



Recruitment pack

Headteacher, Boston West Academy

anthem

Welcome,

Thank you for your interest in this role with Anthem Schools Trust at Boston West Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The Trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

We are seeking an exceptional individual to lead Boston West Academy – a unique and impressive school in many ways.

Boston West Academy is a successful, happy and inclusive 4 -11 primary academy in Boston, South Lincolnshire. Having been judged as outstanding by Ofsted in 2016, the school is proud of what it has achieved in the recent years.

Boston West endeavours to create a welcoming, inclusive, and safe environment for every child to reach their full potential. The school is committed to developing its pupils both individually and as team players, who can work collaboratively in their learning. The school's high expectations and high-quality teaching, allow its children to achieve and become inquisitive, motivated, and passionate lifelong learners.

This is an exciting time to be the Headteacher at Boston West Academy. The successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's local governing body. We provide high-quality training and coaching for all headteachers, alongside induction support and mentoring for those new to headship.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to discuss the role further, please email recruitment@anthemtrust.uk to arrange a conversation. More information about how to apply can be found on page 2 of this pack.

Yours sincerely,

Mohsen Ojja

Chief Executive
Anthem Schools Trust

Trust information

Chief Executive: Mohsen Ojja

Address: Anthem Schools Trust
Highbridge House
16-18 Duke Street
Reading
RG4 8TS

Telephone: 0118 902 1637

Email: enquiries@anthemtrust.uk

Website: www.anthemtrust.uk

Twitter: [@anthemtrust](https://twitter.com/anthemtrust)

Anthem Schools Trust is an exempt charity and a company limited by guarantee. Registered in England & Wales. Company No.7468210. Registered Office as shown.

Recruitment timeline

Start date: 1 September 2023

Closing date: Monday, 17 April 2023, 9am

Interview date: Thursday, 27 and Friday, 28 April 2023

Applicants must complete the Anthem application form to be considered for the role. Please email your completed application form to recruitment@anthemtrust.uk. We do not accept CVs. Please note we reserve the right to close the recruitment campaign earlier than this date subject to the volume of applications received. We therefore encourage candidates to submit applications as early as possible.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check, internet checks and satisfactory reference.

Anthem – who are we?

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Anthem started out in 2011 with just three schools, and now serves over 8,000 children and young people across the East Midlands, London and Thames Valley. Our vision is that by working together, we will create ambitious and successful schools in which every child thrives.

Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences, and outcomes across the Trust. Anthem schools are diverse and serve many different communities. They are all united by a shared ambition for children and young people, which is underpinned by a commitment to integrity, collaboration, and excellence. These shared values provide a frame of reference for how we relate to one another, and for what is common between our schools and our people. They are brought to life through schools' own identities and approaches, creating thriving local schools that meet their communities' needs.

School improvement at Anthem

Across Anthem leaders have high expectations, demonstrated by a relentless drive to improve the quality of education, and resulting experiences and outcomes of all our pupils.

Across Anthem schools we are committed to:

- having an exceptionally high standard of education for all groups of pupils
- providing access to a curriculum which is broad and balanced, ambitious and challenging
- creating staff teams, who are well motivated, and perform at the highest level.

To achieve the highest standards within all our schools, Anthem leaders are supported by a strong and dynamic team of experts. The school improvement strategy is developed and implemented collaboratively between school leaders and the Education Director, supported by the expertise of a broad national team that includes Associate Education Directors, subject improvement leaders, teaching and curriculum specialists. This structure allows for rapid school improvement based upon the individual school's identified needs and context, while maintaining the strength of connection to a wider organisational strategy for development.

Anthem people

At Anthem we know that people are our most valuable assets, and we are passionate about the professional development of every individual within the organisation. We have a comprehensive Developing People Strategy to support this, ensuring all staff have access to quality and inclusive career development and training opportunities.

As a headteacher you will have access to high-quality leadership coaching and professional development, a robust structure of support from the Education Director and wider school improvement team, and the opportunity to work with colleagues across the organisation during regular headteacher connect meetings and termly development days.

