



GHOST HILL INFANT AND NURSERY SCHOOL

Candidate Recruitment Pack

Headteacher

Closing Date | Friday 24th March 2023

Interviews | Wednesday 29th & Thursday 30th March 2023

Start | September 2023



A welcome from the CEO

Dear Applicant,

Thank you for your interest. We are delighted to outline this exciting opportunity and hope that this briefing pack will both motivate and inspire you to apply.

This is a great opportunity to lead a highly regarded, popular infant and nursery school, located in Taverham, on the fringes of Norwich city which is renowned for its rich history, culture and many green spaces.

Ghost Hill is over-subscribed with over 220 pupils on roll. The school is well resourced, enjoys strong community support and has a great staff team in place. The new headteacher will be building on a really secure base.

Our ambition is for the school to be truly world-class, providing a holistic, well-rounded education, combining high academic standards with strong personal development. A strong curriculum is already in place. The next part of the journey is to elevate pupils' overall experiences into a world class offer - through enrichment, resources and innovative planning and ideas that embeds a strong character education to ensure our pupils are ready for their next stage in education - academically, socially and emotionally.

We are looking for a Headteacher with drive and ambition, able to shape the school to realise our vision. There is a well-established collaborative approach across all of our schools (we currently run 17 schools in Norfolk and Suffolk, 10 Primary and 7 secondary schools), and you will receive strong support from the trust to raise standards even higher.

Opportunities like this are rare. If this excites you, please apply!

If you would like an informal conversation or visit, please contact Emma Davies, our Director of Education by e-mail e.davies@setrust.co.uk and one of our executive team will call for a chat.

Best wishes

Jonathan Taylor MA
CEO

Emma Davies
Director of Education

Our trust

The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centered and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety, ICT and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.



Testimonials

Sue Baldwin, Regional Schools Commissioner, wrote the following in an article for the Confederation of School trusts:

'Many of the Trusts we work with are interested in and participating in growth and development activities. One such is Sapientia Education Trust. Sapientia has 16 schools – six secondaries and ten primaries - across Norfolk and Suffolk, with seven of its schools joining in the last three years. Sapientia grew out of the founder school, Wymondham College, which is the largest state boarding school in the country, with successive Ofsted 'Outstanding' judgements to its name. Some of the key factors of successful growth at Sapientia have included: an excellent school improvement strategy, robust financial management, strong leadership across the trust exemplified by the CEO and National Leader of Education Jonathan Taylor, and extensive involvement and support to other schools and Trusts via vehicles such as the ENCOMPASS Teaching School Alliance (which Sapientia is a core member of). Driving up educational standards - not only in its own schools but within the region and beyond - has been the bedrock of Sapientia's considerable achievement.'

Ofsted has recognised the impact of our work in a number of recent inspections:

"Leaders and the trust have created a have created a climate where pupils and staff feel valued and supported." (Tivetshall Primary Oct -2021)

"Staff are proud to work at the school and say that leaders are mindful of their well-being and workload. They appreciate the wide range of professional development available through the trust, including training to improve their subject knowledge and curriculum planning." (Great Hockham Primary – Nov 21)

"The trust has added impetus and expertise" (Attleborough Academy – Nov 21)

"Staff value the training and support they receive, including that provided by the Trust" (Burston Primary – Dec 21)

"Leaders responsible for early years, English and mathematics have received effective support and training from the trust. Leaders are knowledgeable, enthusiastic and clear about what needs to be done next for standards to continue to rise" (Old Buckenham Primary – Feb 2019)



Job description

Headteacher

Job purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school.

This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Line manager

Director of Education – Emma Davies

General responsibilities

- Be an outstanding teacher and an inspirational leader;
- Have a proven track record of success and raising pupil attainment across the Primary sector;
- Ideally have extensive experience in KS1 and EYFS to ensure high standards;
- Ensure high-quality teaching and learning is delivered to all students;
- Deliver staff training, CPD and INSET as part of the Sapientia Education Trust (SET) CPD programme;
- Develop meaningful partnerships within our Trust;
- Understand changes in the education inspection framework;
- Be organised, energetic and passionate about working with the Trust and Teaching School Alliance;
- Be committed to the SET ethos of high expectations and our commitment to extended learning;
- Have the resolve to make a real difference to the lives of learners;
- Be a committed team player;
- Be flexible and willing to accept other tasks as assigned;
- Be prepared to travel to other SET sites if required;
- Widen community engagement to sustain pupil numbers into the school;
- Engage with the wider trust network

Specific responsibilities

Strategic direction and development:

- To be accountable for delivering high outcomes for young people;
- To provide strategic direction and leadership to the school;
- To embed a clear vision for the school, linked to the Trust vision;
- To embed a positive, high achieving ethos;
- To secure long-term success by maximising potential through the skills and resources held within the school;
- To build leadership capacity at all levels through actively developing staff;
- To ensure that resources, human, financial and material, are used efficiently to achieve maximum value for money;
- To promote the highest possible standards of achievement and well-being for pupils;
- In conjunction with SET Finance, ensure curriculum- led financial planning to ensure the equitable deployment of budgets and resources are in the best interests of pupils' achievements and the academies' sustainability;
- To follow SET performance management processes to ensure processes are fair and transparent for managing the performance of all staff, address any under-performance, support staff to improve and value excellent practice;
- To ensure that documentation, including the SEF, school development plan, action plans, information for the Local Governing Body (LGB), information for staff, information for parents and pupils, including those on the website are produced in a timely manner;
- To attend LGB meetings;
- To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the school;
- To develop positive relationships with key partners to ensure good collaborative working;
- To ensure that safeguarding and protecting children is a core priority to each academies' work within a culture of vigilance.
- To participate and engage with wider trust networks and work in line with the trust vision to provide a world class education, locally.

