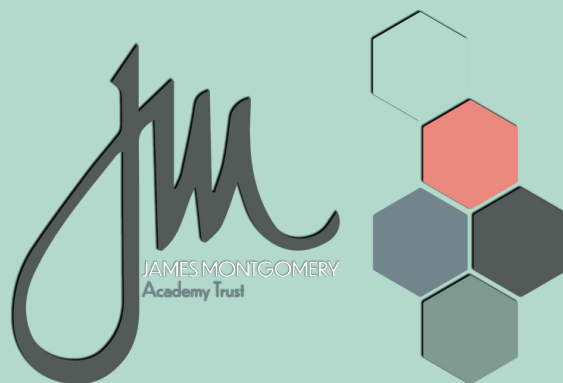


Harthill Primary School

'A school at the heart of its community'

Headteacher Recruitment Information Pack



March 2025



Contents

- Letter of welcome from the Chief Executive Officer
- Letter from the Chair of Governors
- Advertisement
- Safeguarding
- James Montgomery Academy Trust
- Trust Profile
- All about Harthill Primary School
- Job Description
- Person Specification
- Application Process



Letter of welcome from our Chief Executive Officer



Dear Applicant,

Thank you for your interest in this exciting role at Harthill Primary School, part of the James Montgomery Academy Trust.

We have 20 schools in our Trust, with an additional one soon to convert. Our Trust vision is to ensure that our schools are child-centred, inclusive and distinctive, delivering excellence in education, sharing best practice and building aspiration. This demonstrates our commitment to put inclusion at the heart of our Trust and we aim to achieve this through supporting and developing the highest quality practice in our schools. The successful candidate will join the school team as their new headteacher and work in collaboration across the wider Trust.

As a Trust, we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual schools to flourish with real identity and distinctiveness, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within JMAT belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. JMAT provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. I hope you are as excited by this proposition as we are and if so, we look forward to meeting you.

David Silvester



Letter of welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in leading our school, a school which we are very proud of, and which sits firmly at the heart of its community.

Following promotion for our current Headteacher, we are in a strong position to welcome a new leader to build on our successes and steer the school into a new chapter.

We're on an exciting journey at Harthill Primary School. We are committed to equipping children with life skills to set them in good stead for their futures whilst ensuring they hold our school values close, to make them exemplary citizens, proud of their village and proud of their community.

We are ambitious for our children and the staff who care for them. High quality relationships for all our school community are important to us, kindness is at the heart of our values and our school has a real sense of belonging – belonging to school and to the wider community.

Strong foundations are in place and, if the opportunity to build a unique environment for children and the community excites you, then we'd welcome the chance to find out more about you.

Fiona Radford



Advertisement

School: Harthill Primary School
Post: Headteacher
Salary: L11-17
Number on roll: 160
Age range: 4-11
Required for: September 2025

Information about the post and school

Harthill Primary School is a vibrant, one-form entry village school that prides itself on being "a school at the heart of its community." Our core values—Belonging, Ambition, Resilience, and Kindness—are integral to everything we do, guiding our academic, social, and emotional development programs. We aim to nurture confident, happy, and effective learners who are prepared to make positive contributions to society.

The Role:

We are seeking an inspirational and dedicated Headteacher to lead our school community. The successful candidate will embody our values and have the vision, experience, and commitment to drive continuous improvement. They will ensure that every child receives a high-quality education in a supportive and inclusive environment.

About You:

The ideal candidate will:

- Be an experienced leader with a proven track record of raising standards in primary education.
- Demonstrate a strong commitment to the ethos and values of Harthill Primary School.
- Possess excellent communication and interpersonal skills, capable of inspiring staff, children, and the community.
- Have a clear vision for curriculum development and innovative teaching practices.
- Be committed to embedding a culture of inclusivity, respect, and high expectations.
- Embrace the connections with the local community and continue to embed these as part of wider school development.

