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Job Description & Person Specification

**Headteacher – Pear Tree Primary School**

**Leadership L12 to L16**

**(£65,286 - £72,162p.a.)**

+ Pension Scheme (TPS)

+ The Cornovii Trust Employee Assistance Programme

+ A laptop to use whilst in employment

+ Priority admission for children of staff

+ Comprehensive induction programme and continued support

**Reporting to:** CEO and Chair of Governors, Pear Tree School

**Responsible for:** All pupils, teaching and non-teaching staff

**Core Purpose:** The Head Teacher is to provide the professional leadership and management of the school, ensuring its continuing success and improvement, high quality education and personalised learning for all its pupils. They will promote and support high standards, strong achievement and self-esteem and confidence for all within a safe, caring environment.

The Headteacher will have due regard for the Headteachers’ Standards (2020), and to seek to develop the characteristics set out in each of the domains through continuous professional development.

**Key Areas of Work:**

**Strategic Direction and Development of the School – Shaping the Future**

* Work with the trust, governors and senior colleagues to create a shared and strategic vision and plan which inspires and motivates pupils, staff and all other members of the school community.
* Lead school self-evaluation, enabling strategic planning to sustain school improvement which ensures that the school moves forward for the benefit of all.

**Qualities and Knowledge**

* Hold and articulate clear values and moral purpose, focused on providing a world-class education for the school’s pupils.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, and members of the local community.
* Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise, and skills, and that of those around you.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
* Communicate compellingly, the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel.

**Leading Learning and Teaching**

The Headteacher, as the lead member of the senior leadership team, together with the CEO, and local governing body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students’ achievements, and use benchmarks and set targets for improvement.

* Ensure the quality of teaching, learning and achievement of *all* pupils.
* Create and maintain a learning culture which enables pupils to become effective, enthusiastic, independent learners committed to lifelong learning.
* Develop, organise and implement the curriculum and its assessment.
* Lead teaching and learning as an exemplar practitioner
* Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
* Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
* Hold all staff to account for their professional conduct and practice.

**Professional Development and Working with Others**

* Build a professional learning community which enables others to achieve in a manner consistent with the aims and values of the school.
* Ensure performance management and continuous professional development of staff, governors, and self.
* Share and develop leadership, build teams and work cooperatively with pupils, staff, governors, parents/carers and other members of the community to achieve the school’s goals and objectives.
* Maintain the school’s strong position as a focal point in and for the local community.

The Headteacher will be an ambassador for the school and the trust in the wider community, ensuring that the school is a preferred choice for local parents. They will skilfully and continually enhance the school’s reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Lead the selection and appointment of all staff, including overseeing the work of supply staff/trainees/volunteers in the school.

Further strengthen the collaborative working that exists between the schools in the trust and local area.

Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn.

Take responsibility and accountability for all aspects of leadership

**Managing the Organisation**

* Produce and implement improvement plans and policies for the development of the school and its facilities.
* Build and maintain organisational structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis.
* Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice.
* Manage the school’s financial and human resources effectively and efficiently to achieve the school’s goals and ensure value for money.
* To further foster robust working relationships across the Cornovii Trust.

**Securing Accountability**

* Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* Provide information, advice and support to governors to enable them to meet their responsibilities.
* Provide information about and account for the school’s work and performance to a range of audiences including parents and governors.

**Strengthening Community through Collaboration**

* Build a school culture and curriculum which takes account of the richness and diversity of the school community.
* Build and maintain links with the wider community to sustain and enrich all aspects of school life.
* Collaborate with other agencies to support the learning and well-being of pupils and their families.
* Create and maintain partnership with parents to support the learning and pastoral care of pupils.
* Network and share best practice with other schools.

**Other professional requirements**

* To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To contribute positively and collegiately to the MAT’s Executive Senior Leadership Team.
* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
* To undertake any reasonable request of the CEO and accept any reasonably delegated additional responsibility from the CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The job description is current at the date shown, but, in consultation with you, may be changed by the CEO and/or The Chair of Governors to reflect or anticipate changes in the job commensurate with the grade and job title or changes to Headteacher Standards.