The comprehensive professional development programme in place to support the workforce across Anthem schools includes:

- An extensive suite of programmes delivered collaboratively across the organisation including the full range of available NPQs (National Professional Qualifications), the Early Career Framework, and a range of apprenticeships.
- Access to the Anthem flagship CTMM (Cognitive Theory, Memory and Metacognition) programme which strengthens teachers' understanding and implementation of the science of learning and cognitive theory, with practical application in the classroom.
- Instructional Coaching programme, including Steplab across a number of Anthem schools.
- A rolling programme of professional development tailored to develop leadership skills, and teaching and learning development. This programme is delivered by an experienced and robust school improvement team, led by Anthem's Education Director.

Rewards and benefits

Our rewards and benefits package includes:

- Membership of Teachers Pension scheme.
- Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health, and legal advice.
- Cycle to work scheme.
- Access to Health Shield Health Cash Plan, optional scheme to pay a weekly or monthly premium to claim money back on everyday health care needs such as dentist, optical and physical needs.

About Boston West Academy

School information

Acting Headteacher:	Ceri Braybrook
Address:	Boston West Academy Sussex Avenue Boston Lincolnshire PE21 7QG
Telephone:	01205 366013
Email:	admin@bostonwest.anthemtrust.uk
Website:	www.bwacademy.co.uk
Twitter:	@BostonWestAcad



About Boston West Academy

Boston West Academy is a forward-thinking, innovative primary school with a passion for learning beyond the classroom. Much of our curriculum is taught outdoors in our inspirational and award-winning educational school grounds.

At Boston West Academy, we believe that strong, positive relationships provide the foundations for a school to flourish. We enjoy 'working together for success' within an optimistic and positive culture of excellence.

Our vision and values

A key element of our school's culture is the ethos of care: care for oneself, for others and for the environment. Our over-arching value of care is underpinned by four other core values: collaboration, attitude, respect, and equality (CARE).

We are an outward-facing school and embrace collaboration with others so that we can secure excellent achievements for our children. We continually strive to provide innovative experiences, inside and outside the classroom, that make learning fun.

The bedrock on which our school community is built is the excellent relationships between staff and pupils and between pupils themselves built on positivity and mutual respect. Boston West Academy staff, children and parents work collaboratively to produce a positive, family atmosphere in which every child can find security and experience success.

We are extremely proud to be a multicultural, multi-faith community. We celebrate the diversity of our staff and pupils and encourage them to celebrate their own heritage while becoming proud British citizens.

Our curriculum

Teaching and learning at Boston West Academy is driven by Anthem's Cognitive Theory, Memory and Metacognition programme. This is an innovative and forward-thinking training programme that is research-based and led driven by highly effective practitioners from across the Trust.

Our curriculum is designed to promote long-term memory. Opportunities are provided to return to content and concepts, over time, to gain a growing developmental understanding.

We passionately believe that children should be provided with a holistic learning experience while at primary school.

The school's commitment to outdoor learning and first-hand real-life experiences benefits every child's development. Age appropriately, all the children are directly involved in assessing risks. This heightens their awareness and understanding of risks in their daily lives across a range of environments. In this way, children are learning a crucial life skill that will promote safety and wellbeing today and through into adulthood.



Job description: Headteacher, Boston West Academy

Location	Boston, Lincolnshire
Contract term	Permanent
Full time/term time	Full time, term time
Pay range	L18-L24
Reporting to	Anthem Associate Education Director

Job purpose

- To provide professional leadership and management of Boston West Academy that will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- To establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- To establish a culture that promotes excellence, equality, and high expectations to enable all pupils to succeed.
- To create a stimulating, nurturing, happy, safe, and productive learning environment that is engaging and fulfilling for all pupils.
- To provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its aim and targets. Working with others, to be responsible for evaluating the academy's performance to identify the priorities for continuous improvement and raising standards.

