



Sapientia Education Trust
CANDIDATE RECRUITMENTPACK
Rockland St. Mary and Surlingham Primary
Schools
HEADTEACHER

CLOSING DATE – Wednesday 5th May at Midday

INTERVIEWS TO BE HELD – Wednesday 12th May



SAPIENTIA
EDUCATION TRUST

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Dear Applicant,

Thank you for your interest. We are delighted to outline this really exciting opportunity and hope that this briefing pack will both motivate and inspire you to apply.

The Sapientia Education Trust was established in early 2016, growing out of Wymondham College - the largest state boarding school in the country with a long-standing track record of excellence.

Our Trust has grown to encompass ten primary and six secondary schools. As a Trust we have a number of distinctive features:

- a strong commitment to developing the whole child;
- achievement that is viewed in its broadest sense;
- a belief that all can and will achieve;
- learning outside the classroom is highly valued and actively promoted;
 - character education is integral to our work - developing resilience, self-esteem and a can do approach;
 - professional learning, and staff development is central to our work;
- we will never settle for less than outstanding – whatever stage of the journey an individual school is on.

Our schools are individual, share common values and are distinctive in their own right.

This is a tremendous opportunity to help shape the future of two small, rural schools that are already well regarded, but still have room for improvement.

We will provide you with high levels of support. You will be line led by Emma Davies, our Director of Primary Standards and we have already invested in a range of strategies to further raise achievement, including Talk for Writing and Power Maths. We are also investing in the infrastructure of our schools – including enhancing our IT provision.

The successful candidate will be ambitious, child focused and resilient. They will believe in the power and moral purpose of education and insist on the highest standards for all. Ultimately, they will want, and have the capacity to make a real difference.

If this excites you, please apply now!

Best Wishes,

Zoe Fisher (Director of Education) & Emma Davies (Director of Primary Standards)

BACKGROUND INFORMATION



Rockland St. Mary and Surlingham Primary School's Partnership

Together, these two primary schools represent a slice of Norfolk history within the South Norfolk Broads.

Rockland St Mary Primary is a small, nurturing school located six miles south of Norwich, close to the River Yare and the Broads National Park. At present there are 45 children at the school aged between four and eleven in three classes. The main school building is Victorian and the school has recently had a new wooden lodge built on the site which is where Sunbeams Nursery is based. The school is set in the heart of the village near to the church and most pupils at the school come from within the village or from other villages near to Rockland St Mary.

The school benefits from excellent community engagement and a welcoming nurturing environment. The three classes are led by a team of nurturing and imaginative teachers and support staff who have responded with enthusiasm to the training and development offered by the Trust.

Within our school grounds we have a playground area and a playing field, where there is also an outdoor learning area. We have ample space for our children to enjoy various different sporting activities outside, as well as space to play during breaktimes.

Surlingham Primary is a small and friendly primary school situated just five miles south of Norwich close to the River Yare. At present there are 55 children at the school, aged between four and eleven in three small classes. The main building, which houses two classes, is Victorian, and the school has recently has two new classrooms built in a similar style. The school is set in the heart of the village of Surlingham itself, and most of the children come from the village and from nearby Bramerton, although we have pupils coming to us from as far afield as Claxton, Rockland, Langley, Trowse, Poringland and Norwich.

The grounds give plenty of opportunity to keep bodies active as well as minds and we are lucky that we have a very large field and inner playground, perfect for our sporting activities and popular outdoor learning lessons

At Rockland st Mary Primary School and Surlingham Primary School we pride ourselves on

knowing all the children well and making sure that each child is happy in their work and challenged to learn to their full potential. As a result the atmosphere in schools is relaxed and positive, and contributes to the high level of attainment and standards of behaviour

We believe that providing a secure environment where children are listened to and contribute to the running of the school helps them develop into responsible adults. At both schools we have an active school council, which meets regularly and works hard to make life at school even better. We try and make every child's experience of school enriching, and offer everyone the opportunity to learn a musical instrument and attend a sports club, as well as offering many after school activities, such as karate and art and craft so that we can begin to develop the many talents of our pupils.

