

SEVERN ACADEMIES

Educational Trust



Head of School - Stourport Primary Academy

Application Guide

Application Closing Details

Closing Date: Wednesday 19 April 2023

Closing Time: 9:00 AM



Chief Executive Welcome



Dear Applicant

Thank you for your interest in Severn Academies Educational Trust. This pack is intended to give you a flavour of our vision and values, as well as information about the post of Head of School.

Our Trust was founded in 2016 and has grown to a trust of eight schools: two secondary and six primary schools within Wyre Forest, working for over three thousand children and their families from nursery provision all the way through to post 16 study. Our mission of 'growing brilliance' is underpinned by three core principles of personal growth, belonging to community and excellence for all; providing the nurturing conditions for children to grow, and developing into outstanding young people, who lead brilliant lives.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The opportunity

We are looking for an experienced education professional who can bring creativity and innovation, working closely with the Executive Headteacher, Trust Leaders and the Local Governing Body to develop and implement a robust school improvement plan that will support an aspirational culture of learning, ensuring the very best outcomes for our students. The post holder will apply their knowledge and skills to promote the development and learning for all of our young people, which will support the delivery of the Trust's core aims.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

If you would like to apply please complete the application form that can be found on our website and return it to recruitment@saet.co.uk by the closing date of Wednesday 19 April 2023. If you have any queries don't hesitate to contact the Trust HR team on 01562 542574.

We look forward to meeting you soon.

A stylized, handwritten signature in grey ink, appearing to read 'Chris King'.

Chris King
Chief Executive



Our Pledge



Just as we have the ambitious aims of achieving the very best for the young people in our schools, we seek to provide the very best professional opportunities and environments for our excellent team of over four hundred professionals across the Trust.

At Severn Academies Educational Trust, we recognise that people are creators of value in an organisation. Our staff work extremely hard for the benefit of the young people in our schools to enable the delivery of excellence and aspiration in every phase of provision and be considered an education provider, community partner and employer of choice.

Partnerships



As a partnership of schools, our Trust provides and shares skills, experience, talent and capacity to help and improve learning and achievement locally and across Herefordshire, Shropshire and Worcestershire.

Our School Centred Initial Teacher Training (SCITT) programme is the longest established school-based training provider in Worcestershire. Offering training and support to all partner schools, we believe that being part of a group makes us 'stronger together'.

Following ITT, many of our trainee teachers choose to remain within the Trust taking on opportunities to embark on their early career progression or support roles across our schools.

We are an employer of choice



In line with our priorities for school improvement our Trust wide staff development programme is driven by the core purpose of improving outcomes and life chances for our children, allowing us to deliver the highest quality education for all.

Recruiting and retaining the best professionals, harnessing talent as part of our leadership succession planning across the Trust creates conditions for our people to thrive.

Supportive structures help develop an ownership of the organisation's objectives, where staff are valued for their contribution.

We have an active staff voice through our Trust Staff Council. With representatives from all Trust schools, the group are able to facilitate collaboration between individual school councils, which helps shape and implement our people strategy.

Our people centred Trust HR services provide a consistent approach across our schools, with specialist professional health and wellbeing support through our employee assistance programme.

We provide nationally accredited and bespoke leadership training, support, research and development opportunities for school staff across the region and have a bank of nationally and regionally recognised experts that can act as a task force to help schools and individuals in need of support.

Our School



Our most recent Ofsted report opens "Pupils at Stourport Primary Academy love school. They are happy, safe and enjoy learning. Teachers have high expectations"

We are delighted that you have shown an interest in playing a significant leadership role as Head of School in our wonderful school.

We are exceptionally proud of our school and aspire to excellence in all that we do. Our culture is one of inclusion and celebration where every child is supported to discover and develop their talents, abilities and ambitions built around an ethos of mutual respect, self-discipline and responsibility for their own learning.

The cornerstone of our school vision is to enable all children to **explore**, **dream**, **discover** and **achieve** their full potential. This is achieved through an extensive range of learning and enrichment opportunities to inspire, challenge and instil a love of learning, underpinned by a motivating and engaging curriculum which nurtures lifelong transferable skills, values and qualities.

To help our children to fulfil their potential, we provide a safe, secure and respectful environment which promotes a sense of ambition, aspiration and well-being. All children at Stourport Primary Academy are able to explore and discover new skills through a wide variety of enhanced learning opportunities including our innovative enrichment programme.

