

Candidate Information Pack:

Headteacher
Birley Spa Primary Academy



Birley Spa Primary Academy
A L.E.A.D. Academy



Role: Headteacher

Salary: L18 - L24 (£64,143 - £73,559)

Location: Birley Spa Primary Academy, Sheffield

Contract Type: Full Time

Contract Term: Permanent

Closing Date: 23rd June 2021

Assessment dates: 5th & 6th July 2021

From January 2022 or sooner, we are seeking to appoint an experienced Headteacher to lead our Birley Spa Primary Academy. The Academy believes in the enjoyment of learning and creating the highest quality inclusive environment for all its children. The school is based in south Sheffield and along with four other local schools, is proud to be a part of L.E.A.D. Academy Trust who passionately believes in the power of partnership working as a catalyst to ensuring children receive an exceptional education experience. The Trust maintains a clear aim that through outstanding school leadership, we can provide the highest quality education to enable every pupil to realise their full potential.

Birley Spa Academy welcomes a vibrant learning community, including a high proportion of pupils with additional needs. Therefore, we wish to appoint a Headteacher who can demonstrate their passion and ability to promote the highest aspirational provision for all pupils within a fully inclusive environment.

Birley Spa is a rapidly improving academy, having benefitted from significant school improvement support and focus provided by the Trust. We are seeking to recruit a new Headteacher to build upon the significant progress made in school improvement areas, refine our education provision and embed SEND developments in order to secure exceptional practice for all learners within our academy. We are seeking someone who can raise aspirations, advance expectations, celebrate achievement and promote successes ensuring the children are encouraged to be their best, develop interests and become valued members of the wider community. The new Headteacher would be expected to work in partnership with colleagues, parents, pupils and the wider community to ensure all children realise their full potential.

This is a superb opportunity. The new Headteacher will inherit a team of highly motivated and dedicated practitioners, alongside a strong team of governors who are fully committed to ensure the school's success, during the next stage of Birley Spa's exciting journey of improvement.

We are looking for someone who will:

- Develop the school and apply their vision for Birley Spa Primary Academy
- Continue school improvement programmes across the whole school
- Have a good understanding of children with additional needs across all areas of the school
- Be able to evidence the ability to improve and sustain positive pupil attendance
- Be able to demonstrate exceptional teaching and learning pedagogy
- Lead, empower and drive colleagues to achieve success in all areas of the school
- Put the children first and ensure a high quality educational experience



In return, the successful candidate will:

- Be joining a team of professionals who are determined to provide the best experience for the children
- Receive support from the Trust to ensure ongoing school improvement activity
- Have access to a range of professional services that will add value to their school
- Receive a Teachers Pension and a highly competitive salary, negotiable depending on experience and track record
- Have a significant opportunity to be able to develop professionally and make a real impact on learning within the school

We would welcome visits to the school should candidates require. Please contact Davinia Helliwell, School Business Manager at DaviniaHelliwell@birleyspaacademy.co.uk or via phone on 0114 239 9106

Job Description

Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To ensure the pupils are at the heart of every decision and action within the academy.
- To establish high quality, effective systems and policies in all areas of the academy's work.
- To establish high quality education and outcomes through effective leadership of teaching and learning.
- To establish a culture that promotes excellence, equality and high expectations of all pupils.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To establish and develop genuine partnerships to support the work of the academy and Trust.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure there is an ethos of safeguarding and that all safeguarding, and child protection policies are adhered to by a staff team that is confident to keep pupils safe.

Duties and Responsibilities:

Strategic direction and development of the school

- Provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement an Academy Improvement Plan which will secure continuous improvement and support the principles of L.E.A.D Academy Trust.
- To keep up to date with current research into education, particularly teaching and learning and to apply this to help drive academy improvement planning.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through an evidence based approach.
- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.



- To inspire all those involved in the academy to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, with parents, the wider community and partners to champion best practice and enhance the education and safeguarding of pupils.

Teaching & learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils through appropriate strategies.
- Determine and implement policies which ensure inclusion, diversity and equality of access for all pupils.

Leading & managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the academy's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the school's succession planning.
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.

Efficient & effective deployment of staff and resources

- Work with both in school and Trust colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control in line with the Trust's agreed financial arrangements.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Promote harmonious working relationship among the staff team.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Accountability



- Continue to develop an academy in which all staff recognise that they are accountable for the success of the pupils. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

Other Academy specific responsibilities

- Develop strong and influential partnerships with all stakeholders including the community.
- Have the ability to both use and empower others to use data to inform school improvement strategies.
- Articulate a clear vision and values for the school and its community.
- Continue to develop the whole school curriculum and ensure it impacts through the implementation of high quality of teaching and learning.
- Continue to raise attainment across all areas of the school.
- Implement strategies to further enhance the inclusion and success of pupils with additional needs
- To maintain and build upon the personal development of pupils and their wider understanding of the world.

Influencing & managing relationships

- Senior Leadership Team within the Academy
- Central Trust Senior Leadership Team
- Director of Schools
- All teaching and support staff
- Parents and Carers
- Other third party organisations as part of the inclusion and safeguarding strategies

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Person Specification

This person specification lists the competencies expected of an experienced and fully trained post holder. The two right hand columns provide guidance for the appointment of new staff (E = essential criteria, D = desirable criteria)

		E	D
Qualifications & attainments	<ul style="list-style-type: none"> Qualified Teacher status Experience of senior school leadership within the primary phase Has undertaken relevant and recent further professional development Higher qualification in education and/or NPQH 	E E E	D
Skills & knowledge	<ul style="list-style-type: none"> Ability to formulate a clear strategic vision for school improvement and translate this into strategic objective, longer term plans and specific outcomes Knowledge of systems for school self-evaluation, effective monitoring and inspection Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and legal framework governing the operation of an academy Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures Able to monitor performance to ensure high standards and the development of professional practice among school staff Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential Knowledge of statutory requirements for SEND provision Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community Effectively communicate through all methods to a range of audiences including parents, governors and outside agencies 	E E E E E E E E E	
Experience	<ul style="list-style-type: none"> Substantial experience with a record of excellent teaching Significant experience of School Leadership Proven track record of raising educational standards Leadership experience at more than one school Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress Successful experience of positive behaviour management and development of a pupil focused inclusive and effective learning environment Experience of successfully leading change and inspiring others Track record of working in collaboration with other schools to realise improvement and raise standards 	E E E E E E E	D



	<ul style="list-style-type: none"> Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements 	E	
Personal attributes	<ul style="list-style-type: none"> Approachable, enthusiastic and creative Leads by example, demonstrating integrity, resilience and clarity Passionate about education Ability to work under pressure, think creatively and to anticipate and solve problems Commitment to the encouragement, empowerment and training of all staff Deal sensitively with people and resolve conflicts Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas 	E E E E E E E	
Additional requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS May be required to travel to other Trust locations or third party services as part of the role Hold a driving licence and have access to own vehicle 	E E	D



L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account: **@LEADAcadTrust**



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders.

We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Equate Teaching School

The L.E.A.D. Equate Teaching School is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





How to Apply

To apply for this role, please send a completed application form and covering letter, with a supporting CV if you wish to Marianne Fareham, HR Business Partner at marianne.fareham@leadacademytrust.co.uk

Closing Date: Wednesday 23rd June 2021.

Applications will be reviewed upon receipt therefore shortlisted candidates may be contracted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

L.E.A.D. Academy Trust
5a The Ropewalk
Nottingham
NG1 5DU

Email: admin@leadacademytrust.co.uk

Telephone: 0115 822 5440