



ASPIRE MULTI-ACADEMY TRUST  
*Together in Achievement*



# Oak Tree Primary School Headteacher Application Pack



## Oak Tree Primary School

Jubilee Way North, Mansfield, Nottinghamshire, NG18 3PJ

**Headteacher** required – full time and permanent

Pupils on roll: 222

Group 2: L16-L21 [£64,225 - £72,483]

NB A salary uplift may be considered for an exceptional candidate

Oak Tree Primary School converted to an academy and joined the Aspire Multi-Academy Trust family of schools late in 2018, following it being judged by Ofsted to be 'inadequate'. Since then, we have been praised by the RSC's team for making "rapid progress", but there is further work to be done in raising standards, especially following the impact of the pandemic, and we are still awaiting our first Ofsted inspection as a new academy.

Make no mistake about it – Oak Tree Primary School presents a significant challenge. Levels of social deprivation on the Oak Tree Lane Estate are amongst the highest in the country, with nearly 75% of our pupils eligible for the pupil premium. The post of headteacher is a wonderful opportunity for a confident leader with a strong sense of moral purpose to make a dramatic impact on our pupils.

We are looking for an inspirational leader with a proven track record to share our ambition and strategic vision to establish Oak Tree Primary School as a 'good' school in Ofsted terms and then to continue our journey to 'outstanding'!

The role is suitable for a headteacher looking for a new challenge or an experienced deputy capable of meeting the challenges of the post.

Closing date: **6.00 pm Monday 20<sup>th</sup> March 2023**

Interviews: **28<sup>th</sup> and 29<sup>th</sup> March 2023**

Please visit the Aspire MAT website for an application pack:

[www.aspire-mat.co.uk/vacancies](http://www.aspire-mat.co.uk/vacancies)

Visits to the school are strongly encouraged. To arrange a visit, please contact the Academy Business Manager, Vanessa Nutter via email: [vnutter01@oaktreelane.notts.sch.uk](mailto:vnutter01@oaktreelane.notts.sch.uk)

Completed application forms – with supporting letters of no more than 2 sides of A4 – should be returned to Vanessa Nutter via email: [vnutter01@oaktreelane.notts.sch.uk](mailto:vnutter01@oaktreelane.notts.sch.uk)

If you wish to discuss this role, please contact Kate Watson, Aspire MAT CEO, via email: [ceo@aspire-mat.co.uk](mailto:ceo@aspire-mat.co.uk).

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check level will be required.**

# Letter from the CEO

Dear Candidate,

Thank you for your interest in the position of headteacher at Oak Tree Primary School. We hope you find this information pack a useful introduction, and that you will be encouraged to apply for this exciting opportunity to lead our school on the next stage of its journey.

Oak Tree is a friendly and welcoming school serving an area of high deprivation. This, of course, makes it all the more important that we do all we can to make a difference to our children's lives.

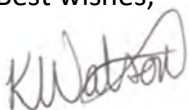
With a published admission number of 40, we have capacity for 320 children. With 202 (232 including Nursery) currently on roll, there's clearly some work to be done on building up our numbers! Although Oak Tree is now a new legal entity as an academy, we will not be able to 'shake off' the 2018 Ofsted judgement of 'inadequate' until the inspectors return and agree with our self-evaluation of 'good'. This may happen before the successful candidate takes over the reins in September, but there is the possibility that we will not be inspected until the 2023/24 academic year.

At Oak Tree, our very committed staff team has worked effectively to improve behaviour and raise standards, but more remains to be done. Our aim is to ensure that every child who attends Oak Tree achieves their full potential. To that end, we are looking to appoint a headteacher with strong and inspirational leadership qualities, including the ability to articulate a clear vision for the future success of our school. For the right candidate, this will be an exhilarating and immensely rewarding position.

Following the inspection outcome of 2018, Oak Tree does not currently have a local governing body. Until the school receives its first Ofsted inspection, the headteacher will be supported by an Interim Executive Board, currently consisting of two MAT Board members, Headteacher, staff member and three additional members. Members of the IEB are well aware of the challenges that lie ahead and will be fully committed to supporting the work and wellbeing of the new headteacher.

