



Headteacher

St Paul's Community Primary and Nursery School

NoR: 203 (including Nursery)

Salary: L12-L17 (£55,338 - £62,570)

Required for Easter 2021 (or sooner if possible)

St Paul's Community Primary and Nursery School is a friendly and welcoming school in the heart of Spalding. The school joined the Community Inclusive Trust as a sponsored academy in February 2020. This is a fantastic opportunity to join St Paul's, moulding the future direction of all areas of school life.

Are you the person to lead us forward?

We are looking for an experienced senior leader who has:

- drive, ambition, vision and resilience
- commitment to, and a proven track record of, achieving high standards for children
- ability to motivate, inspire and support our committed staff
- commitment to working collaboratively in partnership with others
- excellent leadership and interpersonal skills

We can offer you:

- the opportunity to shape a school during a transition period following OFSTED
- a dedicated and focussed team of staff
- enthusiastic and friendly children
- supportive governors
- supportive and innovative network of primary schools within the Community Inclusive Trust
- benefits of CIT services and support including School Improvement, Finance and CPD
- a dedicated Primary Lead who works with each of the primary schools within CIT

The School is part of the Community Inclusive Trust, a group of 15 academies. The successful candidate will be given both autonomy and resources to shape the future of St Paul's. The successful applicant will have the backing to further develop the vision of the school ensuring that the school progresses at pace.

You are warmly invited to visit us. To make arrangements to visit or if you wish to speak to Paul Hill (CIT Primary Lead) then please contact Paul Hill at paul.hill@citacademies.co.uk. Paul will explain the visiting procedures, or need for a virtual tour based on the current situation, in order to ensure that we are covid secure.

For further information and an application pack, please visit www.spaldingstpauls-cit.co.uk or www.citacademies.co.uk

Closing date for applications:

Noon on Monday 1st Feb 2021

Interviews:

To be decided based on national/regional Covid situation

The Community Inclusive Trust is committed to safeguarding and promoting the welfare of all children attending the school. The successful applicant will be subject to an enhanced Disclosure and Barring Service check.



COMMUNITY INCLUSIVE TRUST

St Paul's Primary School (Headteacher)

Information for Applicants





POST: HEADTEACHER OF ST PAUL'S PRIMARY SCHOOL

Enclosures:

1. Letter to applicants
2. Message from the Primary Lead
3. Job Definition
4. Personal Specification
5. Message from the Chief Executive
6. Application Form (separate attachment)



Dear Applicant

First of all I would like to thank you for requesting details about this exciting post as Headteacher of the St Paul's Primary and Nursery School. The governing body of St Paul's Primary and Nursery School are seeking to appoint a Headteacher with leadership experience within a mainstream primary setting. The post holder will work to ensure that the pupils of St Paul's are making rapid progress such that they are achieving to a high standard. Once this has been achieved the post holder will be required to work with other Headteachers within the Community Inclusive Trust in order to ensure that the school both benefits from and contributes to the Trusts vision and values.

If you wish to visit the school please contact Paul Hill at paul.hill@citacademies.co.uk

Please complete and return the attached application form ensuring that the supporting statement of no more than two sides of A4. The supporting statement should outline the way in which you would ensure that the school is able to have a broad and balanced curriculum whilst ensuring high levels of progress and academic attainment. It should also make reference to achieving this during and following covid. You should send your completed application to paul.hill@citacademies.co.uk

Yours sincerely

Caroline Glass
Chair of Governors St Paul's Primary and Nursery School



St Paul's Primary School – Headteacher Appointment

A Message from the Primary Lead

The Community Inclusive Trust (CIT) comprises 14 schools including St Paul's Primary and Nursery School which joined the Trust in February 2020. The conversion followed an Ofsted Inspection at which the school was graded as "Special Measures". As such the successful applicant will be able to lead the school during a time of rapid change.

