

Arnesby Church of England Primary School



Candidate Pack

Headteacher

March 2023





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Introduction from our Trust Leader



Dear Applicant,

Thank you for your interest in becoming the Headteacher at Arnesby Church of England Primary School; a school that is part of Embrace Multi Academy Trust.

We are seeking an enthusiastic, positive and forward-thinking headteacher, with outstanding leadership skills and high aspirations for pupil achievement and the provision of opportunities for pupils. Arnesby Church of England Primary School is an improving school which is well-supported as part of Embrace Multi academy trust

The appointment is currently in the capable hands of an interim headteacher who will be leaving at the end of this academic year. They have been instrumental in the continuing improvements and development of the school and local community engagement. It is essential that the person appointed has the drive and skills to enable us to continue to push standards even further and share our high aspirations for pupils and high expectations that we have of ourselves.

We are ambitious for our schools and children. This means we are committed to ensuring excellent teaching and learning. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts.

As a trust, we believe in working together to share excellent practice whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way our schools can ensure that the curriculum and wider opportunities and experiences engage and motivate our pupils/students.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

Many thanks

Sharon Mullins
Trust Leader

We are all fully committed to strengthening Arnesby Primary School and are pleased to share news of your positive action with you.



Introduction from our Chair of Governors

Dear Applicant,

Arnesby CE Primary School is situated at the heart of Arnesby village and is proud to serve its community and those of neighbouring villages. As a small, rural school, our staff know the children and their families well and build strong relationships to support their learning and development at the school.

Our school joined Embrace Multi Academy Trust upon its formation in 2019. The school works collaboratively with the central team and other schools in the trust, which has brought many benefits, particularly around school improvement. The school has been well supported to strengthen its curriculum, both in terms of resources and implementation, which we would like to see continue under our new headteacher when appointed.

The trust has supported the school with the installation of a new trim trail and work carried out on the climbing frame, which our children are over the moon with. Our children love being outdoors whatever the weather and this gives them even more opportunities for creative play at lunch and break times.

Arnesby has a reputation for being a friendly and caring school with a personal touch. Our new headteacher will be pivotal in attracting more pupils to the school and building good relationships with all stakeholders, as well as being able to turn their hand to almost anything with a smile! The work of our school is driven by our Christian values and we have established strong links to our local churches.

The Friends of Arnesby PTA supports the school by holding a range of fun events to raise funds for the school. Some of the events they have organised include sausage mornings, Easter egg hunts and sponsored bike rides.

I hope this gives you an insight into our wonderful school and we look forward to showing you our school and all it has to offer.

Best wishes
Martin Price
Chair of Governors



Introduction from our Chair of Trustees

Dear Applicant,

We are a growing multi academy trust who currently has Brockington College and Rawlins Academy as our secondary schools and seven primary schools mostly situated between south Leicester and Lutterworth.

As a trust, we believe in working closely together and support our schools enabling them to each serve their community and maintain their unique qualities through their own high-quality curriculum which is aligned to the values that we teach our pupils.

The new headteacher at Arnesby will be at the heart of this work and will play a key part in continuing the good work undertaken so far.

You will also need to be someone that readily builds and maintains good relationships across all stakeholders. This will include the pupils, parents, governors and staff team at Arnesby; the trustees, trust leader and headteachers of all other Embrace schools; and the Leicester Church of England Diocesan Board of Education.

I hope that you are motivated by the opportunity of taking on this crucial role at Arnesby Church of England Primary School.

Many thanks

Russell Andrews
Chair of Trustees





Arnesby - school values

- to tell the truth
- to respect the rights of others
- to act considerately towards all living things
- to help those who are weaker and less fortunate than ourselves
- to take personal responsibility for all our actions
- to develop self-discipline

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

We believe we should educate our pupils in partnership with the Church, our families and the community we serve. We believe children are entitled to enjoy their times at school. Each child is unique and when we are planning and imparting learning, we are recognising, celebrating diversity and challenging prejudices.

We as key adults, are ensuring Arnesby pupils are learning about their own cultures and beliefs and those of other people. We believe in encouraging our children to be independent and self-motivated learners who are ready to embrace the 21st Century. Every child is given rich opportunities which allow them to develop to their full potential in all aspects of life.



Hear from our pupils



"We like the playground and our trimtrail which we all like to use".

"We have a good community and we know everyone and everyone is friends".

"Collective worship is a good time when we all come together".

"We would like our new head teacher to be kind, caring but help to improve our school".

"We would also like our new headteacher to help us learn especially with art, sports and creative lessons".



Headteacher

Arnesby Church of England primary school, Mill Hill Road, Arnesby, Leicester, LE8 5WG

Salary: £51,470 - £59,558 (Group 1, ISR 7 - 13)

Required from 24 August 2023, Embrace Multi Academy Trust is seeking to appoint a Headteacher for Arnesby CE primary school. The postholder will undertake the responsibilities of SENDCo and have small teaching requirement including PPA cover. The school currently has 54 pupils but has the capacity for up to 70 pupils.

Why Arnesby?

