

Information Booklet

Headteacher



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career and our staff survey would support this view.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School and Scissett Middle School. We are an incredibly busy community of schools with lots going on all year round and a real commitment to working together for the benefit of all of our children.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances including as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Our Schools



Birdsedge is a small, rural school on the outskirts of Huddersfield. The school is set in a beautiful location, surrounded by the rolling hills and woodland scenery of the Upper Dearne Valley. We are located in the village of Birdsedge and we are an active part of the local community, with strong links with local Church and other Community groups.

Birdsedge First School

Penistone Road
Birdsedge
Huddersfield
HD8 8XR

www.birdsedgefirst.org



Shelley First School

School Terrace

Far Bank

Shelley

Huddersfield

HD8 8HU

www.shelleyfirstschool.co.uk

We are fortunate to have a vibrant and happy school, supported by a wonderful school community. Our motto 'together we succeed' truly reflects our philosophy and successes.

We ask all of the community to adhere to our ethical code:

- Care, fairness & respect
- No barriers to learning
- Celebration and joy in all achievements

Children at Scissett Middle School enjoy a wide range of activities which extends their experience in many parts of the curriculum. Health and Safety is emphasised in all school activities, and always plays a key role in the organisation of field trips and visits. Scissett Middle School provides an outstanding education for all its pupils and prepares them for life in the 21st century.

We will create an inclusive culture of learning where all children will be challenged in their thinking, strive for continuous improvement and be motivated to become lifelong learners. We will empower our children to become respected citizens and enable them to make valuable contributions locally, nationally and globally.



Scissett Middle School

Wakefield Road

Scissett

Huddersfield

HD8 9JX

www.scissett.com

Kirkburton Middle School

Turnshaw Avenue

Kirkburton

Huddersfield

HD8 0TJ

www.kirkburtonmiddleschool.co.uk



KMS provide a welcoming and secure environment in which pupils enter as young children and leave as confident young adults, each developing at the rate that is right for them. We specialise in supporting, nurturing and guiding young children through this time in their lives – emotionally, socially and academically – in order that they are able to achieve well and feel safe.

We believe strongly in the importance of the principle of inclusion, the development of the whole child and meeting the needs of the individual. To this end we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

Welcome

An introduction from the Governing Body



Welcome to Shelley First School. We hope you find the information contained within this information pack useful in getting to know us and to understanding what our values are as a school.

Shelley First School is a small, village Primary school set within a semi-rural part of Huddersfield. There are currently 194 pupils on roll, divided into 7 classes some of which are mixed.

We are a member of the 'Mast Academy Trust', comprising Scissett Middle School, Birdsedge First School and Kirkburton Middle School. We are also a part of the very successful three-tier Shelley Pyramid of schools. Most pupils come to us from the surrounding village of Shelley and then transfer to Kirkburton Middle School at the end of Year 5. Close links exist at all levels between schools throughout the pyramid, ensuring continuity, progression and effective transfer between phases.

What makes Shelley truly unique is its position in the centre of our community and its wonderful outdoor spaces. The school hosts events such as a school Christmas Performance, a Reindeer run, a Summer Serenade and a Christmas Fayre and these are central to our ethos - something that everyone in the community can be involved in. We have Forest School activities, a creative week, science and humanities weeks and a careers week and we need a Headteacher who will embrace these responsibilities and seek to actively work with, and involve, our community in the life of the school.

We have a strong, supportive staff team at Shelley with the school values and the children at the heart of everything they do and our school motto of 'Together We Succeed'.

The Values at Shelley are to provide a happy, safe and inclusive environment in which every child will thrive and reach their potential; to enable them to develop as caring, respectful, resilient individuals who embrace learning and are well equipped for their next stage in life.

We specialise in supporting, nurturing and guiding children through this time in their lives – emotionally, socially and academically – in order that they can achieve well and feel safe. We believe strongly in the importance of inclusion, the development of the whole child and meeting the needs of the individual. To this end, we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.

