culture of challenge and support where all pupils can achieve success and become engaged in their own learning

- 2.4 To be the lead professional on Teaching and Learning and CPD
- 2.5 To determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- 2.6 To monitor, evaluate and review classroom practice and promote improvement strategies
- 2.7 To challenge underperformance at all levels and ensure effective corrective action and follow-up

### **3. Safeguarding**

- 3.1. To ensure the health, safety and well being of all of our children
- 3.2 To ensure the Trust's Children Protection Policy is fully implemented
- 3.3 To liaise with and attend meetings with other agencies
- 3.4 To ensure high standards of behaviour throughout the school
- 3.5 To ensure that school policies and practices, including risk assessments are in line with Trust and national requirements and are updated where necessary
- 3.5. To promote high levels of attendance from pupils

### **4. Developing Self and Working With Others**

- 4.1 To treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.
- 4.2 To build a collaborative learning culture within the school and to actively engage with other schools to build effective learning communities
- 4.3 To develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 4.4 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- 4.5 To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 4.6 To report to the DTL termly on the professional development of all teachers at the school and advise on any competency issues



- 4.7 To regularly review his/her own practice, set personal targets and take responsibility for own personal development through appraisal
- 4.8 To manage her/his own workload and that of others to allow appropriate life/work balance

## **5. Manage the Organisation**

- 5.1 To develop the School Improvement Plan following consultation with the staff and discussion with the DTL regarding strategic direction
- 5.2 To implement strategies for the efficient day to day operation of the school within the policies determined by the Trust
- 5.3 To ensure that the school is fully staffed
- 5.4 To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- 5.5 To achieve the school's educational priorities through effective and efficient use of the school's financial and human resources, working to the DTL with the Trust's Financial Team to produce an annual budget
- 5.6 To ensure there is always an up to date SEF
- 5.7 To manage and organise the schools environment effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
- 5.8 To promote effective communication to various stakeholders through newsletters, website, prospectus

## **6. Securing Accountability**

- 6.1 To develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- 6.2 To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- 6.3 To work with and be part of the School Community Council (the school's advisory body) providing information, objective advice and support to enable the SCC to meet its responsibilities.

- 6.4 To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the Trust Board, School Community Council, parents and carers

## 6. Person Specifications

### Head of School

To work in conjunction with the DTL

Criteria	Essential	Desirable
<b>Qualifications and Experience</b>		
Qualified teacher	✓	
Honours degree or equivalent		✓
Senior leadership experience as a headteacher /deputy headteacher	✓	
Appropriate evidence of continuing professional development which may include NPQH or NPQSL	✓	
Appropriate experience across primary age range	✓	
Evidence of dynamic leadership, strong communication, negotiating, influencing and analytical/problem solving skills	✓	
<b>Shaping the Future</b>		
Understand and discuss local, national and global trends		✓
Think strategically by generating innovative ideas and building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil	✓	
Effectively communicate (using strong verbal and written skills) and model vision and values both within and beyond the school	✓	
Inspire and lead change – create, innovate and motivate so that others can carry the vision forward	✓	
Set and achieve ambitious, challenging goals and targets as part of the culture of high expectation and excellence	✓	
Understand and use new technologies competently and keep abreast of new developments	✓	

Understand and practice educational inclusion so that all have the opportunity to be the best they can	✓	
<b>Leading Teaching and Learning</b>		
<i>Knowledge of and commitment to:</i>		
Raising achievement and excellence for pupils and staff	✓	
Assessment for Learning	✓	
Good behaviour throughout school	✓	
Lead, develop and review curriculum design and management	✓	
<b>Develop Self and Working with Others</b>		
<i>Knowledge/commitment and able to:</i>		
Promote effective CPD (continuing professional development)	✓	
Promote individual and team development throughout the staff	✓	
Manage change, conflict and empower individuals in school and beyond	✓	
Network and develop partnerships in the community	✓	
Successfully promote your own CPD	✓	
<b>Managing the Organisation</b>		
<i>Knowledge of or commitment and ability to:</i>		
Promote school improvement by managing the staff team	✓	
Plan and manage projects for implementing change	✓	
Carry out strategic financial planning, budgetary analysis according to the principles of best value		✓
Use new technologies to maintain an effective organisation	✓	
Manage day-to-day operations of the school efficiently and effectively on a daily basis	✓	

Delegate management tasks and monitor their implementation	✓	
<b>Securing accountability</b>		
<i>Knowledge of or commitment and ability to:</i>		
Abide by educational frameworks including governance	✓	
Use a range of evidence, including performance data, external evaluations and risk analysis to improve aspects of school life, including challenging poor performance	✓	
Lead the team effectively and efficiently towards the academic, spiritual, moral social and cultural development of all pupils	✓	
Hold other relevant staff members to account for pupil learning outcomes	✓	
<b>Safeguarding</b>		
Demonstrate solid awareness of safe recruitment and child protection procedures	✓	
Able to motivate young people	✓	
Able to form and maintain appropriate relationships and personal boundaries with children	✓	
Emotional resilience in working with challenging behaviours and attitudes, to use authority appropriately and maintain discipline	✓	