Advertisement

We are looking for someone who will:

- Provide visionary leadership to the school community that reflects our vision and values, setting high expectations for academic achievement, inclusion and well-being.
- Ensure that our school operates with a strong commitment to inclusive practices.
- Foster a culture of continuous professional development providing guidance, mentorship and opportunities for growth to all staff members.
- Collaborate with families and external agencies to create a supportive and welcoming school environment.
- Ensure school continues to be part of the wider culture of the Harthill community.
- Manage resources effectively to meet the needs of all children, maintaining a well-equipped and stimulating learning environment.
- Embody the JMAT vision and work in collaboration with others.

What we can offer you:

- Happy and enthusiastic children who love learning.
- A popular school with a welcoming, caring atmosphere and ethos.
- Established, skilled, dedicated and supportive staff.
- Effective Trust level support.
- A school that is at the heart of the community with extensive grounds and excellent resources.
- A broad range of professional development, both within the Trust and beyond.
- Support for your wellbeing to ensure your success as a leader.

Why Join Us?

- Lead a school with a strong sense of community and a commitment to excellence.
- Work with a dedicated and passionate team of staff and governors.
- Opportunity to make a significant impact on the lives of our children and the wider community.

Please contact **Mrs Sarah Littlewood (Headteacher)** for further information about the post or to arrange a visit to the school.

Closing Date: **17-04-25 (09:00)**

Shortlisting: **17-04-25**

Interview Dates: **24-04-25 and 25-04-25 (provisional dates)**

Completed application forms should be returned to:

Michele Finney - Trust lead for recruitment: **mfinney@jmat.org.uk**



Safeguarding

James Montgomery Academy Trust is committed to safeguarding and promoting the welfare of children and relevant safeguarding checks will be conducted in line with guidance and Keeping Children Safe in Education 2024.

All school posts involve working with children and therefore the successful candidates will be required to apply for a disclosure of criminal records at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), James Montgomery Academy Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly. James Montgomery Academy Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

James Montgomery Academy Trust is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Having a criminal record will not necessarily bar a person from working in school. This will depend on the nature of the position and the circumstances and background of the offence(s).

If shortlisted, you will be asked to complete and return a Criminal Records Declaration Form prior to interview. At interview, or in a separate discussion, James Montgomery Academy Trust and HR ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Failure to declare a relevant conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light later.

All appointments will be subject to:

Two written references (one from the most recent employer) confirming professional and personal knowledge, skills and abilities and with a positive recommendation from the current employer.



James Montgomery Academy Trust

Our Trust has officially been in existence since 2016 and we have, in that time, grown from an initial group of 5, to now be working across 20 converted schools. All our schools are in the primary phase, encompassing primary, infant and junior, and are all based in South Yorkshire.

The Trust Board is determined to see a high performing and successful Multi-Academy Trust that delivers the very best educational experience for the pupils attending our schools. Our schools play a key role in the community supporting our families and offering our children opportunities to grow and thrive, academically, socially and emotionally. We want our children to be confident and resilient.

Trust Vision and Values

Our schools are child-centred, inclusive and distinctive, delivering excellence in education, sharing best practice and building aspiration.

Trust Core Principles

Together we will:

- Consistently put children at the heart of decision making
- Champion school individuality
- Continually improve through innovative and research driven practice

School Improvement Strategy Goal

The school improvement strategy of JMAT aims to create a self-improving school led system through collaboration, support and challenge.

Together we will promote and secure:

- Individuality
- Good levels of achievement for all
- High quality teaching and inclusive practice underpinned by research
- Aspirational leadership and governance
- Access to high quality CPD
- Best practice across the Trust and wider partnerships
- Value for money
- Safe schools



