



INFORMATION FOR CANDIDATES

The CE Academy Headteacher

Leadership Scale Points L22 - 28



"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

WELCOME FROM DR JAMIE CLARKE

Chief Executive Officer, Tove Learning Trust



Thank you for your interest in this key role. The successful applicant will be pivotal in taking the lead as Headteacher of CE Academy. This is an excellent opportunity to take on a new role and play a key part in leading the talented and committed team of staff at CE Academy in providing alternative education for young people who are permanently excluded from school; dual registered and for school aged parents.

CE Academy enables and provides effective education and support for students out of school and for whom attendance at their previous school is inappropriate. This support is determined by each student's particular needs and circumstances. The positive expectation of behaviour and performance of each pupil fosters an atmosphere of mutual respect between students and staff.

Through a mixture of GCSE and appropriate vocational examinations students are encouraged to do their best to prepare themselves for the opportunities, responsibilities and experiences of adult life.

We are looking for a Headteacher who is highly passionate about delivering the most appropriate and positive learning experience for all students. The colleague appointed will be able to recognise the importance of giving all young people the freedom to choose a different future, promoting an ethos and culture built on fairness, equality and mutual respect. This provides an environment in which young people can be encouraged and supported to make the right choices which lead to positive outcomes.

At TLT, there is a mixture of secondary, primary, and alternative provision schools spread across six local authority areas - from Walsall to Milton Keynes. We work in two main hub areas - Northamptonshire/Milton Keynes and the West Midlands.

Being part of the Tove Learning Trust, you will also have support from the Trust's family of schools, a network of specialist school improvement directors, and the guidance of an experienced CEO with a deep understanding of school leadership. Our Trust vision is simple: to ensure that all students in the trust academies are provided with inspiring educational experiences that lead to outstanding outcomes. This includes all aspects of school life with students achieving to the very best of their ability. Of course, in practice this is complex, but is achievable here.

We are keen to foster a culture of using strong research-led improvements explored in high calibre literature. If we want the best for our children, then we need to immerse ourselves in the best literature and practice. Tove Learning Trust promotes excellent professional development across the multi-academy trust and has a pragmatic approach to curriculum design and its effective implementation. We strive to lead and inspire a high expectation culture where all staff and students are valued, and they are equipped to meet the challenges associated with high quality teaching and learning. Trustees are committed to maintaining the unique nature and character of each school and academy within the trust whilst embracing the shared values in all we do. We really do want our leaders to be inspirational, so that our students achieve really well. There is a strong moral purpose of ensuring all children get a great education, regardless of background or previous experience.

We are seeking an enthusiastic and motivated Headteacher to capitalise on the huge amount of good practice in place already and lead the school in its next phase of growth and development.

We wish you luck in your application.

Dr Jamie Clarke

CEO Tove Learning Trust

WELCOME FROM DARREN GELDER

Executive Principal, CE Academy



Welcome to CE Academy. Our school motto is “Freedom to choose a different future” This was chosen by our young people and recognises our belief that everyone should have the opportunity to access a high quality education.



CE plays a vital part in improving the life chances of young people and offering them a positive pathway. This is built not only on academic success but also ensuring students have the personal skills and attitude to make a positive contribution to the society they will be part of.

The landscape of AP and PRU is changing and our ability and agility to change and respond is critical, to ensure we can provide the best opportunities for our students, their families and our staff. Candidates need to appreciate this is a demanding role but an extremely rewarding one, where the difference you can make is tangible.

Thank you for expressing your interest in the role of Headteacher for our school, I look forward to hearing from you.

Darren Gelder

Executive Principal, CE Academy

VALUES

COURTESY

- Always try to speak politely to everyone
- Remember to show respect to other members of the community



RESPECT

- Please hand in your mobile phone on arrival at the Campus, it will be returned to you at the end of your school day
- Keep the Campus clean and tidy
- To try to understand and to be tolerant of other people's point of view



CONSIDERATION

- Move sensibly and quietly about the Campus
- In class, make it as easy as possible for everyone to learn and for the teacher to teach



The CE Academy Headteacher - Job Advert



Northampton Leadership Scale Points L22 - 28

The CE Academy is an alternative provision school, located in Northamptonshire over eight sites. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes CE a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

The successful candidate will:

- Hold the desire to drive future outcomes through change management
- Have strong interpersonal skills and be able to relate to a wide range of people.
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone.
- Have excellent attention to detail.
- Be able to demonstrate that they meet the requirements set out in the person specification.
- Be required to undergo an enhanced DBS disclosure check.