* To sustain wide, current knowledge and understanding of education and school systems, effective leadership practices and continually review their own practice, performance and actively pursue continuous professional development.
* To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To support and attend school events.
* To promote actively the school’s corporate policies.
* To adhere to the school’s Staff Code of Conduct.
* To comply with the trust’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school and the Cornovii Trusts policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

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| **Important**  **The Rehabilitation of Offender Act**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.    Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit https://unlock.org.uk/advice/what-will-be-filteredby-dbs/.    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement. |

I Understand and accept the job duties and responsibilities contained in this job description.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Head Teacher Person Specification**

Please see the table below for a list of essential and desirable criteria for our new Head Teacher.

We would like you to tell us why you are the right person to build on our school’s success to date, ensuring that every child achieves their full potential. We suggest that this should require no more than **two** sides of A4 and it should address the criteria below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | |  | | |
| **Qualifications** | | **Essential** | **Desirable** | **How Identified** |
| * Qualified Teacher status | | ✓ |  | Application |
| * NPQH accreditation or serving Head teachers who are exempt | |  | ✓ | Application |
| * Evidence of regular and appropriate professional development in school leadership and management. | | ✓ |  | Application |
| * Evidence of regular and appropriate professional development in teaching practice | | ✓ |  | Application |
| * Honours degree | |  | ✓ | Application |
| **Experience** | | **Essential** | **Desirable** | **How Identified** |
| * Successful strategic leadership and management experience in schools for primary age children at a deputy or head teacher level. | | ✓ |  | Application/Interview |
| * Evidence of experience across more than one key stage | | ✓ |  | Application/Interview |
| * Proven track record of raising educational standards. | | ✓ |  | Application/Interview |
| * Experience of Inclusion, SEN provision and Safeguarding processes in a primary school setting | | ✓ |  | Application/Interview |
| **Evidence of strategic leadership and impact** | | | | |
| **Shaping the future**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How**  **Identified** |
| * Think strategically, by building, communicating and implementing a shared vision of excellence and equity for all. | ✓ | |  | Application/Interview |
| * Lead creative and innovative contributions to strategic plans that realise the vision and sustain measurable school improvement. | ✓ | |  | Application/Interview |
| * Set and achieve ambitious challenging goals and targets. | ✓ | |  | Application/Interview |
| * Communicate effectively with staff, children, parents, governors and other professionals | ✓ | |  | Application / Interview |
|  |  | |  |  |
| **Leading Learning and Teaching**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How Identified** |
| * A clearly articulated philosophy of education | ✓ | |  |  |
| * Lead and implement the curriculum and further develop creative, responsive and effective approaches to learning and teaching (including the appropriate use of new and emerging technologies) | ✓ | |  | Application/Interview |
| * Access, analyse and interpret appropriate data to monitor pupils’ progress, set and achieve ambitious, challenging goals and targets. Identify areas for improvement with the focus on every pupil achieving their full potential. | ✓ | |  | Application/Interview |
| * Sustain and develop flexible, comprehensive learning opportunities and strategies to meet the personal learning needs of every pupil and foster a culture of lifelong learning for all pupils. * To sustain and develop the ethos of the school * Provide a clear understanding of the current educational issues and the ability to focus and deliver the core requirements | ✓  ✓  ✓ | |  | Application/Interview  Application/Interview  Application/Interview |
| **Developing Self and Working with Others**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How Identified** |
| * Manage change, conflict and empower individuals and team. | ✓ | |  | Application/Interview |
| * Manage own workload and the work of individuals and teams effectively, providing support and delegating where appropriate. | ✓ | |  | Application/Interview |
| * Review the performance of staff, challenge and take action when performance is unsatisfactory, ensuring Continuing Professional Development. | ✓ | |  | Application/Interview |
| * Work collaboratively with others, within and beyond the school, to build an open, fair and equitable learning culture. | ✓ | |  | Application/Interview |
| * Demonstrate emotional intelligence, enthusiasm, resilience, presence, commitment, flexibility and impact | ✓ | |  | Application/Interview |
| **Managing the Organisation**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How Identified** |
| * Implement clear and appropriate evidence-based improvement plans and policies and monitor, evaluate and review their effects. | ✓ | |  | Application/Interview |
| * Work with the School Business Manager and Governors to ensure the strategic financial planning, operational budget management and principles of best value | ✓ | |  | Application/Interview |
| * Work collaboratively with the governing body to deliver positive outcomes for the children, the school and community. | ✓ | |  | Application/Interview |
| * Manage the efficient and effective day-to-day running of the school to ensure a safe, secure and healthy environment. | ✓ | |  | Application/Interview |
| **Securing Accountability**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How Identified** |
| * Apply principles and practice of quality assurance systems, including self-review, self-evaluation, performance management and stakeholder and community involvement | ✓ | |  | Application/Interview |
| * Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils. | ✓ | |  | Application/Interview |
| * Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including challenging poor performance. | ✓ | |  | Application/Interview |
| **Strengthening Community**  Evidence of or commitment and ability to:- | **Essential** | | **Desirable** | **How Identified** |
| * Work with groups within the community to further improve outcomes for the school and all its pupils. | ✓ | |  | Application/Interview |
| * Promote the school within the local community and beyond. | ✓ | |  | Application/Interview |
|  |  | |  |  |
| * Enhance the value of the school to the wider community (including parents and carers, other schools and the Nantwich-wide education community) and involve that community in enriching the learning experiences of pupils. | ✓ | |  | Application/Interview |
| **Trust Ethos** |  | |  |  |
| * Enthusiasm for and commitment to the achievement of the school’s/trust’s overall vision for success at all levels. * Willingness to support the trust’s ethos of collaboration before competition and work with all colleagues and schools within the trust. * Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students | ✓  ✓  ✓ | |  | Application/interview  Application/Interview  Application/interview |

