



# Vacancy Pack

## Head of School (Primary)



# Aletheia

Anglican Academies  
Trust





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# Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

# Our Schools



## Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



## Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



## Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



## Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



## St Botolph's Church of England School

Number of pupils: 449

[Click here for the St Botolph's school website](#)



## Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



## Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)

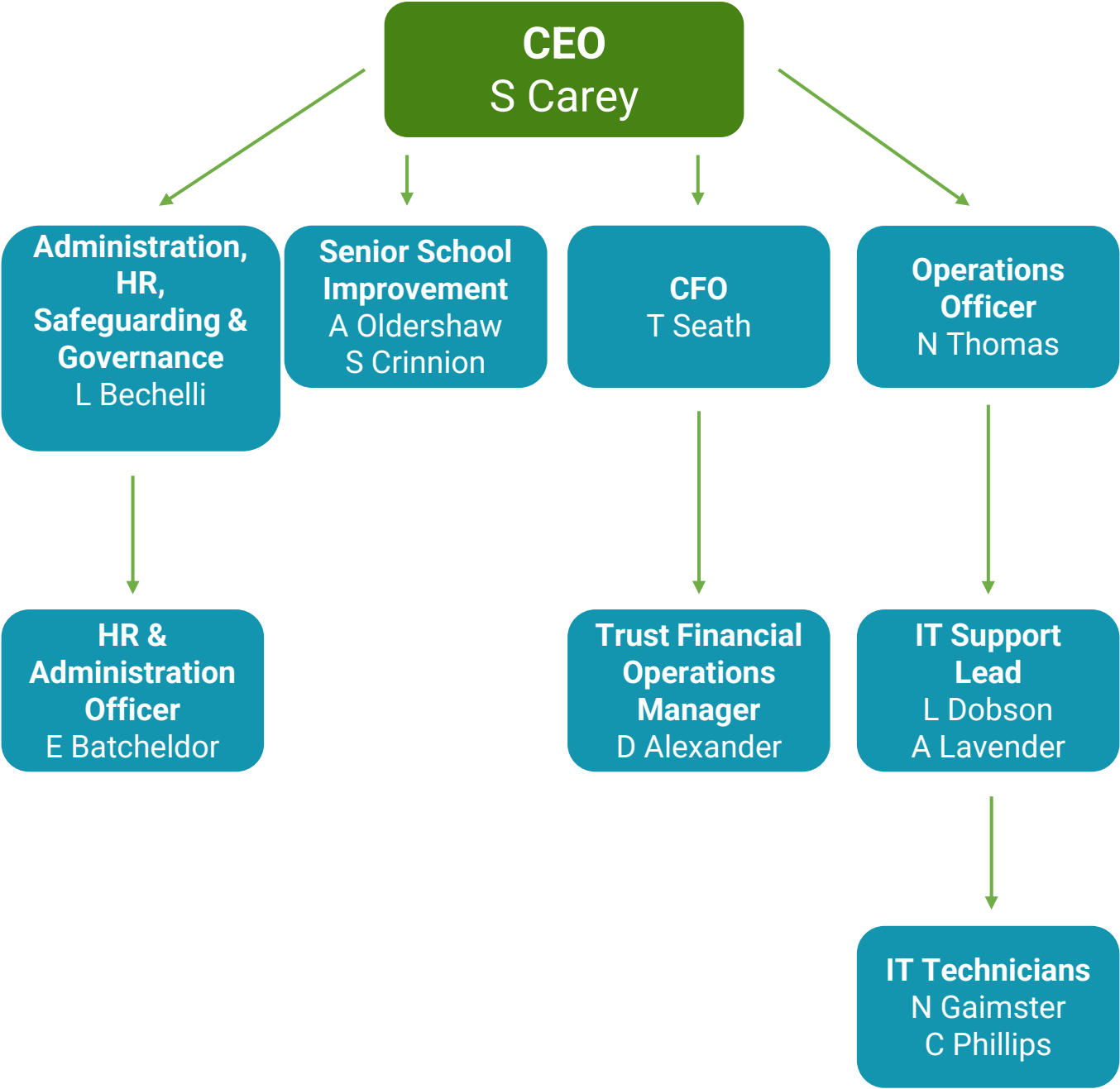


## Holy Trinity Church of England Voluntarily Aided Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)

# Our Team



## Job Description

### Job description: Head of School

**Salary:** Initially L16-L21 dependent upon experience

**Hours:** Full-time

**Contract type:** Permanent

**Reporting to:** Chair of Governors, Executive Headteacher, Trust CEO

**Responsible for:** The school assigned to

#### Main purpose

The Head of School, under the direction of the Executive Headteacher, will be responsible for providing the leadership and management of the assigned school in line with the vision of the trust and will manage the day-to-day running of the school. This includes:

- Promoting an environment which achieves high standards in all areas of the school's work
- Managing and organising the school to meet its aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards
- To help secure the commitment of the wider community to the school

