



OWLS ACADEMY TRUST

HEADTEACHER RECRUITMENT PACK

INFORMATION FOR
POTENTIAL CANDIDATES
FERNVALE PRIMARY SCHOOL



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Letter from the Chair of OWLS Academy Trust

Dear Candidate,

On behalf of the Directors of OWLS Academy Trust, I would like to thank you for expressing an interest in the post of Headteacher within the OWLS Trust and at Fernvale Primary School.

The Governing Body and Trust are seeking to appoint a dynamic, inspirational and visionary leader, who has the resilience and expertise to steer the school through a period of development and who is motivated to lead a hard-working and committed staff team.

OWLS Academy Trust aims to build communities of prosocial, emotionally competent, independent learners and this philosophy underpins the ethos and values of the setting. The Trustees are, therefore, committed to ensuring all staff access continuing professional development and they actively encourage staff to undertake further professional training. Practitioner research is highly valued and the successful candidate will be expected to contribute to the body of knowledge within the organisation.

Our children say they enjoy school and take pride in their responsibilities within the Academy. We wish to appoint a talented individual with a proven track record who is able to transform an Academy School into an exceptional place of learning, thus ensuring every child receives a first class education.

If you feel that you can make a significant contribution to the OWLS Trust and be an agent for change, I look forward to receiving your application.

Yours sincerely

J.A. Tedds

Dr Jonathan Tedds
Chair of Trust OWLS Academy Trust





Welcome



Fernvale Primary School, part of the OWLS Academy Trust.

This is a rare and exciting opportunity to join a large and thriving primary school. Our school is a place promoting high levels of engagement, aspiration, achievement, friendship and enterprise, where all children develop a genuine love of learning, achieve to the best of their ability and are prepared for the next stage of their education.

We are one of a small group of like-minded Leicestershire academies who are leading the way in a truly self-improving school system. We converted to academy status and formed the beginnings of the Multi-Academy Trust in 2013. Since then, the OWLS Trust has grown to nine schools, with more expected to join in 2026 and beyond. Our children and staff are starting to really benefit from this collaborative way of delivering primary education. Our nine schools form the start of a growing MAT and this post is an opportunity for us to recruit a Headteacher who has the ability and ambition to take on a system leader role in the future.

Fernvale has seen development and growth in recent years, with families attracted to the area for the good and outstanding schools. The demand for primary school places has meant the school being developed to accommodate 420 pupils. As a two form entry school with capacity for 420 pupils in the future, we currently have 332 pupils on role – two form entry in EYFS with Key Stage One and Key Stage Two to follow over the next two to three years.

With all expected and strong graded schools, our credentials are impressive and the progress and attainment of our children to date has been outstanding across the trust. We face new challenges, including a changing pupil demographic, development of premises for a growing school, embedding the new curriculum, assessment and policies, narrowing of the gap for some specific groups and a supporting and coaching staff member development including those newly qualified teachers.

We now seek a Headteacher who shares our values and ambitions, and has the vision, drive, resilience and experience to build on our success to date and maintain our good and outstanding provisions. This person will need to be forward facing, have the ability to share and learn from the best practice, whilst knowing when to take the lead across the schools they are partnered with. Exciting times ahead!

We look forward to receiving your application.

CEO of Trust
OWLS Academy Trust

Karen Allen

Chair of Governors
Fernvale Primary School



Vision

Oadby Wigston & Leicestershire Schools (OWLS) Academy Trust is committed to the core values of excellence, equity and effectiveness.

Promoting high levels of engagement, aspiration, achievement and enterprise across all of our schools.



Principles

1. The overriding principle is the success and wellbeing of the children educated within the Trust schools.
2. There is an expectation of professional challenge, support and development between member schools.
3. Trust between members is essential for the success of the collaboration.
4. Trust is engendered by: confidentiality, openness and professionalism. The Headteacher and Teacher Standards provide a framework for this professionalism.
5. The Trust members will take account of data protection policies in all work they do.
6. The Trust members abide by the principles of best value and the long term benefit and gain of all the member schools. The budget will support the priorities based on the action plan. The Trust will not hold great sums of money but it will be spent to benefit the children in the schools at that time.
7. Our work is focused on raising standards of provision in all areas of the Ofsted criteria and securing school improvements. Collaboratively we aim to respond quickly and effectively supporting and working with the local committees, developing national priorities and local initiatives. Needs are identified across the Trust and responded to effectively both by the whole group and sub-groups.