If you would like any further information or would like to arrange a visit, please do not hesitate to contact the Trust HR Team, you will be made very welcome.

Mrs Jacqui Elwis
Executive Headteacher



stourportprimary.worcs.sch.uk



@StourPrimary



Job Description

Introduction

The Head of School will work with the Executive Headteacher to provide professional leadership and management of the school, promoting a secure foundation from which to achieve high standards in all areas, ensuring our central place in the community and continued improvement against the changing educational landscape.

The postholder will work with the Executive Headteacher and Local Governing Body to develop and implement a robust school improvement plan and will support a collaborative, aspirational and innovative culture of learning, creating conditions that enable all students to thrive.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

Key Responsibilities

- To embody the vision, values and ethos of Stourport Primary Academy and Severn Academies Educational Trust.
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge' within the relevant phase.
- Modelling and promoting the Trusts wellbeing principles.
- Assist the Trust in delivering policy that will ensure high quality and successful outcomes for Stourport Primary Academy.
- Take responsibility for your ongoing personal development and growth of expertise.
- Provide the leadership and management which enables the school to give every pupil high quality education and which promotes the highest possible standards of achievement and well-being.
- To secure the long-term success of the school, by maximising the skills and resources in the school.
- Ensure effective evaluation of the school's performance; create and maintain an evaluation plan.
- Create and maintain a School improvement plan based on robust evaluation.
- Ensure that the school improvement plan demonstrates appropriate ambition and challenge.
- Develop a shared expectation of outstanding teaching and learning and ensuring collaborative learning and CPD across schools.
- Ensure a culture of working together to achieve high standards throughout the Trust.
- Support the performance management of school leaders and other teachers as required.
- From time to time, the Head of School may be required to provide interim leadership capacity in any of our schools.

Job Description

Specific Duties

Shaping the organisation:

- Work with the Executive Headteacher, SAET core team, local governing body and others to support the shared vision and strategic planning for the school which inspires and motivates students, staff and all other members of the school community and develops the ethos of the school linked to its core aims and values.
- Work with SAET and the local governing body to analyse and plan for the future needs and further development of the school within the local, national and international context, providing relevant information to the governing body to support governors in carrying out their statutory duties.
- Lead change and innovative organisational development in order to drive improvement and promote 'outstanding outcomes for all'.
- Provide leadership that secures the delivery of the highest standards of attainment and personal development for students and staff.
- Clearly articulate values and a moral purpose, focused on providing a world-class education.
- Ensure effective monitoring, planning and reporting within the Severn Academies Educational Trust's scheme of delegation that leads to and supports continued improvement.

Leading the school community:

- Take part in the selection, appointment, deployment and management of high-quality staff to ensure that outstanding learning takes place throughout the school.
- Motivate others to create a shared learning culture and positive climate through distributed leadership.
- Be responsible for further improving the quality of teaching and learning to ensure outstanding student attainment, achievement and progress within the school, through sustaining highly effective teams, creating a culture of individual and collective accountability.
- Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and student well-being.
- Ensure an equality of opportunity and access to excellence and support through a broad understanding of safeguarding and child protection, safer recruitment and SEND.
- Work with the Executive Headteacher to ensure that all members of the school community promote excellence, equality and high expectations for all students within the school and wider context of the Trust.

Job Description



Leading the school community cont:

- Be responsible for developing effective relationships and communication, which underpin a professional learning community that enables everyone in the school to achieve. This will involve building a successful organisation through effective collaboration with others including parents.
- Develop staff with the necessary skills and knowledge to promote equality, respect and diversity.
- Lead and develop further a range of continued professional development opportunities for all staff that feed into both personal development and school improvement, planning for succession and developing others.
- Demand ambitious standards, attainment and progress for all students and staff, overcoming disadvantage and advancing equality.
- Ensure the smooth day to day running of the school.
- To be responsible for all aspects of safeguarding for the school community; act as the Designated Lead for Safeguarding
- To be responsible for all aspects of mental health and well-being for the school community; act as the Designated Lead for Well Being

Leading systems and processes:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Work with the Executive Headteacher to further develop the rigorous, fair and transparent systems and measures already in place to further manage and develop the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account, allowing creative and innovative research and development into future educational planning.
- Ensure the collection of a rich set of data to review and understand the strengths and weaknesses of the school and make professional decisions based on informed judgements.

