



Sneinton St Stephen's CE Primary School

May 2021

HEAD OF SCHOOL APPLICATION PACK



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A letter from Rebecca Meredith CBE and Matthew Jones, Chair of Governors

Dear Applicant,

Thank you for your interest in our Head of School position. We are pleased that you are considering our World Class, Church of England Primary School for the next stage of your career.

With a commitment to partnership working and school improvement, the current Headteacher holds part time responsibility as Partnership Director for Transform Trust. This has opened an exciting opportunity and the position of Head of School within our school leadership structure. The opportunity for flexible working will be considered.

Sneinton St Stephen's is proud to serve a vibrant, culturally rich community within the inner city of Nottingham where staff are ambitious for all pupils, regardless of their starting points. In line with the Church of England Vision for Education, the school's mission is to 'Develop a passion for lifelong learning, exploring life in all its fullness with hope and aspiration, through a World Class education'. As described by Bishop Paul, Southwell and Nottingham Diocese 'This school has a big vision with an even bigger heart.' We are very proud of our distinctive Christian ethos and expect you to embrace this and enhance it further.

Sneinton operates a culture of 'Everyone a leader' including its pupils. In 2018, the school was accredited as a World Class School and rated outstanding in its most recent SIAMs inspection. Leaders are research engaged and participate in an annual school review as members of the national 'Growing the Top' Challenge Partners Network.

During this period of national recovery, great strides have been made with reading for pleasure, wellbeing and sustaining high expectations for all children at the centre. With the use of technology embedded within teaching and learning across the school, pupils are able to reflect upon their learning and make connections with their peers locally, nationally and internationally. Sneinton's vision is to become an Apple Distinguished school within the next two years.

This post is new to our school and offers an exceptional opportunity for the post holder. Our ideal candidate will be a passionate, research engaged leader with drive, ambition and high standards who will build on our successes and achievements. Alongside this you can be assured of highly effective and supportive guidance and leadership from the Partnership Director as well as a committed Governing Body.

We would highly recommend a visit to see for yourself what the school, staff, pupils and governors can offer you.

We trust that you will see this as the inspiring opportunity we believe it is and hope it will encourage you to apply for this post.

We look forward to hearing from you.

Matthew Jones
Chair of Governors

Rebecca Meredith
CEO, Transform Trust

**Sneinton St Stephen's CE Primary School
Head of School**

ISR: L15 – L21 (£59,581 - £69,031 FTE)

With a commitment to partnership working and school improvement, the current Headteacher holds part time responsibility as Partnership Director for Transform Trust. This has opened an exciting opportunity for the position of Head of School within our school leadership structure from September 2021. The opportunity for flexible working would be considered from prospective candidates.

This is a unique opportunity to work alongside an experienced Headteacher as Head of School in our World Class Primary School. You will hold high expectations of all children and be committed to the strong Christian ethos of our church school.

If you are able to lead strategic innovation and be research engaged.

If you are excited by the opportunity to contribute to the future shape of education.

If you are passionate about learners making use of all the opportunities and experiences afforded to them.

If you are able to lead and inspire a strong and able team.

If you could lead the on-going development of our distinctive Christian ethos that permeates every aspect of school life and endeavour.

Then we would love to hear from you.

We consider this is a unique opportunity to become an ambassador for our school whilst enhancing your skills under the excellent stewardship of our current Headteacher.

For an informal discussion about the role please contact Kelly Lee, 0115 9151370

Visits to the school are highly recommended and can be arranged by e-mailing kelly.lee@sneinton.nottingham.sch.uk

Sneinton St Stephen's CE Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing date for applications is 9am on Monday 24th May 2021
Interviews to be held on Wednesday 26th May 2021

Job Description

Head of School

Role Purpose:

- The Head of School will provide strong, collaborative leadership and management of the school in partnership with the Partnership Director
- The Head of School will lead the continual development and advancement of high quality teaching and learning in order to maximise the potential of all pupils.
- The Head of School will engage effectively with parents and other stakeholders in the life and work of the school as well as inspiring and further developing the strong and committed staff team.

Statutory Duties:

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document
- To meet the National Standards for Head teachers as published by the Department for Education (DfE).
- To achieve any performance criteria, objectives or targets agreed with or set by the school's Governing Body/ Transform Trust in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children within the school. To create and sustain an environment which safeguards children and adults based on a clear understanding of individual and collective responsibilities for safeguarding.