"On a cold winter's day, a group of porcupines huddled together to stay warm and keep from freezing. But, soon they felt one another's quills and moved apart. When the need for warmth brought them closer together again, their quills again forced them apart. They were driven back and forth at the mercy of their discomforts until they found the distance from one another that provided both a maximum of warmth and a minimum of pain."

Arthur Schopenhauer

From: Buonfino, A., and Mulgan, G. (2006)
Porcupines in Winter, London: The Young Foundation



Core Values

What does the OWLS Academy Trust believe?

We place the child at the centre of everything we do. We have high expectations and aspirations for every child. We are advocates for children. Together, we build a community of pro-social, emotionally competent, independent learners through:

- Responsibility
- Compassion
- Integrity
- Respect

Responsibility

We will:

- Take ownership of our behaviour as individuals
- Have the courage to think and act independently
- Demonstrate problem solving and decision-making skills
- Be reliable and trustworthy

Compassion

We will:

- Understand the circumstances and viewpoints of others
- Develop the capacity to forgive others and ourselves
- Celebrate the contributions of others
- Promote a peaceful, caring and safe community

Integrity

We will:

- Stand up for what we believe
- Be honest with ourselves and others
- Demonstrate fairness in our judgments and actions
- Fulfill commitments and promises

Respect

We will:

- Believe in the inherent dignity of all people
- Celebrate individuality
- Value and appreciate diversity
- Honour self and others through words and actions

Together as a community we are committed to

- Striving for continuous improvement
- Challenging our ideas and strategy
- Helping one another to ask the right questions



Our Schools

The OWLS Trust and our Primary Schools within the Trust have a clear vision to provide the highest quality of education for all children.

All children should achieve their potential, make outstanding progress - with the gaps between groups narrowing - and have the opportunities to explore a rich and varied curriculum.

Fernvale promotes a strong multicultural ethos, nurturing the social and spiritual wellbeing of our children, and ensuring everyone is treated with respect and provided with every opportunity. We enjoy links with all faiths with many on and off-site activities for the children supported by the local community.

In 2026 Autumn term, we have 332 children on roll. We are a two form entry school with a Foundation intake of up to 60 each year. At the age of 11, the children transfer to a variety of schools across the County and City including Beauchamp College, Manor High School, Gartree High School, Orchard Mead and City of Leicester.

Our local Board of Governors is established, with a dedicated Chair (Karen Allen) and a developing team of professional parents, staff and community representatives. The Trust works closely alongside the Local Governing Bodies.

Fernvale Primary is part of the TMET Teaching Hub and Inspiring Leaders Partnership. We also are part of the National College CPD and Training Resources.

From the Teaching School Hub we draw the extensive benefits of shared practice and peer networks, ECT training, talent nurture, leadership development, research and many more staff development opportunities. We would expect our Headteacher and the leadership team at Fernvale to continue to play key roles within the Teaching School Hub.

**Living,
Laughing,
Learning
Together**

**NATIONAL
SUPPORT
SCHOOLS**

**QUALITY
MARK**

**VALUES
BASED
EDUCATION**

**HEALTHY
SCHOOLS
AWARD**

**PRIMARY
SCIENCE
QUALITY
MARK**

**NACE
MARK**

**INTERNATIONAL
SCHOOLS
AWARD**

**INSPIRING
LEADERS**

**ECO
SCHOOLS**

**TEACHING
SCHOOL
HUB**



**KEY
PRIORITIES****Curriculum and Teaching**

Establish reliable, consistent formative and summative assessment routines to identify misconceptions and knowledge gaps in writing and maths; build teacher expertise in diagnosis and immediate adaptation of teaching.

Behaviour

Ensure every member of staff and every pupil understands and applies the updated behaviour policy and VbE reflection routines so consistency is visible in every classroom.

