

**Candidate Pack**

**Head Teacher**

**January 2022**

Dear Applicant,

Firstly, thank you for your interest in the post of Headteacher at Knypersley First School.

Our school is a very happy, warm and well-resourced place to learn and work and we are looking for a new head to deepen and refine practice even further as we move towards our next inspection.

To support our development, in April 2019 we officially became a founding member of the Children First Learning Partnership Multi Academy Trust. Whilst allowing us to remain as a school with our own unique identity and agreed autonomy, we pride ourselves in being the provider of a range of mentoring and coaching support across the MAT as well as being active participants in a range of networking and leadership development activities. This membership has provided our school with many additional opportunities to grow leaders of the future. Staff turnover is extremely low as all staff continue to thrive on new challenges and strong CPD opportunities provided for them.

The successful applicant will be on the Executive Board of the MAT and will be responsible for ensuring the strategic plans for the school are implemented effectively. In return, you will be fully supported and professionally developed by an experienced CEO and highly professional centralised team of staff. Please visit [www.childrenfirstlp.org.uk](http://www.childrenfirstlp.org.uk) for further information about the Trust.

**The Trust Vision:**

The Children First Learning Partnership is a community of schools in which our children come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive and caring environment.

The vision of the CFLP is to be one of the highest performing and constantly improving Trusts in the country with capacity and capability to support others for the benefit of all children

**The Trust Values:**

As a Local Advisory Board we are keen to appoint an experienced leader who has a moral purpose and philosophy which encompasses our values within it.

We will ensure that our new head is mentored, provided with a wide range of CPD opportunities and our support to make the changes necessary for improvement.

It is imperative that you visit Knypersley First School to see our school for yourself and to know whether you could be the leader we are looking for. Please contact Mrs Angela Heath on 01782 973810 to arrange an appointment. We envisage the successful candidate will join Knypersley in September 2022 if not before, therefore applications must be received by **12 noon on Wednesday 19th January 2022.**

Please take a look through the candidate pack, which includes the full job description and person specification, as well as further information about our school.

We look forward to meeting you soon

Yours faithfully,

Mrs J Holdcroft Chair of the Local Advisory Board

**School Structure ( 60 PAN)**

*Foundation Stage*

* *Nursery ( 48 PAN) 3 intakes per year*
* Reception – 2 x full time classes

*Key Stage One*

* *2x Year 1 classes*
* *2x Year 2 classes*

*Key Stage Two*

* 2 x Year 3 classes
* 2x Year 4 classes

Current numbers of PP- 38 pupils

Current numbers of SEN-17 pupils including 5 with EHCP’s

All classes have full time TA support

**Important Information**

**Key Stakeholders**

**Ofsted**

The latest Ofsted results and report can be found here: <https://reports.ofsted.gov.uk/provider/21/124060>

**Job Description**

**Role** Substantive Head Teacher

**Salary** Group 3, L11-L24 ( Starting at L16 and negotiable for the right candidate)

 (Subject to Teachers Pay and Conditions)

**Responsible to** Local Advisory Board

**Direct reports** CEO and the Directors of the Children’s First Learning Partnership

**Objective of role**

To provide exceptional leadership and high achieving environment to children and staff, ensuring everyone reaches their full potential.

**Strategic planning**

* Lead the school as part of a Multi Academy Trust (MAT) ensuring the schools’ vision and ethos is shared and embedded in staff and children.
* Ensure the MAT’s vision is clearly articulated and understood by all.
* Translate MAT vision into agreed action plans specifically for the school, which align with the schools’ ethos and vision and promote academy improvement
* Foster diversity, learning and experiences of the MAT, cascading this in to the school.
* Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success
* Develop creativity and innovation through learning and the use of appropriate new technologies to achieve learning excellence.
* Continually monitor the progress of the strategic plans, making adjustments and changes in line with the MAT’s direction.

**Leading learning and education**

* Focus learning achievements of individual children, classes and key stages with the use of accurate and coherent data and benchmarking.
* Keep learning at the focus of the strategic plan for the school.
* Develop and implement a curriculum and effective assessment framework which is flexible, enables individual progress and creates a culture of challenge, responsibility of learning and gives support where required.
* Continues to develop the existing strategies to secure high standards of behaviour and attendance.
* Provides stretching targets for the school community to achieve.
* Monitor, evaluate and feedback on classroom practice – creating a teaching culture of sharing best practice to ultimately enhance the learning of children.
* Use emerging technologies and creative programmes as part of the learning strategy.
* Ensures employees’ accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation; managing underperformance of staff at all levels, ensuring effective corrective action and formal follow up in line with policies.

**Develop self and others**

* Develop and maintain effective strategies and procedures for staff induction, professional development and performance review using staff from across the MAT as required.
* Promote and maintain a culture of high expectations for self and others, channeling the efforts of all staff to good effect.
* Ensure the effective planning, allocation, support and evaluation of both teams and individuals.
* Promote the development of highly effective Middle leadership through the mentoring and coaching of all subject leaders.
* Regularly review own practice, set personal targets and take responsibility for own development.

**Managing the school**

* Create an environment that links national and local policies and initiatives with the schools vision and ethos, which is central to the running of all non-teaching functions (listed below).
* Ensure everyone works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
* Actively promote and foster the importance of pupil and staff behaviour that shows respect, consideration and thought for others
* Develop and deploy staff appropriately in the school
* Create plans, processes and policies to improve and enhance the school’s operational function, its’ facilities and the overall learning environment.
* Take full operational accountability for the following areas / functions:
  + *Safeguarding*

Ensure policies are in place, monitored and reviewed to protect the welfare of children. Continually promote a culture that is vigilant to risk and prioritises the safeguarding of children above all considerations.