CIT is fast developing as a successful Trust chain with schools based in four pods, all within Lincolnshire and Leicestershire. It is unique in its make up as 6 of our schools are Primary Mainstream and 8 are for pupils with Special Educational Needs. Although the Trust requires some standardisation it is a requirement of CIT that schools maintain their autonomy whilst sharing good practice with one another.

CIT has a range of services and high quality support designed to remove as many of the low level administrative tasks as possible from Headteachers. This then allows Headteachers to focus upon quality of teaching, student/pupil learning and development.

We are seeking to appoint a dynamic and forward thinking person who is committed to embracing the current education agenda and who has the experience, energy and ability to ensure rapid progress. The successful applicant will also ensure that the school accurately identifies areas for development to continually improve the life chances of pupils.

We are looking for somebody who has senior leadership or headship experience and who will enable the school continue to develop over time.

With very best wishes

Paul Hill

Primary Lead
Community Inclusive Trust



ST PAUL'S PRIMARY SCHOOL

APPOINTMENT OF HEADTEACHER

ROLE DEFINITION

The Community Inclusive Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Headteacher's conditions of employment are in accordance with the provision within the School Teachers' Pay and Conditions as adapted by the Community Inclusive Trust.

DBS

The successful applicant will be subject to a fully enhanced DBS (Disclosure and Barring Service) check.

JOB PURPOSE

- The effective leadership, management and administration of St Paul's Primary and Nursery School as a member of the Community Inclusive Trust
- Ensuring the achievement of the highest possible standards of teaching and learning within the School so that every child is supported in achieving their fullest potential
- Representation of the School and its interests within the wider community at all levels and within the Community Inclusive Trust
- Meeting the National Standards for Head Teachers as published by the DfE
- Contributing to the development of the CIT Primary arm

MAIN DUTIES AND RESPONSIBILITIES IN RESPECT OF ST PAUL'S PRIMARY SCHOOL

- Maintaining a broad and balanced curriculum which is up to date, meeting all statutory requirements relevant to all students and is sufficiently flexible to accommodate changing needs and the requirement of the National Curriculum
- Developing a high standard of teaching and learning throughout the School by monitoring, encouraging, training and personal example
- Advising and assisting the Local Governing Body and Trust Board, attending meetings and providing such information as is necessary
- Implementation of the aims, objectives and improvement and development plans approved by the Primary Lead



- Ensuring the effective management and deployment of teaching and support staff together with appropriate systems of delegation and discipline through the management structure of the School
- Achieving effective communication and liaison with teaching and other staff and their representative organisations
- Monitoring and evaluating the work and organisation of the School with a view to achieving improvements where appropriate
- Ensuring provision of effective professional staff development and in-service training programme
- Supervising and participating in Performance Management under the relevant regulations
- Promoting effective systems for the social and pastoral development of students and staff and their safety and well being
- Ensuring that all policies and systems are implemented so as to achieve equal opportunities for all and that the School is fully inclusive
- Developing and further strengthening existing relationships with pupils, parents, staff, relevant statutory bodies and the wider community. Promoting mutual understanding and support for the aims and performance of the School
- Providing efficient and effective management, allocation, control and monitoring of the human, financial and material resources of the School together with the conservation and proper use of School buildings, grounds and equipment
- Fulfilling such other requirements as are included in the condition of employment of Head Teachers, specified in the current School Teachers' Pay and Conditions Documents

