



Charlton Wood Primary Academy



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HEADTEACHER

CHARLTON WOOD PRIMARY ACADEMY

PART OF ENDEAVOUR ACADEMY TRUST

APPLICATION PACK - MAY 2023



Charlton Wood Primary Academy



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Welcome Letter

Thank you for your interest in the position of Headteacher within Endeavour Academy Trust. The Trust currently comprises four Primary schools in North Bristol and South Gloucestershire, however we are due to expand in September 2023 merging with Trust in Learning (Academies) to become eight schools.

This is an exciting time for the Trust

Our mission is to become the Schools of Choice, Employer of Choice and Partner of Choice. In each of our values, the words 'we listen' is the starting point and is fundamental to our belief in the transformational power of collaborative working with our children, parents, staff and local community. We believe that together we will achieve our ambitious mission.

We place no limits on our aspirations for our children.

You will have a proven track record of improving performance, driving change and raising standards and aspirations. You will need the tenacity and integrity to deliver strong and effective leadership and the ability to communicate a vision that inspires, motivates and enthuses staff, students, parents and the community as a whole.

Our commitment to work collaboratively is central to our school development work and our vision.

You will be joining a highly innovative, inspirational and ambitious organisation - at both school and Trust level – with investment in people at its core. We are seeking an outstanding candidate who can realise the highest possible quality of education to support our vision, provide strong leadership and effective support and challenge to colleagues, and enable our Trust to achieve the best possible outcomes for children.

We look forward to receiving your application.

Chris Seaton

CEO of Endeavour Academy Trust

Anabel Sexton

Chair of Trust Board

Helen Robinson

Chair of Local Governing Body



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Advertisement

Headteacher - Required for September 2023

Salary: L18-24

Advert: **Headteacher**

An exciting opportunity to join the leadership of Endeavour Academy Trust as Headteacher of Charlton Wood Primary Academy.

You will be pivotal in leading and developing our talented, diverse team of professionals to deliver our Trust's vision of "Outstanding Outcomes for All."

Charlton Wood is a brand new two-form entry primary school opened under the current Headteacher in 2019, from September 2023 it will have Reception to Year 5 and full from 2024/5. The school is situated in the heart of the new and growing community of Charlton Hayes in North Bristol and plays an active role in the life of the local community. With the promotion of our current headteacher we wish to appoint a passionate and dedicated Headteacher capable of delivering educational excellence. Our vision will be an experienced leader offering an engaging and forward-thinking approach who will lead by example and focus on supporting and developing the team on a trajectory of continuous improvement. As Headteacher you will demonstrate a keen appreciation and understanding of the unique character of the school and its community and be passionate in supporting families to ensure our children meet their full potential. This is an exciting opportunity for an ambitious leader to build on the successes the school has already achieved for the benefit of all pupils, staff and parents.

We are looking for someone who:

- Is an excellent communicator; able to inspire those around them to achieve their best
- Able to reach out to the community forging positive relationships with all stakeholders and willing to participate fully in the life of the school and wider community
- Lives the school's values of **Respect, Understanding, Perseverance and Pride**
- Is committed to promoting the mental health and wellbeing of all children and staff
- Is flexible, resilient and capable of managing a wide range of responsibilities working collaboratively with staff across the school and Trust

We can offer you:

- Our commitment to be the 'Employer of Choice' and to fully support your professional development
- Confident, kind and enthusiastic children with a love for learning and a sense of fun
- A team of experienced, committed and welcoming staff
- Support from a forward-thinking, committed governing body
- A small locally based Trust that works collaboratively to achieve the best we can for our children, staff and families

Tours of the school are encouraged, please contact the school office to arrange a visit.

If you would like an informal discussion about the role, please contact Abi Martin

(abigail.martin@endeavouracademytrust.org.uk) who can arrange for a conversation with Chris Seaton, our Interim CEO or Neil Lankester, the current Headteacher

Key Dates:

- | | |
|-------------------------------------------------|-----------------------------|
| Midday 1 st June 2023 | - Deadline for applications |
| 2 nd June 2023 | - Shortlisting |
| 7 th June 2023 | - Information Gathering Day |
| 12 th and 13 th June 2023 | - Assessments and Interview |

Charlton Wood Primary Academy - Who we are

Our school vision

At Charlton Wood Primary Academy our vision for our children is encapsulated through our school tagline 'Working together to grow confident, ambitious learners'.

We know that there is a strong correlation between the way in which pupils engage and participate in learning and their eventual outcomes academically, socially and emotionally. For this reason, we have a collective, proactive and positive approach. We explicitly teach and deliberately practise daily: our routines, our structures and our expectations to ensure that our children develop habits of self-discipline so that they can engage purposefully and meaningfully with learning, each other and the adults in their lives.



