



AMESBURY ARCHER PRIMARY SCHOOL HEADTEACHER APPLICATION PACK

Required for January 2024 or sooner





WELCOME LETTER FROM CEO AND CHAIR OF ACADEMY GOVERNANCE COMMITTEE

June 2023

Dear Prospective Headteacher

Thank you for showing interest in the role of Headteacher at Amesbury Archer Primary School. This is an exciting time to be joining the school, building on its strong improvement journey under the former Headteacher who has recently been promoted within our Trust.

Amesbury Archer Primary School is a school that sits at the heart of its community. Over the past few years it has grown in size and in reputation. Its current Ofsted rating of 'Good', attained in June 2021, is testament to the hard work and dedication of the leadership team and all the staff. It is a school that prides itself on the excellent relationships it fosters between the staff, children and their parents, supporting children to 'Aim High' in all they do. Staff at this school put children at the heart of all they do and are proud to be recognised as 'Archers' alongside the children.

Visitors to Amesbury Archer are impressed from the minute they walk in the door and comment on the warm and vibrant nature of the school. They see children who want to learn and staff who are ambitious for every child, regardless of their starting point. There is purposeful learning evident in every classroom.

We are immensely proud of what the school has achieved over the past few years and we are seeking an inspiring and talented Headteacher to take on the Archer mantle who will be passionate about making a difference to this fantastic school. The school works with 5 other primaries in the Trust to build strong educational opportunities for the children within it. As a result of the experiences they have gained, staff at Amesbury Archer have the opportunity to work with other primary colleagues within the Trust to share their good practice, promoting the school improvement journey within other settings. There is also the unique opportunity of working with secondary Headteachers to promote and improve the transition from primary to secondary as well as securing curriculum ties across the whole educational range.

If you are an individual who loves working in a challenging and highly supportive environment, then Amesbury Archer is just what you are looking for! If you are successful, you will have the support of a Trust of strong leaders including a Director of Primary Education and other likeminded Primary Heads who are passionate about improving the lives of the children in their schools. You will also have the opportunity of working with our Trust Improvement Advisor.

You are warmly encouraged to visit Amesbury Archer Primary School before applying; we will aim to ensure that you have an opportunity to meet the former Headteacher, Helen Donnelly. Please contact the School Business Manager, Sarah Williams WilliamsS@amesburyarcher.wilts.sch.uk to book an appointment. To apply for the post, please fill out the application form, and send it with a covering letter of no more than two sides of A4. We do not accept CVs. Applications should be e-mailed to Lynne Carley, Executive Assistant to the CEO of Magna Learning Partnership at lcarley@magnalearningpartnership.org.uk by 9am on Monday, 19th June. Please note that all applications will be acknowledged by e-mail and that interviews are scheduled to take place shortly after the closing date for applications.

We will look forward to receiving your application.

Kind regards



Sarah Busby
Chief Executive Officer



Sara Bradbury
Chair of Academy Governance Committee



AMESBURY ARCHER PRIMARY SCHOOL

About the School

Amesbury Archer is a purpose built two form entry primary school serving the local community. Over the past few years it has grown to become the largest Primary school in the town and currently is oversubscribed in most year groups. The school joined Magna Learning Partnership in October 2020. The previous Headteacher took the school on an improvement journey which gained it an Ofsted good judgement two years ago. Since then, the Acting Headteacher and staff at Amesbury Archer have built on that success and are now able to offer support to other schools in the Trust, sharing excellent practice with colleagues.

About the Trust

Magna Learning Partnership was formed in 2017 and has grown since then to become a Multi Academy Trust of three 11-16 secondary schools, a sixth form college and five primary schools. The Trust numbers over 4,700 children and young people and employs more than 650 staff. The ambition for the Trust is to remain local and to provide the very best possible education and life chances for the young people of Salisbury, Amesbury and the surrounding areas. Our strapline: 'enabling a world of freedom, opportunity and fulfilment' signals that clear aspiration and we believe that by working together and supporting one another we can achieve it. This is an exciting time to be joining Amesbury Archer Primary School; we hope you will agree.

