



The Rivers
C.of E. Academy Trust

Northwick Headteacher Application Pack

Closing date: Thursday 29th June 2023, midday
Start date: January 2024

Love Learn Live



Headteacher Advert – Northwick Manor Primary School

Job title: Headteacher

Location: Northwick Manor Primary School, Northwick Road,
Worcester, WR3 7EA

Salary Range: L21-L27

Contract: Permanent and Full Time

Line of Responsibility: Responsible to CEO or delegated Director.

Start date: January 2024

Apply by: Thursday 29th June 2023, at midday

Interview date: Monday 3rd July 2023



We are looking for an exceptional leader who is ambitious and has the passion, drive and commitment to build on the strengths already in place at Northwick Manor Primary School.

The vacancy arises upon the retirement of the Headteacher, at the end of the autumn term 2023.

Northwick Manor is an outstanding, vibrant, three-form entry primary school situated in the north of Worcester. It has 95 staff and 635 pupils aged 4 to 11 years old.

The school has a positive reputation in the local community and benefits from supportive parents/carers and highly effective governance. Children benefit from the extensive grounds, an exciting range of enrichment opportunities, and a purposeful curriculum.

The experienced and enthusiastic school staff have high standards for behaviour and place great emphasis on high expectations for pupils. Pupils are energetic, imaginative and eager to learn.

As an experienced headteacher, you will build on the school's strong foundations and be open to modern teaching and learning approaches, and technology to remove barriers to learning and empower all to flourish.

The main duties of the role are:

- To provide professional leadership and management of the school.
- To achieve high standards in all areas of school life.
- To secure success and drive continuous improvement.
- To establish a culture that promotes excellence, equality and high expectations of all pupils.

In addition to leading the school and empowering staff the successful head will have a strategic role within the trust and will also be accountable for the school's commercial catering service.

The successful candidate will:

- Be committed to inspiring pupils and staff to achieve excellence and ensure the vision and values are articulated, shared, understood and acted upon effectively by all.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievement and the school's sustainability.
- Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme.

Northwick Manor Primary School is proudly part of the Rivers CofE Academy Trust, a family of schools with a shared vision to ensure our pupils' value education and become lifelong learners as encapsulated in our vision 'love, learn, live'.

In return, we can offer:

- A dedicated and hardworking team of staff who are ambitious for all pupils.
- A wider family of over 875 staff who work collaboratively to ensure the best possible experiences and outcomes for children.
- A positive, warm and supportive working environment where everyone feels valued and where staff wellbeing is prioritised.
- An exciting opportunity to be involved in our Evergreen project to provide pupils and staff with a 1:1 journey of digital devices.
- Valuable access to Education Mutual Healthcare (access to a range of healthcare benefits: Physiotherapy, Mental Health, 24/7 GP Healthline)
- Opportunities for professional development and growth

To apply

To apply please complete the Teaching Application form which can be downloaded from the Trust website: <https://www.riverscofe.co.uk/current-vacancies-1/>

In the supporting statement provide evidence of your suitability for the role.

Please return the completed application form to:

Dr Sarah Davies, Governance Professional

North Worcester Primary Academy, John Comyn Drive, Worcester, WR3 7NS

SDavies@riverscofe.co.uk

Further information

For an appointment to visit the school please contact the school office on 01905 454430 or email nwoffice@riverscofe.co.uk

If you are excited by the opportunity to lead Northwick Manor Primary School, then we want to hear from you!

About Us

“I like working for the Rivers Academy Trust, they are dynamic and forward thinking and ahead of the game, making them an exciting organisation to work for”.

The Rivers C of E Academy Trust began in October 2014 as a multi-academy trust (MAT) with sponsor status. We have grown to become a family of fifteen schools, all varying in size, faith, economic and social backgrounds, spread across the West Midlands. We are an ambitious trust that specialise in early years through to key stage 2 provision.



15 schools



5200 pupils



860 staff

Of our family of 15 schools, 12 have a current Ofsted inspection: 3 have been awarded **OUTSTANDING** judgement and 9 have been judged **GOOD**.

All 4 of our church schools have recently been inspected under the new SIAMS framework: 3 have been awarded an **EXCELLENCE** judgement and 1 has been awarded a **GOOD** judgement.

Children are at the heart of everything we do. We place great emphasis on high expectations and quality first teaching to ensure that no child gets left behind.

Our strong culture of collaboration and best practice are central to the success of the trust.

Every member of staff is valued, challenged and given the opportunity to continuously develop. We provide an inspiring environment and supportive culture to ensure our people achieve their full potential and help raise standards for all.



Our Vision and Values

Rivers CofE Academy Trust's vision is encapsulated in the words '**Love, Learn, Live**'.

We value and cherish all children in an ever-changing world. We are loved so we can **love**, we **learn** so that we can grow and therefore **live** our lives to the full, flourishing today and in the future as strong moral citizens.

