

# Candidate Application Pack



**ATTIGO**  
ACADEMY TRUST  
EXCELLENCE · COMMUNITY · DIVERSITY

Headteacher

Houndsfield Primary School

September 2022



[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)  
[www.houndsfieldprimary.co.uk](http://www.houndsfieldprimary.co.uk)



Attigo Academy Trust  
c/o Worcesters Primary School  
Goat Lane, Enfield, EN1 4UF  
Tel: 020 8363 7860  
[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)

Dear Candidate,

Thank you for your interest in the position of Headteacher at Houndsfield Primary School.

**When applying please take account of the following:**

**Supporting Information:**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification. The information supplied will be used to shortlist applicants for this role.

**References:**

When completing your application, please provide 2 employment references.

To arrange a visit and experience our unique school for yourself please contact Wendy Ochs, Our Chief Financial Officer on 020 8804 3302 or email: [wendyochs@attigoacademytrust.co.uk](mailto:wendyochs@attigoacademytrust.co.uk) to make an appointment. If you would like to talk to our CEO about the post, then please send Wendy Ochs an email.

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

**Closing Date:** Thursday 13<sup>th</sup> October 2022 at 9:00am *(any applications received after this time will not be accepted)*

**Shortlisting:** Friday 14<sup>th</sup> October 2022

**Interview date:** Thursday 20<sup>th</sup> October 2022

We look forward to hearing from you.

Catherine Lane  
CEO  
Attigo Academy Trust

**PLEASE NOTE WE DO NOT ACCEPT CVS**



# Attigo Academy Trust

## Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

# What we can offer staff joining our Trust

## Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We provide opportunities to visit our partner school in Madrid where you can experience the Spanish culture and attend sessions to learn the language
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

**Job Description:** Headteacher  
**Pay Scale:** 19-25



- The Headteacher will lead on establishing and driving the ethos, vision and values of the school, ensuring they reflect those of Attigo Academy Trust.
- The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Trust's Articles of Association and policies and in consultation with the Local Governing Board and its Scheme of Delegation.
- The Headteacher will work with staff, governors, parents/carers, the Attigo Academy Trust Executive Board and wider good practice to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.
- The Headteacher will ensure equality, safety and respect is central to the aims and ethos of the school and these will be reflected in all aspects of the Headteacher's work.
- The Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people, and will ensure that all requirements are met in full.
- The Headteacher will work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.

In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- School policies and procedures on other matters
- Attigo Academy Trust policies and procedures
- National Professional Standards for Teachers
- The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment
- Common core of skills and knowledge for the children's workforce.

## 1. Strategic Direction and Development of the School

- 1.1 Drawing on experience and best practice, work together with the Local Governing Board and Senior Leadership Team, CEO and Headteacher for School Improvement to build a strong strategic direction and ethos of continuous improvement.
- 1.2 Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:
  - Effective teaching
  - Successful learning and outstanding pupil achievement
  - Sustainable high standards in pupil's spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences.
- 1.3 Draft and implement the school's improvement plan, including school improvement and management of resources, including:
  - Identifying priorities and targets that support high standards enabling pupils to make progress and maximise achievement
  - Supporting continuous improvement in teachers' effectiveness
  - Is underpinned by sound financial planning and business processes and systems.
- 1.4 Ensure all those involved in the school are committed to its aims, are motivated to achieve them and are involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school.
- 1.5 Ensure that the management, organisation and administration, including finance, of the school support its vision and aims.
- 1.6 Ensure policies and practices take account of national, local and school data and inspection and research findings and reflect best practice.
- 1.7 Use whole school quality assurance strategies to monitor, evaluate and review the effects of the school's policies, priorities and targets and take action as necessary.
- 1.8 Ensure that the school plays an active role in the development of Attigo Academy Trust, supporting the ongoing growth and impact of the organisation.
- 1.9 Ensure the ethos, vision, values and principles of the Attigo Academy Trust are reflected in those of the school.
- 1.10 Encourage innovation, creativity and flexibility in the change process, enabling collective responsibility

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## 2. Teaching and Learning

- 2.1 Work with the Local Governing Board and Central Team to sustain effective teaching and learning throughout the school.
- 2.2 Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- 2.3 Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- 2.4 Work with the Local Governing Board and Central Team to determine, organise and implement the curriculum and its assessment; routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement.
- 2.5 Ensure effective teaching is evidenced across the full curriculum building on and extending pupils' cultural capital, with a comprehensive programme of monitoring in place.
- 2.6 Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, ensuring equality of access for those with special educational needs and disabilities, in order to set and meet challenging, realistic targets for achievement.
- 2.7 Develop and maintain effective links across the Trust and with the wider educational and local community, including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.8 Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

## 3. Leadership

- 3.1 Maximise the contribution of all staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.
- 3.2 Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 3.3 Implement and sustain effective systems for staff induction and management of performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.
- 3.4 Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 3.5 Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.
- 3.6 Identify and nurture talent to enable effective leadership development in a climate where excellence is the standard, leading to clear succession planning.
- 3.7 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
- 3.8 Sustain motivation of self and other staff and have a duty of care regarding staff welfare.
- 3.9 Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.
- 3.10 Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children in the care of the school safe.