Aspirational * Resilient * Curious * Honest * Enthusiastic * Respectful



MAGNA LEARNING PARTNERSHIP

Opened in April 2017 as a collaborative partnership between three local 11-16 secondary schools, the Trust has now grown to become a balanced organisation of five primaries, three secondaries and a sixth form college, serving children and young people from the ages of 3-19. We are committed to our role in education and the community in Salisbury and the surrounding area; our academies sit within a ten-mile radius of the city centre. We educate over 4,700 pupils and students and we have more than 650 staff, making us one of the largest employers in the area. We expect that Trust local growth will continue over the coming years.

Magna Learning Partnership is committed to inclusion; we strive to ensure that we make a difference to the life chances of every child and young person educated in one of our academies. We are collaborative and democratic in our approach to leadership. Our Academy Leaders make a significant contribution to decision making and whilst increasingly we look to align practice, one size fits all is definitely not our approach. We protect the identity of the individual academies in MLP. We are an open and friendly group of people in the Trust who work together to improve lives and support our Headteachers to create wonderful learning opportunities for young people.

MLP ACADEMY IMPROVEMENT

As a Headteacher in Magna Learning Partnership you will benefit from the unwavering emphasis we place on improving outcomes for all learners, placing academy improvement at the heart of everything we do. The Director of Education for the MLP Primary North Hub will be your line leader. We find the right balance of support and accountability by creating the conditions for deep collaboration through partnership working, high quality professional development, regular academy visits, progress meetings and supportive review days.

We invest heavily in professional development, employing the best education practitioners to inspire our staff through workshops, training courses and our annual conference. We provide strong opportunities for career development, including organising secondments across the Trust and to senior leadership teams.

This year, we have developed Trust Network Teams who meet regularly, allowing staff to work with their counterparts across Magna Learning Partnership to build the curriculum, train, moderate and assess together; supporting each other to lighten the load. Partnership working outside the Trust is a key feature of academy improvement. All MLP academies are part of the Challenge Partners programme.



'enabling a world of freedom, opportunity and fulfilment'

JOB DESCRIPTION

Job title: Headteacher
Responsible to: Director of Education (Primary North Hub)
Salary pay range: L18-24

MAIN ROLES AND RESPONSIBILITIES

Leadership:

- Lead the school efficiently, working with the Director of Education and the Academy Governance Committee to provide the best progress and outcomes for children
- Support and enhance the values and ethos of the school
- Identify priorities for ongoing improvement by monitoring, challenging and evaluating the performance of the school through regular self-evaluation and external review to continue rapid improvement in standards across the school
- Motivate and inspire staff, taking responsibility for their professional development and challenging under-performance
- Foster an open, transparent and equitable culture, with clear policies and procedures which are known and understood by all
- Challenge, influence and inspire the school community to attain ambitious goals, acknowledging excellence and using positive reinforcement to bring about improvement
- Collaborate widely by sharing the school's best practice and learning from others, especially other schools within the Trust
- Work effectively and collaboratively with the Senior Leadership Team and all staff and with the Director of Education, CEO and other senior Trust staff
- Working with the Director of Finance and Business for the Trust, ensuring robust management of finances to support the school's vision and aims



Teaching and learning:

- Ensure the highest possible standards of teaching and learning across the school, leading by example
- Promote high expectations of behaviour for learning to all members of the school community
- Ensure that progress towards end of year targets for children is monitored robustly and staff are held to account by senior leaders
- Promote excellent and inclusive classroom practice to support the most vulnerable children's progress and narrow the learning gaps between different groups of children
- Develop, promote and review an inclusive, creative and balanced curriculum that encourages every child to reach their full potential
- Create and maintain an effective partnership with parents and carers to support and enrich children's learning and personal development
- Ensure that parents, carers and children are well informed about the curriculum, attainment and progress

Values:

- Put children at the heart of all decision making and actions
- Support and build on the school and the Trust's inclusive ethos, ensuring that individuals feel valued, and encouraging personal endeavour and responsibility
- Foster and promote a sense of community within the school, including relationships with and between the children, staff, parents and carers and encourage strong relationships with the wider community
- Ensure that children and staff understand their responsibilities as citizens of the world

Safeguarding and equality:

- Uphold equality of opportunity as being central to all school activities, identifying and addressing any barriers to a positive experience of school life
- Foster an open, fair and equitable culture, leading by example
- Have a thorough knowledge of all relevant safeguarding policy and procedures and have a firm commitment to ensuring best practice throughout the school
- Use effective strategies and procedures for safe staff recruitment and induction
- Be the Designated Safeguarding Lead for Child Protection in the school and take lead responsibility for safeguarding and child protection

The duties outlined in this job description are in addition to the duties and responsibilities as set out in the Annual Teachers' Pay and Conditions document. The duties are not exhaustive and may be modified by the CEO, after discussion, to reflect or anticipate changes in the job, commensurate with the salary and job title.