Our aim is that learners will love learning for life.

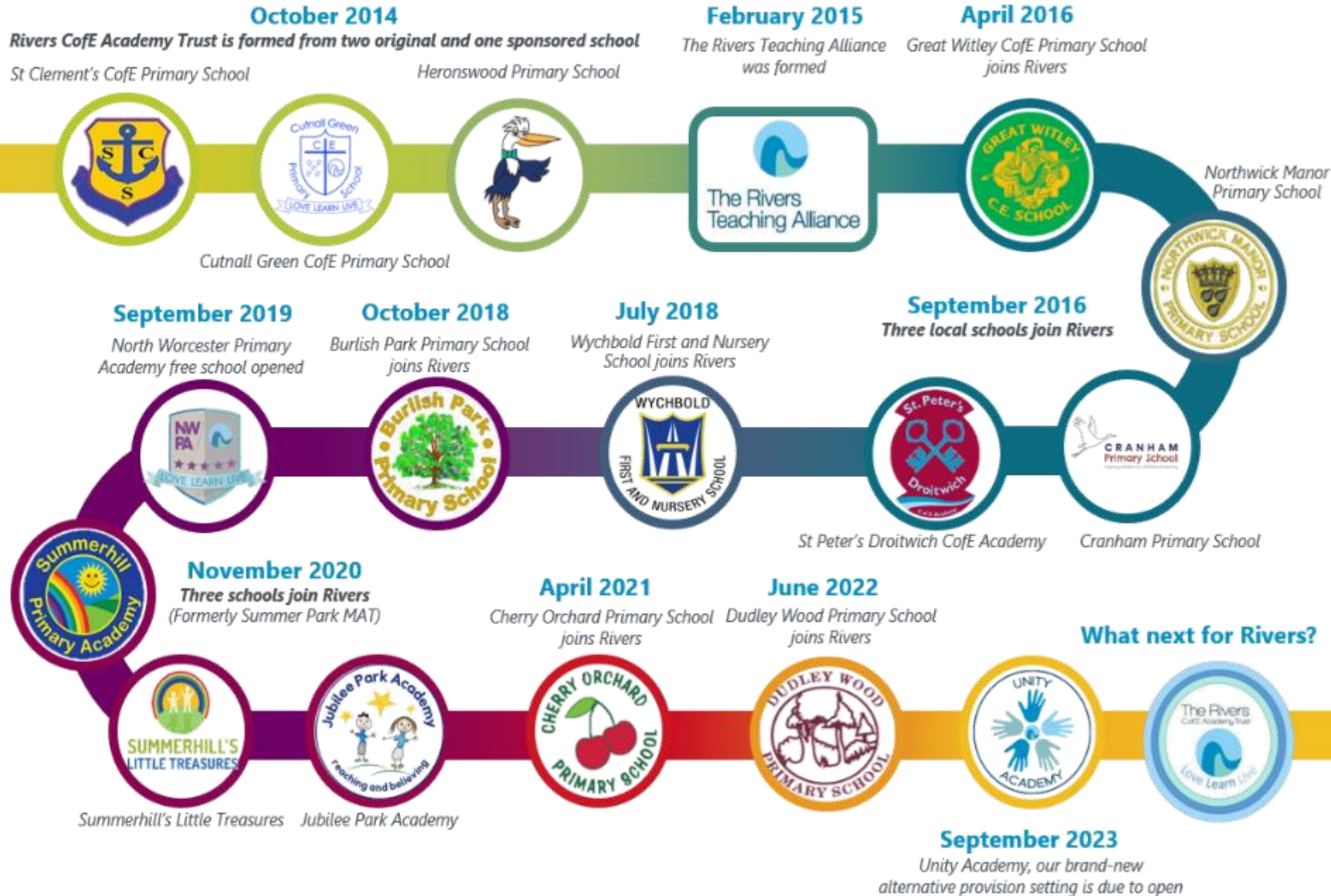
As a trust, we operate with a 'Christian ethos'. Within our family of schools, we have community and faith schools. While each individual school's character is celebrated, we are united through our shared core STARS values. In all that we do and every decision we make, we use our STARS values to guide us. By living our STARS values we will fulfil our vision.

Our STARS values: **Sharing, Trust, Achievement, Respect** and **Safety**.



Rivers Timeline

2014-2023



School Locations



Governance Structure

Members x 5

Trustees x 11

School Advocates

Members are responsible for ensuring the trust achieves its charitable objectives.

Trustees are responsible for strategic leadership and accountability.

- There are four committees within the board of trustees:
 - Audit, Risk and Compliance
 - Finance and Operations
 - People, Pay and Performance
 - Quality of Education

At a local level, each school has a Headteacher Advocate, two Pupil Experience Advocates and two Community Advocates. Church schools also have two Christian Distinctiveness Advocates.



