



Headteacher

Application Pack

May 2022

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Introduction from the Chief Executive Officer

Appointment of Headteacher Aspin Park Academy, Elevate Multi Academy Trust

On behalf of the Board of Elevate Multi Academy Trust (Elevate), I would like to thank you for your interest in this role.

The ethos behind the Elevate is one of collaborative school improvement using the 'Keep Up' approach. Schools join the Trust with the prime aim of improving themselves and each other so that they can all become outstanding schools driven by a self-improving system. This is achieved through the development and embedding of our educational philosophy.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff. Elevate is a family of like-minded educationalists with a partnership between the Diocese of Leeds, the Diocese of York and the local community.

The Trust is now looking for a Headteacher who shares our commitment and holds values conducive to making our vision a reality. Someone with proven leadership experience, high expectations and inspirational qualities to join us at this exciting time, and to work with our dedicated and experience team to deliver outstanding outcomes.

This candidate pack provides some background information about the role, and the Elevate's development to date.

We are very excited about the future of the Trust and the part that will be played by a new Headteacher. We very much look forward to receiving your application and meeting you.

Nigel Ashley
Chief Executive Officer



About Elevate Multi Academy Trust

Raising Aspiration and Raising Achievement

Elevate Multi Academy Trust (Elevate) is based in North & West Yorkshire with a partnership between the Diocese of Leeds, the Diocese of York and the local community. Elevate is a Charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the Company. Elevate operates as an Exempt Charity, and is governed by a board of Trustees who are responsible for, and oversee, the management of the Company.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff.

Our vision and values

Our sole purpose is:

Raising Aspiration and Raising Achievement

And we do this by:

Creating communities where children are valued, inspired and confident

And we do this because:

We all share a relentless determination that every child can achieve and that no child is left behind.

Supporting our purpose is a commitment that:

- 🌱 Children, staff and families are at the heart of everything we do
- 🌱 We hold high expectations of all which is supported by a drive to continuously develop
- 🌱 We will work and develop together as a collaborative, professional family

What makes us different from other trusts is:

- 🌱 We focus on improving quality of education - this is about ambition and outcomes not exams
- 🌱 We play to the strengths of our staff and communities - one size does not fit all
- 🌱 We expect the best for and from our children - we want effort not excuses
- 🌱 We want to enjoy the journey - we want success and fun for all

The Trust development and growth

In July 2017, the journey began for Elevate. The reasons for becoming a MAT in the changing educational landscape were clear:

- 🌱 to deliver an innovative, highly effective approach to teaching and learning;
- 🌱 raising standards and aspirations for all;
- 🌱 to work collaboratively with other primary schools in the area;
- 🌱 sharing best practice and challenging each other to ensure the very best education for children;
- 🌱 creating bespoke educational system that best meets the needs of children in our local area.

The Trust family of schools consists of 13 primary schools serving over 2000 pupils across the local area. We are also in discussion with several other primary schools in the local area who have expressed an interest in joining our Trust.

For more information on Elevate visit www.elevatemat.org

Aspin Park Academy



Our expectations are underpinned by the Seeds To Success in our curriculum and school life. The learning experiences provide opportunities for the children to become skilled and knowledgeable individuals who have positive learning behaviours and attitudes. Our school ethos (Seeds To Success) is that we work as a TEAM to show respect, care and everyone is kept safe, culminating in Resilience, Ownership, Confidence, Creativity and Curiosity in our learners. At Aspin Park we have high expectations of behaviour and attitudes to learning. We have 4 simple rules to achieve and learn about collective responsibilities for children to take ownership of learning and thoughts.

LEARN Children are expected to behave in all lessons appropriately.

RESPECT Children are expected to be polite, helpful and co-operative with all members of school and community.

SHOW CARE Children are expected to take care of personal property or school property and the environment.

BE SAFE Children are expected to be in the right place at the right time and make a positive contribution, with a willingness to learn and make progress, fulfilling standards at all times.

We aim to help all children reach their full potential and raise standards through meeting their needs. We offer an inspiring and motivational curriculum, which children enjoy and are challenged by and which enables them to experience enriched inclusive opportunities.

We aim for all our children to be:

- ④ Resilient Learners who will excel in everything they do.
- ④ Confident individuals who are equipped to succeed in an ever changing world.
- ④ Creative and curious pupils who take ownership of their learning.