Attendance

Create clear, transparent attendance systems and routines; ensure families understand expectations and begin targeted work to reduce persistent absence among disadvantaged pupils.

Personal development and wellbeing

Secure VbE accreditation and create the leadership, structures and initial curriculum changes to make wellbeing, values and reflection visible across school life.

Leadership and Governance

Create immediate capacity and foundations

Key priority: Recruit governance and cover capacity and introduce coaching & reciprocal peer observation.

Early Years

Reconfigure indoor and outdoor provision to maximise child-initiated learning and train staff to use structured interaction techniques (ShREC) so everyday play becomes the engine of progress.

Inclusion

Establish a precise needs analysis and secure high-quality classroom practice so targeted intervention can rapidly accelerate progress for disadvantaged and SEND pupils.

Our Trust

In this time of educational change, there are many opportunities for outstanding individuals to make a real difference to children and relish new opportunities to progress in their careers.

Working in an academy may be a new experience for some colleagues and we have tried to use the new freedoms to provide the very best working conditions and opportunities to allow the careers of talented individuals to flourish. We are currently a primary-focused academy chain working in the East Midlands.

OWLS Academy Trust was formed in September 2013 forming from a Federation of two schools Langmoor and Glenmere Primary Schools (previously federated in 2011/12).

Fernvale Primary School works alongside the Trust and helped to shape the OWLS Trust. Joining in 2015 following a thorough due-diligence and fact finding period, which shaped the pathway for our governance across the Trust. Fernvale Primary School has added to and complemented the workings of our Trust and joined in September 2016. Hinckley Parks became an Academy converter on 1st September 2017 and won 'School of the Year 2019' (Leicestershire Live Education Awards). New Lubbesthorpe Primary School is a new free school in Lubbesthorpe, which opened in 2019. The school is currently 2 FE and growing. In November 2022 Ravenhurst Primary School joined our Trust also a 2FE School and is going from strength to strength. Hollycroft Primary School is the first of its kind in Leicestershire, based in Hinckley it is a Net Zero School. When at full capacity this school will delivery a Stem based education to 210 pupils. Our latest addition to the Trust is Newlands Primary School. Joining on the 1st January 2024. We have sponsored this school and our teams are all working incredibly hard to achieve successful outcomes. This gives us a total of 9 local Leicestershire Schools all working in collaboration and for the benefit of our children and local communities.

Expertise within the Trust ranges from NLE's, LLE's, SLE's and we are keen to develop our skills and School Improvement Processes across the Trust moving forward.



Glenmere Primary School

Email: office@glenmere.net

Telephone: 0116 288 2228

Web: www.glenmere.leics.sch.uk



Langmoor Primary School

Email: office@langmoor.leics.sch.uk

Telephone: 0116 271 2776

Web: www.langmoor.leics.sch.uk



Little Hill Primary School

Email: office@littlehill-owlsmat.uk

Telephone: 0116 281 1963

Web: www.littlehill.leics.sch.uk



Fernvale Primary School

Email: office@fernvale-owlsmat.uk

Telephone: 0116 241 6722

Web: www.fernvale.leics.sch.uk



Hinckley Parks Primary School

Email: office@hinckleyparks-owlsmat.uk

Telephone: 01455 632 556

Web: www.hinckleyparks.leics.sch.uk



New Lubbesthorpe Primary School

Email: office@newlubbesthorpe-owlsmat.uk
 Telephone: 0116 216 9963
 Web: www.newlubbesthorpe.leics.sch.uk



Ravenhurst Primary School

Email: admin@ravenhurst-owlsmat.uk
 Telephone: 0116 289 7808
 Web: www.ravenhurst.leics.sch.uk



Hollycroft Primary School

Email: office@hollycroft-owlsmat.uk
 Telephone: 01455 241171
 Web: www.hollycroft.leics.sch.uk



Newlands Primary School

Email: admin@newlands-owlsmat.uk
 Telephone: 01455 844369
 Web: www.newlands.leics.sch.uk

Working Together

Our schools range in size from 210 to just under 630 when at full capacity, from rural to city locations, and are at varying stages of their development. The schools work closely sharing practice through network teams in key areas such as Literacy, Numeracy, SEND, Pupil Premium, PE, Assessment and Science.