- We offer the opportunity to be part of a cohesive, friendly and skilled team.
- We value all members of staff alongside professional and supportive staff relationships.
- We have a focus on staff wellbeing and provide access to wellbeing support services. The trust has a dedicated wellbeing website and employee discount schemes.

Why you?

- You are highly organised and an effective communicator and you have a commitment to partnership working within the trust, across our schools and with external stakeholders.
- You are committed and have the drive for providing and raising the quality of teaching and learning within the school.
- You can build and maintain effective relationships with parents/carers, partners and the community to enhance the education of all pupils.

Embrace Multi Academy Trust was formed in April 2019 and is a Church of England majority trust, built upon the importance of positive relationships amongst all involved. Our schools retain their own individuality, but the trust is always there to provide advice, guidance and support for each school. Our schools work well together and support one another in raising standards.

Closing date for applications: 16 April 2023 at midnight.

Interviews to be held: week commencing 24 April 2023..

References will be requested for all shortlisted applicants before interview.

Visits to the school are welcome. For arrangements or informal enquiries please contact the office manager: office@arnesby.embracemat.org

The post is considered to be regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

Embrace Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. We believe that all individuals are of equal value and we are committed to equal opportunities for all, ensuring equality of opportunity in line with the Equality Act 2010.

Job Description

Headteacher



Responsible to: The local governing body (LGB) of the school, trust leader and trustees.

Responsible for: The leadership of teaching and learning, safeguarding and promoting the welfare of children and ensuring financial efficiencies.

The Headteacher is to carry out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document, the Headteachers' Standards and the policies and procedures of the school and multi academy trust.

Purpose of the post.

To provide professional leadership with integrity, energy and enthusiasm, which secures high achievement for every child that attends our school. Our ambition is that every child reaches their full potential; this will be achieved through the highest level of teaching and leadership, whilst promoting the welfare of children through safeguarding.

Shaping the future

To work closely with the trust leader, director of education and LGB and other stakeholders to articulate a shared vision and strategic plan, focused on excellence in education for all its pupils, which inspires and motivates pupils, staff and all other members of the school community.

- Ensures the school vision is clearly articulated, shared, understood and acted upon effectively by all.
- Works with the school and community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Motivates and works with others to build a positive culture with the Christian ethos of the school at its heart and strives for the very best for the children.

Leading teaching and learning

Responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture which are aligned to the school's Christian values underpin the ethos and whole life of our school.

- The skills and vision to support continuous school improvement.
- Demonstrate personal enthusiasm for and commitment to the learning process, including the principles and practice of effective teaching and learning.
- The ability to access, analyse and interpret information.

Job Description

Headteacher



- Adopt a confident and challenging approach to changes in education and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge poor performance across the school.
- Developing self and working with others.
- To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.
- Demonstrate excellent and effective interpersonal skills.
- Foster a transparent, fair and equitable culture.
- Develop, empower and sustain individuals and teams within the school.
- Collaborate and work with others within and beyond the school and trust.
- Challenge, motivate and influence others to achieve high performance. Give and receive effective
- Give feedback and act to improve personal performance.
- Accept support from others including trust colleagues, LGB and the Diocese.

Managing the organisation.

- Provide effective organisation and management of the school, including sound financial management and seek ways of improving organisational structures and functions based on rigorous evaluation.
- Ensure that the school, the staff and resources within it are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of children and young people at the heart of all practices.

To build a successful organisation through effective collaboration with others

- Establish and sustain appropriate structures and systems.
- Manage the school efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- The ability to prioritise, plan and organise themselves and others.
- Make professional, managerial and organisational judgements that are well informed and evidence-based.
- Think creatively to anticipate and solve problems.
- Participate in and contribute to trust-wide CPD, working parties, events and Headteacher meetings.
- Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work across the schools and support other staff in participating in Trust work.
- Participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and the Trust in a local and national context.

Securing accountability

The Headteacher is legally and contractually accountable to the Trustees and LGB for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Local Authority, the Diocese and other relevant groups.

Job Description

Headteacher



Demonstrate political insight and anticipate trends

- Engage in the systematic and rigorous self-evaluation of the work of the school and work closely with the trust leader, director of education and LGB to ensure that effective school self-evaluation informs school improvement priorities.
- Collect and use a rich set of data to understand the strengths and weaknesses of the school.
- Combine the outcomes of regular school self-evaluation with trust and other external evaluations in order to develop the school.

Strengthening community

The Headteacher will engage with the internal and external school community to secure equity and entitlement. This will include collaborating with the trust and its schools, the Diocese, the Local Authority, other schools and with parents and carers and other agencies for the wellbeing of all children and developing extended services to meet the needs of the community.

- Recognise and take account of the richness and diversity of the school's communities.
- Engage in effective dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Build and maintain effective relationships with parents/carers, partners and the community to enhance the education of all pupils.