In both schools, pupils are eager to learn and parents are committed to supporting the Trust initiatives of Talk for Writing and Power Maths. Children in the Early years learn through the curiosity approach. The curriculum is well established and children enjoy a rich range of learning experiences and opportunities both inside and outside the classroom.

The role is one of a non-teaching Headteacher with a focus on raising achievement and increasing pupil numbers across both schools.

OUR TRUST

The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term 'Sapientia' comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centered and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.

Our member schools:

Attleborough Academy
Framingham Earl High School
Old Buckenham High School
Fakenham Academy
Stradbroke High School
Wymondham College
Burston Primary School
Seething & Mundham Primary School

Old Buckenham Primary and Nursery
Great Hockham Primary School
Surlingham Primary School
Rockland Primary School
Tivetshall Primary School
White House Farm Primary School
Wymondham College Prep School
Ghost Hill Infants & Nursery

JOB DESCRIPTION

HEADTEACHER

Job Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school.

This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Line Manager

Director of Primary Standards – Emma Davies

General Responsibilities

- Be an outstanding teacher and an inspirational leader;
- Have a proven track record of success and raising pupil attainment across the Primary sector;
- Ideally have experience in EYFS, key stage 1 and 2
- Ensure high-quality teaching and learning is delivered to all students;
- Deliver staff training, CPD and INSET as part of the Sapientia Education Trust (SET) CPD programme;
- Develop meaningful partnerships within our Trust;
- Understand changes in the new Primary curriculum;
- Be organised, energetic and passionate about working with the Trust and Teaching School Alliance;
- Be committed to the SET ethos of high expectations and our commitment to extended learning;
- Have the resolve to make a real difference to the lives of learners;
- Be a committed team player;
- Be flexible and willing to accept other tasks as assigned;
- Be prepared to travel to other SET sites if required;
- Widen community engagement to sustain pupil numbers into the school;



Specific Responsibilities

Strategic Direction and Development:

- To be accountable for improving outcomes for young people;
- To provide strategic direction and leadership to the Primary academies;
- To develop a clear vision for the academies;
- To develop a positive, high achieving ethos;
- To secure long-term success by maximising potential through the skills and resources held within the academies;
- To build leadership capacity at all levels through actively developing staff;
- To ensure that resources, human, financial and material, are used efficiently to achieve maximum value for money;
- To promote the highest possible standards of achievement and well-being for pupils;
- In conjunction with SET Finance, ensure curriculum- led financial planning to ensure the equitable deployment of budgets and resources are in the best interests of pupils' achievements and the

academies' sustainability;

- To follow SET performance management processes to ensure processes are fair and transparent for managing the performance of all staff, address any under-performance, support staff to improve and value excellent practice;
- To ensure that academy documentation, including the SEF, school development plan, action plans, information for the Local Governing Body (LGB), information for staff, information for parents and pupils, including those on the website are produced in a timely manner;
- To attend LGB meetings;
- To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of the Primary academies;
- To develop positive relationships with key partners to ensure good collaborative working;
- To ensure that safeguarding and protecting children is a core priority to each academies' work within a culture of vigilance.

Teaching and learning:

- To promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture;
- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;
- To monitor and evaluate the quality of teaching and learning and achievement of pupils, including those with special educational needs, in order to set and meet challenging and realistic targets for improvement;
- To ensure the effective use of data to raise standards;
- To ensure a range of community based learning experiences;
- To ensure the maintenance of effective partnerships with parents to support and improve pupils' achievements and personal development.