The Headteachers within the Trust meet regularly sharing best practice and developing policy and procedures. There is an extensive programme of inter-school work through sporting competitions, literacy activities, maths conferences and higher attaining pupil activities.

There are also opportunities for governors to work together through collaborative network groups, training days and Trust activities. Within the committees, governors from all schools work together holding each other to account and sharing good practice, reporting to the Trustees.

Each school retains its own Local Governing Body but links to the Trust. The Trustees are made up of representatives from across each of the Local Governing Bodies and independent Trustees. See our website: www.owlsacademytrust.co.uk





Trust Development

Over the next few years we expect to incorporate new academies into the Trust. The Trust aims to develop its capacity to recruit a central team to allow schools to focus on their core task of teaching and learning. Currently the Trust has:

- CEO – Chief Executive Officer
- CFO – Chief Finance Officer, who travels between schools to provide regular support
- Data Protection Officer who oversees all areas of GDPR across the Trust.
- Academy Business Managers - supporting each school office team
- School Improvement Lead
- Executive Trust Support



For Future Development

Network Manager, who supports the IT strategy across the schools and manages the technical staff and IT contracts.

Data Analyst, who supports all leadership teams with the collation and analysis of a wide range of performance and achievement data.

This is just the start of a central team which we aim to expand to also include a SEND provision, as well as possibly other support services such as a Social Workers.

We only work with schools that are committed to providing an outstanding education for all children and strive to develop ambitious individuals at all levels, regardless of background. All schools retain their autonomy for decision making but are held rigorously to account by the Trust for their decisions and outcomes.

Our Focus

Our focus needs to be clear and opportunities for children need to ensure that:

- All children develop a genuine love of learning and make great progress
- Achievement gaps are narrowing regardless of children's starting points
- Children are taught what they need to achieve to the best of their abilities
- Our pursuit of excellence is unwavering
- We learn from each other and create learning communities to share best practise

Recruiting new staff to work with our Trust is a fantastic and exciting opportunity to expand the pool of talent within our

organisation. We hope that all our appointments will have a transformational impact on the children and families our academies serve

With the appointment of a Headteacher, we also have the opportunity to identify potential system leaders of the future and actively seek individuals for the post who see this as an aspirational opportunity for their career development

The Trust is determined to provide inspirational learning opportunities and create learning communities where professionals, children and parents can learn from each other

Our academies promote high aspirations and have high expectations of all their stakeholders

We can offer

For Headteachers specifically, OWLS Academy Trust offers:

- A peer network of like-minded Headteachers
- A career development structure for talented Headteachers
- Recognition that all schools are unique, with an approach that encourages local accountability and governance that is responsive to community needs
- A commitment to excellence in education, grounded in a shared moral purpose of ensuring high quality provision for all learners
- An established track record of high quality education and experience of leading rapid school improvement
- An employer committed to offering all staff high quality professional development opportunities, shared resources and expertise
- Effective business management systems, ensuring that our academies are able to focus on delivering inspirational teaching and learning

We are looking for someone who

- Remembers what it is like to teach – understanding the workload and the pressures
- Has high expectations about the conduct and behaviour of the children and has a firm but fair approach
- Is innovative and encouraging
- Puts the needs of the children first and shows a genuine interest in every child
- Is understanding and empathetic
- Builds upon what has already been achieved, keeps what needs to be kept but has the courage to change what needs to be changed
- Sees children as individuals and not just numbers and levels
- Is inspired and committed to moving Fernvale to be ahead of the rest
- Respects the abilities of the staff – one who challenges and actively encourages them to further develop
- Is an effective data analyst
- Works with the SLT to make decisions rather than working independently
- Has their door open to staff, parents and children
- Has vision – the ability to shape our future rather than let us be shaped by events
- Will promote the ethos of the school
- Is a team player who will speak up and defend/praise us to others because they value us and the work that we do

About Thurnby & Scaptoft

Thurnby village is set to the south of the A47, just after it leaves the city. A sister village, Bushby lies just to the east and merges into it such that the two have made one civil parish, Thurnby and Bushby (where the population is listed), having been combined since 1935. To the west is Evington and Thurnby Lodge in Leicester, to the north is Scaptoft and to the south and east are open countryside. Thurnby church, now St Luke's, originates from around 1143 although many alterations and restorations have occurred since the original build.