ST PAUL'S PRIMARY SCHOOL
APPOINTMENT OF HEADTEACHER

Category	Essential	Desirable	Evidence
Education, training and experience			
1. Qualified teacher status	X		A
2. Previous leadership experience	X		A
3. Substantial teaching experience of primary age pupils	X		A
4. Teaching experience in foundation stage, KS1 and KS2		X	A
5. Experience in more than one school		X	A
6. Substantial management experience in primary schools	X		A
Shaping the future			
7. The ability to think strategically, generate and share a coherent and ambitious vision	X		T
8. The ability to inspire, motivate and empower others to carry the vision forward	X		T/I
9. The ability to create and implement a strategic school plan based upon the outcomes of school self-review	X		T
10. A commitment to the setting and achieving of ambitious and challenging goals and targets	X		I
11. A commitment to inclusion and the rights of all pupils	X		I
12. The ability to manage change and innovation creatively and effectively	X		T/I
Leading learning and teaching			
13. The ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place	X		I
14. The ability to organise and implement an appropriate primary school curriculum	X		I
15. A thorough understanding of appropriate models of learning, teaching and pedagogy	X		I
16. Experience of driving improvements in learning, teaching and the curriculum	X		I
Developing self and working with others			
17. The ability to implement a range of management and leadership styles	X		T
18. Ability to develop, empower, motivate and sustain individuals and teams	X		T
19. A commitment to continuing professional development for self and all others within the school	X		T
20. Evidence of recent participation in professional development	X		A
21. The ability to work effectively with the governing body	X		T/I
22. The ability to communicate effectively, orally and in writing	X		A/I

Category	Essential	Desirable	Evidence
Managing the organisation			
23. The ability to establish appropriate structures and systems to manage the school efficiently and effectively	X		T
24. The ability to make professional, managerial and organisational decisions based on relevant information	X		T
25. The ability to manage appropriate delegation	X		T
26. The ability to think creatively, to anticipate and solve problems, including under pressure	X		T
27. The ability to develop and sustain a safe, secure and healthy School environment	X		T
Securing accountability			
28. The ability to foster individual, team and whole school accountability for pupil learning outcomes	X		I
29. The ability to monitor and evaluate the effectiveness of all aspects of the school's work	X		I
30. The ability to collect and use a range of data to understand the strengths and weaknesses of the school	X		T
31. The ability to maintain records and manage information so that the school is able to account for all aspects of performance	X		T
Strengthening community			
32. The ability to develop appropriate and effective links with parents, carers and the wider community, including external agencies to support the learning of all pupils	X		I
Personal qualities			
33. Suitability for working with children	X		C/R

Evidence key: A= Application; I = Interview; P = Presentation; C = Activities with children;
T = Task; R = Reference



Community Inclusive Trust

Peter Bell - CEO

C.I.T consists of six Mainstream Primary Schools and nine Special Needs Schools. C.I.T. was formed in 2014, the founding schools were a large Primary School and two special needs schools within Grantham. The Trust was formed to ensure our values of Trust, Respect, Outstanding Provision and Personalised Learning remain at the heart of each school and thus our organisation. Since 2014 C.I.T. has been joined by eleven other schools who have the ethos and drive to achieve educational excellence, through a child centred approach, where each individual's care, wellbeing and developmental needs come first.

The Trustees and I feel passionately about education for the next generation. C.I.T. strives to be inclusive and to offer a personalised learning experience for all.

The values and vision of the Trust are supported by a highly dedicated and motivated staff and a trusting partnership with parents, pupils and the local community.

Values:

TRUST

We underpin all relationships with trust.

RESPECT

We celebrate all individuals, organisations and cultures.

OUTSTANDING PROVISION

We develop excellence in learning that is at the heart of the community.

PERSONALISED LEARNING

We will nurture and inspire everyone.

Strategic Vision:

CIT drives OUTSTANDING lifelong learning for all.



The Trust also ensures all schools are funded correctly. The efficient financial management and monitoring of school performance combined with high levels of support and challenge allows each school to flourish.

The growth of the Trust has benefited each school through the ability to attract and retain the best staff to a growing organisation. The economies of scale now achieved enable staffing levels and resourcing to remain higher than if the schools were on their own in these troubled economic times. Through the sharing of good practice across the Trust and utilising the expertise of LEARN Teaching School Alliance, the Trust ensures that staff continue to develop to meet the needs of pupils.

On our website (<http://www.citacademies.co.uk>) you will be able to find news and information about what is going on within the Trust and through the links, more detail about what is happening in each Academy. You can also find information about our Trust Board members and Team here.

Yours sincerely

Peter Bell
CEO