Our School



Type	Primary Academy
Location	Wetherby Road, Knaresborough, North Yorkshire HG5 8LQ
Total number of children on roll	410
Pupils eligible for Pupil Premium	38
Pupils with an EHCP	9
Pupils with SEN support or EHCP	62
Pupils speaking EAL	5
Latest Ofsted inspection	Outstanding, June, 2010
Total staff	45
Number of Leadership grade	3
Number of Teachers	17
Number of Support staff (TAs/Playworkers/MSAs)	25
Number of Caretakers	1
Number of School Administrators	2

Pupil outcomes (2019)

Key Stage 2

Subject	Expected Standards Aspin Park (%)	Expected Standards National Average (%)	Greater Depth Aspin Park (%)	Greater Depth National Average (%)
Reading	77	73	28	28
Writing	91	78	37	18
Maths	85	79	17	23
English Grammar, Punctuation and Spelling	85	78	31	31

Key Stage 1

Subject	Expected Standards Aspin Park (%)	Expected Standards National Average (%)	Greater Depth Aspin Park (%)	Greater Depth National Average (%)
Reading	86	75	32	26
Writing	72	70	19	16
Maths	77	76	26	22
Phonics screening	97			

EYFS

Measure	Aspin Park (%)	National Average (%)
Good level of development	85	71



North Star Alliance



North Star Alliance is a collaboration of primary schools in North Yorkshire led by Elevate Multi Academy Trust and working with Red Kite Teaching School Hub.

North Star Alliance offers members access to different levels of CPLD and support, Subject Leader Networks, Heads Meetings, Coaching Support and School Improvement.

For further information on North Star Alliance please visit <https://www.elevatemat.org/school-improvement-offer/north-star-alliance>

Job Advert

Headteacher

Salary: Leadership range L18 to L24, £64,143 to £74,295 per annum

(starting point dependant on experience)

Start Date: January 2023

(Relocation package available on request)

Elevate Multi Academy Trust (Elevate) is a Primary Multi Academy Trust established in 2017. There are currently 13 schools in the Trust, and four further schools due to join in late 2022. Together the academies within our Trust form a family of like-minded educationalists with a partnership between the Diocese of Leeds, the Diocese of York and the local community.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff.

The Trustees of Elevate would like to offer an exciting opportunity to an experienced educational leader with a strong track record in school improvement. Reporting to the School Improvement Director, you will be accountable for continuing to support the outstanding education at Aspin Park Academy.

You will need to contribute to the leadership and oversight of most aspects of educational delivery in the Trust. Success in the role will be demonstrated by outstanding delivery in education at Aspin Park Academy.

We are looking for an exceptional professional to provide dynamic and inspirational leadership through the Trust's next stage of its journey.

The successful candidate will:

- ✿ have a proven record of leadership and management at a senior level and can demonstrate a range of effective leadership styles.
- ✿ have the energy, enthusiasm and ability to lead, manage, motivate and empower staff and students.
- ✿ High standards and aspirations for all children in the Academy.
- ✿ be a versatile thinker who can look forwards and outwards to develop and champion innovative solutions.
- ✿ have a willingness to engage collaboratively across Elevate Multi Academy Trust and beyond.

We warmly welcome all applicants to visits to the Trust & Aspin Park Academy. Please contact Mrs Sharon Robertson on 01423 863920 or via email headteacher@aspinparkacademy.org to arrange a suitable date and time.

Elevate Multi Academy Trust offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping).

An application pack can be requested from Caroline Broadbent, Elevate Multi Academy Trust, by email c.broadbent@elevatemat.org or by phone on 07548 825737. Applications must be returned to Caroline Broadbent via the above email.

Closing date for return of completed applications:- 9am Monday, 13 June 2022

Interview date(s):- Thursday, 23 June 2022

The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and Section 128 Barring check, to comply with the Safeguarding and Child Protection policies of the Trust.

Job Description

<u>POST TITLE :</u>	Headteacher
<u>GRADE :</u>	Leadership Points 18 – 24
<u>REPORTING RELATIONSHIP :</u>	School Improvement Director

Purpose of the Job

To be responsible to the Local Governing Body (LGB), School Improvement Director (SID), Chief Executive Officer (CEO) and Board of Trustees of Elevate Multi Academy Trust for all aspects of the internal organisation, professional leadership, management and control of the academy and for exercising supervision over teaching and support staff in accordance with Instrument of Government. The post holder, working with and through others, will secure the commitment of the wider community to the academy by developing and maintaining effective partnerships. In carrying out these duties, the Headteacher will engage and consult, where appropriate, with the LGB, the SID, the CEO, the Board of Trustees, the local authority and other local, national and regional bodies as appropriate, the staff of the academy, the parents and carers of its pupils and other relevant professional organisations it has a relationship with.

