



Headteacher Application Pack

Silkmore Primary
Academy



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Letter from Catherine Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

CEO



Letter from Gerry Crofts, Deputy Director of Education

Cluster 1, Reach2 Academy Trust

Dear Candidate

Thank you for your interest in the role of Headteacher of Silkmore Primary Academy

Our school is at the heart of a diverse community in Stafford. We were judged to be Outstanding by Ofsted in May 2018. Since that judgment, much has happened in the world but our hard-working and committed staff team continue to strive to provide the best possible education for all our children.

Our motto of 'Aim High, Achieve Together' is extremely important because everyone involved in our school – be it children, staff, governors or parents and carers – really does matter! We also recognise also that we must make the most of every single day that our children spend learning in school.

With the departure of our Headteacher, we are now looking for an outstanding practitioner with the experience and vision to take the school forward, building on the considerable successes that have been achieved over the last few years without losing our inclusive and supportive ethos. That person also needs to be someone who appreciates the importance of the local community for a school. The last few years of a pandemic and now the cost-of-living crisis have demonstrated the crucial role that our school plays for our locality not just in educational terms but in the support that we have been able to provide for our families.

Silkmore is a brilliant place to work and to learn!

We have fantastic children and wonderful staff, and if you would like to be part of our continuing journey of excellence, we look forward to hearing from you.

Gerry Crofts

Deputy Director of Education, Cluster 1, REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing



contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](https://www.reach2.org)

The role

Headteacher of Silkmore Primary Academy
Exeter Street, Stafford, ST17 4EG
L15 – L21

At Silkmore Primary Academy our mission is to work together to create a school that thinks and dreams big for its pupils. We like to think of Silkmore as a family, that embraces everyone in its community, from pupils and staff to governors, parents and carers.

As a school, we live and breathe our school motto: **Aim High, Achieve Together**. This message underpins everything that we do, be that in the classroom, the sports field or in the wider community.

Our bespoke creative mini mission curriculum enriches children's learning experiences and it shows that a love of learning is fostered in every child, in every classroom every day. It is delivered through a wealth of relevant, real-life problem-solving opportunities where Connexions are made between subjects. A lively curriculum is designed to be varied and engaging and as a result, children are absorbed in their learning, actively seeking ways to overcome any obstacles that they may meet.

Our Vision:

- a provider of first class learning and enrichment opportunities for all children
- first choice for parents within local and wider community
- a primary school that keeps children safe and happy and gives some everlasting memories
- excellence in all subjects and areas including creative arts, sports, equipping children with lifelong skills
- an exceptional primary school that prepares children for all vocations

This will be achieved by:

- Excellent teaching
- A full and creative curriculum that caters for different learning styles
- Extra support or challenge when it is needed
- Stimulating indoor and outdoor learning environments
- Excellent communication at all levels
- Strong active links with the community

What we are looking for in our next Headteacher

We are seeking an outstanding practitioner, who is an innovative, responsible and insightful professional, with the passion, drive, and enthusiasm to build on Silkmore Primary Academy's considerable strengths.

You will be able to lead, motivate, develop, and inspire a school team of staff and governors who are passionately committed to giving pupils a wide range of real-life and enriching experiences, within a culture of the highest expectations.

You will demonstrate a clear understanding of what it takes for a school to retain an 'Outstanding' judgement and the competency to lead the school to another 'Outstanding' outcome. In addition, you will be able to demonstrate your ability to manage, prioritise and organise your workload, to show flexibility and resilience and recognise the need for pastoral care for all members of the community of the school.

A commitment to well-being and mental health is essential.

Being part of REAch2

Since opening in 2015, Silkmore has been part of the REAch2, family. There are over 60 schools within our organisation, grouped into ten clusters. Each Cluster is led by a Deputy Director of Education. Silkmore sits within cluster one and works closely with other Staffordshire schools in the cluster.

Being part of that family, you will benefit from the expertise, support and opportunities offered by the largest, primary only, multi-academy trust in the country; you will have the freedom to shape Silkmore within our guiding principles, to open up opportunities to develop your career; to take care of your wellbeing at work and to enable you to flourish as an individual.

REAch2 will offer you the kind of rewards you can only find in a Trust that is improving the prospects and life chances for thousands of children across the country.

To find out more about the school and REAch2 we strongly advise that you visit our websites:

<http://www.silkmoreacademy.co.uk>

<https://reach2.org>

The application

You are invited to submit an application form to **HRSupport@reach2.org**.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy, the successful candidate will be required to have an enhanced DBS check, a Children's Barred List Check and at least two satisfactory references.

To arrange an informal discussion please contact **Gerry Crofts, Deputy Director of Education** (gerry.crofts@reach2.org)

Application process and timetable

Application deadline:	12pm Friday 02 June 2023
School Visits	Please contact Rachael Trickett, Deputy Headteacher Tel: 01785 333930 Email: Rachael.Trickett@silkmoreacademy.co.uk
Interview:	Selection Tests, Interview & Presentation 08 June 2023
Contract details:	Full-time / Permanent
Salary:	L15 – L21
Start date:	01 September 2023 or 01 January 2024

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post: Headteacher

Responsible to: Deputy Director of Education (Cluster 1)

Responsible for: Whole school

Location of role: Silkmore Primary Academy, Exeter Street, Stafford, ST17 4EG

About the Role

The Headteacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Headteacher is accountable to the Deputy Director of Education (Cluster 1) and the Local Governing Body for ensuring the educational success of their school within the framework of their school strategic plans. This post is responsible for providing professional leadership and management of the school and for establishing a culture that promotes excellence, equality and high expectations of all pupils.

