

# Busill Jones Primary School



## Headteacher Recruitment Information Pack



## BUSILL JONES PRIMARY SCHOOL INFORMATION

### Mission Statement

Busill Jones Primary School exists as a place where children whatever their race, colour or creed can work in a secure environment. They will learn to respect each other, their families, friends, traditions and of course, themselves.

### School Aims

We, at Busill Jones, are concerned with the whole education of the child. We hope, above all, that each child will develop fully to his or her potential by providing equality of opportunity throughout the curriculum.

Our aim is to provide skills and knowledge for the children to understand the world around us, and for use in adult life.

We aim to develop young people who have experienced some success in school and have positive attitudes about themselves, and children who are becoming socially aware and will become caring members of the society.

The school supports the Primary Curriculum Aims of Walsall Education Authority, promoting and fostering development of skills, interests and attitudes which are appropriate to the intellectual, physical, emotional and social stages of each child's development.

### Ethos of the School

The School seeks to actively influence the personal development of all pupils and emphasis is placed on a strong moral code. In developing and following this code, the importance of the 'Hidden Curriculum' cannot be overstated





## TRUST OVERVIEW

SHINE Academies is a growing, successful multi-academy trust based in the West Midlands. Northwood Park Primary School became a SAT (Single Academy Trust) in January 2015. The Academy converted to a Multi-Academy Trust - Northwood Park Educational Trust - when it successfully became an approved sponsor school in April 2015.

Since then, Lodge Farm joined the MAT as a sponsored academy in April 2016. This was a school that was seriously under-performing and became part of the Trust to benefit from the shared expertise, vision, resources and partnership that the Trust offers. In April 2018, Villiers Primary School joined the Trust as a 'Good' school, thus increasing the Trust's capacity to support future schools.

The impact of the MAT is best demonstrated in the improvement that has been made at Lodge Farm. This was a failing school before academy conversion took place and served a community situated in one of the most deprived wards in the West Midlands. This school had been in special measures for over three years and yet in just 9 weeks of support, Ofsted removed the special measures and we awaited the first inspection following academisation. In November 2018, this hard work was recognised with a 'Good' Ofsted rating, the first the school had ever achieved!

In January 2018, we established a successful link with a larger, more experienced, successful MAT to work in partnership with through the next 12 months. This has been a turning point for our Trust, making us more strategic and with an in-depth understanding of the value of growth within a MAT.

Following the success of our sponsored school, Lodge Farm have had the opportunity to share our expertise with Busill Jones, Walsall. SHINE has provided interim support to Busill Jones Primary School since September 2018, ahead of the legal conversion process and this has enabled us to spend time building capacity to ensure we have the foundations for successful future growth. The latest HMI inspection demonstrates the progress that has already been made in such a short space of time.

The Trust is now in a strong position to grow. There are already many MATs in existence, with more being established going forward. Some are large national trusts whilst some others are just starting out on their journey. However, few MATs will have the same level of experience, the established systems and the successful track record of SHINE Academies.

With the addition of Busill Jones we are now responsible for the education of over 1900 pupils in the West Midlands. We have also been approached by the DfE to consider sponsoring another school in a neighbouring authority.

In the coming years, we hope more schools will join the SHINE Academies family so that collectively we can grow in strength and ensure that even more children receive the same quality education. The Trust is well placed to support schools in the process of becoming academies by joining our Trust. Our experience of the academy sector means that we can make the transition to academy status as smooth as possible and offer support every step of the way.



## MISSION STATEMENT

We are a family of schools whose sole purpose is to ensure that all stakeholders within the Trust SHINE.

We are relentlessly **STRIVING** to work together as a family in **HARMONY**, ensuring that we **INSPIRE** and **NURTURE** all pupils and staff within the Trust creating opportunities to **EXCEL**.

Our Commitment:

We are a team of staff who together, all commit to achieving our mission. Because our mission is our collective responsibility, we will work collaboratively to support any part of our family who needs help and be quick to celebrate each other's successes.

For SHINE Pupils .....

We will ensure they reach their full potential within a safe, happy, nurturing environment.

We will ensure they receive a rich, broad and balanced, creative curriculum.

We will ensure they leave our Trust, secondary ready and prepared for the challenge they face beyond the security of SHINE Academies.

We will enable pupils to access a wide range of experiences beyond the curriculum to further enhance future opportunities.

We understand and value each pupil, recognising their unique potential and promoting their individual talents so that they achieve success in many different ways.

We support the well-being of every pupil so they grow as well-rounded, responsible individuals.

We ensure that every pupil is proficient in reading, writing and mathematics and have a strong foundation on which to build future learning.

We will expose all pupils to high quality Performing Arts and sports provision giving them unforgettable memories that will raise self-esteem and increase confidence in all areas of the curriculum.

We equip each pupil with the skills they need to live in an ever-evolving, technological world.

We believe that inclusion and diversity are fundamental to our culture and values. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation.

As a SHINE Team .....

We endeavour to harness the attributes of everyone, using a variety of approaches to Teaching and Learning.

