

Recruitment Application Pack

Head of School

Humberstone Junior Academy





The Vision

Odyssey Educational trust believes that all children should be **challenged and encouraged** to reach their full potential and have their achievements celebrated. We work in **partnership** as a trust to build a learning community where everyone is **valued, cared for and happy**. We believe that offering our children a **creative and stimulating** curriculum based on **first hand learning experiences** makes learning fun and challenging for all. By **building confidence**, developing **independence** and encouraging **risk taking**, we are developing important life skills, a lifelong love of learning and **success for all**. We have the **highest expectations** of all our children.

Introduction

Thank you for your interest in the post of Head of School at Humberstone Junior Academy. You will hopefully find within the pack everything that you need in order to make your application.

Humberstone Junior Academy is a recently Outstanding school that is at an exciting stage in its development as the founding school within Odyssey Educational Trust. Humberstone Junior Academy has a reputation for excellence, innovative approaches to curriculum and particular expertise in English. Due to the promotion of the current Head of School, the Trust is seeking to appoint an experienced and inspiring leader. The newly appointed Head of School will work in partnership with the Executive Head in order to lead the school through the next stage in its development, providing the best education outcomes for the children and families within the school community.

Whilst you will find much of the information you need within this pack, you may have further questions about the post. You are warmly invited to contact the school in order to arrange a visit, meet the Executive Head and observe the learning environment during the working day.

Thank you for your interest in Humberstone Junior Academy

Yours sincerely

Annemarie Williams

Executive Head Teacher

About the Post

Odyssey Educational Trust aims to provide the best standards of education and personal development for the children and families we serve. In line with its vision statement, the Trust is fully committed to high standards of education in all areas and puts as much emphasis on the social, emotional, spiritual and physical development of its children as it does on their academic achievements. Staff and pupil wellbeing remains one of four key priorities for the Trust as it grows and develops. It is essential that the appointed person is wholly committed to our expectation of excellence and to the Trust's vision for teaching and learning. We are looking for an experienced and inspiring leader who is able to demonstrate the key aspects of the school's vision in their day to day practice, has a proven track record of school improvement and can provide strong leadership in their work with children, staff, parents and the community.

The trust is entering an exciting phase of its development and the successful candidate will be ideally placed in a unique position in which to progress their career; through working with an experienced Executive Head in an Outstanding school with the opportunity to work beyond the Junior School in close partnership with our Infant Academy. Humberstone Junior Academy also provides school to school support and is recognised both locally and nationally as a centre of excellence in English, You will have the opportunity to both contribute to and develop our programme of professional learning and external school support. Leaders across the Trust model the strong culture of teamwork and support each other generously with time and resources. Our model would allow the right candidate to make the step up into the Head of School role knowing that there is excellent day to day support while they are developing within the role,

The Trust is seeking to appoint a proven leader of learning who can demonstrate the impact of their leadership on pupils and staff and is passionate about teaching and learning. Being

able to identify, support and develop talent is crucial to the succession planning of the Trust and forms an important part of the role. You will have proven experience of being able to motivate and inspire staff and to think outside of the box when planning and problem solving. It is essential that you are an excellent teaching practitioner who has strong experience of teaching in Key Stage 2. With curriculum development and evidence based approaches to teaching and learning being held in such importance within

the Trust, you will ideally be able to demonstrate confidence in these areas, which will be reflected in your personal ethos for learning and in your experience. You will have an in-depth understanding of the curriculum and of the current educational landscape post pandemic and the challenges this may present.

Whilst we are seeking to appoint a proven leader with significant leadership experience, there is no blueprint of where and how that experience will have been gained. Appointing the right candidate, who is fully committed to our vision and values and will fit into our friendly team, is of greater importance than the particular job title or type of experience that candidates present. It will also be vital that the successful candidate can work independently, lead through example and have a good understanding of their role in developing the leadership expertise in those they line manage. ***It is crucial that you are able to demonstrate the impact of your leadership on pupil learning and are as excited about the future development of the school and the Trust as we are.***

Leadership scale point 12-18 - depending on skills and experience

About The School

Humberstone Junior Academy is a larger than average school with a stable pupil population of approximately 360. The school has a three form entry and classes are organised into year group teams. The school is proud to serve a diverse community of cultures, faiths and ethnic

backgrounds, drawn largely from the Hamilton and Humberstone areas of North Leicester. The percentage of children eligible for free school meals is roughly in line with national averages. Pupils are warm, friendly and polite and have excellent attitudes to learning. Behaviour is exemplary and expectations of pupil behaviour are very high.

"Pupils behave impeccably. They are polite and respectful to all. In class, pupils show a thirst for learning. They try their absolute best and consistently produce work of a high standard."