1. Strategic Direction / School Improvement

The Head of School will:

- Work in partnership with the Partnership Director, SLT and Governing Body to plan and steer the strategic vision and mission for the school ensuring its deep rooted Christian values are upheld
- Ensure that the vision and mission for the school is clearly articulated, shared, understood and embodied within all in the schools' community
- Lead by example in developing and advancing the agreed educational direction for the school.
- Take the lead responsibility for developing the School Improvement Plan (in partnership with appropriate stakeholders), co-ordinating action plans and reporting progress.
- In collaboration with the relevant stakeholders, ensure that all school policies are implemented, monitored, evaluated and reviewed.
- Work in partnership to quality assure the impact of policies, priorities and targets taking action as necessary to ensure relevance and results.

2. Teaching and Learning

The Head of School will:

- Ensure every member of staff is committed to the protection and safeguarding of children, has up-to-date knowledge of relevant legislation and relevant training
- Ensure effective strategies are in place and agencies are involved to meet the needs of all pupils within a fully inclusive provision
- Develop an effective partnership with parents to support and improve pupils' achievement and personal development
- Develop effective links with the community to extend the curriculum and enhance teaching and learning
- Lead and inspire excellence in teaching and learning so that all staff continually strive to deliver the best possible outcomes for each child
- Have a proven ability in relation to the curriculum to launch new / unique ideas and continually review, refresh and develop it ensuring at all times it is broad, balanced and relevant
- Ensure that teaching and learning is monitored, evaluated and developed with consistency and rigour
- Lead an effective behaviour and attendance policy that promotes personal responsibility and a positive environment for learning

3. People

The Head of School will:

- Embrace and continue the nurturing, “family-like” environment within the school
- Promote the Christian distinctiveness of the school throughout the partnership ensuring the school's vision and mission is appropriately reflected.
- Act as an ambassador for Sneinton within the Faith partnership effectively contributing our strengths and actively engaging to ensure a successful, collaborative learning culture
- Motivate and enable the teaching and support staff to develop expertise in their respective roles through high quality continuing professional development whilst at the same time engendering an environment where there is continual support and challenge and where all staff recognise their accountability
- Have strong leadership skills that will embrace, empower and further develop the existing strengths of the current team bringing a fresh perspective
- In conjunction with the Partnership Director, SLT and Governing Body take part in and, where relevant manage, the recruitment, induction and retention policies of the school
- In partnership undertake responsibility for performance management of identified staff
- Manage the development of effective pastoral support for pupils and staff
- Ensure that the school effectively promotes equal opportunities for staff and pupils

- Monitor and review staff deployment to ensure that at all times resources are used most effectively. Ensure talent management is given a high profile and succession planning is shrewd
- To have the confidence to implement and manage change even in circumstances where there may be resistance.

4. Resource Management

The Head of School will:

- Ensure that the school provides a safe and secure environment for all pupils
- Ensure, in collaboration with the Governing Body, that the school's resources are creatively and rigorously managed

5. Accountability for the Efficiency and Effectiveness of the School

The Head of School will:

- Implement sound reporting systems which inform the appropriate members of the school community and beyond, including regular reports to the Partnership lead and Governing Body
- Present a coherent and accurate account of the performance of the school in a form appropriate to a range of audiences including SLT, Governing Body, DfE, OfSTED, Diocese etc
- Maintain and further enhance the school's standing and role within its local community

6. Assessment and Monitoring

The Head of School will:

- To analyse data skilfully and proficiently and, whenever necessary, use results as a platform from which to drive change whether over the short, medium or long term.
- Focus on the use of agreed assessment tools and systems to promote individual pupil achievement.

This job description may be amended at any time after discussion with the Head of School, but in any case will be reviewed annually when key tasks related to the school's priorities will be determined.

Person Specification

The Person Specification indicates the need for the post-holder to be flexible in his or her approach to responsibilities. The post-holder will be strongly focussed on sustaining high standards and upholding our values and school motto 'Together We Can Achieve'.