Scaptoft is a village in Leicestershire, England. It has a population of about 1,500, measured at the 2011 census as 1,804. It lies north of the A47 road east of Leicester, and runs directly into the built up area of Thurnby and Bushby to the south. For local government the village forms part of the district of Harborough, and constitutes a civil parish.

Much of the village is a conservation area. The village has a Green, which at one time had the traditional red telephone box and adjacent pillar-box. Over the years, with safety improvements due to increased traffic, the area has altered to become little more than a road junction. The Village Institute, or Village hall, is located by this junction and is used for community events. An open space recreation area, known as the Edith Cole memorial park. Scaptoft does not have a school. Village children attended Thurnby St. Lukes School until the late 1960s when Thurnby Somerby Road (Fernvale) School was opened.

Both Thurnby and Scaptoft have expanded over the last 10 years with new housing developments in the area.



Headteacher Job Description

Job Title:	Headteacher
ISR:	L17-L23 £79,460 - £92,065 Group 3 NOR 420
Responsible to:	The Governing Body, represented by the Chair and to the CEO and Trustees of the Trust
Responsible for:	All teaching and support staff
Job purpose:	To provide vision and professional leadership, securing the success and continuous improvement of the school.

The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Academy's Articles of Association and policies and in consultation with the Governing Body.

The Headteacher will work with staff, governors, parents/carers, OWLS networks and wider good practice to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.

Ensuring equality, safety, respect and a multicultural ethos, working in partnership with the local community, is central to the aims and ethos of the school and these will be reflected in all aspects of the Headteacher's work.

The Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people, and will ensure that all requirements are met in full.



Core Purpose

The core purpose of this role is to provide professional leadership, strategic direction and management to Fernvale Primary School in order to ensure the school's success. To achieve this, the Headteacher will work in partnership with staff, governors, parents and children to:

- Inspire the whole school community and effectively provide vision, leadership and direction.
- Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- Promote excellence, equality and high expectations of staff and pupils.
- Create a safe and productive learning environment that is engaging and fulfilling for all staff and pupils.
- Evaluate the Academy's performance and identify priorities for continuous improvement.
- Deploy resources to achieve the school's aims and priorities within the DFE financial limitations.
- Carry out day-to-day management and organisation of the school.

Key Areas: Strategic direction and shaping the future

- Ensure that the schools agreed mission statement and aims are at the centre of everything it does.
- Work with and advise the Governing Body on the formulation of its policies and their implementation, and attend meetings of the Governing Body and its committees as required.
- Work with the Governing Body and other key stakeholders to ensure Fernvale Primary School's mission statement, aims and vision is clearly articulated, shared, understood and acted upon effectively by all.
- Drawing on experience and best practise, work together with the Governing Body, Senior Leadership Team and staff to create and implement a strategic development

plan and annual improvement plans which are underpinned by sound financial planning.

- Ensure policies and practices take account of national, local and school data and inspection and research findings and reflect best practise.
- Monitor and evaluate the effects of policies, performance and practice, taking appropriate action to secure continuous improvement.
- Be forward thinking to ensure that Fernvale Primary School Governors and senior staff are well informed about current and innovative educational thinking and developments, in order to ensure the school is well placed to make decisions in the best interests of its future development.

Leadership and Management

- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Maximise the contribution of all staff and develop a performance culture which supports the best possible outcomes for children.
- Develop constructive working relationships with governors, staff, children, parents and external partners alike.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner that is consistent with their terms and conditions of employment.
- Implement and maintain effective systems for performance management, lead continual professional development (CPD) of staff.
- Motivate and enable all staff to carry out their respective roles effectively, ensuring that professional duties, as outlined in the Teachers' and Headteachers' Standards, are undertaken to the highest degree.
- Implement successful performance management processes with all staff.
- Arrange for the Deputy Headteacher or other suitable person to assume responsibility for the discharge of the

Headteacher's duties at any time when absent from school.