We celebrate achievements in all areas of academic and personal development.

We act with honesty, integrity and fairness in everything we do.

We have positive, can do attitudes and we are 100% committed to every pupil.

We can access shared expertise, resources and create possibilities which significantly enhance our work.

We act as role models to our pupils demonstrating excellence in all we do.

We invest in our team in order to support their development and equip them to achieve excellence.

We commit to on-going self-evaluation to drive us forward.

We hold each other accountable to the achievement of our mission.



We act with a sense of urgency to address any areas that do not contribute positively to the achievement of our mission.

For the SHINE Community .....

We treat all stakeholders with understanding and respect and always listen to feedback in order to help us to continually improve.

We seek to be at the heart of our communities, liaising with families, local services and business for the good of our pupils.

We are outward facing and seek to find excellence through external partnerships in order to support us in achieving our mission.

In short, SHINE Academies looks to provide the best possible experience for all stakeholders by **STRIVING** in **HARMONY** to **INSPIRE**, **NURTURE** and **EXCEL**.



### **Busill Jones Primary School – Headteacher**

Since joining SHINE in December 2019, Busill Jones has been on a journey of school improvement. We are now looking to recruit a transformational leader with high aspirations and standards for all stakeholders to continue with the progress made.

This will be an exciting opportunity for you to make an impact in a growing Trust where opportunities are plentiful. If you are someone who enjoys working at pace and adopts a flexible attitude to work, this could be the opportunity for you. The successful candidate must be able to rise to the operational and strategic challenge, as well as being able to communicate effectively with Trustees, Governors, senior leaders and colleagues, enabling the best possible outcomes for children.

### **By joining our Trust, we can offer you:**

- Exceptional CPD opportunities
- Talented, enthusiastic and caring pupils
- A nurturing and supportive Executive, Leadership and Middle Management Team
- A large and committed staff who all work to the same ethos
- A committed and supportive Trust Board and Local Governing Body
- Opportunities for personal growth and career development
- Spacious grounds to support the learning and development of pupils
- Free onsite parking
- A wellbeing package including an annual term time wellbeing day and Employee Assistance Programme
- Peer to peer support and collaboration
- Access to teachers pension scheme







#### **CONTACT DETAILS AND HOW TO APPLY:**

Visits to our Trust to meet our CEO are warmly welcomed and highly encouraged. Further information about the visits can be obtained from Angela Turvey, Office Manager, by telephoning 01902 558715 or by emailing [aturvey@northwoodparkprimary.co.uk](mailto:aturvey@northwoodparkprimary.co.uk)

Visits will take place at Busill Jones Primary School, Ashley Road, Walsall, WS3 2QF

Contact to confirm attendance, or to arrange an informal conversation with SHINE's CEO, call 01902 558715 or email [jobs@shineacademies.co.uk](mailto:jobs@shineacademies.co.uk)

**Visit the school:**      Wednesday 25<sup>th</sup> January 2023 at 2.30pm  
                                 Thursday 26<sup>th</sup> January 2023 at 9.15am  
                                 Tuesday 31<sup>st</sup> January 2023 at 9.15am  
                                 Thursday 2<sup>nd</sup> February 2023 at 2.00pm  
                                 Monday 6<sup>th</sup> February 2023 at 9.15am

**Closing Date:**              Wednesday 8<sup>th</sup> February 2023 at 12.00 noon

**Interview Date:**          Monday 13<sup>th</sup> February 2023

Please complete the Trust's application form and return it electronically to the email address above. CV's will not be accepted. Please include a letter explaining how your experience to date equips you to successfully carry out the core responsibilities outlined in the job description.





## Job description – Head Teacher

<b>Pay Range:</b>	<b>L17 – L21</b>
<b>Responsible for:</b>	<b>School Senior Leadership Team</b>
<b>Responsible to:</b>	<b>CEO</b>
<b>Overall purpose of the role</b>	
<p>The Head Teacher is responsible for managing the daily operation of the school, the supervision of all pupils and staff, and the school premises.</p> <p>They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.</p> <p>The Head Teacher will work alongside the Director of Primary Education, who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality.</p>	
<b>Specific responsibilities</b>	
<b>Professional Duties</b>	
<ul style="list-style-type: none"> <li>Promote the Trust’s vision, values and ethos to pupils, staff governors, parents and the wider community</li> <li>Create a shared learning culture and positive climate through distribution of leadership through teams and individuals, working across the Trust as appropriate.</li> <li>Translate the vision into agreed objectives and operational plans for the Trust and across each school.</li> <li>Develop a Partnership ethos with the other Heads of schools within the trust, which enables everyone to work collaboratively.</li> <li>Ensure individual staff accountabilities are clearly defined, understood and communicated.</li> <li>Ensure compliance at every level with school policies and procedures.</li> <li>Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment</li> <li>Create and promote positive strategies for challenging inequality and prejudices.</li> <li>Ensure a range of community-based learning experiences are available.</li> <li>Actively promote community cohesion and the extended services, working with other parties as appropriate.</li> <li>Create and maintain effective relationships with parents to support and improve pupils’ achievements and personal development.</li> <li>Build a school culture that takes account of the richness and diversity within the School’s community.</li> <li>Actively promote the schools as centres of excellence for education and families in the local community.</li> <li>Collaborate with other agencies to ensure pupil and community needs are met.</li> </ul>	