	Essential The successful applicant must have:	Desirable
Qualifications	<ul style="list-style-type: none"> • Good honours degree • Qualified teacher status 	
Faith Commitment	<ul style="list-style-type: none"> • Understanding the importance of sensitivity in working with other denominations and faiths in the local community • Sound understanding of the distinctive nature of a C of E school • Able to articulate a philosophy for Christian education • Understanding of leadership role in spiritual development of pupils and staff • Experience in leading collective acts of worship • Understanding of the school's role in the community 	Practising Christian
Experience	<ul style="list-style-type: none"> • Proven experience of successful leadership in education • Track record of excellence in teaching 	<ul style="list-style-type: none"> • Experience of liaison with external agencies
Shaping the Future	<ul style="list-style-type: none"> • The ability to think strategically, generate and share a coherent and ambitious vision • The ability to inspire, motivate and empower others to carry the vision forward • Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others • A commitment to the setting and achieving of ambitious and challenging goals and targets • Ability to devolve responsibilities, delegate tasks and monitor and evaluate effective implementation 	<ul style="list-style-type: none"> • Exercise accountability effectively, efficiently and fairly • Experience of building build, support and work with high-performing teams
Decision making	<ul style="list-style-type: none"> • Make decisions based on analysis, interpretation and understanding of relevant information and have confidence, clarity and decisiveness in making and carrying out decisions • Think creatively and imaginatively to anticipate and solve problems and identify opportunities • Demonstrate good judgement 	<ul style="list-style-type: none"> • Understanding of which issues to prioritise and deal with and which to consult on
Managing the Organisation	<ul style="list-style-type: none"> • The ability to establish appropriate structures and systems to manage the school efficiently and effectively • The ability to assert outstanding leadership whilst working in collaboration with the executive headteacher 	

	<ul style="list-style-type: none"> • The ability to think creatively, to anticipate and solve problems, including under pressure 	
Developing self and working with others	<ul style="list-style-type: none"> • The ability to use effectively a range of management and leadership styles and to empower, lead by example, motivate through encouragement and sustain individuals and teams • A commitment to continuing professional development for self and all others within the school • The ability to work effectively with the Governing Body • Communicate effectively orally and in writing to a range of audiences and professionals 	
Securing Accountability	<ul style="list-style-type: none"> • The ability to foster individual, team and whole school accountability for pupil learning outcomes • The ability to monitor and evaluate the effectiveness of all aspects of the school's work • The ability to collect and use a range of data to understand the strengths and weaknesses of the school • Understand the importance of promoting and safeguarding the welfare of pupils. • Be able to promote and develop positive relationships within and beyond the school • Have the drive, vision and ability to work in partnership with the Partnership Director and Governors to set the strategic direction for the school and to be a pioneer of change 	
Leading Teaching and Learning	<ul style="list-style-type: none"> • The ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place • A thorough understanding of appropriate models of learning, teaching and pedagogy 	
Strengthening Community	<ul style="list-style-type: none"> • An ability to develop and nurture effective partnerships with all stakeholders in support of children's learning and school improvement 	

Terms and Conditions

Salary	<p>Based on an ISR of L15 – L21 with corresponding salaries of £59,581 - £69,031 per annum FTE. Appointed salary will be on no higher than the fourth point from the bottom of the range.</p> <p>Salary is paid in accordance with the School Teachers Pay and Conditions Document.</p>
Place of work	<p>Sneinton St Stephen's CE Primary School, Windmill Lane, Sneinton, Nottingham NG2 4QB</p> <p>You may also be required to work on other sites in Transform</p>
Hours	<p>As per the School Teachers Pay and Conditions Document. It is expected though that for a post at this level the post holder will be required to work the hours required to do the job.</p>
Annual leave	<p>Leave entitlement coincides with periods of school closure and public holidays.</p>
Pension	<p>Teachers' Pension Scheme from day one of service</p>

Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

How to Apply

For an informal discussion about the post please contact Kelly Lee, Headteacher on 0115 915 1370. For any queries about the application process or conditions of employment please contact Sue Richmond sue.richmond@transformtrust.co.uk

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out. For those candidates who are invited to interview, this information will be explored further.

Please address the aspects under the “Essential” heading in the person specification in your supporting statement of no more than 3 A4 pages.

Finally, please include your work, mobile and home telephone contact numbers and an e-mail if applicable.

Closing Date for Applications	Monday 24 th May 2021 at 9am
Shortlisting	Monday 24 th May 2021
Assessment Process	Wednesday 26 th May 2021