



The full job description and person specification can be found within this application pack.

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### Lacey Green Primary Academy | About Us

We are an Academy that combines academic rigour with musical and art excellence, sporting and extra-curricular endeavour. Lacey Green is a happy and thriving Primary Academy which is proud to serve its local community. Our children, families, staff and trustees come from many different backgrounds, and we believe this plays an important part in making Lacey Green the harmonious, vibrant and successful school that it is. We expect our pupils to behave impeccably and to always show politeness and kindness.

Our teachers are high performing, dedicated and experienced professionals who want to make a difference to each and every pupil's future. We are committed to a rounded education. The art and musical opportunities plus all the sporting activities we offer, are truly exceptional. Our extra-curricular provision is extensive and encourages all pupils to develop intellectual curiosity and discover new interests while demonstrating commitment beyond the core curriculum. Everyone is committed to ensuring that our children feel safe, happy and valued as well as ensuring they achieve their very best and develop a lifelong love of learning which is reflected in our motto .... Aspire to Achieve.....

We are also proud to be one of only 34 English Hub schools across England appointed by the DfE to take a leading role in supporting schools that require some support and guidance to teach children to read by improving the teaching of early language and reading. We support a number of Local Authorities across the Northwest and provide advice, support, training and development to staff in schools within our region through a collaborative approach to achieve the best outcomes for all children.



Department  
for Education

**English Hubs**  
Lacey Green English Hub

## Key Information

### Job Advert: Head of School

<b>Role:</b>	Head of School
<b>Salary:</b>	Salary (£70,000 to £80,000) dependent upon experience
<b>Employer:</b>	Lacey Green Primary Academy
<b>Location:</b>	Barlow Road, Wilmslow, Cheshire, SK9 4DP
<b>Working Pattern:</b>	Full Time, Monday – Friday
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	Autumn Term Part 2 or Spring 2025
<b>Pension:</b>	Teachers Pension Scheme: <a href="https://www.teacherspensions.co.uk/">https://www.teacherspensions.co.uk/</a>

- We are looking to appoint a Head of School who will support the smooth day to day running of the academy. Reporting directly to the Principal, your core responsibilities will be to:
- Work with the Principal to implement the strategic vision for the academy plan for the future.
- Be accountable for the efficiency and effectiveness of the academy and to engage in the systematic and rigorous self-evaluation of the work of the academy, collecting and using a rich set of data to understand the strengths and weaknesses of the academy.
- Contribute to a dialogue that builds partnerships and community consensus on values, beliefs and shared responsibilities; to listen to, reflect and act on community feedback and build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.
- Manage the day-to-day operation of the academy to meet specific objectives.
- Take the lead role within the academy to motivate, support, challenge, and develop individuals and teams; foster an open, fair, equitable culture, treating people with dignity and respect to create and maintain a positive culture.
- Work with the Principal and Head of Finance to set budgets and ensure financial stability for the academy.
- Work with the Principal and take the lead role within the academy to secure and sustain effective teaching and learning throughout the academy, to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

**Visits during the school day are welcomed and encouraged. Please contact Mr Steve Shaw, to arrange, via email or telephone [sshaw@laceygreen.cheshire.sch.uk](mailto:sshaw@laceygreen.cheshire.sch.uk) 01625 525157**

More information about the school can be found on our website: [www.laceygreen.cheshire.sch.uk](http://www.laceygreen.cheshire.sch.uk)

## The Role of Head of School

The main role of the Head of School will be to ensure the smooth day to day running of the school. Reporting directly to the Principal, your core responsibilities will be to:

### Teaching and Learning

- Ensure a continuous and consistent trust focus on pupil achievement, using data and benchmarks to monitor and evaluate progress.
- Establish creative, responsive and effective approaches to learning and teaching.
- Monitor, evaluate and review school practice and promote improvement strategies.
- Develop and enhance a broad and rich curriculum that meets the range of pupils in the school.
- Monitor and evaluate outcomes from classroom practice.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Tackle underperformance at all levels.

### Communication and Relationships

- Implement effective strategies and procedures for staff induction, professional development and performance review.
- Create a positive school ethos in which every individual is treated with dignity and respect and promoting safeguarding to ensure the welfare of young children is paramount.
- Promote and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals.
- Contribute to developing collaborative approaches to learning within the academy.
- Regularly review own practice, set personal targets and take responsibility for own development.

### Managing the School

- In partnership with the Principal, produce clear, evidence-based improvement plans for the development of the school.
- In partnership with the Principal and Trustees, recruit, retain and deploy staff in line with safeguarding procedures.
- Appropriately manage the workload of staff to achieve the vision Lacey Green Primary Academy.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money.
- Exemplify the application of agreed policies, priorities and expectations.
- Be a role model to motivate and create a shared culture and positive atmosphere.
- Ensure creativity, innovation, and appropriate technologies to support the school's work.
- Lead ongoing rigorous self-evaluation.