Leading and managing staff:

- To ensure the highest standards of work are achieved and maintained by staff;
- To set high expectations and stretching targets for the school community;
- To undertake the performance management of the Teachers;
- To oversee the implementation and maintenance of effective systems for the management of staff performance;
- To ensure the tackling of under-performance at all levels;
- With the LGB, participate in the selection, appointment and induction of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the aims of the Trust;
- To monitor the leadership, management and organisation of the curriculum and its assessment in order for areas for improvement to be identified;
- To monitor effectively the attainment and progress of all pupils;

- To oversee the effective deployment and management of all teaching and support staff;
- To ensure that all staff are enabled to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.

Efficient and effective deployment of resources:

- To ensure the setting of appropriate priorities for expenditure and to ensure effective administration and control;
- To ensure the effective management and organisation of school premises to ensure that the needs of the curriculum and health and safety requirements are met;
- To monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- To effectively market the school

Safeguarding:

- To ensure that safeguarding practices secure the safety and welfare of all pupils; acting as DSL
- To monitor safeguarding policies and procedures as appropriate;
- To provide advice and support to Teachers liaising with the Trust safeguarding lead, the local authority and working with other agencies as necessary in order to ensure child protection concerns are dealt with promptly and effectively;
- To ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children and adults.
- Participate in the wider Trust networks and training as appropriate

Accountability:

- To ensure that teachers and all staff recognise that they are accountable for the success of the school;
- To present a coherent and accurate account of the performance of the Primary academies in an appropriate form to a range of audiences;
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the targets for improvement.

Person specification

Qualifications

- Qualified to degree level;
- Qualified Teacher Status;
- Evidence of appropriate professional development;
- Willingness to continue professional development;
- NPQH or equivalent (desirable);
- Hold a full driving licence.
- SENDCo (desirable)
- DSL (essential)

Experience

- Experience of management of a core curriculum area and/or a Key Stage;
- Extensive EYFS and/or KS1 Experience
- Clear evidence of leading a team to accelerate progress;
- Existing senior leader or Headteacher within a Primary setting;
- Effective leadership, with clear evidence of impact;
- Outstanding classroom teacher;
- Strategic vision for raising standards in the Primary sector;
- Ability to manage change;
- Ability to develop effective relationships and teams;
- Strong interpersonal skills;
- Ability to prioritise, meet deadlines and work under pressure;
- Experience of raising academic standards;
- Experience of monitoring classroom performance;
- Evidence of the impact of coaching/supporting individuals.

Knowledge and skills

- Lead, inspire, challenge and empower teams / individuals to perform outstandingly;
- Ability to use comparative data, benchmarking and target setting data;
- Ability to effectively evaluate and plan for improvement;
- Knowledge of effective teaching, learning and assessment methods across all key stages;
- Understanding of effective leadership;
- Knowledge of new technologies and MIS systems;
- Knowledge and experience of tracking progress and attainment;
- Demonstrate personal and professional integrity and an ability to model the values and vision of the school;
- Excellent communication skills with a range of audiences;
- Think strategically, build and communicate a coherent vision in a range of compelling ways;
- Emotional resilience in working through challenges.
- Knowledge of the Education Inspection Framework
- Understanding of Early Years Foundation Stage

- Knowledge and understanding of primary curriculum- intent, implementation and impact
- In depth understanding of successful strategies to develop reading, writing and numeracy

Personal Attributes

- Passionate about education and educational issues;
- Constant drive for improvement;
- Ability and energy to inspire the best in others;
- Exceptional personal integrity and character;
- Evidence of commitment to significant continuous professional development;
- Personal impact and presence;
- Displays sensitivity;
- Sense of humour and approachability;
- Both a team player and a leader;
- Displays Emotional Resilience;
- Ability to motivate colleagues and pupils.



Terms and Conditions

This post is offered on a full-time, permanent basis and is based at Ghost Hill Infant and Nursery School.

Remuneration

L10 – L16 - (£52,724 - £61,167)

All payments are payable under the Teachers' Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

Pre-interview Process

Closing date –

- Candidates will be shortlisted
- Psychometric tests will be sent for completion
- References will be requested

Psychometric testing – Links will be sent to complete this, timelines provided at a later date.

Assessment and interview day

The Interview Assessment Day will be held on Thursday 30th and Friday 31st March 2023. You will be required for the whole of Day 1 and some of Day 2. It will include the following:

- Lesson observation and feedback
- Delivery of assembly
- Staff panel
- Values based interview
- Written task
- Meetings with staff and governors
- Pupil panel
- Final panel, including presentation

How to apply

Complete an online application for via our website - <https://www.se-trust.org/>

Pre application visit

If you would like to visit the school or would like an informal discussion please contact Emma Davies, Director of Education at e.davies@setrust.co.uk to schedule a call.





Sapientia

EDUCATION TRUST

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