Our school culture and curriculum has been intentionally designed to maintain a relentless and collective focus on positive behaviours for learning and life and in turn the skills of managing positive social interactions.

We believe that children thrive in a culture of high expectations supported through a common understanding of a core set of agreed strategies, strong routines and boundaries that are consistently applied by all members of staff who develop and maintain positive relationships with them.

Our school values



Respect: for ourselves, others, the environment and our school resources



Understanding: celebrate our similarities and differences as we learn from each other and grow as individuals



Perseverance: achieving success is a process of learning, reflecting and evolving. Receiving feedback helps us to grow and become confident



Pride: in ours and others achievements, our family, our culture and our community

The school has four values which we expect everyone in our school community to uphold all of the time – Respect, Understanding, Perseverance and Pride. These values are part of the fabric of our school and help



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our children to grow and develop into confident ambitious learners who make the most of the opportunities given to them. Our school values help us to deliver our vision and are woven throughout every aspect of school life – they are the building blocks of our universal offer to all pupils and the language should be deliberately used to support children to understand the expectations around how we interact with one another.

Educational vision

In order to ensure that our children become confident, ambitious learners we need to have high expectations around what our child will achieve in the short, medium and long-term because learning is a journey that should never end – we can all improve and learn more. For this reason, we will always demonstrate through action a relentless, urgent and collective focus on achievement for all of our pupils regardless of starting point or need.



Our core educational offer for all pupils includes but is not limited to:

- A rigorous and sequential approach to the curriculum with a long-term approach to learning over time
- All staff demonstrating through actions a culture of belief that everyone can achieve, succeed and master the taught POS
- Teaching and learning which draws on cognitive learning theory and is demonstrated through action
- An explicit instruction approach to teaching and learning which is implemented consistently and reflectively by all members of staff to enable mastery of the taught PoS 'I do, we do, you do.'. This will ensure that children are clear what they need to do; have been shown how to do it; have appropriate scaffolds when needed and receive effective feedback to keep on track
- Regular, reflective, purposeful use of assessment for learning to ensure that teaching is effective so that children are successful
- All children actively engaging throughout the learning journey
- A proactive and positive approach to behaviour management
- A collective approach to ensuring that children 'keep-up' with their learning as a result of well-planned and strategically implemented high-quality instruction.

Over the last 4 years we have developed a strong curriculum and well-defined pedagogical approach which is well embedded across the school. At Charlton Wood Primary Academy, we teach for mastery using explicit instruction – underpinning this approach is a belief that every child can achieve at least the expected age-appropriate standard when given the right amount of time and high-quality impactful instruction.

Our approach consistently leads to high standards of achievement for our pupils – in 2021-2022 we were in the top 20% of schools nationally in all our reportable data and have strong outcomes across the wider curriculum.



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The successes of our pupils come as a result of a relentless and shared approach to achievement for all from the entire staff team who are united in the belief that all children can, and will, succeed as a result of high-quality teaching from passionate and caring professionals.

Summary Role Description

Key Outcomes of the Role

High standards of pupil achievement across the school.

Primary Responsibilities

- Promote and support the vision of Endeavour Academy Trust
- Ensure that the agreed strategic direction of the school is understood by all stakeholders and is integral to all decisions and actions taken locally.
- Provide professional leadership and management for the effective day to day running of the school.
- Promote a culture that promotes excellence, equality and ambition for all pupils.
- Secure appropriately targeted and measurable accountability throughout the school.
- Secure high standards of achievement.
- Secure good and outstanding teaching.
- Work with local governors to ensure an accurate and timely flow of information which enables them to keep abreast of the work of the school.
- Support local governors in the execution of their roles.
- Use appropriate sources of data and information to evaluate performance and generate priorities for continuous improvement and raising standards.
- Establish effective targeting of staff CPD, prioritising core aims and objectives.
- Support and promote the Trust's commitment to equalities in all areas of work.
- Support the development of effective policies and practices which ensure consistency of expectation across core areas.
- Ensure that delegated resources are efficiently and effectively used to achieve the Trust's aims and objectives.
- Support effective partnerships with other services and agencies for children.
- Promote effective community engagement
- Support partnership working with other local schools and providers to make a wider contribution to the local school community.

Evaluated against:

National Standards for Head Teachers

Annual performance targets set by the Head Teacher

Outcomes of external evaluation



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General Responsibilities

- Support continuous improvement in both personal performance and the work of the team.
- To establish effective professional relationships within school and with other agencies where appropriate.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Head Teacher.
- Attend staff meetings within directed time, as requested by managers.
- To be willing to undertake first aid and administration of medicines training.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder where reasonable.