## Securing Accountability

- Develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Secure improvement through appraisal and take responsibility for the Performance Management of identified staff.
- Support staff in understanding their accountability and develop approaches to its review and evaluation.
- Use a range of data sources to set realistic yet challenging targets for children, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and identify priorities for the school and wider trust development plans.
- Ensure every individual child has access to high-quality teaching and learning.

## Strengthening the Community

- Support positive strategies for promoting equality and for challenging any form of prejudice.
- Support the development of the school within the community strengthen partnerships with other schools and services.
- Evaluate and enhance the development of a curriculum that provides children with opportunities to enhance their learning within the wider community.
- Collaborate with other agencies to ensure children and community needs are met and safeguard children's welfare.
- Promote and model good relationships with parents, which are based on partnerships to support and improve

## Job Description

### Head of School | Lacey Green Primary Academy

#### Job Description | Position Summary

- Leadership and Management of Lacey Green Primary Academy alongside the Principal
  - The day-to-day operation of teaching & learning, behaviour & conduct, and daily life in school.
- To fulfil a specified whole academy responsibility as defined by the Principal.

#### Job Purpose

To undertake the professional responsibilities of Head of School as directed by the Principal:

- Actively embrace and lead the Academy's vision and values
- To inspire high-quality teaching and learning throughout the school.

#### Significant Key Responsibilities

- Exercising day to day leadership and taking full responsibility for the normal life of the designated School.
- To lead teaching and learning within and alongside a team of teachers.
- To lead the monitoring and evaluation of progress, development, and achievement of pupils against set targets and specified outcomes ensuring intervention as appropriate.
- To contribute to raising standards of pupil progress.
- To lead, facilitate and encourage high-quality learning experiences which provide pupils with the opportunity to achieve their personal best.
- To share and support the trust's responsibility to provide and monitor personal growth opportunities for all members of the community.
- To supervise and support staff to hold them to account.
- To ensure quality communication with parents and the community.
- To have an oversight of the school admissions process.
- Ensure effective procedures are in place to achieve excellent whole school attendance.
- Ensure census data is up to date, accurate and reported according to policy and procedure.
- Where appropriate registration of pupils for national tests
- To support the Principal in ensuring the highest standards from pupils and staff.

#### Operational/Strategic Planning

- To share in the functions of the senior leadership of the Academy.
- To lead school improvement priorities and know what constitutes an effective school.
- To assist in developing appropriate curriculum pathways, resources, schemes of work, policies, and teaching strategies.
- To advise the leadership team on emerging CPD needs.
- To contribute to the whole school's planning activities.
- To undertake and take responsibility for strategic planning, including the school improvement plan.
- Leading staff meetings, staff development sessions and team meetings. Be responsible for the day-to-day management and care of a school environment to support and enhance high-quality learning.
- To assist with the performance management of teachers.
- To organise and support school events as required.

### **Curriculum Provision |To support the Principal by:**

- Sharing in determining the arrangements for the organisation of the curriculum and supporting staff in its effective delivery.
- Leading curriculum innovation and practice playing a leading role in monitoring, reviewing and evaluating the curriculum. Contribute to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and the moderation of standards.

### **Line Management and Performance Management**

- To undertake performance management of staff in accordance with the school policy.
- Manage and advise on the professional development needs of staff.
- To engage actively in the Performance Management Review process.

### **Personnel Management |To support the Principal by:**

- Providing leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- Set a good example in terms of commitment, punctuality, and attendance.
- Foster good working relationships with staff within the context of equal opportunity.
- Actively promote the inclusive ethos of school, providing a professional role model for all staff in creating a school climate and culture that is supportive for staff, pupils, and parents.
- Being involved as appropriate with the selection and recruitment of staff.
- Ensure that staff induction processes are maintained and developed.

### **Quality Assurance**

- To contribute to monitoring and evaluating the curriculum area/ department in line with agreed procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
- To lead, as appropriate, the review, development, and management of activities relating to the school's curriculum, organisation, and pupil guidance/support functions.
- To ensure that excellent standards of professional performance, behaviours and conduct are established and maintained across the school.

### **Management Information**

- To maintain appropriate records and provide relevant, accurate, and up-to-date information for whole school data and reports.
- To complete the relevant documentation to assist in the tracking of pupils.

### **Communications**

- To develop effective, professional relationships with key professionals.
- To maintain effective lines of communication with all staff across the school.
- To ensure reports on pupil progress to parents are in accordance with the school's policy and practice.
- To follow agreed policies for communications in the school.
- To communicate effectively with the parents of pupils.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.

