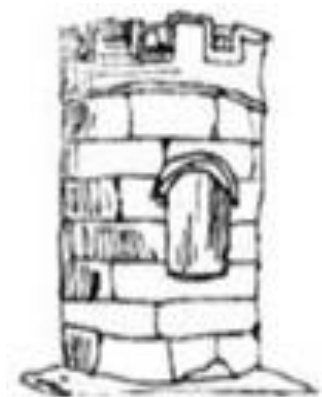




Headteacher Application Pack

Sandiway Primary School

Growing and achieving together...

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Welcome from the Chief Executive Officer

Thank you for requesting the details for the post of Headteacher at Sandiway Primary School.

Create Learning Trust was established in October 2019, when three Cheshire based primary schools (Little Leigh, Cuddington and Sandiway) positively embraced the greater freedoms afforded by the academies' agenda and converted to a Multi-Academy Trust (MAT). The Trust is founded on a strong moral purpose to support others, so that young people are enabled to achieve their very best.

Our first years have been spent wisely on building firm foundations for the stability and future growth of the Trust. There has been a focus on building leadership capacity across all three schools and ensuring that highly effective structures, systems and procedures underpin all areas of its work. A central team has been established to enable academy Headteachers to focus relentlessly on improving the quality of education for pupils while the functions of finance, governance, compliance, health and safety and HR are taken care of by skilled and highly qualified professionals. The Trust is passionate about investing in all its staff, identifying and promoting talent using the skills of individuals to make the Trust even stronger.

Through ongoing Trust-wide quality assurance visits, rigorous school and Trust self-evaluation and a commitment to evidence informed practices, we strive to be renowned for excellence across all directorates. The Trust Strategic Plan provides a clear direction for the coming years and will enable the Trust to fulfil its mission of 'Creating Success Together'.

The Trust is looking forward to welcoming a new leader and over the coming years, as more schools join the Create Learning family, we will collectively grow in strength.

Yours faithfully

Sarah Woodward

Chief Executive Officer (CEO)

The Post

Academy: Sandiway Primary School, Weaverham Road, Sandiway, Cheshire, CW8 2ND.

Job Title: Headteacher

Salary: L12 - L17 (£55,338 - £62,570)

Start Date: 01 January 2023

Job Advert

Sandiway is a one form entry Primary School for approx. 220 children, aged 5-11, nestled within a village community in the heart of West Cheshire.

Sandiway is proud to be part of Create Learning Trust consisting of a family of three local Primary Schools, delivering exceptional internal and external educational and business support. Quality sits at the heart of everything we do, and our goal is to provide our pupils with the highest standard of education and nurturing support to make their education journey a success.

The future Headteacher at Sandiway will join the community at an exciting and strategically critical stage in its development. With a committed staff team, vibrant school community and enduring spirit, this school will offer its next leader a unique opportunity to shape a very special place, to contribute to the school improvement culture and celebration of young minds.

The Local Academy Board seeks an inspirational educational leader who will possess the vision and strategic skills to lead the school forward with purpose and ambition. This is an exciting opportunity to join a school part of a Trust which is passionate about sharing expertise, innovative practice and resources.

A track record of successful senior leadership experience, outstanding communication and positive external relations are essential, as is a commitment to the ethos, vision and values of Sandiway and Create Learning Trust.

The successful candidate will have:

- A track record of leading and developing with impact for our children and staff.
- A passionate and uncompromising commitment to the further development of children and staff.
- Experience of converting vision into continuous school improvement.
- People skills which enthuse and develop staff and communicate effectively with parents and the wider local community.
- Evidence of partnership working and wider impact.
- Integrity, warmth and compassion – in all, a great role model for our children, staff and wider school community.

Further details about the school, Trust and position can be located at www.sandiway.cheshire.sch.uk and www.createlearningtrust.co.uk

School Visits

Visits to the school are warmly welcomed and are scheduled to take place on Monday 19th and Tuesday 20th September at 10am, 2pm or 4pm. Please contact the school office on 01606 883298 to confirm attendance.

Letter of Application

As well as completing the online application form, please provide a supporting letter which should be clear, concise and related to the essential criteria, as indicated in the person specification, in no more than 3 A4 pages, Arial font 12. Please email your letter to hrcontracts@createlearning.co.uk

Closing Date: 12 noon, Friday 23rd September 2022

Interviews are scheduled to take place on Friday 7th October 2022.

Create Learning Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Create Learning Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

Job Description

Academy: Sandiway Primary School, Weaverham Road, Sandiway, Cheshire.

Job Title: Headteacher

Responsible to: Chief Executive Officer

Salary: L12 - L17 (£55,338 - £62,570)

Start Date: 01 January 2023

Core Purpose

The Headteacher is the leading education professional in the school. Accountable to the Chief Executive Officer, the Headteacher provides leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets.