- Work closely with the School Business Manager to manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities in accordance with the DFE guidelines.
- Work with the Governing Body and SLT to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Work with the SLT to deploy all staff effectively in order to ensure the highest quality of education provided.
- Work closely with the Site Manager and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

Leading, Learning, Teaching

- Ensure that learning is at the centre of strategic planning and resource management.
- Work with the SLT to secure and sustain outstanding teaching and learning throughout the school employing a robust system of monitoring, evaluation and review supported by high quality CPD.
- Challenge underperformances at all levels and ensure action is taken to secure improvement.
- Maintain a consistent and continuous all-inclusive focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.





Leading, Learning, Teaching cont'd...

- Ensure that school resources are effectively targeted to ensure all groups of pupils achieve well.
- In collaboration with staff, determine, organise, implement and monitor the curriculum and its assessment to ensure that they meet with statutory requirements; are relevant to the needs of all children; fulfill the Headteacher's duties under the 1998 Standards and Framework Act and any subsequent revisions in relation to the National Curriculum.
- Ensure that there is a robust system of assessment of children's achievement and that there is an effective, accurate method of reporting to parents, which ensures parents are well informed about their child's attainment and progress and how they can support this at home.
- Maintain the principle of assessment for learning and effective use of children's data, in order to set challenging yet realistic targets for all children.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Create and maintain effective partnerships with parents to support and improve children's achievement and personal development.
- Ensure that parents and children are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement.
- Implement and maintain strategies that secure outstanding standards of punctuality and attendance.
- Create and maintain an environment and code of behaviour that promotes and secures safety and discipline.
- Determine and implement policies which promote self-discipline and regard for authority and the law; good conduct and behaviour; positive strategies for developing equality in the community; positive strategies and programmes for children's support and clear guidance on exclusions and other disciplinary matters.

- Develop effective links with the community to enhance teaching and learning, and encourage parental involvement in children's education.

Developing self and working with others

- Regularly review own practice, set personal targets, and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive culture across the school.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Motivate and inspire the governors and the whole staff team, developing excellent, professional working relationships.
- Develop an excellent working relationship with the Chair of Governors and Senior Leadership Team, engaging regularly in open discussion.
- Acknowledge responsibilities, recognise skills and talents and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Foster excellent relationships with local and national professional partners in order that children and staff may benefit from the development they offer.

Securing accountability

- Create and develop an organisation in which all the members of the school recognise that they are accountable for the success of the school.
- Be accountable to the Governing Body.
- Present a coherent and accurate account of the school's performance in a form

appropriate to the range of audiences, including governors, staff, parents, Ofsted, DfE and others to enable them to play their part effectively.

- Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review.
- Co-operate and work with relevant agencies to safeguard children.
- Carry out any such duties as may be reasonably required by the Governing Body.

Strengthening community

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Ensure learning experiences for children are integrated with the local and wider communities.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the Academy and its value to the wider community.
- Co-operate and work with relevant agencies to protect children and young people.