#### Duties and responsibilities

##### Leadership and management of the school

- > To work to an agreed vision, underpinned by clear values which will be evident throughout the school. Ensure that the vision for the school is clearly articulated, shared, understood, and acted upon effectively by all, through the translation of the vision into agreed objectives and operational plans which will promote and sustain school improvement
- > To have responsibility for safeguarding and child protection practices
- > Manage senior and middle leaders, developing a professional culture amongst all staff at the school
- > Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- > Manage the school's budget and resources alongside the Trust CFO
- > Implement the Trust's appraisal policy and other management processes and systems
- > Support the implementation of Trust-wide policies and school-level policies
- > Undertake self-evaluation and school improvement planning alongside the Trust's Improvement Strategy
- > Support the recruitment of teaching and non-teaching staff where necessary in co-ordination with the relevant member of Trust staff
- > Provide training and continuing professional development (CPD) opportunities for all school staff
- > Identify areas of progression and promotion for staff that support succession planning for the school
- > To enable a climate in the school which enables all pupils to display exemplary behaviour
- > To be a positive role model in helping others recognise difference and respect cultural diversity in accordance with British Values and the Equalities Act 2010.

# Job Description

## Quality of Education

- › Work with staff to promote high quality teaching across all subjects
- › Identify any areas of weakness in teaching and learning and implement, monitor, and review interventions to improve these areas as well as the quality of education across the school
- › Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- › Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust
- › Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- › Make sure standards of behaviour are high to foster an environment in which learning can thrive

## Communication

- › Work with the LGB, Executive Headteacher and School Improvement Team to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- › Help to build on the vision of the Trust and share with colleagues across the Trust how this is being demonstrated in the school
- › Attend any relevant LGB and Trust Meetings (e.g., Management Board)
- › Contribute to reports to the CEO as necessary

## Managing resources

- › Contribute to the budget setting, cash-flow management, and all other financial management processes with the support of the central finance team and school-based staff
- › Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- › Ensure the efficient and effective use of school resources

## Other areas of responsibility

The Head of School will meet the requirements of the Headteacher Standards 2020 (<https://bit.ly/3f03OhI>)

The Head of School will be required to safeguard and promote the welfare of children and follow school and trust policies.

Please note:

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher and/or CEO.

Aletheia Anglican Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (Essential)</li> <li>• Degree (Essential)</li> <li>• National Professional Qualification for Headship (NPQH) (Desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a primary phase school (minimum 2 years)</li> <li>• Teaching experience across the primary key stages</li> <li>• Involvement and leadership in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Evidence of successfully managing significant change within an organisation in a constructive and sensitive manner and ideally the transition to Academy status within a Multi-Academy Trust</li> <li>• Evidence of effectively promoting and implementing the processes necessary to safeguard and promote the welfare of children and staff</li> <li>• Evidence of building and maintaining effective relationships with parents and the broader community to develop a committed, enthusiastic, and supportive environment for the school</li> <li>• Evidence of successfully developing a range of non-curriculum activities (e.g. lunch and after- school activities) for pupils, encouraging broader engagement with the school</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Ability to conduct rigorous school self-review and combine with external evaluation in order to develop the school</li> <li>• Understanding that the quality of education is based on evidence, and the ability to model and highlight this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• A sound knowledge and understanding of the whole primary phase including Early Years</li> <li>• A sound knowledge and understanding of the barriers to learning and inclusion experienced by children and young people</li> <li>• A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils</li> <li>• Clear understanding of how to work positively with the Governing Body</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life, in accordance with Headteacher standards, at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and school</li> <li>• Ability to work under pressure, be resilient and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>• Commitment to own well-being and that of the whole school community</li> </ul>

# Application Process

**Head of School (Primary)**

**Hours: Full-time**

**Salary: Initially L16-L21 dependent upon experience**

**Required for Easter 2022 or sooner**

An exciting opportunity has arisen for a candidate of exceptional ability to join the School Improvement Team of Aletheia Anglican Academies Trust, implementing school improvement strategies to achieve the highest outcomes for children at all of our Trust schools.

Initially, the appointment will be principally as Head of School at a designated location (to be discussed at interview) at a school within the geographical location of AAAT. The appointed candidate will also have time to work alongside the central improvement team to provide exceptional career CPD opportunities.

We are a friendly, dynamic and innovative Trust and pride ourselves on our commitment to ensuring all student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can
- are an ambitious professional
- have proven leadership experience and a strong track record of school improvement

**Please download an application pack below and return your application by email to Laura Bechelli, Executive Assistant to the CEO/HR at [bechellil@sgsce.co.uk](mailto:bechellil@sgsce.co.uk) .**

**Closing Date: Friday 4<sup>th</sup> February 2022 at 12 noon.**

**Interview Date: Thursday 10<sup>th</sup> February 2022.**

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The Trust's Child Protection Policy can be viewed at <https://aaat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aaat.uk/recruitment/>