## **Marketing and Liaison**

- To take a leading role in developing parental involvement in school.
- To continue developing and maintaining links/relationships with all school stakeholders.
- To lead, promote and develop marketing and liaison activities such as parents evenings, curriculum events, community events and publicity materials.
- To work with external agencies where appropriate.
- To attend celebratory events associated with pupils/staff.

## **Resource Management**

- To contribute to the ordering and allocation of equipment and materials.
- To assist the designated person in identifying resource needs and contributing to the efficient/effective use of physical resources.
- To lead the sharing and effective usage of resources to the benefit of the school and the pupils.

## **Pupil Support and Progress**

- Ensure the safety and welfare of all children.
- To promote the good behaviour of all children, working with colleagues, parents and the community.
- To actively promote children's spiritual, moral, cultural, social, intellectual, and physical development.

## **Teaching and Learning**

- To ensure teaching across the school is matched according to individual educational needs.
- Ensure the school is resourced according to pupil needs and standards expected.
- To ensure assessment records, and reports concerning pupil's attendance, progress, development, and attainment are efficiently kept for all pupils.
- To ensure a high-quality learning experience for all pupils meeting internal and external quality standards.

## Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> </ul>		✓	✓	
Experience	<ul style="list-style-type: none"> <li>• Teaching experience of at least 7 years.</li> <li>• An outstanding classroom practitioner</li> <li>• Experience in monitoring, evaluating and improving the quality of learning and teaching.</li> <li>• Commitment to liaison with parents and community.</li> <li>• Experience in assessment, data analysis, target setting and strategies raising attainment.</li> <li>• At least 3 years of Senior Leadership Experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in school improvement planning</li> <li>• Recent experience of being a Designated Safeguarding Lead (DSL)</li> </ul>	✓	✓	✓
Specific Knowledge and Skills	<ul style="list-style-type: none"> <li>• An ability to demonstrate evidence of leadership, vision, enthusiasm and initiative.</li> <li>• Demonstrate ability to lead and work within a team.</li> <li>• Effective interpersonal and communication skills.</li> <li>• Knowledge of current education issues and developments.</li> <li>• Knowledge and experience of school self-evaluation.</li> <li>• Commitment and ability to raise standards for all pupils.</li> <li>• Excellent IT skills.</li> <li>• Experience of leading whole school improvement Priorities</li> </ul>		✓	✓	✓



<p><b>Education and Training Attainments</b></p>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> </ul>		✓	✓	
<p><b>Any Additional Factors</b></p>	<ul style="list-style-type: none"> <li>• Experience and Knowledge of Academy Finance.</li> <li>• Commitment to fostering links with the wider community.</li> <li>• Willingness to support out of school activities.</li> <li>• A positive approach to the management of change.</li> <li>• Strong commitment to working with parents/ carers.</li> <li>• Commitment to inclusive education and special needs.</li> <li>• Commitment to equal opportunities.</li> <li>• Commitment to continuing professional development for all staff.</li> </ul>		✓	✓	✓

## How to apply

### Are we the right school for you?

If you wish to be considered for this vacancy, you should complete the application form ([Click Here](#)). Please note that only applications on the Academy's application form will be considered. Candidates who submit a CV will not be short-listed. **Completed applications are to be returned to [jobs@laceygreen.cheshire.sch.uk](mailto:jobs@laceygreen.cheshire.sch.uk)** to arrive by Friday, 14<sup>th</sup> June 2024 at 12:00pm.

<b>Closing date for receipt of applications:</b>	Friday, 14 <sup>th</sup> June 2024 – 12:00pm
<b>Shortlisting:</b>	Friday, 14 <sup>th</sup> June 2024 – Afternoon
<b>Visits to shortlisted candidate's schools</b>	Week Commencing Monday, 24 <sup>th</sup> June 2024
<b>Interviews for successful candidates will be held at Lacey Green (Conference Centre)</b>	Week Commencing Monday, 8 <sup>th</sup> July 2024

### Keeping Children Safe in Education

Lacey Green Primary Academy is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Academy to share this commitment.

This post is subject to receipt of two satisfactory references and the following checks being satisfactory to the Academy.

The checks are a requirement of the Department for Education. These details are stored on the Academy's Single Central Record. The checks that will be carried out on the successful candidate by our chosen company, **Verifile**, will be:

- Enhanced DBS check
- Right to work in the UK check
- Online Identity Check
- Internet Search Check
- Social Media Search

A copy of our **Safeguarding and Child Protection Policy** can be found on our website ([Click Here](#))