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| Thank you for your interest in our school.  We look forward to receiving your application  If you think a career with us is right for you, discover more at: www.peartreeprimary.co.uk |

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| Dear candidate,  **Re: Pear Tree Primary School, Nantwich, Cheshire**  I am delighted that you are interested in applying for the position of Head Teacher at Pear Tree Primary School.  Pear Tree Primary School has a reputation for delivering excellent education that not only raises standards but also ensures every pupil achieves their maximum potential. Our excellent results over the years are testament to the dedication of our staff and the hard work of our pupils.  Pear Tree is a single form entry primary school with 218 pupils. It is also an academy school and as of 1st September 2024, part of The Cornovii Trust.  The school is very much focused on the “Pear Tree way” of promoting high standards in teaching, learning and life skills in a happy supportive environment.  We are committed to ensuring that all children who are taught at Pear Tree will be:   * Caring and respectful with good social skills underpinned with honesty and integrity * Imaginative individuals, thinking critically and reflectively * Masters of basic skills in all areas of learning * Confident, independent and resilient learners for life * Respectful of diversity and value all communities * Secure in their own set of personal values and guiding principles   At the school’s last OFSTED inspection, Pear Tree continued to be graded as “good” with a number of outstanding features.  We are looking for a Head Teacher who is a dynamic leader, shares our enthusiasm and passion, and really wants to make a difference to the lives of the children and the wider community we serve.  We are committed to driving our school forward, building on our successes and enhancing new and exciting areas to support our wonderful children.  If you would like to see what makes Pear Tree special, please do not hesitate to contact the school to arrange a visit, via [admin@peartree.cheshire.sch.uk](mailto:admin@peartree.cheshire.sch.uk).  Yours sincerely,  A close up of a signature  Description automatically generated  Dr Jo Hillman  Chair of Governors – Pear Tree Primary School  A blue and white sign  Description automatically generated  A yellow and black lizard with blue text  Description automatically generated  Dear Candidate,  The Cornovii Trust was formed in September 2022, following the merger of two local small trusts. We will always be a local MAT and base our growth strategy around the ‘lunchtime rule’ (i.e. easy travel between sites). We currently consist of seven local schools, primary and secondary and much of our current work is around supporting Key Stage 2-3.  Pear Tree Primary School is a shining example within our trust, with strong values, fantastic young people, and caring talented staff.  We see collaboration as a key driver for both school improvement and support for all stakeholders. This is reflected in our core trust principle of ‘collaboration before competition’.  You can find out much more information about The Cornovii Trust at [www.thecornoviitrust.org](http://www.thecornoviitrust.org) and Pear Tree Primary School at [www.peartreeprimary.co.uk](http://www.peartreeprimary.co.uk).  Yours sincerely    Mr Richard Middlebrook  CEO – The Cornovii Trust | |