If, after visiting the school and reading all the information, you are up for the challenge, we very much look forward to receiving your application.

Best wishes,



**Kate Watson**  
**CEO Aspire Multi-Academy Trust**

# About our School



Of course, there are now many sources of information available when researching a school.

For academic and financial data, the best starting point is

<https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/146537>

Our school website contains a wealth of additional information: [www.oaktreeschool.co.uk](http://www.oaktreeschool.co.uk)

Without wishing to duplicate that information too much in this pack, it is worth emphasising that we are very clear about our vision and values.

At Oak Tree, we have a very simple core purpose: to develop well rounded, confident and responsible individuals who aspire to achieve their full potential.

We will do this by providing a welcoming, safe, and supportive learning environment which is underpinned by our 4 curriculum drivers and which promotes our 'Take Care' values.

Our 'Take Care' values are each broken down into the behaviours we aim to see in our children. We have a reward system that recognises and celebrates children's conduct linked to our school values. Our values are featured regularly in assemblies and embedded within class-based learning opportunities.



## Our Oak Tree Primary School and Nursery Take Care Rules

Our Oak Tree Take Care Rules were designed by staff and children.

### At Oak Tree we Take Care of:

- **Ourselves** – by following rules and instructions, eating well, keeping positive, exercising and sharing any worries with adults
- **Each other** – by showing: good manners, honesty, kindness, respect and friendship
- **Our world** – by looking after our school environment, everyone's property and by reducing waste
- **Our work** – by trying our best and persevering so that we can be proud of what we achieve

We have prioritised the following four **curriculum drivers** that will shape our unique curriculum. They drive the aims and values of our school so that it will respond to the particular needs of our children and community. They help us to shape our curriculum and therefore the opportunities we offer the children.

- **Resilient Individuals** – Oak Tree children will become resilient in order to deal with different challenges across the curriculum and the wider world. They will develop the ability to be resourceful and solve problems, and the skills to work independently.

- **Possibilities** – We will build the aspirations for our children, expanding their horizons and increasing their awareness of possibilities for their future lives.

- **World citizens** – Our children will develop an understanding about where they live and the wider world; understanding their role in society and developing respect for the environment as well as for all communities and religions. Every child at Oak Tree will be able to make a positive difference in the wider world.

- **Respectful communicators** – Our children will develop the skills to work well with other people from all walks of life, and they will know how to speak and listen with respect in different situations. A love of language will be instilled and we will offer every opportunity to expand vocabulary through talk, reading and debating.



# Job Description

**Job title: Headteacher**

**Reports to: Interim Executive Board**

**Start Date: September 2023**

**Purpose of the post:** To provide professional leadership of Oak Tree Primary School to secure its continuing success and improvement, ensuring high quality education for all its pupils, leading to excellent standards of behaviour and achievement.

**MAIN DUTIES** To carry out the professional duties of a Headteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document and in line with the expectations of the Headteachers' Standards 2020.

## 1. Strategic planning and school development

- Provide inspiring and purposeful leadership for the staff and pupils.
- Work in partnership with the IEB, staff and parents generating and sustaining the ethos and values which will underpin the academy.
- Develop and implement a Development Plan which will secure continuous school improvement.
- Monitor and evaluate the performance of the academy and respond and report to the MAT Board and IEB as required.
- Ensure that management, finances, organisation and administration of the academy supports its vision and aims.
- Ensure that academy policies and practices take account of national, MAT, local and academy requirements.
- Monitor, evaluate and review the impact of policies, priorities and targets of the academy in practice, and take action if necessary.
- Ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy.

## 2. Teaching and learning

- Ensure that the statutory requirements of the national curriculum are met.
- Maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the academy through appropriate methods.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including local businesses, to extend the curriculum and enhance teaching and learning.
- Maintain an effective partnership with parents and the wider community to support and

improve pupils' achievement and personal development.

- Promote and contribute to extracurricular activities in accordance with the educational aims of the academy.