Attendance is excellent, bullying is rare, and pupils tell us they feel safe and well-cared for. We are a school which has safeguarding and children's safety and happiness at its heart. Our vetting and induction procedures for adults are rigorous and training is thorough. Safety permeates all aspects of our work in school. Teaching pupils about how to keep themselves safe, especially when on-line, and understanding relationships is paramount.

Through parental questionnaires, parents tell us they are very happy with their children's experience at school, the progress their children make and the quality of teaching each child receives. We believe that development best takes place in a calm and orderly atmosphere where children are encouraged to behave in an appropriate manner and where self-discipline and resilience is important and valued. Pupils are encouraged to take responsibility for themselves and their learning and see themselves as citizens of the community - citizens who can make a difference.

The Governing Body

Headteacher

For Shelley First School

Organisation	Shelley First School
Job Scale	L13 – L18
Hours	Full time
Type	Permanent
Job share	Applications can be considered
Location	The primary place of work shall be Shelley First School. You may be required to work at any school within the Trust.
Responsible to	Chief Executive Officer

JOB CODE	HTSFSSPRING2022
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The Mast Academy Trust is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education job family which plays a pivotal role in supporting schools to deliver high quality services.

Basic Job Purpose

- To secure outstanding outcomes for all pupils at Shelley First School through leadership of the school.
- To ensure effective leadership and accountability structures which enable the highest standards to be achieved.
- To ensure a strong curriculum which covers the full national curriculum and where skills and knowledge components are carefully sequenced to ensure maximum retention and progress.
- To promote the highest standards of teaching and learning through ensuring highly effective CPD and robust monitoring of curriculum implementation.
- To ensure that pupils are well looked after and benefit from the highest standards of behaviour management and pastoral care.
- To establish strong working relationships with other leaders within the Trust and work collaboratively to the benefit of all children and young people.
- To ensure that the school is 'outward-facing' and seeks innovation which promotes the highest standards of education.

Main Responsibilities – Headteacher

Key Responsibilities

Set out a clear vision in collaboration with Governors and Trustees and inspire all stakeholders to strive towards the common goal of outstanding educational opportunities for all young people;

- Coach, mentor and motivate staff to build a culture of high commitment, standards, aspiration and drive for success;
- Establish very high expectations of pupil achievement, and ensure that these expectations are met;
- Directly deploy and line manage members of the school's Senior Leadership team and ensure strong accountability systems are in place to support high performance;
- Build a learning community within the school, modelling and promoting a self-critical reflective approach;

- Participate in Trust wide systems of school review and ensure robust self-evaluation procedures which inform school improvement;
- Ensure effective policy management and compliance with Trust wide policies and practises;
- Ensure the safeguarding of the pupils of the school in line with best practice and relevant legislation;
- Day to day management of the school;
- Work with the school's Business Manager and the Trust's Chief Financial Officer, to ensure robust financial management and that money is spent under the principles of best value and 'children first' decision making;
- Liaise with relevant staff and the Trust's strategic lead to ensure Health and Safety systems are in place;
- Establishment of a sensitive and inspiring relationship with parents and carers, developing a wide range of high-quality provision to contribute to high aspirations and outcomes for children;
- The curriculum for learning is rich, relevant and inspirational and contributes to outstanding attitudes and outcomes;
- That agreed clear lines of accountability work in practice to secure outcomes for all pupils;
- That all children make optimal progress even when there are barriers to learning, through excellent systems and provision for all;
- Participate in school-to-school support as required;
- Any other duties commensurate with the post as may be required from time to time.

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance;
- Ensure that staff 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;
- Work successfully with other schools and organisations;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Duties may change over time and as such this Job Description may be subject to review in consultation with the post holder.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Further Duties

- To carry out additional tasks deemed reasonable by the Chief Executive Officer;
- To undertake performance management and to contribute to the programme as required / agreed;
- To undertake and commit to your continued professional development.

General

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices;
- Show a commitment to ensuring that children and young people learn in safe environment;
- Participate in relevant and appropriate training and development as required;
- Carry out your duties with due regard to current and future school / trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications;
- Promote and actively support the trust's responsibilities towards safeguarding.