Leading and Managing Staff:

- To ensure the highest standards of work are achieved and maintained by staff;
- To set high expectations and stretching targets for the school community;
- To undertake the performance management of the Teachers;
- To oversee the implementation and maintenance of effective systems for the management of staff performance;
- To ensure the tackling of under-performance at all levels;
- With the LGB, participate in the selection, appointment and induction of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the aims of the Trust;
- To monitor the leadership, management and organisation of the curriculum and its assessment in order for areas for improvement to be identified;
- To monitor effectively the attainment and progress of all pupils;
- To oversee the effective deployment and management of all teaching and support staff;
- To ensure that all staff are enabled to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.

Efficient and Effective Deployment of Resources:

- To ensure the setting of appropriate priorities for expenditure and to ensure effective administration and control;
- To ensure the effective management and organisation of school premises to ensure that the needs of the curriculum and health and safety requirements are met;
- To monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Safeguarding:

- To ensure that safeguarding practices secure the safety and welfare of all pupils;
- To monitor safeguarding policies and procedures as appropriate;
- To provide advice and support to Teachers liaising with the Trust safeguarding lead, the local authority and working with other agencies as necessary in order to ensure child protection concerns are dealt with promptly and effectively;
- To ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children and adults.

Accountability:

- To ensure that teachers and all staff recognise that they are accountable for the success of the Primary academies;
- To present a coherent and accurate account of the performance of the Primary academies in an appropriate form to a range of audiences;
- To ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the targets for improvement.



PERSON SPECIFICATION

Qualifications

- Qualified to degree level;
- Qualified Teacher Status;
- Evidence of appropriate professional development;
- Willingness to continue professional development;
- NPQH or equivalent (desirable);
- SENCo qualification (desirable)
- Hold a full driving licence.

Experience

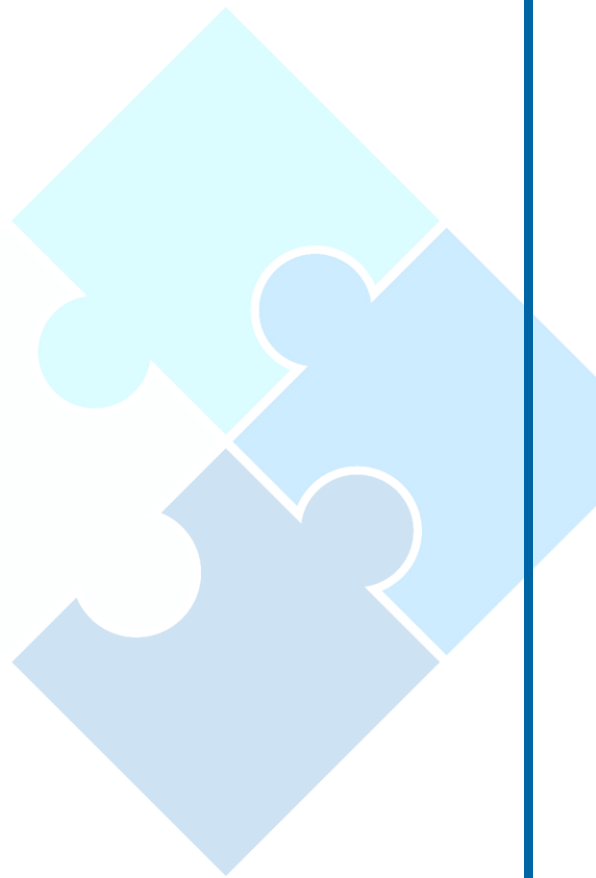
- Experience of management of a core curriculum area and/or a Key Stage;
- Clear evidence of leading a team to accelerate progress;
- Existing senior leader within a Primary setting;
- Effective leadership, with clear evidence of impact;
- Outstanding classroom teacher;
- Strategic vision for raising standards in the Primary sector;
- Ability to manage change;
- Ability to develop effective relationships and teams;
- Strong interpersonal skills;
- Ability to prioritise, meet deadlines and work under pressure;
- Experience of raising academic standards;
- Experience of monitoring classroom performance;
- Evidence of the impact of coaching/supporting individuals.