The role holder will be expected to be involved in the wider life of the academy and participate at extra-curricular school activities from time to time.

The role may require a certain amount of local travel. When necessary, reimbursement will be made for out of pocket expenses.

So far as reasonably practicable the role holder must promote safe working practices by employees in academy premises and work areas to maintain a safe working environment for all employees and service users. These are defined in the Trust's Health & Safety Policy and associated documentation.

The role holder must work in compliance with the Trust's Code of Conduct, regulations and policies, including its commitment to equal opportunities.

The role holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation and standards.

The Trust is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory disclosure and barring service record check and acceptable references.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the post holder. It will be reviewed on a regular basis.

Person Specification

Essential (Must)	Desirable (Should)
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Qualified Teacher Status • A minimum of five years successful classroom practice covering at least two Key Stages • Significant experience as a deputy head teacher in a relevant primary setting • Experience of staff management including the setting of performance targets and annual appraisal. 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Further training relevant to Primary age range • Further leadership qualification • Experience of headship in a relevant setting
<p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Establish a school's vision and strategic plans, ensuring that these are clearly articulated and widely understood. • Analyse and use a wide range of school based and national data to set targets, evaluate performance and plan for improvement. • Motivate the team and generate commitment to the pursuit of excellence. • Promote a positive ethos based on the highest possible expectations of every child and adult. • Effect improvements in teaching and learning, and leadership and management, through coaching and targeted CPD. • Secure appropriate and clearly understood accountability for all colleagues. • Rigorously challenge underperformance, setting clear expectations and targets for improvement. • Use technology as a management tool in all aspects of the role. 	<p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Evidence of having raised whole school standards of pupil achievement in a relevant school or setting.

<ul style="list-style-type: none"> • Form good professional relationships with pupils, colleagues, parents' governors and other professional partners. • Work closely with governors, providing accurate and useful information so that they are able to carry out their role in supporting school improvement. • Model a high standard of spoken and written communication for all relevant audiences. • Commitment to the safety and well-being of all children as well as to inclusion and equality for all members of the school community • Dynamic and innovative and demonstrate the ability to inspire staff and pupils. • Commitment to the professional development of all colleagues and seek to distribute leadership as widely as possible. • Commitment to wider collaboration with partner schools as well as organisations in wider networks. • Commitment to including parents as fully as possible in school life. • Good knowledge of educational policy including statutory frameworks and governance and a commitment to keep up to date. • Recent and relevant professional development and a commitment to keep learning. • Responsive to professional feedback. • Commitment to promoting the spiritual, moral, social and cultural development of all pupils. • A high level of personal organisation. 	
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Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our web site: [Endeavour Trust Policies](#)

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Endeavour Academy Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2022.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.



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Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form. You will also be asked for a letter of application.

Interview Process

After the closing date, shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

The physical stages of the process will be conducted over three days:

- Day 1: Information gathering: an opportunity to talk to key people and fact finding about the school
- Day 2: Mini interviews, tasks and activities
- Day 3: Presentations and formal interviews

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.



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How to Apply

To apply please complete the Trust's application form. Your **letter of application** should address how and why you feel that you are equipped to fulfil this role noting your personal values, attributes, your ability to lead others and your knowledge and experience to date.

Closing Date:

Midday on 28th April 2023

Key dates:

Shortlisting: 2nd June 2023

Information Gathering Day: 7th June 2023

Assessment and Interview Days: 12th and 13th June 2023

Applying:

Applications should be submitted online through eTeach.

Location:

Charlton Wood Primary Academy (BS34 5BN) is located in the new housing development of Charlton Hayes. There are very close motorway links with the M5, M4, M48 and M32, making it a perfect commute from South Wales, Southwest England and beyond.

Living and Working Near Bristol

We just wanted to tell you a bit about the City of Bristol.

You will do your own research, if coming from outside Bristol but here are a few things we think make Bristol a great place to live and work.

- There are lots of green spaces in the city centre and the harbour is a good place for bars, cafes and a walk. There's street art all over the place (Banksy is from here, so no surprise) and during the summer, there are lots of festivals in the local area
- Bristol is a compact city in easy reach of the M4 and M5 motorways making London and the coast of Devon reachable for a day trip
- Surrounding the city is beautiful countryside scattered with picturesque villages with beating hearts of their own

Whether you want country living with access to a cosmopolitan city or to be part of a vibrant cultural city Bristol can deliver.



Bristol Cathedral



Park Street and Bristol University



The Harbourside and its festivals



Clifton Suspension Bridge and the city