Person Specification - Headteacher

E	Essential	A	Application Form
D	Desirable	T	Test/Exercise
		I	Interview
		R	References

Qualifications & Training

E	Qualified Teacher status.	A
E	Honours Graduate or equivalent.	A
D	Further professional/academic study.	A
D	Has NPQH qualification.	A

Experience

E	Experience of school leadership as a Senior Leader in a primary school.	AIR
D	Experience of working collaboratively across schools and/or in partnership arrangements.	AIR

Qualities and Knowledge.

Able to:

E	Lead by example demonstrating optimistic personal behaviour, positive relationships and attitudes towards the pupils and staff and towards, parents, trustees/governors, and members of the local community.	RI
E	Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.	I
E	Demonstrate the ability to 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.	I
E	Communicate a strong vision and drive forward change.	AR
E	Be resilient, determined and committed whilst being emotionally intelligent and people centred.	RI
E	Be committed to the First and Middle School system.	A

Pupils and Staff

Able to develop systems which:

E	Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, and instil a strong sense of accountability in staff for the impact of their work on pupil's outcomes, holding them to account for their professional conduct and practice.	A
E	Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge to support each other. Lead by example in this area, continually develop your own practise and remain up to date on the latest developments in the sector.	AR
E	Be an effective and inspiring leader; identify emerging talents, coaching current and aspiring leaders in a climate of success ensuring all staff are outward facing and seek out opportunities for innovation.	A

Systems and Processes

Able to develop systems and processes which:

E	Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.	A
E	Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	AI
E	Build strong teams, encourage innovation and take account of staff workload and well-being.	AR
D	Exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources, in the best interest of pupils' achievements and the school's sustainability.	A

School improvement through collaboration

Develop a self-improving school system which will:

D	Create an outward-facing school which will work with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils.	ARI
E	Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	I
E	Work with commitment to form strong working relationships with other schools, including the other First School within the Trust, which enable collaboration, efficiency and success.	ARI
E	Be open to exploring new ways of working both within school and across schools in the best interests of pupils.	I

E	Inspire and influence others to believe in the fundamental importance of education in young people's lives and promote the value of education.	RI
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The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this information pack.

Applying for the role of Headteacher

If you wish to apply for the post of Headteacher then please complete the application form found on <http://www.themast.co.uk/vacancies>

Application is only via the Trust's application form and a letter of no more than 3 sides of A4 which clearly covers the following:

- Brief outline of qualities and experiences relevant to the post
- Experience of change management and people centred decision making
- School improvement experience and impact
- Experience of, and commitment to, collaborative working
- The challenges and opportunities of middle school education.

Completed applications should be returned mhumphreys@themast.co.uk or by post to :

Mrs M Humphreys
The Mast Academy Trust
c/o Scissett Middle School
Wakefield Road,
Scissett,
Huddersfield,
HD8 9JX

The job code for this role is HTSFSSPRING2022 and should be included on the envelope if posting your application, or in the subject field if you are sending using email.

If you would like an informal discussion with regards to the role prior to applying please contact Mrs M Humphreys by email, mhumphreys@themast.co.uk, to arrange an appointment with the CEO.

Visits are warmly welcomed and can be arranged by contacting Shelley First School on T:01484 604484 and asking to speak to Mrs R Clarkson.

Please be aware that the school will close from Monday 20th December 2021 until Tuesday 4th January 2022, any queries will be dealt with on return to school. In the meantime we encourage you to visit the school and trust websites; www.shelleyfirstschool.co.uk and www.themast.co.uk respectively.

Please note that as part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link

<https://forms.office.com/r/d2JqgY2K2u>

Dates

The closing date for applications is Monday 17th January 2022 at 11.00am.

The interview dates are expected to take place on Wednesday 26th January 2022 and Thursday 27th January 2022.

If we have not contacted you by the beginning of Monday 24th January 2022 please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be Monday 22nd April 2022.

Please accept this as acknowledgement of the time and interest you have shown.