Head Teacher Person Specification

	Essential	Desirable	Assessed by
Education/training/qualifications			
Qualified Teacher Status.	Y		App, Doc
NPQH (unless previously in post as headteacher before 1/4/04).		Y	App, Doc
Management or leadership training or qualification.		Y	App
Demonstrable commitment to continuing professional and personal development.	Y		App/ Int, Doc
Experience			
Experience of successful teaching In the Primary Phase.	Y		App
Experience of teaching across schools.		Y	App
Experience of a range of responsibilities covering different aspects of school life which have had demonstrable outcomes for children.		Y	App
Experience of successfully leading and managing whole school change initiatives.	Y		App/ Int, Ref
Experience of raising achievement.	Y		App/ Int, Ref
Experience of monitoring and evaluating teaching and learning.	Y		App/ Int, Ref
Experience of developing relationships with the wider community.		Y	App
Experience of managing budgets successfully.		Y	App, Ref, Int.
Knowledge			
Understanding of the environment within which the school operates – at national and local level.	Y		Int
Knowledge of relevant statutory requirements relating to schools.	Y		Int
Sound up to date knowledge of developments in education, teaching and learning and best practice.	Y		Int
Understanding of how high quality performance management for all staff is linked to the school improvement	Y		Int
Up to date knowledge of safeguarding requirements and the ability to put this into practice.	Y		Int, Ref
Understanding of equal opportunities and able to put this into practice.	Y		Int, Ref
Knowledge of the principles of financial management in schools.	Y		Int
Basic knowledge of health and safety and employment law.		Y	App/Int
Competencies			
To think strategically and develop a vision for the school.	Y		Int
To think creatively and imaginatively to identify opportunities.	Y		Int
To set, monitor and evaluate targets.	Y		App, Int
To think analytically, making informed use of inspection, benchmarking and research findings.	Y		Int/Ex
To investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes.	Y		App/Int, Ref
To use resources cost-effectively.	Y		Int/Ex
To work effectively within policies and procedures.	Y		Int, Ref
To make sound decisions, often under pressure and to tight deadlines.	Y		Int/Ex, Ref
High standard of written communication skills.	Y		App, Ex
To use numerical and financial data confidently.	Y		Ex
To communicate sensitively, clearly and persuasively with people at all levels.	Y		Int, Ex, Ref
To manage and motivate individuals and teams to achieve high standards of performance.	Y		Ex, Ref

	Essential	Desirable	Assessed by
Competencies continued			
To manage conflict effectively.	Y		Int, Ref
To develop and maintain collaborative relationships with a wide range of agencies and individuals.	Y		App/ Int, Ref
If required: To undertake the responsibilities of a class teacher.	Y		Ex, Ref
Personal attributes			
To command credibility and respect from all members of the school community.	Y		Int, Ex, Ref
Commitment to valuing cultural diversity	Y		Int
Emotional resilience.	Y		Int, Ref
Able to adapt to changing circumstances and new ideas.	Y		App/Int, Ref
To be an inspiring role model for staff and pupils.	Y		Ref
Able to achieve challenging professional goals.	Y		App/ Int, Ref
Other requirements			
Satisfactory Enhanced Disclosure and Barring service check.	Y		Doc

Key	
App	Application
Int	Interview
Ex	Exercise or activity
Ref	References
Doc	Documentary evidence





How to apply

The application form is available to download within our OWLS Trust website www.owlsacademytrust.co.uk and across our nine schools. To apply, please forward the completed application form, together with a supporting statement outlining your suitability for the role. Your supporting statement should demonstrate how you satisfy the qualifications and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further together with the other elements of the person specification.

Please send your completed application by e-mail to: pmerry@owlsmat.uk by 9am on 5th October 2026. If you have not heard back from us by the 12th of October, your application has been unsuccessful on this occasion.

Interviews, tasks and a presentation with Trustees and Governors on 13th October 2026. The presentation is to last 10 minutes and is to be titled: My Vision for Fernvale Primary School. Questions will follow your presentation.

Should you have any queries, or would like a confidential conversation, telephone appointments are available with either Peter Merry, CEO or Jonathan Tedds, Chair of Trust. Please phone 0116 2169963 to arrange.

We would expect and encourage, potential applicants to visit us at school informally. Please contact Natalie Hackett on 0116 241 6722 or nhackett@owlsmat.uk to arrange a visit before the application deadline.

www.owlsacademytrust.co.uk
www.hinckleyparks.leics.sch.uk
www.glenmere.leics.sch.uk
www.langmoor.leics.sch.uk
www.littlehill.leics.sch.uk

www.fernvale.leics.sch.uk
www.newlubbethorpe.leics.sch.uk
www.ravenhurst.leics.sch.uk
www.hollycroft.leics.sch.uk
www.newlands.leics.sch.uk