Why Join Us?

We are a trust of choice in Worcestershire and the West Midlands with a very strong educational track record. We recently won the MAT Leadership Team of the Year award and the Large MAT of the Year award at the National MAT Awards 2023 for our work writing a curriculum framework based on the United Nations Sustainable Development Goals.

In 2022, the trust was recognised in the Pearson National Teaching Awards in the 'Impact through Partnership' category for the collaborative work undertaken to devise and create the trust-wide curriculum.

In the same year, ten Rivers staff were nominated and recognised as finalists in the Worcestershire Education Awards 2022, with a member of support staff chosen as the overall winner of the night, taking home the Outstanding Contribution to Education Award.

Collaboration

We believe that positive and constructive collaboration is at the heart of our success. Our network of staff works together to improve operational functions, develop the curriculum and enrichment opportunities for the good of all children in the trust, not just the individual school.

Professional Development

All staff and pupils within The Rivers CofE Academy Trust benefit from the sharing of expertise and good practice. As a trust, we are committed to developing all our staff. Staff are encouraged to continue professional development and can access high-quality training and CPD through the Rivers Teaching Alliance.

Sustainable Curriculum

Through our curriculum, we are committed to educating our pupils about the importance of achieving the United Nations Sustainability Development Goals (SDGs). As a trust, we are determined to promote and support sustainability through a collective pledge to reduce consumption and waste and improve mental health and wellbeing.

Wellbeing

You'll be welcomed into a supportive, happy and committed workforce. Our June 2022 staff wellbeing survey found that most staff always/often enjoy going to work: only 1% said never/rarely. 41% of staff have been with us for over 5 years and some have been with us for over 30 years.

We take employee health and wellbeing seriously and are committed to ensuring staff look after and develop good health and wellbeing. We have an Employee Voice Forum to regularly capture staff opinions and feedback and we have recently held our first staff recognition awards to celebrate staff who demonstrate our STARS values.

Job Description

Job title: Headteacher

Contract: Permanent and Full Time

Line of Responsibility: Responsible to CEO or delegated Director.

Our People Values:

- ★ **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- ★ **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety.
- ★ We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

The Headteacher provides high quality professional leadership and management of the School Development Plan priorities, securing success and driving continuous improvement. The post will ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the school's development priorities.

The post holder will exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievement and the school's sustainability.

Operational Responsibilities

Values and Visions

- Ensure the vision for the school/trust is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.

Leading Teaching and Learning

- Lead teaching and learning across the school
- To lead and co-ordinate curriculum leaders in the development of learning programmes, teaching strategies, schemes of work and in monitoring and evaluation, to reflect school's programme of continuous improvement
- To play a lead role in developing and implementing the school's teaching and

learning priorities through effective assessment procedures, the development of personalised learning and ensuring curriculum enrichment opportunities are maximised

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using performance information and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- To lead and co-ordinate the construction of the relevant sections of the school improvement plan and self-evaluation process
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Developing Self and Working with Others

- Treat all staff fairly, equitably and with dignity to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools within the trust to build effective learning communities
- Develop and maintain effective strategies and procedures for staff matters including induction, professional development and performance management
- Ensure effective planning, allocation, support and evaluation of work undertaken by all staff
- Regularly review own practice, set personal targets and work closely with the CEO to ensure all performance management targets are achieved
- To maintain a strong awareness of the school's performance with regard to the quality of teaching in relation to national guidelines and mentor subject leaders and Phase Leaders to ensure high standards of teaching overall
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the School

- Create an organisational structure that reflects the Trust's values and works effectively in line with academy requirements and school development plan
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, train and deploy staff appropriately and manage their workload to achieve the vision and goals of the school/trust
- To lead and co-ordinate the work of the senior management team
- Implement successful performance management processes with all staff
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Securing Accountability

- To support the work of the advocates and trustees and provide advice and guidance as necessary.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To ensure the shared development and operation of effective assessment, recording and reporting systems, using the full potential of technology and data systems to set targets, monitor pupils' progress and raise attainment
- Work with the advocates to provide information, advice and support to enable them to meet their role
- Reflect on personal contribution to school and Trust achievements and take account of feedback from others.

Strengthen Community

- Build a school culture and curriculum which takes account of the diversity of the school's community
- Create and promote positive strategies for challenging prejudice and dealing with harassment
- Collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of pupils and their families
- Seek opportunities to invite parents and carers, or other organisations into the school to enhance and enrich the school and its value to the wider community
- Work closely with the rest of the schools in the trust to ensure best practice and collaboration on specific projects can be achieved.