The individual is a Designated Safeguarding Lead and takes lead responsibility for safeguarding and child protection (including online safety). The full detail of this role is set out in Keeping Children Safe in Education [currently in Annex C of the 2021 edition].

Our job description is based on four 'Domains' outlined in The National Standards of Excellence for Headteachers (2015).

A. Qualities and knowledge:

Excellent Headteachers:

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the academy's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

B. Pupils and staff

Excellent Headteachers:

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

C. Systems and process

Excellent Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

D. The self-improving school system

Excellent Headteachers:

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Headteacher shall carry out their professional duties in accordance with and subject to the "Conditions of Appointment of Headteachers" set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that maybe allocated from time to time.

Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF, C	D1	Degree/Masters Degree in related discipline	AF, C
				D2	Recognised Management qualification	AF, C
				D3	NPQH qualification	AF, C
Experience & Knowledge	E2	Teaching experience in a Primary School	AF, I, R	D4	Understanding of academy and financial regulations	AF, I
	E3	Significant and successful senior leadership experience				
	E4	Thorough knowledge of the national curriculum	AF, I, R			
	E5	Demonstrable experience of adaption to fast paced educational change	AF, I			
	E6	Experience of developing a highly exciting and innovative curriculum	AF, I, R			
	E7	Experience of managing, developing, inspiring and motivating staff	AF, I, R			
	E8	Demonstrable success in raising standards and meeting challenging targets	AF, I, R			

	E9	Experience of leading significant organisational development and change	AF, I, R			
	E10	Experience of presenting high quality, strategic information to directors/governors and supporting their role as strategic leaders	AF, I, R			
Experience & Knowledge	E11	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF, I, R			
	E12	Experience of strategic leadership on school finance issues, including budget management and funding allocation	AF, I, R			
Skills	E13	Excellent oral and written communication skills with an ability to negotiate at all levels	AF, I, P			
	E14	Be E-confident and able to understand and promote the benefits of ICT and future technology in an educational context	AF, P			
	E15	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets	AF, I, P			
	E16	Ability to interpret and implement new legislation, policies and directives	AF, I			

	E17	Ability to analyse information from a wide variety of sources and solve complex problems	AF, I			
	E18	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools	AF, I, R			
	E19	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	AF, I, P			
Personal Attributes	E20	High personal standards of integrity, probity and clear commitment to our collective co-operative values	I			
	E21	Enthusiasm, vision, drive, adaptability and resilience	I, P			
	E22	Be confident, positive and approachable	I, P			
	E23	Be able to secure the loyalty and confidence of pupil, staff, parents, governors and others	I, R			
	E24	Have consideration of the views of others	I, P, R			
	E25	Advocate a sound educational philosophy, with the ability to translate into practice	AF, I, P			
	E26	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents	AF, I, R			

	E27	Commitment to own and others personal development	I			
	E28	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community including with partner secondary and Post 16 providers, Teaching School Alliances and external partners etc.	AF, I, R			
	E29	Evidence of being an inspirational leader and role model	I, R			
	E30	Emotional resilience in working with children and adults	I, R, D			
	E31	Suitable to work with children	D			

Key – Stage Identified	
AF	Application Form
C	Certificates
D	Disclosure
P	Presentation
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

Application Process

Our aim is to ensure that we recruit the right person for the position of Headteacher at Aspin Park Academy. We will make sure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and we will assess each candidate's suitability for working with students as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service and Section 128 check.

Visit to the academy

We warmly welcome all applicants to visit the school. Please contact Sharon Robertson, Executive Headteacher on 01423 863920 or via email headteacher@aspinparkacademy.org to arrange a suitable date and time.

Applications

An application pack can be requested from Caroline Broadbent, Elevate Multi Academy Trust, by email c.broadbent@elevatemat.com or by phone on 07548 825737. Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please return your completed application form to Caroline Broadbent via the above email.

Shortlisting

We will assess your application against the person specification criteria using the evidence you provide in your application. This will be done by a panel of Trustees, senior staff and governors. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interview process will consist of a range of tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our academy. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

Assuming we find the right person for this position, we will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

-  References satisfactory to us



- ✿ A satisfactory DBS check
- ✿ Provision of proof of identity and qualifications

Key dates for applicants:

Closing date: 9am Monday 13 June, 2022

Interview date(s): 23 June, 2022

*Thank you for your interest in the post of Headteacher at Aspin Park Academy.
We look forward to receiving your application.*