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A brick courtyard with a couple of buildings

Description automatically generated with medium confidenceWe are a school family of 218, built in 2003, situated at the heart of our community but within easy walking distance of the beautiful historic, market town of Nantwich. We enjoy strong links with our town and our school is an active partner in the Nantwich Educational Partnership (NEP) and the Crewe and Nantwich sports partnership.

A map of a city

Description automatically generatedWe celebrate the uniqueness of our children and give pupils opportunities to shine. We aim to inspire and support pupils in their learning, and to build a solid foundation for future success. Working in partnership with families we strengthen educational outcomes and build understanding and tolerance in our community.

# Location

Although our school is only 21 years old, we are well known locally and have an excellent reputation. We are situated on the outskirts of Nantwich in Cheshire and we are at the heart of Stapeley. There are excellent links to Staffordshire, Shropshire and Manchester, as well as North Wales and the rest of Cheshire.

# School Ethos and Values

## Our Vision

Pear Tree School nurtures every child to enable them to achieve beyond expectations, develop into confident individuals with a lifelong love of learning and equipped with the skills they need to thrive in a rapidly changing world.

## Pear Tree School Leavers Will Be:

* Caring, respectful, with good social skills underpinned with honesty and integrity
* Imaginative individuals, thinking critically and reflectively
* Masters of the basic skills in all areas of learning
* Confident, independent and resilient learners for life
* Respectful of diversity and value all communities
* Secure in their own set of personal values and guiding principles.

## A group of colorful people holding hands Description automatically generatedPear Tree Golden Rules

* A pattern of colorful hand prints

  Description automatically generatedWe help ourselves and others to learn well
* A box full of office supplies

  Description automatically generatedWe use kind hands, feet and words
* A group of people holding hands

  Description automatically generatedWe take responsibility for all our equipment and belongings
* A group of white and blue figures holding hands

  Description automatically generatedWe are respectful
* We settle conflicts calmly and fairly.

## Pear Tree Newt new 2`What our School Leavers Think

A letter to a teacher

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# Teaching and Learning

At Pear Tree we have seven classes, one for each year with class sizes range from 30 – 33. Our reading and writing scheme is Little Wandle. We foster a safe environment where children are happy to learn. We have trips and residential visits annually and we host many extra-curricular activities including one week each year that is ‘off-timetable’ such as STEAM (Science, Technology, Engineering, Art and Maths), or Health and Wellbeing. Music is celebrated at Pear Tree and we partner with the Love Music Trust and Music for Life. Our staff are caring, dedicated, and hard-working and this is proven in our results and in how our children feel about attending Pear Tree.

# Achievements

We are an ELSA school and support our staff and students’ well-being, with over six staff trained as ELSA champions. We have a curriculum pledge for each year that focuses on extra-curricular skills. We have amazing sports teams that have this year achieved the Platinum level for Sports and placed second in a local football tournament. We see a huge number of our children take part in sporting events including inclusive events such as Sports for All.

Our latest OFSTED report rates our school as Good and praised the school for our expectations, our interesting and engaging learning, our strong leadership at all levels, and our pupils’ praiseworthy behaviour and excellent attitudes to learning. It also notes that our pupils are caring, polite and courteous to each other and adults. We are extremely proud of our achievements, our results are consistently high and this year’s SATs results were our best to date placing us in the top three of the county.