Humberstone Junior Ofsted Report November 2023

Both the Infant and Junior Academies are located on the same site with adjoining access and some shared facilities. It is the intention of the trust that the Heads of both schools will work closely together with the Executive Headteacher to ensure effective collaboration and sharing of knowledge, skills and resources between the two schools. Both academies are fortunate in that the buildings and resources they share are beyond those available to many primary schools. The Junior Academy houses a community sized sports hall, drama studio, Design and Technology centre, substantial grounds and open space and benefits from extensive IT facilities and a full time network manager. The school is fully staffed and has a strong, highly committed leadership team of skilled practitioners who will support you in your drive for excellence. Teamwork is a fundamental part of the school's vision and the Trust values all staff as its most valuable resource. This is also reflected in the commitment to creative and inspiring CPD which is well funded and accessible for all. A truly amazing team of inspiring and committed professionals is waiting for your leadership.

How to Apply

To apply please complete the standard application form through E Teach

Visits to the school are warmly welcomed. If you wish to arrange a visit to the school or an informal conversation with the Executive Headteacher please email the school:
recruitment@odysseyeducationaltrust.co.uk

The closing date for applications is: Monday 13th May 2024 at 9am

Interviews will take place the week beginning 20th May 2024

Leadership scale point 12-18 Depending on skills and experience

Alongside your application form please send a detailed cover letter explaining how you meet the job description, person specification and the enclosed information provided about the role

Odyssey Educational trust is committed to the safeguarding of children and young people. An enhanced DBS check will be required for the post. Please note we do not accept CV's.

Job Description

Duties and Responsibilities

Strategic Leadership

- Model and promote the trust's vision and values for the school which can be understood, communicated and acted upon effectively.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.

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- Model innovative approaches to school improvement, leadership and governance.
 - Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and excellent outcomes for pupils.
 - Lead by example – with integrity, creativity and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.

Educational Excellence

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has 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.
- Shape the current and future quality of the teaching profession through high quality training, systematic approach to monitoring and sustained professional development for all staff.
- Develop strong partnerships with parents and carers to support pupils' achievement and personal development.

Operational Management

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
 - Exercise strategic, fair and open deployment of budgets and resources, in the best interests of the pupils' achievements and the school's sustainability.
 - 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.
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- 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.
 - Focus on clear succession planning by identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.
 - Ensure that the school's system, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Securing Accountability

- Welcome strong governance and actively support the board of trustees to deliver internal and external accountability – in particular its functions to set school strategy and hold the Head of School to account for pupil, staff and financial performance.

- Present a coherent account of the school’s performance in a form appropriate to the range of audiences, including Trustees, the local community, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice.
- Foster an autonomous culture that ensures policies and practice take account of national and local policies and initiatives and comply with legal requirements.

Safeguarding

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Ensure that the child protection and safeguarding policies and procedures adopted by the Trust Board are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

Person specification Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview

Knowledge, Experience and Skills	Essential/ Desirable	How Assess
Strategic Leadership		
Experience of being effective within leadership role/s	E	App/SP
Ability to build effective relationships with staff, parents, trustees, and other Stakeholders	E	App/SP
Prioritises learning in all strategic decision making	E	App/SP
Ability to make and implement difficult decisions based on Trust values and vision	E	App/SP
Implements a strategic plan across the whole school, identifying priorities and evaluating impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
Educational Excellence		

Implementation of strategies which secure high standards of teaching and learning	E	App/SP
Experience of curriculum innovation and development that has resulted in raised standards	E	App/SP
In depth knowledge of the use of data to monitor pupil progress	E	App/SP
Effective use of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve through effective feedback	E	App/SP
Regularly reviews own practise and continually participates in quality CPD	E	App/SP
A proven ability to motivate, lead and interact with staff, pupils and parents/carers	E	App/SP
Operational Management		
Recruits, develops, retains and manage a range of school staff	E	App/SP
Promotes culture of staff and pupil wellness	E	SP
Ability to deploy effectively staff and resources	E	App/SP
Ensures effective performance management systems are in place and manages capability	E	App/SP
Ability to distribute work effectively	E	App/SP
Uses CPD to motivate, enthuse and develop all staff	E	App/SP
Effective use of robust and transparent effective interventions to ensure pupils maintain good progress	E	App/SP
Financial management of school budgets	D	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP
Addresses changes to staffing structures	D	App/SP
Develops appropriate school development plans	D	App/SP
Securing accountability		

Holds people to account for conduct and practice	E	App/SP
Works effectively with the trustees to fulfil statutory duties	D	App/SP
Provides performance data to parents, trustees and school improvement officers	E	App/SP
Develops appropriate school policies and procedures	E	App/SP
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Safeguarding		
Is fully aware and able to implement effective policies and procedures	E	App/SP
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Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Experience in strategies to manage behaviour	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
NPQH	D	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)		SP
Values led in own approach to leadership		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred in approach and ethos		SP

Resilient		SP
Integrity		SP
Self-motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines and manages pressure		SP
Enthusiastic and optimistic, good sense of humour		SP
Excellent problem solving /analytical skills		SP