Trust Profile

School	Local Authority	Date Joined Trust	Age Range	Ofsted Grades
Anston Hillcrest Primary School	Rotherham	May 2021	3-11	Outstanding December 2013
Bramley Sunnyside Junior School	Rotherham	February 2025	7-11	Good November 2024
Brampton Cortonwood Infant School	Rotherham	June 2017	2-7	Good November 2021
Brampton 'The Ellis' C of E Primary School	Rotherham	April 2017	3-11	Good July 2024
Brinsworth Howarth Primary School	Rotherham	December 2019	3-11	Good May 2024
Clifford All Saints C of E Primary School	Sheffield	March 2024	3-11	Requires Improvement October 2021
Ferham Primary School	Rotherham	October 2021	2-11	Good / Requires Improvement January 2025
Harthill Primary School	Rotherham	April 2020	4-11	Good / Outstanding October 2024
Highfield Farm Primary School	Rotherham	January 2023	3-11	Requires Improvement January 2019
Hooton Pagnell All Saints C of E Primary School	Doncaster	April 2018	4-11	Good September 2022
Kiveton Park Infant School	Rotherham	December 2018	3-7	Good April 2023
Kiveton Park Meadows Junior School	Rotherham	December 2019	7-11	Requires Improvement April 2024
Laughton Junior and Infant School	Rotherham	October 2018	3-11	Good January 2023

Trust Profile Continued . . .

School	Local Authority	Date Joined Trust	Age Range	Ofsted Grade
Mexborough St John The Baptist C of E Primary	Doncaster	December 2016	3-11	Good January 2025
Meadow View Primary School	Rotherham	December 2021	3-11	Good October 2024
St Ann's Junior and Infant School	Rotherham	October 2020	3-11	Good September 2023
Thurcroft Infant School	Rotherham	February 2021	3-7	Outstanding November 2014
Wath C of E School	Rotherham	March 2017	3-11	Good February 2020
Wath Central Primary School	Rotherham	March 2017	3-11	Good May 2022
Wath Victoria Primary School	Rotherham	June 2017	2-11	Good November 2021



All About Harthill Primary



Harthill Primary School is a one-form entry village school that prides itself on being "a school at the heart of its community." Central to the school's ethos are the core values of Belonging, Ambition, Resilience, and Kindness, which guide both academic and personal development.

Belonging

The school has created a vibrant learning community where every contribution is valued. Emphasising high-quality, reciprocal relationships, children are taught to be reflective and responsible. This sense of belonging aims to create a welcoming environment and encourages children to understand and positively impact the world around them.

Ambition

Harthill Primary offers an enjoyable and challenging curriculum designed to motivate children to reach their full potential. With high expectations and a "scaffold up" approach, the school supports children in achieving academic excellence and personal goals. This ambition is nurtured through a well thought out learning environment that prepares children for their future.

Resilience

The school aims to develop confident, independent learners who are resilient and effective communicators. By encouraging creative thinking and problem-solving across various contexts, Harthill Primary instils a growth mindset, developing positive attitudes towards learning and personal achievement.

Kindness

Kindness is integral to the school's vision and ethos. Children are encouraged to support each other, show empathy, and develop respect. This focus on kindness aims to equip children with lifelong skills, enabling them to become considerate and active members of the local and wider community.



All about Harthill Primary



Type of school: Mainstream

Age Range: 4-11

Number on roll: 160

Pupils with an EHCP: 1.25%

Pupils with SEN support: 21.25%

Pupils eligible for pupil premium: 13%

Pupils with English as an additional language: 0.6%



Job Description

Post Title: Headteacher
School: Harthill Primary School
NoR: 160
Salary: L11-17
Reporting to: JMAT / Local Governing Board
Position: Permanent
Start Date: September 2025

Core Purpose

To provide professional leadership and management for the school and, subject to the Conditions of Employment for Head Teachers contained in the current School Teachers' Pay and Conditions Document (STPCD)

The following represent the main purpose, qualities, duties and responsibilities of the headteacher and are based on the Headteachers' Standards (DfE, 2020).

Main Purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Trust, governing board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure school improvement strategies are effectively implemented and monitored for impact.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively, ensuring best value for money.

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.



Main Duties and Responsibilities

School Culture and Behaviour

The headteacher will:

- Create a culture where all pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, Curriculum and Assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Additional and Special Educational Needs and Disabilities (SEND)

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.



Main Duties and Responsibilities

Managing the School

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional Development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Governance, Accountability and Working in Partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations and across the Trust.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Whilst every effort has been made to detail the main duties and responsibilities of the headteacher, the postholder may be required to undertake other duties appropriate to the role.