The Headteacher, working with others, is responsible for:

- Evaluating the school's performance to identify the priorities for continuous improvement and raising standards;
- Ensuring equality of opportunity for all;
- Developing policies and practices;
- Ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and;
- The day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools within the Trust, other schools, services and agencies for children, the Local Authority, and other education institutions and employers. Through such partnerships and other activities, the Headteacher plays a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Ethics and professional conduct

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct and is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The Principal is to uphold and demonstrate the standards for Headteachers and the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Headteacher upholds public trust in school leadership and maintains high standards of ethics and behaviour. Both within and outside school, the Headteacher will:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.

Main duties

School culture

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment.
- Ensure a culture of high staff professionalism.

Teaching

The Headteacher will:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

Curriculum and assessment

The Headteacher will:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour

The Headteacher will:

- Establish and sustain high expectations of behaviour for all pupils, built upon the school's Christian vision, relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.

Additional and special educational needs and disabilities

The Headteacher will:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional Development

The Headteacher will:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational management

The Headteacher will:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing, and mitigating risks.

Continuous school improvement

The Headteacher will:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely and appropriately sequenced.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in partnership

The Headteacher will:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Governance and accountability

The Headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Additional Requirements

This job description outlines the main duties of the post, incorporating the Department for Education Headteachers' Standards 2020, but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Person Specification		
Education and Qualifications	Criteria	Assessment
1. Qualified teacher status	E	A
2. Evidence of regular personal and professional development	E	A
3. NPQH or undertaking /ready to apply	D	A
4. Current Designated Safeguarding Lead (DSL) training	D	A
5. Current Safer Recruitment training	D	A
Experience	Criteria	Assessment
6. Experience of successfully leading whole school improvement	E	A/I
7. Experience of raising standards in key areas of the curriculum	E	A/I
8. Experience of leading and managing a team and monitoring of agreed practices	E	A/I
9. Experience of managing change effectively	D	A/I
10. Experience of and understanding of the importance of writing and implementing successfully, self-evaluation and development plans to secure improvements	E	I
11. Experience of setting and monitoring performance management targets which support the development of the school and staff	D	I
12. Experience of working effectively and in partnership with school governance systems, parents and the wider community	E	A/I
13. Experience of supporting inclusive practices and strategies to engage and meet the needs of all learners	E	I
14. Experience of recruitment and retention and understanding of HR issues and processes	E	I
15. Experience of leading a primary school	D	A
16. Experience of or understanding and knowledge of how to manage a whole school budget, resources and facilities	D	A/I

Knowledge and Understanding	Criteria	Assessment
17. Understanding of how assessment and data is used to inform development planning and practice	E	A/I
18. Understanding of and a commitment to effectively promoting the safeguarding and welfare of children	E	A/I
19. Knowledge of current trends in education development and management	E	I
20. Familiarity with current strategic local and national issues in education	E	I
21. Knowledge of the primary curriculum including early years provision	E	I
22. Understanding of the issues to be considered in the development of whole school guidance and policies	E	A/I
23. Understanding of how to implement sound procedures to ensure good behaviour and discipline in the school with the engagement of all members of staff parents and children	E	A/I
Skills	Criteria	Assessment
24. Inspirational leadership and management skills with a leadership style based on consultation and involvement and valuing the achievement of others	E	A/I
25. High level of organisational and time management skills	E	I
26. Effective communication and interpersonal skills	E	A/I
27. Ability to model highly effective teaching	E	I
28. Ability to foster excellent working relationships with all members of the school community	E	A/I
29. Ability to be visionary in leading the future direction of the school	E	I
30. Ability to think and plan strategically and respond flexibly to change	E	A/I
31. Ability to strategically lead, organise and motivate staff to develop positive relationships	E	I
32. Ability to consider sensitively the importance and needs of the school in its community	E	I

Leadership	Criteria	Assessment
33. Ability to foster links within and beyond the trust	E	A/I
34. Ability to motivate and develop commitment among staff, leading and managing people as individuals whilst developing the common goals of the team	E	A/I
35. Ability to be a role model for staff and students	E	I
36. Ability to propel the school's vision and values forward and promote its achievements to local and wider communities	E	I
37. Ability to make difficult decisions and carry through actions	E	I
38. Enthusiasm for contributing to the wider trust agenda and actions	E	I

Personal Qualities	Criteria	Assessment
39. Positive and enthusiastic approach towards work	E	I
40. Clear values and moral purpose	E	I
41. High expectations of self and others	E	I
42. Capacity to relate to all children whatever their background in order to motivate them and provide opportunities for them to achieve their potential	E	I
43. Integrity, commitment, enthusiasm and resilience to persevere and succeed	E	I

Criteria Key		Assessment Key	
E	Essential	A	Application Form
D	Desirable	I	Interview