### **3. Leading and managing staff**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of early career teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment.
- Identify and participate in appropriate further training for yourself as Headteacher.
- Ensure that the Deputy Headteacher or suitable person assumes responsibility for the discharge of the Headteacher' function at any time when absent from academy.
- Continue the development of good working relationships with staff, pupils, parents and carers, IEB members and the community.

### **4. Efficient and effective deployment of staff and resources**

- Provide sound financial leadership, working with senior leaders, the academy Business Manager and the IEB in the formulation of the annual budget in order that the academy secures its objectives.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Ensure the regular monitoring of the budget for the academy and the oversight of the use of resources.
- Work with the IEB and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided and improve pupils' achievements.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

### **5. Values and ethos**

- Maintain and develop the ethos and values of the MAT and the academy and ensure that they are embedded in all activities of the academy.
- Ensure that the core principles of the academy's ethos are promoted to all pupils, staff and parents to underpin the fundamental values of and vision for the academy and its pupils.

## **6. Accountability**

- Develop close working relationships with the CEO and the IEB.
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the academy's performance in a form appropriate to the range of audiences, including the IEB, the MAT Board, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents, carers and pupils are well informed about the curriculum attainment and progress and about the contribution they can make in supporting their child's learning and achieving.
- Provide information, objective advice and support to the IEB to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the IEB, the MAT Board and the CEO.

## **7. Safeguarding Children & Safer Recruitment**

- Ensure that the policies and procedures adopted from the MAT are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

## **8. Other duties**

- Play a full part in the life of the MAT and the academy to support its distinctive vision and ethos; to encourage staff and pupils to follow this example.
- Demonstrate an ongoing commitment to your own professional development.
- Undertake any other duty as reasonably required by the CEO, IEB or MAT Board not mentioned in the above.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time and may be reviewed in negotiation with the MAT in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to headteachers and as adopted by the MAT.



# Person Specification

This person specification reflects and references the DfE Headteachers Standards 2020

	<b>E = Essential D = Desirable</b>
<b>Qualifications</b>	
Honours degree level qualification	<b>E</b>
QTS	<b>E</b>
Evidence of appropriate CPD	<b>E</b>
NPQH	<b>D</b>
Current safer recruitment training	<b>D</b>
Current Designated or Deputy Designated Safeguarding Lead	<b>D</b>
<b>Knowledge and Understanding of</b>	
Governance structure and operation	<b>E</b>
Safeguarding legislation requirements and systems	<b>E</b>
School performance measures and tracking systems	<b>E</b>
SEND legislation and procedures	<b>E</b>
Staff appraisal systems	<b>E</b>
Curriculum planning and implementation	<b>E</b>
Current Ofsted requirements	<b>E</b>
Awareness of issues and challenges presented by high levels of deprivation	<b>E</b>
School finance	<b>D</b>
The role which can be played by parents in raising standards	<b>D</b>
<b>Qualities</b>	
Ambition, drive and determination	<b>E</b>
Ability to build and develop effective teams, delegating where appropriate, holding to account and delivering on objectives	<b>E</b>
Absolute commitment to delivering an outstanding education for all students	<b>E</b>
Excellent communicator, capable of inspiring and engaging all stakeholder groups including pupils, staff, parents and carers	<b>E</b>
Flexibility and adaptability to meet unexpected challenges	<b>E</b>
Ability to use reflection to learn from experiences	<b>E</b>
Kindness and courtesy in all interactions, including when under pressure	<b>E</b>

<b>Experience and Skills</b>	
Significant senior leadership experience at either headteacher or deputy headteacher level	<b>E</b>
An excellent teacher, with experience of successful teaching in EYFS, Key Stage 1 or Key Stage 2	<b>E</b>
Ability to lead school self-evaluation and to develop and implement a plan for school improvement	<b>E</b>
Proven record of improving pupil behaviour and achievement	<b>E</b>
Experience of the line management of staff	<b>E</b>
Experience of supporting special educational needs and disabilities within a mainstream setting	<b>E</b>
Proven record of effective engagement with parents and carers	<b>E</b>
Experience of developing successful partnerships with community groups	<b>D</b>
Experience of HR matters	<b>D</b>
Experience of managing the school budget and financial processes	<b>D</b>
Experience of managing health and safety	<b>D</b>