Knowledge & Skills

- Lead, inspire, challenge and empower teams / individuals to perform outstandingly;
- Ability to use comparative data, benchmarking and target setting data;
- Ability to effectively evaluate and plan for improvement;
- Knowledge of effective teaching, learning and assessment methods;
- Understanding of effective leadership;
- Knowledge of new technologies and MIS systems;
- Knowledge and experience of tracking progress and attainment;
- Demonstrate personal and professional integrity and an ability to model the values and vision of the school;
- Excellent communication skills with a range of audiences;
- Think strategically, build and communicate a coherent vision in a range of compelling ways;
- Emotional resilience in working through challenges.

Personal Attributes

- Passionate about education and educational issues;
- Constant drive for improvement;
- Ability and energy to inspire the best in others;
- Exceptional personal integrity and character;
- Evidence of commitment to significant continuous professional development;
- Personal impact and presence;
- Displays sensitivity;
- Sense of humour and approachability;
- Both a team player and a leader;
- Displays Emotional Resilience;
- Ability to motivate colleagues and pupils.



TERMS & CONDITIONS

This post is offered on a full-time, permanent basis and is based at Rockland St Mary and Surlingham Primary School.

Remuneration

Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

Pre-employment checks

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with "Keeping children safe in education".

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

INTERVIEW PROCESS

Closing date – Wednesday 5th May

Psychometric testing – Links will be sent once you have been confirmed for shortlist and you will be given approximately 2 days to complete this

Date – Interview assessment day will be held on Wednesday 12th May, you will be required for the whole day.

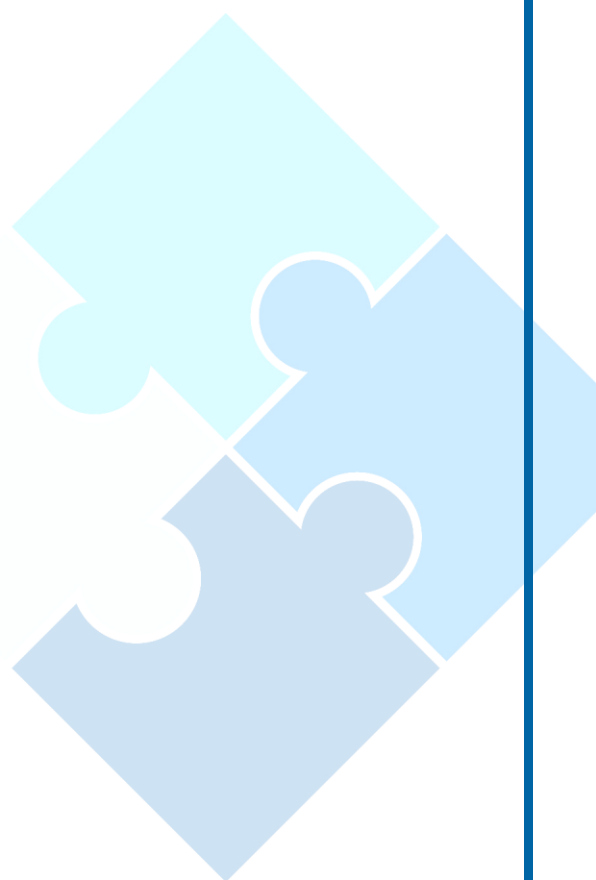
Interview process
<ul style="list-style-type: none">- Candidates will be shortlisted- Psychometric tests will be sent for completion- References will be requested-
<p>Assessment interview day will include:</p> <ul style="list-style-type: none">- Lesson observation and feedback- Values based interview- Written task- Data task- Meetings with staff and governors- Pupil panel- Final panel, including presentation

HOW TO APPLY

Complete an online application for via our website - <https://www.se-trust.org/>

Pre application visit

If you would like to visit the school or would like an informal discussion please contact Emma Davies, Director of Primary Standards at Emma.Davies@se-trust.org and she will make contact with you to arrange.



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