### Leadership and Management

- Effectively manage the school on a day-to-day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
- Work with the Associate Headteacher to recruit, retain and deploy staff appropriately within own School, and with Heads of schools within the Trust to identify development opportunities across the Trust.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Create an inspiring professional environment consistent with the Trust's and each school's values and aspirations.
- Provide effective organisation and management for each school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Work within the Schools' Finance policy to manage the schools' financial resources effectively and efficiently to achieve the schools' educational goals and priorities.
- Use and integrate a range of technologies effectively and efficiently to manage the schools.
- Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the school.
- Monitor, support, and guide the activities of parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the School, including approving all fundraising activities.
- Review the impact of policies, priorities and targets of the Trust, and evaluate these with the Associate Headteacher, and Local Governing Boards as appropriate.
- Implement established school policies and collaboratively review and make recommendations for change to the Local Governing Boards/Trustees and Associate Headteacher.
- Ensure evidence-based improvement plans promote continuous school development linked to each school's Self-Evaluation.
- Keep the Associate Headteacher fully informed of any critical need, if it affects the smooth operation of the school and the educational experience of the pupils.

### Teaching and Learning

- Drive a continuous and consistent Trust-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development.
- Provide leadership to the curriculum planning process, designed and intended to assure the School's ability to provide a sound, relevant, and innovative educational experience for all pupils.
- Monitor, evaluate and review each school's practice and promote improvement strategies.
- Effectively and confidently tackle under performance at all levels.
- Create a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Ensure provision for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

## Other duties & responsibilities

### Safeguarding

- To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools.
- Act as school Designated Safeguarding Lead
- To ensure compliance with the schools' Health and Safety policies and the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- In addition, the Head Teacher performs and/or directs all other duties as, from time to time, may be assigned by the Executive Leadership Team.

Person Specification			
	Essential	Desirable	MOA (Docs, App form, Interview)
<b>Education</b>			
Educated to degree level or equivalent	ü		A, D
QTS	ü		A, D
Evidence of relevant continuing professional development.	ü		A, D
<b>Knowledge &amp; Experience</b>			
Experience as a member of a Senior Management Team.	ü		A R
Experience and/or knowledge of school models and structures.	ü		I
Knowledge and experience of school finances.		ü	I
Current and relevant knowledge of school improvement processes.	ü		A I
Has successfully used a range of strategies to encourage parents to support their children's learning and realise the school's vision	ü		A I
Knowledge and experience of using a range of performance management systems to effectively manage and motivate staff.		ü	I
Has experience of working collaboratively with other schools or communities to improve outcomes.	ü		I, A
Experience of how to develop learning pedagogy through CPD, systems and learning environments.	ü		I
Experience of having contributed to policy formulation, implementation, evaluation and review.		ü	I
An outstanding teacher.	ü		I, D, A
Shows a commitment to a multi-agency approach for the well-being of pupils and their families	ü		I
Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress	ü		I
Has experience of curriculum design and management	ü		I
Demonstrates personal enthusiasm for teaching and learning and is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard	ü		I
A strategic view of school improvement		ü	A I
An ability to identify leadership potential in others. To be able to foster and develop this through the creation of creative pathways so that the school benefits from their development.	ü		I
An understanding of effective school safeguarding measures.	ü		I

<b>Skills and Abilities</b>			
Able to prioritise, plan and organise own workload and that of others	ü		I
Displays the ability to think creatively to anticipate and solve problems	ü		I
Able to identify, establish and sustain appropriate management structures and systems.	ü		I
Has experience of giving effective feedback to improve the performance of others.	ü		I
Has experience of dealing with conflict and managing challenging situations.	ü		I
The ability to create a united, committed and highly effective staff team.	ü		I
Understands the relationship between managing performance, professional development and school improvement	ü		I
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	ü		I
The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance.	ü		I
The ability to develop the leadership skills of others as well as to learn from others.	ü		I
Strong interpersonal, written and oral communication skills.	ü		A I
Strong organisational and time-management skills and the ability to delegate appropriately.	ü		I
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies and other stakeholders.	ü		I
The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	ü		I
Commercial understanding and acumen.		ü	I
The ability to work well under pressure and manage conflicting demands.	ü		I
<b>Beliefs attitudes and personal attributes</b>			
Confidence and self-motivation.	ü		I
Optimistic, enthusiastic and flexible.	ü		I
Demonstrates high expectations for self and others	ü		I
Committed and passionate.	ü		A, I
Values diversity and equality.	ü		I
A good listener, able to communicate effectively and concisely	ü		I
Goal focussed, but willing to adapt to and develop a deep understanding of people and context.	ü		I
<b>Other</b>			
This post is subject to an enhanced Criminal Records Bureau disclosure.	ü		D
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	ü		I