Overall responsibilities

- The effective implementation and embedding of the school's vision, principles and policies.
- Providing leadership across all aspects of the internal organisation, professional leadership, management and control of the school.
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the school's work.

Shaping the Future (Strategic Leadership)

- To work with the Trust, the local governing body and SLT, to develop the shared vision and strategic plan for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils.
- To work with the Trust, governors and staff to define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders.
- To work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement.
- To ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment.
- To ensure the school achieves its performance targets.

- Demonstrate the vision and values of the school in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Promote the school and develop effective and productive relationships with a wide range of stakeholders.
- Secure the commitment of parents and the wider community to the vision and direction of the school.
- To challenge, motivate and empower others to attain ambitious outcomes.
- In conjunction with the Trust and local governing body, develop strategies for school readiness in early years and a positive transition across key stages and into both primary and secondary education for children and parents.

Leading Learning and Teaching

- Drive and inspire a passion for learning in every member of the school community.
- Provide a model of outstanding practice to all staff in teaching and school leadership.
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole-person as well as academic).
- Ensure that a high-quality educational experience is available for all children and young people.
- Create a positive culture of challenge, support and high expectations, in order to achieve the school's strategic school development plan, raise standards and improve the quality of teaching.
- Ensure that quality first teaching happens consistently in all subjects across all year groups, face to face and remotely.
- Ensure that all children make good progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion.
- Ensure effective and appropriate pastoral support is available to children in the school.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Keep informed of developments within the national curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, including online learning.
- Develop an inclusive and supportive approach so that the Academy is a place where all young people and the wider school community feel welcome.

Developing Self and Working with Others

- Treat everyone within the school fairly and equitably.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with adopted appraisal and capability policies and procedures.
- Ensure a high standard of professional development for all staff and for self-including attending all mandatory training events.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Work with all staff to build effective teams.
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below.
- Effective and consistent implementation of the appraisal policy and other systems of quality assurance and professional development of teachers.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.
- Actively consider succession planning to develop capacity, through coaching and mentoring members of the SLT.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation and contribute to joint practice development across other schools locally.

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manage the annual budget so that the school secures its objectives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit and retain staff of the highest quality, in line safer recruitment procedures.
- Deploy all staff effectively in order to improve the quality of education provided.
- Regularly monitor the budget for the school and the use of resources.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
- Work to maximise the level of external funding that is attracted to support the school's development.
- Promote, embed, secure and monitor all agreed policies.

Securing Accountability

- Work with the Deputy Director Of Education and the local governing body (providing information, objective advice and support) to enable them to meet their responsibilities.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Further develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Further develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, and those from the wider business or other organisations into the school to enhance and enrich the school and its value to the wider community.

Equal opportunities

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding children and Safer Recruitment

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school, the Trust & local governing body.
- Ensure that all policies and procedures adopted by the school, the Trust and Governing Body are fully implemented and followed by all staff.

- Ensure that sufficient resources and time are allocated to enable the designated person 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.
- 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.

Health and Safety

- To work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

- To ensure compliance with the Data Protection Act (1974) and the Freedom of Information Act (2000).

Additional Information

This job description does not form part of the contract of employment. The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Trust.

Silkmore Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to an enhanced DBS Check, Children's Barred Check List and Right to Work in the UK check and at least two satisfactory written references.

Person Specification

Knowledge and Skills Required	Essential	Desirable	Measured By*
Right to work in the UK	X		A
Knowledge			
An outstanding headteacher or outstanding highly experienced deputy headteacher in a primary setting	X		A I
Outstanding teacher	X		R A
Demonstrates a clear understanding of what it takes for a school to retain an 'Good' judgement and the competency to lead the school to an 'Outstanding' outcome	X		A, I
Has experience of leading within an 'Good' school that is striving for 'Outstanding'		X	A
Proven track record of raising educational standards	X		R, A, I
Using data (both quantitative and qualitative) to set targets and raise standards	X		A, I, O
Experience of managing / leading a team	X		A, I, O
The monitoring and evaluation process	X		A, I
Statutory testing and access arrangements	X		A
Working with children's services including a full understanding of Keeping Children Safe in Education	X		A I
Engaging difficult to reach families	X		A I
Responsible for (aspects of) the SEF and SDP	X		A
Demonstrates an understanding of and commitment to the development of staff, including addressing poor performance where needed.	X		A, I, O

An understanding of school financial systems and setting a balanced budget		X	A
Qualification			
Relevant degree	X		A
NPQH or equivalent	X		A
Qualified Teacher Status	X		A
Evidence of proactive continuous professional development	X		A I
Personal Qualities			
Hard working and resilient	X		R
Flexible and adaptable	X		R
Well organised	X		R I
Excellent interpersonal skills	X		I, O
Supportive – able to lead and develop a team	X		R, A, I, O
Able to work collaboratively, seeking help and advice where needed	X		R, A, I
A commitment to equalities, diversity and inclusion	X		R, A, I, O
Interest and motivation in the job			
Enthusiasm for children’s learning	X		R, A, I, O
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	X		A, I, O
Commitment to promote and support the aims of REAch2	X		A, I, O

*A = application form, I = interview, R = references and O= observation