* + *Finance Management*

Manage the schools finances in line with the MAT’s goals and challenging budget constraints. Audit the financial processes in line with legislation and MAT policy.

* + *Health and safety*

Manage the school in line with safety regulations and ‘best practice’, harnessing an environment that focuses on the safety of all within the school, including staff welfare.

* + *Human Resources*

Manage workforce planning and deployment of staff, ensuring the most effective learning environment in line with budgets, is achieved. Be responsible for attracting, recruiting and retaining staff in line with the vision and ethos of the school. Manage employee relations issues (disciplinary, conflict management, absence management etc) in line with legislation and legal advice. Be good ‘counsel’ to all staff members, supporting their development and individual career goals.

**Working with the MAT and Local Advisory Board**

* Achieves full commitments arising from contractual accountability to the Local Advisory Board and Directors of the MAT.
* Works with the Local Advisory Board, providing information, objective advice and support when required, to enable it to meet its responsibilities.
* Develops and presents a coherent, understandable and accurate account of the schools’ performance to a range of audiences including directors, local advisory board members, parents and carers.
* Reflects on feedback from others, continually developing in their own role.

**Strengthening the community**

* Maintain rich partnerships with our families, local schools and community to build a learning community that strives for personal growth.
* Promote positive strategies for challenging racial and other prejudice.
* Ensure a range of community-based learning experiences.
* Collaborate with other agencies to ensure pupil and community needs are met.

The content of this job description maybe amended at any time following discussions between the Local Advisory Board, MAT Directors and the Head Teacher. It will be reviewed on a regular basis.

**Person Specification**

The following attributes are necessary in undertaking the role of Head Teacher at Knypersley First School.

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| --- | --- | --- | --- |
| Attributes | Requirements | Essential / Desirable | Measurement |
| Qualifications | Qualified Teacher Status | Essential | School application form  Letter of application  Certificate |
| Honours degree or equivalent | Essential | School application form  Letter of application  Certificate |
| Recent and relevant ongoing Continuing Professional Development (CPD) | Essential | Letter of application  CPD log |
| NPQH | Desirable | School application form  Letter of application  Certificate |
| Experience | Recent and relevant headship, head of school or senior leadership experience | Essential | School application form  Letter of Application Interview |
| Proven track record of raising achievement through successful leadership | Essential | Letter of Application  Interview |
| Working with MAT’s and involvement of external partners | Desirable | Letter of Application  Interview |
| Knowledge and Understanding | Safeguarding children and young people | Essential | Letter of Application  Interview  Assessment |
| Process of strategic planning, school self-assessment and evaluation and continuous improvement | Essential | Letter of Application  Interview  Assessment |
| Communication and engagement strategies to translate a shared vision into practice | Essential | Letter of Application  Interview  Assessment |
| Change management | Essential | Letter of Application  Interview |
| Management of ‘good’ and ‘outstanding’ school | Essential | Letter of Application  Interview |
| Use of technologies in the learning environment | Essential | Letter of Application  Interview |
| Data analysis, performance indicators and benchmarking to set targets | Essential | Letter of Application  Interview  Assessment |
| National policy framework and current educational legislation and initiatives | Essential | Letter of Application  Interview  Assessment |
| Principles of effective teaching and assessment for learning | Essential | Letter of Application  Interview  Assessment |
| Roles and responsibilities of governing bodies, local authorities and the requirements of accountability | Essential | Letter of Application  Interview  Assessment |

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| --- | --- | --- | --- |
| Attributes | Requirements | Essential / Desirable | Measurement |
| Knowledge & Understanding | School budget management | Desirable | Letter of Application  Interview  Assessment |
| School management of non-teaching staff, functions and facilities | Essential | Letter of Application  Interview  Assessment |
| Strategies for fostering school improvement, including attendance and behaviour for learning | Essential | Letter of Application  Interview  Assessment |
| Personal Qualities | Commitment to the welfare and safeguarding of young people | Essential | Letter of Application  Interview  Assessment |
| Strong personal motivation and drive to ensure school improvement | Essential | Letter of Application  Interview  Assessment |
| A genuine enthusiasm for the development of children and desire to develop others (employees) and the wider academy | Essential | Letter of Application  Interview  Assessment |
| Inspirational and motivating | Essential | Letter of Application  Interview  Assessment |
| Analytical and problem-solving skills and the ability to make balanced, considered and informed judgments based on facts. | Essential | Letter of Application  Interview  Assessment |
| Excellent communication skills | Essential | Letter of Application  Interview  Assessment |
| The ability to engage parents in supporting children’s learning | Essential | Letter of Application  Interview  Assessment |
| Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community | Essential | Letter of Application  Interview  Assessment |
| The ability to promote a school culture and curriculum within a MAT structure. | Essential | Letter of Application  Interview  Assessment |

**Application Process**

Candidates must submit the following for the attention of Mrs A Rourke, CEO of the Children First Learning Partnership:

1. **ONE PAGE** Letter of Application
2. Application Form

Deadline for application is **12 noon** on **Wednesday 19th January 2022**

Email to: office@childrenfirstlp.org.uk

The following is an anticipated timeline of our proposed recruitment process:

|  |  |
| --- | --- |
| Activity | Timeline |
| Application deadline | 12 noon 19th January 2022 |
| Shortlisting | Monday 24th January 2022 |
| Pre Interview Activities | w/c 31st January 2022 |
| Interview | Tuesday 15th February 2022 |
| Appointment | September 2022 |

The selection process will include a combination of assessments and an interview panel with Chair of the Local Advisory Board, a selection of Local Advisory Board members, 2 Directors and the CEO of the MAT.

It is envisaged that the decision on appointment will be made within 24 hours of the interview / assessment.

Any offers made will be subject to a full DBS check, fitness to work and suitable references.