Person Specification

A - Training and Qualifications	Essential	Desirable	Source A- Application I - Interview R - Reference
Qualified teacher status	Yes		A
Degree	Yes		A
Recent participation in a range of relevant training (preparation for Headship in the last 3 years)	Yes		A,I

B - Experience of Teaching and School Management	Essential	Desirable	Source A- Application I - Interview R - Reference
Leadership experience at assistant headteacher, deputy head or head teacher level	Yes		A,I,R
Experience of leading and managing a whole school initiative	Yes		A,I,R
Significant experience working in the primary phase (minimum 5 years)	Yes		A,I,R
Experience of strategic financial planning, budget management and the principles of best value	Yes		A,I,R
Experience of leading change, creativity and innovation	Yes		A,I,R
New technologies – their use and impact	Yes		A,I,R
Experience of monitoring and evaluating performance to inform school self-evaluation	Yes		A,I,R
Experience of curriculum design and review	Yes		A,I,R
Experience of working effectively with parents, governors and the wider school community	Yes		A,I,R



C - Professional Knowledge and Understanding of:	Essential	Desirable	Source A- Application I - Interview R - Reference
Pupils' educational development	Yes		A,I,R
SEND and inclusion	Yes		A,I,R
English as an additional language	Yes		A,I,R
School leadership and management	Yes		A,I,R
Curriculum and assessment, including subjects and cross curricular aspects	Yes		A,I
School improvement planning and self-evaluation strategies	Yes		A,I
Effective teaching and learning strategies	Yes		A,I
Local and national policies, priorities and statutory frameworks	Yes		A,I,R
Governance	Yes		A,I,R
Safeguarding arrangements	Yes		A,I,R
Management of pupil behaviour and attitudes to learning	Yes		A,I,R



D – Personal Skills and Abilities	Essential	Desirable	Source A- Application I - Interview R - Reference
Expert classroom practice in teaching and learning	Yes		A,I,R
Think strategically and creatively to create a vision, goals and strategies for school improvement	Yes		A,I,R
Inspire, motivate and challenge the whole school community	Yes		A,I, R
Competent in the use of ICT	Yes		A
Interpret and handle a range of data including performance and finance, to inform decisions	Yes		A,I,R
Experience of working effectively with a range of external agencies	Yes		A,I
Coaching skills to support staff appropriately		Yes	A,I
Prioritise, plan and organise themselves and others	Yes		I
Communicate effectively with all stakeholders of the school	Yes		A,I,R
Delegate tasks and responsibilities and motivate others	Yes		A,I,R
Develop self and others including by identifying and engaging in relevant CPD	Yes		A,I

E – Other Requirements	Essential	Desirable	Source A- Application I - Interview R - Reference
Application forms should be completed in full	Yes		A
Letters and any additional information should be clear, concise and must address the criteria identified in the person specification	Yes		A

Application Process

- Please contact **Mrs Sarah Littlewood** (Headteacher) for further information about the post or to arrange a visit to the school via school@harthill.jmat.org.uk
- The closing date for applications is: **17-04-25 (09:00)**
- Shortlisting will take place on: **17-04-25**
- Interviews will be held: **24-04-25 and 25-04-25 (Provisional Dates)**
- Please mark your application clearly with the vacancy reference and return all application forms by email to: mfinney@jmat.org.uk
- Shortlisted candidates will be contacted via phone or email with further details about the interview process.
- Start date for the post is: **September 2025**



*Our schools are child-centred,
inclusive and distinctive, delivering
excellence in education, sharing best
practice and building aspiration.*

James Montgomery Academy Trust
Ellis House
Brampton Road
Wath Upon Dearne
Rotherham
S63 6BB

Telephone: 01709 763905
Email: info@jmat.org.uk
Website: www.jmat.org.uk
X: @jmatsschools

CEO: Mr David Silvester

Harthill Primary School
112 Union Street
Harthill
Sheffield
S26 7YH

Telephone: 01909 770291
Email: school@harthill.jmat.org.uk
Website: www.harthillprimary.co.uk
X: @HarthillPS

Headteacher: Mrs Sarah Littlewood