REWARDS AND BENEFITS

As a Headteacher working for Magna Learning Partnership you will be able to access a range of benefits and support. In addition to your pension, life assurance and occupational sick pay we offer the following:

- One to one coaching programmes
- Professional development tailored to your career plan
- An annual medical
- Electric vehicle salary sacrifice scheme
- Benenden Health Care membership
- An employee assistance programme
- Staff wellbeing initiatives
- Discounted membership of a local gym
- Membership of the cycle to work scheme
- Wiltshire Rewards discount scheme



HEADTEACHER PERSON SPECIFICATION

The following is a summary of the main attributes that are expected of the successful candidate. They should be read in conjunction with the Headteachers' Standards published in 2020. The standards encompass the following domains of Headteacher responsibility:

Culture and ethos:

School culture * Behaviour * Professional development

Curriculum and teaching:

Teaching * Curriculum and assessment * Additional and special educational needs

Organisational effectiveness:

Organisational management * School improvement * Working in partnership

All of the above are underpinned by the Governance and accountability domain.

The assessment of the following criteria will be via the application letter and interview.

	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> A good degree Qualified Teacher Status 	<ul style="list-style-type: none"> NPQH or other leadership qualifications relevant to education L3 training in safeguarding 	<ul style="list-style-type: none"> Application form References
Experience	<ul style="list-style-type: none"> Proven senior leadership, preferably as a Headteacher. Experience of driving school improvement and impacting positively on outcomes for children Safeguarding training up to date and experience of managing safeguarding within the wider school Analysing and interpreting data in relation to pupil groups and at forming plans to improve any identified areas of weakness Pupil assessment and analysis of assessment to inform planning and target setting Reporting to the Director of Education, Governors and other stakeholders on various aspects of school like including data analysis School budget management Recruitment and induction of new staff Successfully managing challenging behaviour 	<ul style="list-style-type: none"> Leadership in other schools, phases or places of work Recent Ofsted experience Multi-agency work Working in a multi-academy trust or collaborative work with other schools and settings 	<ul style="list-style-type: none"> Application form References Interview

	Essential	Desirable	Assessment
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of the importance of providing every child in each phase with a broad based curriculum, including engaging learning sequences, experiences and knowledge beyond the classroom • Understanding of the statutory testing framework across the Foundation Stage and the Primary phases and the implications this has for outcomes • Evidence of designing and implementing an effective monitoring framework to promote teaching and learning • Secure knowledge of and commitment to safeguarding and promoting the welfare of children 		<ul style="list-style-type: none"> • Application Form • References • Interview
Skills and Personal Attributes	<ul style="list-style-type: none"> • Working under pressure to meet deadlines • Prioritising, planning and organising own time effectively • Initiative and leadership skills for raising standards • A creative and imaginative approach to anticipating and solving problems and identifying opportunities • Good interpersonal skills • Self-motivation, drive and resilience • A sense of humour and perspective • Effective communication skills, both oral and written, for a range of audiences • Positive attitude to behaviour management 		<ul style="list-style-type: none"> • Application form • Interview



APPLICATION CHECKLIST

Tours of the school:

Please book your place on a tour through Sarah Williams
WilliamsS@amesburyarcher.wilts.sch.uk

Please provide a covering letter of no more than two sides of A4, in which you detail the following:

- Your reasons for applying to become the Headteacher of Amesbury Archer Primary School, including reasons why you wish to move from your current role
- Your understanding of the context of the school
- Relevant experience to date
- Your priorities as the new Headteacher for Amesbury Archer Primary School

Applications close:

Monday, 19th June 2023 - 9.00am

Email your application form and covering letter to [Lynne Carley lcarley@magnalearningpartnership.org.uk](mailto:Lynne.Carley@magnalearningpartnership.org.uk)

Interviews will take place during the week of:

26th June 2023