If this challenge excites you and you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students. Due to this collaborative way of working, travel to other trust schools may be required and associated business insurance needed.

How to apply: All documents including the full job description, person specification and application form are available on our website www.tovelearning.org.uk/vacancies/current-vacancies. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification.

Closing date: Friday 19th April 2024.

Shortlisting: w/c 22nd April 2024

Interview dates: Monday 29th and Tuesday 30th April 2024.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Headteacher - The CE Academy

Job Description

REPORTING TO:

Darren Gelder, Executive Principal

CORE PURPOSE OF THE POST

The Headteacher will motivate and inspire students, staff, parents and carers and the wider community to ensure every pupil achieves his or her full potential and is equipped to take advantage of a range of opportunities. The Headteacher will report to the Executive Principal, and work with the governing body, the Executive Principal, the trust and the wider community to provide professional leadership, vision and direction for the academy. The Headteacher will deliver change management and strive to drive forward stakeholder engagement developing productive relationships with the local authority and other schools across the county. The Headteacher will establish a culture that promotes excellence, equality and high expectations of all.

- Take the lead role on working with the Board of Governors to develop a collaborative school vision, which embraces excellence, high standards and inclusion
- Working with the Executive Principal to translate the vision into a development plan and implement it successfully
- Work collaboratively with the local authority, schools and other stakeholders to develop strong meaningful approaches
- Establish a culture that promotes excellence, equality and high expectations for all students
- Inspire, challenge, motivate and empower all members of the school community to contribute and carry our vision forward with the aim to enable students to return to mainstream education where possible
- To prepare students for their future lives, engaging with personal career guidance and ensuring they are prepared for taking the next steps of post 16 education/ work with confidence
- Manage the school's resources effectively and creatively, cultivating a safe environment that secures and promotes the highest achievement of both students and staff
- Demonstrate consistent high standards of professional conduct and uphold the Seven Principles of Public Life.

MAIN RESPONSIBILITIES

Leading the organisation

The Headteacher will:

- Ensure that quality of learning is at the centre of the organisation and management of the academy, its students, staff and resources
- Seek to secure adequate resources for the academy and to ensure these are effectively administered and controlled
- Working with the Executive Principal develop and propose the annual budget and the three-year budget plan consistent with the academy's priorities
- Monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the academy's values and proposed priorities for expenditure
- Develop and maximise all internal opportunities to enhance the offer both academic and vocational on the current sites for the benefit of students and staff
- Produce and implement clear, evidence-based plans for the development of the academy and its facilities in the light of changing requirements and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the academy in liaison with the Executive Principal
- Ensure that systems and styles of communication within the academy are effective and appropriate
- Use a process of self-review to set targets for personal development and to manage own work-life balance
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve learners' achievements, ensure efficiency and secure value for money.

Headteacher - The CE Academy

Job Description continued



LEADING TEACHING AND LEARNING

The Headteacher will:

- Ensure that the curriculum is broad, balanced, diverse and flexible and offers opportunities for all students to be successful and engaged, including both academic and vocational routes
- Create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners
- Promote a culture that encourages every pupil to become self-confident and to show respect for others
- Ensure that learning is at the centre of strategic planning and resource management

Within the context of the academy:-

- Set appropriate and challenging progress targets for all students
- Maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of pupil achievement
- Ensure a consistent and continuous focus on students' achievements using data and benchmarks to rigorously monitor progress of every pupil
- Maintain and develop strategies to secure high standards of behaviour and attendance.

LEADING STAFF

The Headteacher will:

- Be proactive in developing effective professional relationships with and between staff, and in promoting good order and high morale
- Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams
- Acknowledge responsibilities and celebrate achievements of individuals and teams
- Manage own workload and that of others to allow an appropriate work/life balance
- Ensure that the systems for induction, appraisal and professional development lead to the maintenance of high standards and to a professional learning culture for all staff
- Manage the work of the leadership team, delegating appropriate tasks and ensuring the support needed for each member's development is in place.