Leading the self-improving system:

- Maintain and build further the outward facing aspects of the school generally and within the context of SAET to champion best practice and secure excellent outcomes for students.
- Challenge educational orthodoxies in the best interests of achieving excellence.
- Ensure excellent training and development opportunities for current and future staff, building greater capacity.

Job Description



Leading the self-improving system cont:

- Contribute to rigorous self-evaluation and school development planning.
- Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the school.
- Seek opportunities to foster collaboration with other schools and organisations to enhance teaching and learning.
- Contribute to the development of the education system by sharing effective practice via working in partnership.
- Contribute to building a strong, cohesive and vibrant community.

Securing accountability:

- Further develop a unique ethos reflecting the values of fairness, excellence and ambition which enables everyone to work collaboratively.
- Ensure individual and group accountability are clearly defined, shared and owned so that everyone understands their role, impact and responsibilities in the organisation.
- Ensure every student is known, cared for, challenged and supported so that they can succeed.
- Ensure all statutory requirements are met.
- Ensure a safe learning environment, which sets the safety of children, young people and the whole school community at the heart of its working practices, ensuring that child safeguarding practices are fully embedded.
- Ensure that parents/carers and students are well informed about all aspects of the school and, in particular, about attainment, progress and targets for further improvement.

General

- This job description is subject to the general conditions of service for a Headteacher as set out in the most recent version of the School Teachers Pay and Condition Document and should be carried out in accordance with the Headteachers' Standards.
- The post-holder must promote safe working practices, will act financially responsibly and consistently with external regulations and the Trust Code of Conduct and associated policies.
- Duties included in the job description are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Executive Headteacher/CEO.

Job Description

Safeguarding

The safety and well-being of our children are central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website:

<https://saet.co.uk/key-information/saet-policies/>

- The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.

Person Specification



ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Education & Professional Qualifications	<ul style="list-style-type: none"> A good first degree or equivalent Qualified teacher status Evidence of relevant Continuing Professional Development (eg NPQ, MEd) 	<ul style="list-style-type: none"> Trained Designated Safeguarding Lead 	Application
Experience	<ul style="list-style-type: none"> Experience across Early Years Foundation Stage, KS1 and KS2 Experience of delivering improvements in learning, teaching and the curriculum Relevant management experience in first, primary or middle schools Experience of leading change effectively and successfully 	<ul style="list-style-type: none"> Experience of the day-to-day operational and administrative aspects of running a highly efficient school. Experience of financial and budget monitoring Experience of whole school policy development and implementation Experience of working within a multi Academy Trust 	Application Interview Reference
Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of alternative ways to enhance curriculum delivery to suit all learners / learning styles across all age ranges Has a broad/current understanding of Safeguarding/Child Protection, Safer Recruitment Working knowledge of how to develop and implement primary school curriculum 	<ul style="list-style-type: none"> Good knowledge and experience of inspection frameworks Good understanding of the regulatory, statutory and legislative requirements to be met in an educational setting and the processes and procedures needed to ensure compliance. 	Application Interview Reference
Skills and Personal Attributes	<ul style="list-style-type: none"> Commitment to modelling the core Christian ethos and values to students and staff Excellent communication skills at all levels Inspirational leadership skills, utilised to challenge colleagues, peers and teams 	<ul style="list-style-type: none"> Self-awareness of own strengths and areas for development Proactive in seeking to learn from and with others Alert and responsive to changes in the academic landscape and national policy 	Application Interview Reference

Person Specification



ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
	<ul style="list-style-type: none"> • Ability to devolve responsibilities, delegate tasks and monitor and evaluate practices to ensure that they are being carried out and are effective • A track record of establishing and maintaining excellent internal and external organisational working relationships • The ability and motivation to review and improve practice continuously • Resilience within highly pressured environments • A commitment to safeguarding and promoting welfare for all • A commitment to ensure pupils develop spiritually, morally, socially and culturally and foster excellent attitudes to learning • Exemplary levels of integrity 		



Application Process



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Section One: Personal Details

Please ensure that all details are completed including your date of birth and contact information.

2

Section Two: Education, Training & Qualifications

Please complete this section fully.

3

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

Section Four: Supporting Statement

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



Application Process

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Section Five: References

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

6

Section Six: Declaration

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

Important Notice

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Where to send completed applications

Completed applications should be returned to recruitment@saet.co.uk

SEVERN ACADEMIES

Educational Trust

**If you would like to know more
about working with us please
get in touch**



01562 542574



saet.co.uk



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