## Headteacher

Criteria	Essential	Desirable
<b>Qualifications and Experience</b>		
Qualified teacher	✓	
Honours degree or equivalent		✓
Senior leadership experience as a headteacher for at least 3 years	✓	
Appropriate evidence of continuing professional development which may include NPQH or equivalent	✓	
Appropriate experience across primary age range	✓	
Evidence of dynamic leadership, strong communication, negotiating, influencing and analytical/problem solving skills	✓	
Recent track record in improving attainment for all pupils including disadvantaged pupils.	✓	
<b>Shaping the Future</b>		
Understand and discuss local, national and global trends	✓	
Think strategically by generating innovative ideas and building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil	✓	
Effectively communicate (using strong verbal and written skills) and model vision and values both within and beyond the school	✓	
Inspire and lead change – create, innovate and motivate so that others can carry the vision forward	✓	
Set and achieve ambitious, challenging goals and targets as part of the culture of high expectation and excellence	✓	
Understand and use new technologies competently and keep abreast of new developments	✓	
Understand and practice educational inclusion so that all have the opportunity to be the best they can	✓	



<b>Leading Teaching and Learning</b>		
<i>Knowledge of and commitment to:</i>		
Raising achievement and excellence for pupils and staff	✓	
Experience of working with pupils for whom English is an additional language		✓
Assessment for Learning	✓	
Good behaviour throughout school	✓	
Lead, develop and review curriculum design and management	✓	
<b>Develop Self and Working with Others</b>		
<i>Knowledge/commitment and able to:</i>		
Promote effective CPD (continuing professional development)	✓	
Promote individual and team development throughout the staff	✓	
Manage change, conflict and empower individuals in school and beyond	✓	
Network and develop partnerships in the community	✓	
Successfully promote your own CPD	✓	
<b>Managing the Organisation</b>		
<i>Knowledge of or commitment and ability to:</i>		
Promote school improvement by managing the staff team	✓	
Plan and manage projects for implementing change	✓	
Carry out strategic financial planning, budgetary analysis according to the principles of best value	✓	
Use new technologies to maintain an effective organisation	✓	
Manage day-to-day operations of the school efficiently and effectively on a daily basis	✓	

Delegate management tasks and monitor their implementation	✓	
<b>Securing accountability</b>		
<i>Knowledge of or commitment and ability to:</i>		
Abide by educational frameworks including governance	✓	
Use a range of evidence, including performance data, external evaluations and risk analysis to improve aspects of school life, including challenging poor performance	✓	
Lead the team effectively and efficiently towards the academic, spiritual, moral social and cultural development of all pupils	✓	
Hold other relevant staff members to account for pupil learning outcomes	✓	
<b>Safeguarding</b>		
Demonstrate solid awareness of safe recruitment and child protection procedures	✓	
Able to motivate young people	✓	
Able to form and maintain appropriate relationships and personal boundaries with children	✓	
Emotional resilience in working with challenging behaviours and attitudes, to use authority appropriately and maintain discipline	✓	

## Career and Pay Progression

### Rationale:

This is an additional strand in the Trust's talent management strategy, designed to retain strongly performing leaders by offering further career development and remuneration. This will also add leadership capacity to the Trust.

### Progression to Headteacher Range

#### Criteria:

A HoS would be eligible for progressing onto the headteacher range if:

- Their two most recent appraisals have been positive with agreed targets met.
- They have not been subject to any disciplinary action.
- They have completed at least 4 years in the HoS role (but exceptions may be made to this).
- Under their leadership, the school had been graded as good or outstanding by Ofsted.
- Under their leadership, the last two annual Trust Inspections have been graded as A or B.
- They have a proven track record of all round effective leadership and management, maintaining a healthy and positive school culture.

#### Headteacher Pay Range:

- This will be a 5-point range leading on from the HoS range
- When transferring to this pay range, the starting point will be determined by current salary
- Movement up the range will be dependent on successful appraisals

#### Role Changes:

- The employee's title will change from 'head of school' to 'headteacher'
- While strategic oversight from the Trust will be maintained through line management from DTL, the headteacher will have an increased level of delegation e.g. enhanced in financial limits for spending approval without reference to DTL/exec leadership
- There will be an expectation of increased involvement in working across other Trust schools or leading in an area

### Progression to Executive Headteacher Range

#### Rationale:

- This will enable highly successful headteachers to have a significant impact on more than one setting
- This will add to the trust's leadership and management capacity and succession planning process
- This will provide cover for the planned or unplanned absence of a school leader

**Criteria:**

- When and if there is an appropriate opportunity, a headteacher may be asked to take on the Executive role, becoming the overarching leader of two or more schools, working with either DHT or HOS in these settings
- This might be on a permanent or temporary basis
- Careful consideration will be given by Trust leadership to the current capacity of the headteacher and the strength of their SLTs before moving to this model
- The same eligibility criteria will apply as outlined from the progression from HoS to HT above

**Role Changes:**

- The employee's title will change to Executive Headteacher
- While strategic oversight from the Trust will be maintained through line management from DTL, the headteacher will have an increased level of delegation e.g. in financial limits for spending without reference to Trust executives across more than one setting

**Executive Headteacher Pay Range:**

- This will be an agreed 5-point range between L20 and L31
- When fixing the range, the influencing factors will include:
  - experience of headteacher
  - combined pupil numbers of both schools
  - level of challenge that the post presents
- Movement up the range will be dependent on successful appraisals

Table showing salary ranges 2020/21 overleaf/.....

**Table Showing Salary Ranges (2020/21)**

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	Head of School
	Headteacher
L20 –L31	Executive HT