Safeguarding and promoting the welfare of children

- To have substantial knowledge and effective experience of addressing all safeguarding issues and ensure that safeguarding is embodied within the school culture.
- Have knowledge and understanding of statutory requirements to keep all our children and adults that are part of our community safe.
- Identify key features of staff recruitment and comply with safer recruitment procedures.
- Introduce, and develop as applicable, policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work will involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to an Enhanced DBS check regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Embrace Multi Academy Trust and the academies which form part of that seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Headteacher Person Specification



Qualifications	Essential	Desirable	Method of assessment
Qualified Teacher Status	✓		App/Cert
Evidence of CPD in school leadership and management	✓		App/Cert
National Professional Qualification for Headteachers (NPQH)	✓	✓	App/Cert
Skills and experience	Essential	Desirable	Method of assessment
Successful experience as a Headteacher or senior leader in a primary school.	✓		App/int/ref
Effective teaching with proven good/outstanding teaching over time in the primary classroom.	✓		App/int/ref
Excellent organisational skills which maintain the day to day rhythm of the school whilst maintaining a strategic focus.	✓		App/int/ref
Experience of teaching in a primary school.	✓		App/int/ref
Good understanding of National Curriculum and its associated assessments.	✓		App/int/ref
Good understanding of Early Years and its associated assessments.	✓		App/int/ref
Experience of leading change effectively	✓		App/int/ref

Headteacher Person Specification



Strategic Direction and development	Essential	Desirable	Method of Assessment
Ability to build, communicate and implement a coherent vision for the school in consultation with trust requirements.	✓		App/int/ref
Proven record of inspiring, challenging and motivating others to achieve agreed aims	✓		App/int/ref
Ability to sustain excellence with a clear sense of what strategies might be effective for pursuing that objective.	✓		App/int/ref
Adaptable to change, able to assess new ideas and embrace them where they improve children's learning.	✓		App/int/ref
Ability to make professional, managerial and organisational decisions that are well informed and evidence-based.	✓		App/int/ref
Experience of, or a strong understanding of developing a school improvement plan and is clear about the aspects that informs its development and evaluation.	✓		App/int/ref
Experience of combining the outcomes of regular school self- review with external evaluations in order to develop the school.		✓	App/int/ref
Governance, accountability & compliance	Essential	Desirable	Method of Assessment
A clear understanding of the range of mechanisms for working productively with internal and external stakeholders.	✓		App/int/ref
Proven record of being transparent and accountable to parents, governors, relevant external bodies and the local community.	✓		App/int/ref

Headteacher Person Specification



Knowledge of legal requirements affecting schools.	✓		App/int/ref
Leading, Managing and developing people and the organisation	Essential	Desirable	Method of assessment
Proven ability to lead and motivate teams.	✓		App/int/ref
Proven ability to lead and inspire staff, governors, pupils and parents/carers.	✓		App/int/ref
Highly effective communication skills, with experience of handling a variety of audiences, including social media.	✓		App/int/ref
Experience of using of a range of evidence (including performance data) to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.	✓		App/int/ref
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a finite budget, whilst taking account of competing and challenging budget demands.	✓		App/int/ref
Experience of staff performance/appraisal and acting effectively on any associated issues.	✓		
Experience of staff performance/appraisal and acting effectively on any associated issues.	✓		
Leading teaching and learning	Essential	Desirable	Method of assessment
Experience of setting and achieving challenging goals and targets for staff and pupils.	✓		App/int/ref

Headteacher Person Specification



Knowledge and proven experience of how to raise achievements across the school.	✓		App/int/ref
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes.	✓		App/int/ref
Experience of developing a consistently high standard of teaching through rigorous assessment, monitoring, evaluation and support.	✓		App/int/ref
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils.	✓		App/int/ref
Ability to engage parents and carers in their child's learning (both in and out of school)	✓		App/int/ref
Promoting the Safety and Wellbeing of Pupils	Essential	Desirable	Method of Assessment
Absolute commitment to safeguarding, understanding what constitutes a safe and supportive school culture ensuring the welfare of children is safeguarded in line with current best practice and statutory guidance.	✓		App/int/ref
Has undertaken the role of designated or deputy designated safeguarding lead		✓	App/int/ref
Ability to ensure an ethos which promotes good behaviour and enables all pupils to aspire and achieve success.	✓		
Working with the wider community	Essential	Desirable	Method of Assessment
Commitment and ability to work in partnership with parents and the wider community.	✓		

Headteacher Person Specification



Experience of working with external agencies to support and enhance the opportunities for pupils in the school.	✓		App/int/ref
Personal Qualities	Essential	Desirable	Method of Assessment
Open, honest, approachable and enthusiastic	✓		App/int/ref
Enjoys teaching and respects children	✓		App/int/ref
Demonstrate professionalism, loyalty and integrity	✓		App/int/ref
Willing to accept support from others including trust colleagues, governors, the Diocese and outside agencies.	✓		App/int/ref
Ability to communicate positively and appropriately with all stakeholders	✓		App/int/ref
A creative and imaginative problem solver	✓		App/int/ref
Values and Commitment	Essential	Desirable	Method of Assessment
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	✓		
Understands the importance of the Christian faith in building the ethos of the school.	✓		



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