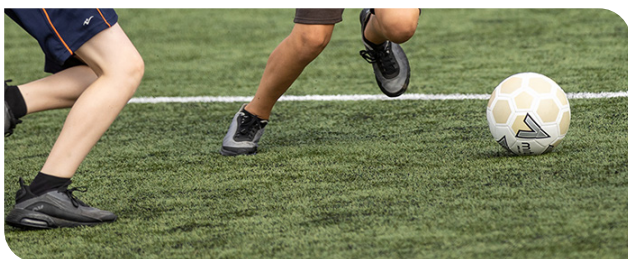
Headteacher - The CE Academy

Job Description continued

LEADING THE COMMUNITY

The Headteacher will:

- Build and maintain an academy culture and curriculum which takes account of the richness and diversity of the academy's communities
- Maintain and develop an effective partnership with parents and carers to support students' achievements and personal development
- Ensure learning experiences for students are integrated with the wider community and collaborate with other agencies to tackle all the barriers to learning, promote health and happiness for every child and engage positive strategies for challenging racial and other prejudice
- Seek opportunities to involve parents and carers, community figures, businesses and other organisations in the life and work of the academy and build opportunities for students to contribute to the community
- Develop and encourage good relations between the academy and the local community • Ensure that communication between the academy and the community is effective and appropriate and impacts positively on pupil achievement.



QUALIFICATIONS

The Headteacher will:

- Proven evidence of success and relevant professional development across career
- Appropriate educational and professional qualifications including NPQH, or a willingness to work towards this qualification. To be completed by 31 August 2025.



Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.

Headteacher - The CE Academy

Person Specification

EXPERIENCE

- Demonstrable track-record of success in leading change and improvement in a comparable organisation
- Evidence of bringing change to an organisation and utilising change management strategies
- Track record of achievement in raising standards and outcomes and achieving excellence
- Experience of developing high quality leadership capacity and accountability
- Evidence of successful promotion and implementation of innovation in teaching and learning
- Experience of using evidence-based information about effective learning and assessment for learning
- Evidence of the ability to develop excellent relationships with students and adults
- Experience of working successfully with local community and external agencies/stakeholders
- Successful experience of using target setting, data analysis and curriculum innovation to improve performance outcomes for students
- Experience of building successful working relationships with a governing body and of sustaining and developing effective partnerships with other organisations
- Experience of leading strategic resources including finance, HR and ICT.

KNOWLEDGE AND UNDERSTANDING

- An up-to-date knowledge of academy improvement planning and evaluation
- An in depth understanding of local and national developments for AP/PRU
- Able to provide strategic and creative leadership and develop an academy vision which has learning and achievement at its core and incorporates our ethos and values. A detailed understanding of current educational issues, including national policies, priorities and legislation

- An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance
- A detailed knowledge of quality assurance systems (including academy review self-evaluation and staff appraisal)
- A commitment to developing choice and flexibility to meet the learning needs of every pupil
- A knowledge and understanding of legal issues relating to managing an academy including child protection procedures, equal opportunities, race relations, disability, human rights, employment and health and safety legislation.

PERSONAL QUALITIES

- Strong team leadership philosophy, sets priorities, agrees and achieves ambitious goals and targets
- Thinks creatively to anticipate and solve problems
- Acknowledges excellence and challenges poor performance
- Inspires, motivates and empowers staff, students and parents
- Enjoys working with, and has empathy for, young people from all backgrounds
- Works collaboratively with others, delegating appropriately
- Seeks and acts on feedback from others, including colleagues and governors
- Adaptable and creative in changing circumstances
- Shows resilience and decisiveness under pressure
- High level of perseverance, energy and enthusiasm for the academy
- Willing to be involved in all aspects of academy life.

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a **completed application** form together with a **supporting statement** (no more than four sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the Person Specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

Please send your completed application by email, HR@tovelearning.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit CE Academy please contact Sarah Carter by email at scarter@tovelearning.org.uk who will make the necessary arrangements.

THE CLOSING DATE
FOR APPLICATIONS
Friday 19th April 2024

INTERVIEWS
**Monday 29th and
Tuesday 30th April 2024.**

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sarah Carter, HR Officer, on **02476 589030** (HR@tovelearning.org.uk).

Tove Learning 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 post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



County Office: The Cromwell Campus, Poole St, Northampton NN1 3EX

www.ce-academy.org

www.tovelearning.org.uk ⓘ ToveLearningTrust ✕ ToveLearningTrust

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