## 4. Resource Management

- 4.1 Work with the Central Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- 4.2 Recruit, retain and deploy high calibre staff effectively in order to ensure the highest quality of education provided.
- 4.3 Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the school's policies and Attigo Academy Trust financial guidelines.
- 4.4 Manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- 4.5 Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.
- 4.6 Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- 4.7 Work with the Central Team supporting the strategic plan and growth of the school and Trust with effective planning for the maintenance and development of the school estate.

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## 5. Accountability

- 5.1 Provide information, objective advice and support to the Local Governing Board and Board of Trustees in meeting their responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.
- 5.2 Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.
- 5.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Local Governing Board, pupils, parents/carers, Attigo Academy Trust, the local community, OFSTED and others.
- 5.4 Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.
- 5.5 Ensure that an appropriately trained individual is named as the Designated Safeguarding Lead and is held accountable for all elements of this role.
- 5.6 Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.

All teachers have a responsibility for providing and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with. As the Trust grows, and the nature of primary education leadership evolves, it is likely that the postholder's role will evolve to reflect this and this job description will be reviewed accordingly by the CEO and the Chair of Governors/Trust to ensure it reflects the changing role.

This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.

## Person Specification Core Requirements: Headteacher

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

<b>1</b>	<b>Qualifications</b>	Essential/ desirable
1.1	DFE qualified teacher status	E
1.2	Good honours degree or equivalent	E
1.3	National Professional Qualification for Headteachers	D
1.4	Post-graduate qualification in Education, Education Management or a related discipline	D
<b>2</b>	<b>Knowledge</b>	Essential/ desirable
2.1	Sound knowledge and understanding of recent education legislation and its impact on schools and the ability to anticipate future trends	E
2.2	Can demonstrate the principles and practice of effective teaching and learning for pupils with varying learning abilities, including assessment for Learning and personalised learning	E
2.3	Sound knowledge of the National Curriculum	E
2.4	Sound knowledge of the statutory, financial and budgetary processes required in the management of a school including best value measures	E
2.5	A substantial knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils	E
2.6	Sound knowledge of the principles and practice of quality assurance systems, including school review, self-evaluation and performance management/appraisal	E
2.7	Sound knowledge and understanding of safeguarding legislation and best practice	E
<b>3</b>	<b>Skills and Abilities</b>	Essential/ desirable
3.1	Proven ability to develop and articulate a coherent vision and formulate a plan (that sets high standards for every pupil) for the school, addressing the needs and aspirations of the school, Trust and the community in order to achieve excellence	E
3.2	Proven ability to develop and sustain an effective staffing structure for the school and to delegate tasks appropriately, monitoring their implementation	E
3.3	The skills to ensure the successful management and implementation of change through the systematic and rigorous self-evaluation of the work of the school	E
3.4	Proven ability and confidence to lead, manage, inspire, challenge and motivate the whole school workforce in order to ensure effective team working	E
3.5	Proven ability to acknowledge excellence and challenge poor performance across the school	E
3.6	Proven ability to establish and maintain collaborative working with a wide range of other professionals, as part of the delivery of multi-agency support services to enhance the education of all pupils	E
3.7	Proven ability to prioritise, plan and organise yourself and others	E
3.8	Effective communication skills, including the ability to negotiate and influence, and to maintain effective working relationships	E

**Person Specification Core Requirements: Headteacher**

3.9	Proven ability to build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils	E
3.10	Proven ability to identify and support own training needs and those of staff	E
3.11	Proven ability to appreciate new technology and understand its usefulness within an educational environment	E
3.12	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	E
3.13	Proven ability to collect and use a rich set of data to understand the strengths and weaknesses of the work of the school	E
<b>4</b>	<b>Training</b>	Essential/ desirable
4.1	Evidence of extensive participation in in-service training including appropriate management development programmes or activities	E
<b>5</b>	<b>Commitment to and awareness of Equal Opportunities issues</b>	Essential/ desirable
5.1	Proven ability to demonstrate awareness of the principles of and commitment to the promotion of equality of access, inclusion and diversity and opportunity for both staff and children, to overcoming obstacles/barriers to this and to removing practices which are counter to it	E
<b>6</b>	<b>Commitment to the promotion of Health and Safety at Work</b>	Essential/ desirable
6.1	Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils	E
6.2	Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to others and to take appropriate action	E

**SAFEGUARDING CHILDREN**

Attigo Academy 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 uphold all relevant procedures.