Designated or Deputy Safeguarding Lead

- Take responsibility for safeguarding and child protection in the school
- Support staff on child welfare and child protection matters
- To take part in strategy discussions and inter-agency meetings
- To contribute to the assessment of children
- Manage and support staff making referrals for the school
- Undergo training to provide the skills and knowledge required to carry out the role (training to be updated every two years) including Prevent awareness training
- Ensure the school is aware of any changes to child protection policies
- Any other responsibilities deemed necessary to fulfil the role.

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations.
In particular:
 - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
 - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
 - It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
 - To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
 - To report to line manager, or other appropriate person, in the event of awareness of bad practice
 - Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Headteacher- Person Specification

Essential	Desirable	Evidence
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Honours degree • Qualified Teaching Status • Evidence of further professional development and willingness to undertake other training • Up to date knowledge of essential aspects of Headship • Teaching experience within primary sector • Use of successful measures that promote and ensure the safeguarding of children • Involvement in school improvement planning • Experience of working with parents, carers and outside agencies • Experience of managing staff • Experience working as a Head in a primary school 	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Postgraduate study • NPQH • Further relevant professional studies • Experience of more than one school/academy • Experience of more than one key stage • Experience of managing budgets 	<p>Application form Certificates References</p>
<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Creating and securing commitment to a clear vision • Successful initiation, management of and improvement in pursuit of strategic objectives • Models of effective leadership and organisational structures • Leading change, creativity and innovation • Developments in education at local, national and global levels • Ways of achieving stakeholder and community engagement • Methods to ensure the specified teaching standards are harnessed and maintained by all teaching staff • Principles of quality learning, teaching and assessment including school review and self-evaluation • Use of external support and expertise • New technologies to support learning and teaching • Strategies for improving outcomes and achieving excellence for all • Tools for data collection and analysis • Behaviour and attendance management • Special educational needs and pastoral care • Employment market, effective recruitment, development and management of staff • Technology to enhance organisational effectiveness • Strategies to maximise contributions from the workforce • Legal issues relating to leading and managing a school • Seek expertise and advice from within and outside the school 	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Strategic planning processes, tools and techniques • Promoting a strong culture of pedagogic research approaches and familiarity with major changes within the curriculum • Organisational development, planning and implementing change • Project management techniques • Ways of applying effective practice and research evidence to improve outcomes 	<p>Application form References Interviews</p>

<ul style="list-style-type: none"> • Delegate, collaborate and distribute leadership • Create an environment which enables people to perform at their best and underpins effective employee relations • Develop and sustain a safe, secure and healthy school environment • Significance of interpersonal relationships, including impact on teacher performance and pupil learning • Performance management continuous professional development and sustained school improvement • Building motivation, including the importance of celebrating achievement • Own performance, ways of obtaining feedback and how to improve • Support and development systems for individuals and teams • Building and sustaining a learning community within a diverse workforce 		
<p>Skills:</p> <ul style="list-style-type: none"> • Proven strategic, curriculum led financial planning • Anticipate, lead and manage change • Use research and to support and challenge practice • Think strategically, analytically and creatively • Deal with complexity and uncertainty • Inspire, challenge, motivate and empower others to attain challenging outcomes • Celebrate achievement and acknowledge excellence • Model the vision and values of the school • Build capacity and achieve sustainability • Hold people to account and challenge under-performance • Working strategically with Governance • Develop self-awareness, self-management and self-confidence and use effectively • Listen, reflect and communicate effectively • Give feedback and provide support to improve performance • Hold people to account and challenge under performance • Develop a culture of learning and continuous professional development • Receive and act on feedback to build on strengths and improve personal performance • Negotiate and manage conflict, providing appropriate support • Motivate, develop, empower and sustain individuals and teams • High standards of personal and professional conduct 	<p>Skills:</p> <ul style="list-style-type: none"> • Demonstrate political acumen • Build a vision and communicate clear purpose and sense of direction • Establish structures and systems so operational decisions are based on informed discussion • Foster an open, fair and equitable culture • Create a culture which encourages ideas and contributions from others. 	<p>Application form References Interviews</p>

Key Dates

	Date	Notes
Closing date for applications	Thursday 29 th June by midday	Applications received after this date and time will not be accepted.
Interviews	Monday 3 rd July 2023	

How to apply

You should complete the Teaching Application form which can be downloaded from the Trust website: <https://www.riverscofe.co.uk/current-vacancies-1/>

In the supporting statement provide evidence of your suitability for the role specify which school you would prefer to work at, or state if you would like to be considered for one of the three schools with headteacher vacancies.

Please return the completed application form to:

Dr Sarah Davies, Governance Professional

North Worcester Primary Academy, John Comyn Drive, Worcester, WR3 7NS

SDavies@riverscofe.co.uk

Safeguarding disclaimer

The Rivers CofE 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. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.



We are a Disability Confident Employer and there is a guaranteed interview scheme for candidates with disabilities who meet the minimum selection criteria.