

SUTHERLAND PRIMARY ACADEMY

HEADTEACHER APPLICANT PACK





Welcome letter from the Chair of Trustees

Dear Headteacher applicant,

Thank you for your interest in the post of Headteacher at Sutherland Primary Academy. We are very pleased that you are considering applying to lead our amazing school.

The vacancy has arisen following the retirement of the current headteacher and we are seeking an experienced and passionate educational leader to take on the role and continue to build on the strengths our school.

Our school is committed to providing a safe, inspiring and inclusive learning environment. Our staff work hard to develop and support every child with their well-being, personal and social skills as well as their academic success.

Our new headteacher should be an approachable, motivating, compassionate and supportive leader who will bring both the vision to guide our school into the future and makes a lasting impact on the lives of our pupils. The person specification in the application pack provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the knowledge, experience and confidence to take the school forward; someone who builds on our current provision by embracing opportunities and challenges and someone who has a love of working with children.

I warmly encourage you to visit our school and see our pupils and staff at work. Please contact the school to make an appointment.

If you are ready to make a difference and lead with passion, integrity and dedication, we look forward to hearing from you and receiving your application.

Yours faithfully,

Ian Macdonald
Chair of Trustees.



Headteacher Vacancy

Leadership Pay Scale: Group 3, Points 20-24

Start Date 1st September 2025

Due to the retirement of our current Headteacher, the Trustees of Sutherland Primary Academy are seeking to appoint an enthusiastic, inspirational and dedicated individual to lead our school community and continue to build on the strong foundations already in place to progress our school further forward.

We are a caring and inclusive school that is ambitious for all our pupils. We provide a rich and balanced curriculum where children can develop the knowledge and skills to thrive personally, socially and academically both at school and throughout their future life.

We are a single academy trust which provides the autonomy and independence to focus on the specific needs and priorities of our students and community, however we also collaborate with other schools and the wider educational community.

We are looking for a Headteacher who:

- has a clear vision for continuous improvement and can build on the school's strengths and successes
- is a strategic thinker with strong leadership and management skills who can inspire and motivate others
- is passionate about education and driven to achieve the very best outcomes, particularly for vulnerable learners
- is committed to pupil and staff well-being
- can ensure good financial planning and practice
- cultivates a team working approach throughout the school and communicates regularly with children, parents/carers, staff, trustees and the local community
- collaborates with other schools to ensure best practice and generate opportunities

Sutherland Primary Academy will offer you:

- a welcoming and friendly community
- well-motivated and well-behaved caring children, who love to come to school and are excited about their learning.
- dedicated, creative, enthusiastic and hardworking staff, embedded with a strong culture of support and teamworking
- an excellent school building and wider learning environment
- supportive parents and carers
- a supportive and committed body of Trustees.

A visit to Sutherland Primary Academy is recommended and should be arranged by contacting the school on 01782 594133 or by emailing jorourke1@sutherlandacademy.co.uk .

Closing date: Midday 27th January 2025

Interviews will be held on Thursday 6th February and Friday 7th February 2025.
Candidates will be expected to attend both days.

Sutherland Primary Academy is committed to safeguarding children and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance. Our Safeguarding and Child Protection policy can be found on the school's website. All shortlisted applicants will be subject to an online search.

Our recruitment process follows the Keeping Children Safe in Education guidance.

Offers of employment may be subject to the following checks (where relevant):

childcare disqualification
Disclosure and Barring Service (DBS)
medical
online and social media
prohibition from teaching
right to work
satisfactory references
suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applying for the job

Please send completed application forms to jorourke1@sutherlandacademy.co.uk

CVs are not accepted.

Job Description - Headteacher

Purpose

The Headteacher will work strategically to provide vision and professional leadership for Sutherland Primary Academy to secure its success and to plan for its future needs and developments.

The Headteacher will build on the academy's current strengths improving pupil experience, learning, achievement, teaching and performance of the academy as a whole.

The Headteacher will carry out the professional duties in accordance with the School Teachers' Pay and Conditions document, the policies of the Trust, applicable legislation and statutory guidance.

Key Duties and Responsibilities

To promote and model the Trust's values and successfully implement and adhere to the Trustee Board's vision and policies.

To establish a culture that promotes excellence, equality, high expectations and aspirations of all children in its care.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To create a safe and caring environment for all pupils and staff and to promote and safeguard the welfare of all pupils and staff.

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.

To work with and through others to secure the commitment of the wider community to the school.