Safeguarding

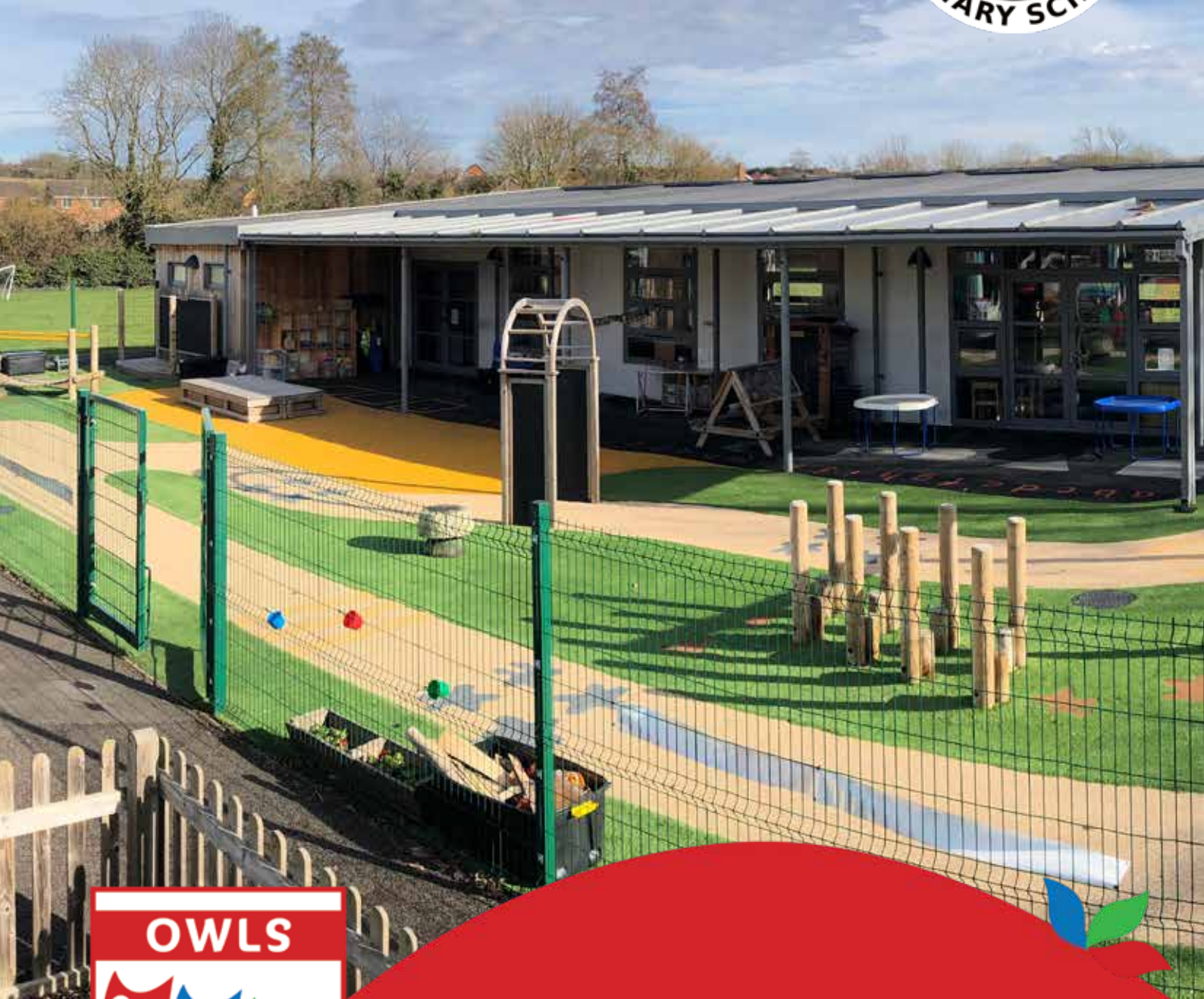
OWLS Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. As part of the Trust's shortlisting process, all shortlisted candidates will be subject to an online search as part of our due diligence. Appointments to this post will be subject to satisfactory preemployment checks.

Inclusion

At Our Trust inclusion means everyone is welcome. Everyone is treated fairly and with respect. We value individuality and uniqueness and aim to create a sense of belonging. We want an inclusive workplace that helps build the success of our pupils and reflects the diversity of the communities we serve.







OWLS ACADEMY TRUST

HEADTEACHER RECRUITMENT PACK

INFORMATION FOR
POTENTIAL CANDIDATES
FERNVALE PRIMARY SCHOOL