

## The Sovereign Trust Candidate Application Pack

### Head of School - Pictor Academy

The full job description and person specification can be found at the end of this pack.

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#### The Sovereign Trust



We are a family of schools who believe that by learning and growing together we can inspire children to achieve their highest personal achievements at the same time as enjoying individualised, innovative, and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 with the aim of providing exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 4 academies which includes one in the Salford area. Our academies cater for pupils from the age of 2 to 19. Most of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and I am proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website <https://www.thesovereigntrust.uk/>

*Paul Eckley*  
Chief Executive Officer

### Pictor Academy



Pictor Academy is one of Trafford's three Primary Specialist schools. Catering for pupils in the south of the borough and a small number from neighboring local authorities. The majority of pupils attending Pictor have an Education Health and Care Plan (EHC), but we also provide assessment places, usually for children in the Early Years Foundation Stage. Pictor provides specialist support for learners who have identified needs that may be complex and significant in the areas of cognition and learning. Many of our pupils have additional complex needs with associated

difficulties in the areas of communication and interaction, social interaction, and sensory processing. Some may have a diagnosis e.g. Autism, Down Syndrome. In addition, pupils may have sensory or physical difficulties e.g. visual and hearing impairments. Pictor Academy is an outstanding school (Ofsted February 2019), and we pride ourselves on 'achievement for all and enjoyment in learning for life'. Our core values are:



We help each pupil to succeed through a challenging curriculum, innovative teaching and highly trained, experienced staff. We build effective and engaging learning partnerships between school and home.

We encourage you to view our website for greater insight into our outstanding school:

<https://pictoracademy.org/>.

## Job Advert: Head of School

### Key Information

<b>Role:</b>	Head of School
<b>Salary:</b>	Leadership pay scale (L18 – L22)
<b>Employer:</b>	The Sovereign Trust
<b>Location:</b>	Pictor Academy, Grove Lane, Timperley, Altrincham, WA15 6PH
<b>Working Pattern:</b>	Full Time, Monday – Friday
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	1 <sup>st</sup> September 2024
<b>Pension:</b>	Teachers Pension Scheme: <a href="https://www.teacherspensions.co.uk/">https://www.teacherspensions.co.uk/</a>
<b>Benefits:</b>	Salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

Pictor Academy is an outstanding school held in high regard locally and nationally. The school is for children aged 2 - 11 with special educational needs from various conditions. A large proportion of the population are children with autism. This means that they have difficulties communicating and interacting with others. They will also have difficulties with play and imagination.

We are looking to appoint a Head of School who will ensure the smooth day to day running of the academy. Reporting directly to the CEO, your core responsibilities will be to:

- Work with the CEO to implement the strategic vision for the academy within its community and work with the above and Trust partners to analyse and 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 CEO 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 Andrew Taylor, Executive Headteacher, to arrange, via email or telephone [ataylor@pictoracademy.org](mailto:ataylor@pictoracademy.org), 0161 532 3252.*

*More information about the school can be found on our website: <https://www.pictoracademy.org/>*

# 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 CEO, your core responsibilities will be to:

## Teaching and Learning

- Ensure a continuous and consistent trust-wide 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 school and across the Trust.
- Regularly review own practice, set personal targets and take responsibility for own development.

## Managing the School

- In partnership with the CEO, produce clear, evidence-based improvement plans for the development of the school.
- In partnership with the CEO and Local Committee, recruit, retain and deploy staff in line with safeguarding procedures.
- Appropriately manage the workload of staff to achieve the vision of the trust.
- Be held to account by the Local Committee.
- 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.
- Report the performance of the school to parents, carers, Local Advisory Committee members and other key stakeholders.

### **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 in the Trust and beyond.
- Ensure a range of community-based learning experiences.
- 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 and Person Specification

## Head of School Pictor Academy

### Job Description

#### Position Summary

- Leadership and management of a specific school within the Trust.
- The day-to-day operation of teaching & learning, behaviour & conduct, and daily life in one of the schools within the Multi Academy Trust.
- To fulfil a specified whole academy responsibility as defined by the CEO.

#### Job Purpose

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

- To be the named leader of a school within the trust.
- Actively embrace and lead the trusts vision and values
- To take responsibility for the operation of a school according to the vision, values and policies established by the Board of Directors and CEO
- 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 CEO in ensuring the highest standards from pupils and staff.

## Operational/Strategic Planning

- To share in the functions of the senior leadership of the trust.
- 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 CEO 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 trust's policy.
- Manage and advise on the professional development needs of staff.
- To engage actively in the Performance Management Review process.

## Personnel Management

Support the CEO 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.
- Take responsibility for specific trust responsibilities.
- Actively promote the inclusive ethos of the trust schools, 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 trust.
- To ensure reports on pupil progress to parents are in accordance with the trust'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 / trust 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.
- Implement the Health & Safety Policy of the trust.

## 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>	<ul style="list-style-type: none"> <li>• National Professional Qualification for Headship (NPQH)</li> <li>• Post graduate qualification related to SEND</li> </ul>	✓	✓	
Experience	<ul style="list-style-type: none"> <li>• Teaching experience of at least 5 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> </ul>	<ul style="list-style-type: none"> <li>• Experience in school improvement planning</li> <li>• Teaching experience of at least 5 years in the SEND sector</li> <li>• Recent experience of being a Designated Safeguarding Lead (DSL)</li> </ul>	✓	✓	✓
Specific Knowledge and Skills	<ul style="list-style-type: none"> <li>• A clear philosophy of special education and understanding of how children learn.</li> <li>• An ability to demonstrate evidence of leadership,</li> </ul>		✓	✓	✓

	<p>vision, enthusiasm and initiative.</p> <ul style="list-style-type: none"> <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>• The ability to balance teaching and management functions.</li> <li>• The ability to lead curricular areas.</li> <li>• Excellent ICT skills.</li> <li>• Knowledge of local authority policy and procedures for safeguarding referrals</li> <li>• Experience of leading whole school improvement priorities</li> </ul>				
<b>Education and Training Attainments</b>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> <li>• Team Teach or equivalent positive behaviour training.</li> </ul>	<ul style="list-style-type: none"> <li>• Management training</li> <li>• Safeguarding Level 4 Training</li> </ul>	✓	✓	
<b>Any Additional Factors</b>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• To be prepared to undertake the necessary training and assessment to drive the Trust minibuses.</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 attached application form. Please note that only applications on the Trust's application form will be considered. Candidates who submit a CV will not be short-listed. **Completed applications are to be returned to [hr@thesovereigntrust.uk](mailto:hr@thesovereigntrust.uk) to arrive by Friday 19<sup>th</sup> April 2024 at 12:00pm.**

<b>Closing date for receipt of applications:</b>	Friday 19 <sup>th</sup> April 2024 at 12:00pm
<b>Shortlisting:</b>	W/C 22 <sup>nd</sup> April 2024
<b>Interviews for successful candidates will be held at Pictor Academy:</b>	W/C 22 <sup>nd</sup> April 2024

### Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out and a Childcare Declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek prior to interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link <https://www.thesovereigntrust.uk/policies-1/> .