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Duties and Responsibilities

1. 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

2. 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

3. 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 that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

The Headteacher will:

- establish and sustain high expectations of behaviour for all pupils, built upon 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
- ensure that adults within the school model and teach the behaviour of a good citizen

5. 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

6. 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

7. 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 risk

8. 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, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. 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

10. 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

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification Headteacher

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> • Has qualified teacher status. • Held a variety of roles and responsibilities with leadership experience 	<ul style="list-style-type: none"> • Undergone safer recruitment training • Evidence of recent and relevant continuing professional development • Holds NPQH or evidence of further study in education
Experience	<ul style="list-style-type: none"> • Experience of headship or substantial experience of senior leadership in Primary education over several years • Substantial, successful and varied teaching across the Primary age range • Evidence of successfully leading school improvement • Working with children with a variety of needs 	<ul style="list-style-type: none"> • Experience of leading safeguarding
Safeguarding	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people • Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Will co-operate and work with relevant agencies to protect children 	<ul style="list-style-type: none"> • Holds training and qualification for 'designated child protection'
Shaping the future	<ul style="list-style-type: none"> • Demonstrate strategic thinking and build on a coherent vision for an inclusive academy • Demonstrate creativity, innovation and use of appropriate technologies to ensure the academy 'achieves excellence' • Will ensure our vision is clearly articulated, shared and implemented • Can motivate and enthuse all staff in the development of the academy • Can lead and respond effectively to change and challenge • 	
Leading Learning and Teaching	<ul style="list-style-type: none"> • Demonstrates excellent understanding of the principles of effective teaching and learning in all primary phases • Has excellent and current knowledge of all curriculum requirements and can implement, monitor and support these effectively 	<ul style="list-style-type: none"> • Has a track record of securing high standards and good progress for all pupils • Is an outstanding classroom practitioner within primary education

	<ul style="list-style-type: none"> • Has an excellent understanding of assessment and how it can be used to improve pupil progress • Is committed to continuous learning for all 	<ul style="list-style-type: none"> • Has a proven track record in setting challenging targets, monitoring and evaluating effectively to challenge poor performance and celebrate success
Developing Self and Working with Others	<ul style="list-style-type: none"> • Can develop and maintain effective strategies and procedures for staff induction, professional development and performance review • Can 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 a culture of high expectation for self and for others • Review own practice, set personal targets and take responsibilities for personal development • Manage own workload and that of others to allow appropriate work/life balance 	<ul style="list-style-type: none"> • Can demonstrate a proven track record of developing self within an educational context
Leadership and Management	<ul style="list-style-type: none"> • Has the ability to articulate and communicate the vision and values of the academy • Has the ability to secure high levels of engagement from staff which enable excellent pupil achievement • Has the enthusiasm and ability to drive and manage change effectively • Is committed to regular, rigorous self-evaluation and can address under performance promptly to bring about improvement and progress relating to all pupils • Has significant experience of maintaining effective relationships with parents. parents/carers and the local community • Is able to develop an academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes • Has the ability to establish appropriate priorities for spending and effectively manage and monitor the school budget • Has the ability to collaborate and network with others beyond the school in order to build and maintain a learning community. 	

Securing Accountability	<ul style="list-style-type: none"> • Is committed to making the academy effectively work towards the academic, spiritual, moral, social, emotional and cultural development of its pupils • Can ensure statutory responsibilities in health and safety and safeguarding are fulfilled • Has experience of using evidence including external performance data to maintain and improve academy performance • Can ensure that all individual staff accountabilities are clearly defined, understood and reviewed with staff held to account for their performance 	<ul style="list-style-type: none"> • Has a proven track record of presenting all aspects of academy performance to a range of audiences including Trustees/Governors, parents and wider community
	<ul style="list-style-type: none"> • Good communication skills, with an ability to present with clarity and authority orally and to write effectively. 	



A Flavour of Sutherland

Ethos and Aims

- Our key words are CONSIDERATION & SUCCESS
- Everyone at Sutherland cares for each other.
- Everyone is valued highly and equally.
- We believe in the whole child and we aim to encourage all facets of a child.
- Music, art, dance and sport have a high priority in the curriculum and in extra-curricular provision.
- Everyone has talents and we strive to develop everyone, pupil and staff alike, to their highest achievement.
- Our aims include maintaining our powerful ethos, advancing the skills of all members of Sutherland's community, in all areas of school life and achieving even more success!



Our new school building opened in 2018



Our extensive grounds provide a nurturing and inspiring learning environment.

We all follow our Golden Expectations



We have a school dog called Pippa