This job description reflects the National Standards of Excellence for Headteachers (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers

Key priorities

- Quickly understanding the ethos, nature, unique qualities and strengths and areas of improvement for the school.
- Leading the operation and ongoing strategic development of the school.
- Establishing the plans, structures, systems, and processes that support the above.
- Appointing high-calibre staff.
- Promoting and supporting outstanding teaching.
- Establishing the school as the school of choice for parents in the area.

To achieve success, the post holder will:

- Provide vision, leadership, and direction.

- Effectively lead and manage teaching and learning to secure the highest possible and sustainable levels of progress and attainment.
- Promote excellence, equality and high expectations among all pupils and staff.
- Effectively and efficiently deploy resources to achieve the school's aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Ensure effective and efficient day-to-day management, organisation and administration of the school.
- Secure the commitment and support of the wider community and encourage the involvement of parents and carers as well as key local community figures.

Main duties and responsibilities

Strategic leadership

The post holder will:

- Define vision and clear values for the academy which can be understood, communicated, and acted upon effectively.
- Work with political and financial astuteness, within a clear set of principles centered on the academy's vision and values, ably translating local and national policy into the academy's context.
- Be able to model entrepreneurial and innovative approaches to academy improvement, leadership, and governance.
- Develop an outward-facing academy capable of collaborating in partnership with other academies, schools and organisations to champion best practices and excellent outcomes for pupils.
- Lead by example – with integrity, creativity, and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.
- Contribute to the wider work of Anthem Schools Trust.

Teaching and learning

The post holder will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Challenge educational orthodoxies with relevant research and robust data analysis, to provide a world class education for the pupils.
- Shape the current and future quality of teaching profession through high-quality training, systematic approach to monitoring and sustained professional development for all staff.
- Develop strong partnerships with parents and carers to support pupils' achievement and personal development.
- Deliver an innovative curriculum based on excellence for all, whilst meeting statutory requirements and the school's and Trust's education vision. Monitor and evaluate the curriculum for both quality and value for money.
- Implement effective strategies that secure high standards of behaviour and attendance ensuring that pupils feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed
- Achieve robust systems of pastoral care and personalised learning to ensure every pupil feels valued and is known and supported during their time at the school.

Leading and managing staff

The post holder will:

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 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.
- Provide effective induction, continuing professional development and performance management in line with the school's strategic plans.
- 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.
- Focus on clear succession planning by identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.
- Maintain, develop, and embed an organisational structure that reflects the school's values, and enables management processes to work effectively in line with Anthem Schools Trust and wider legal requirements.

- Develop, implement, and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Foster an autonomous culture that ensures policies and practice takes account of Anthem Schools Trust policies, national and local policies and initiatives, and comply with legal requirements.
- Recruit and retain high calibre staff, deploying them appropriately within the school and the Trust, managing their workloads to achieve the school's vision and goals.

Securing accountability

The post holder will:

- Welcome strong governance and actively support the Local Governing Body to understand its role and deliver internal and external accountability – in particular, its functions to monitor the implementation of the Trust's strategy and support and challenge the Headteacher to ensure the best outcomes for all pupils.
- Present a coherent account of the academy's performance in a form appropriate to the range of audiences, including the CEO, Education Director, local governors, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice.

Financial, compliance and facilities management

The post holder, assisted by the Operations Manager, will:

- Plan and manage the school's finances and resources to ensure maximum benefit for pupils.
- Be responsible for the school site, its buildings, equipment, and grounds.
- Develop, with support from the school's Local Governing Body, the annual and projected yearly budgets for approval by Anthem.
- Set appropriate priorities for expenditure and allocation of funds.
- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for everyone at the school.
- Manage and organise accommodation efficiently to ensure it meets the needs of the pupils and staff.
- Ensure effective administration and audit control.
- Be accountable for safeguarding, and health and safety requirements.

Safeguarding

The post holder will:

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in the academy and in wider society.
- Ensure that the child protection and safeguarding policies and procedures are fully implemented and followed by all staff.

- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

Partnerships

The post holder will:

- Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the vision of the school.
- Ensure learning experiences for all pupils are integrated with the wider community, and that, where possible, they are community-based.
- Seek opportunities to invite parents and carers, community figures, businesses, and other organisations into the school to enrich the school and its value to the wider community.
- Identify and develop strong partnerships and relationships with other primary schools, and local secondary schools.
- Secure strong links with other key partners who are supporting the school's development.
- Maintain and strengthen links with other Anthem schools to share best practice and to promote the development of staff through mentoring, sharing resources and collaborative working to benefit all schools.
- Collaborate with the Local Authority and other agencies to promote the academic, moral, social, emotional, and cultural wellbeing of pupils and their families.
- Work closely with Anthem and the Local Governing Body to ensure that the development of the school is a success.
- Engage across other areas of Anthem's work.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Headteacher, Boston West Academy

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Degree level qualification	✓	
Recognised Qualified Teacher Status	✓	
Recent and relevant professional development	✓	
NPQH or NPQSL		✓
Higher degree relevant to Headship		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Successful track record of leadership at Head, Deputy Head or Assistant Head level in the secondary sector in the UK	✓	
Evidence of successful financial and resource management	✓	
Recently worked in a good or outstanding school and understands and can demonstrate what excellence looks like within educational leadership and management	✓	
Successful track record of leadership in the state funded education sector in the UK	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Integrity and sound judgement	✓	
Sympathetic to the moral purpose and vision of Anthem	✓	
Approachable, reliable, has presence and is highly visible to students, parents, carers and the wider community	✓	

An outstanding classroom practitioner	✓	
Capacity for and commitment to own personal development	✓	
Supportive, energetic, driven, and confident	✓	
Inclusive and collaborative	✓	
Ability to mentor, inspire, coach, influence and motivate others	✓	
An effective decision maker	✓	

Leadership and management (student attainment, progress and wellbeing)	Essential	Desirable
Proven commitment to high levels of student attendance, progress, attainment and safety	✓	
The ability to inspire high levels of performance in all students regardless of their starting points.	✓	
Thorough understanding of monitoring and evaluation strategies relating to student outcomes and the ability to translate information into detailed plans and targets.	✓	
The ability to analyse and interpret complex data	✓	
A commitment to promoting and safeguarding the welfare of young people	✓	

Leadership and management (curriculum, teaching and learning)	Essential	Desirable
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	✓	
Ability to analyse and understand complex curriculum issues and respond creatively and effectively	✓	
Thorough knowledge and understanding of current issues in education	✓	
Knowledge of strategies to support EAL pupils	✓	

Experience of methods of mapping school progress and school improvement strategies	✓	
Vision for the development of CPD and teaching and learning strategies		✓

Leadership and management (staff)	Essential	Desirable
Ability to inspire others and provide strong leadership to teachers and support staff	✓	
Ability to delegate appropriately	✓	
Proven experience of developing, empowering and supporting staff	✓	
Thorough understanding of management structures and systems	✓	
Commitment to Equal Opportunities	✓	
Commitment to an open, collaborative and fair culture	✓	
Have an ability to inspire diverse colleagues and to deepen and broaden their practice	✓	

Managing resources	Essential	Desirable
The ability to analyse complex issues relating to finance and resources	✓	
Capable of strategic financial planning, capital projects and budget management		✓

The community and other stakeholders	Essential	Desirable
Thorough understanding of the role of Anthem and the Local Governing Body	✓	
A track record of working effectively with a Local Governing Body to ensure appropriate monitoring and accountability of all aspects of school activity with a committed drive to working from the School Development Plan.		✓

Effective communication with staff, students, parents, carers and Local Governors	✓	
Ability to establish effective links with the community	✓	
Ability to develop partnerships and shared responsibilities	✓	
Experience of having worked with other primary and secondary schools		✓
Establish effective links with the wider community celebrating the diversity of our student body, the role of parents, carers and families.	✓	