



SECAT

**THORPEDENE PRIMARY
SCHOOL**

**HEADTEACHER
RECRUITMENT PACK**

VACANCY



HEADTEACHER THORPEDENE PRIMARY SCHOOL

Location:	Thorpedene Primary School
Pay Range:	Leadership scale 18-24
Start Date:	1 st January 2022 or Easter 2022
Contract Type:	Full Time / Permanent
Application Close:	Monday 20 September - midday
Shortlisting:	Monday 20 th September
Date of Interview:	27 th – 28 th September (Interview will take place over two days)

Southend East Community Academy Trust (SECAT) and the Academy Committee of Thorpedene Primary School are seeking to appoint an inspirational, dynamic, and forward-thinking Headteacher who has the drive, creativity, and commitment to deliver excellence in all areas of the school.

School Vision

'Achieving, Caring and Respecting with confidence'

We are looking to appoint someone who will:

- provide innovative opportunities for all our children to shine and achieve
- have strong values, high expectations and a proven ability to lead and motivate the whole school community within a multi-academy trust
- lead to ensure the highest quality teaching and learning across the school
- be visionary, imaginative, flexible, and motivating to work with
- have a commitment to an inclusive learning environment
- understand and value early years provision.

We can offer you:

- happy, confident children who enjoy learning and achieving
- dedicated and professional teaching and support staff
- a committed and supportive Academy Committee structure
- opportunities to influence and lead as part of the SECAT Executive Team
- positive working relationships with our five other SECAT schools
- opportunity to develop and hone your skills across the 3 – 18 age range within a supportive Trust.

Information about the School

Thorpedene is a successful, large primary school, educating and caring for approximately 500 children and 90 employees.

The school is set in a community, whose purpose is the creation of a happy, safe, and secure environment in which learning in all its aspects is encouraged. Where we develop each child emotionally, so each is valued, has a sense of responsibility, demonstrates respect, and shows care for everyone, both within school and within the wider community.

Our aim at Thorpedene Primary School is to provide a purposeful, well-balanced curriculum which stimulates learning, encouraging reflective children to have the independence and self-confidence to live and learn, now and in the future.

We are determined to ensure that every child who attends Thorpedene Primary School continues to succeed in a supportive learning environment based on the school core values of 'Achieving, Caring, Respecting with Confidence'. We know that children learn better when they are happy. Here at Thorpedene Primary School we continue to put the best interests of every child at the heart of our school and ensure that every child is nurtured and challenged to achieve their true potential and pursue their dreams.

With due consideration of the pandemic, you are warmly invited to visit our school when the children have left the site. Please contact the Jan d'Eca (SECAT HR), on 07725 481866 to arrange a visit during w/c 13th September.

For an application pack, please visit www.secat.co.uk or contact Jan d'Eca on hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SOUTHEND EAST COMMUNITY ACADEMY TRUST

THORPEDENE PRIMARY SCHOOL HEADTEACHER JOB DESCRIPTION

Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the MAT (including its annual budget) and the principles, ethos and working relationships of the MAT.

The Headteacher, working with the CEO, COO, Academy Committee, senior leadership team and school staff, will provide overall strategic leadership for the school.

The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the school and SECAT
- develop, implement and evaluate the school's and SECAT's policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school
- play an active part as a member of the Executive Team within SECAT to ensure that the strategic objectives within the MAT Strategic Plan are successfully realised

The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.

Principal Accountabilities:

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Appropriately sharing information, with other professionals both within and external to the MAT
- Assigning a designated professional lead for safeguarding / take responsibility as the designated professional lead for Safeguarding
- Operating safer recruitment practices

- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children.

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, all SECAT staff and pupils, the Trust Board, and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and schools'/academies' systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's and the MAT's vision, ably translating local and national policy into the school's context
- Communicate compellingly the school's and SECAT's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Have a good understanding of the role of Ofsted and the recent changes within the Inspection Framework.

Pupils and Staff

- Set ambitious standards for all pupils, overcoming disadvantage, and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents/expertise, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning within the MAT
- Hold all staff to account for their professional conduct and practice.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Systems and Processes

- Ensure that the school's and MAT's systems, organisation and processes are well-considered, efficient, and fit for purpose, upholding the principles of transparency, integrity, and probity
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- 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

- Welcome strong governance and actively support the school to understand its role and deliver its functions effectively as an Academy Committee within SECAT – in particular its functions to set school strategy and, alongside the CEO, hold the Headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of the school's approved budget and resources, in the best interests of pupils' achievements and the school's/MAT's sustainability
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teacher
- Consult and communicate with the CEO, Executive Team, Academy Committee, staff, pupils, parents and carers, and external agencies
- Lead and manage/be responsible for safeguarding and promoting the welfare of children.

The Self-Improving School System

- Create an outward-facing School which collaborates with other schools both within and outside of SECAT and other organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Participate in arrangements for own further training and professional development and appraisal and review of own performance.

An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

Headteacher (print name):

Signature: **Date:**

Chief Executive Officer (print name):

Signature: **Date:**

SOUTHEND EAST COMMUNITY ACADEMY TRUST

THORPEDENE PRIMARY SCHOOL HEADTEACHER PERSON SPECIFICATION

This should be read in conjunction with the Job Description.
The Person Specification sets out the elements of the Headteacher role the MAT deems important for this post.

Key: A = Application; I = Interview; R = References

Requirement	Essential	Desirable	
Qualification	<ul style="list-style-type: none"> If NPQH is not held, alternative suitable academic and professional qualifications. For example, M. Ed, Evidence of continuing professional development Qualified Teacher status 	<ul style="list-style-type: none"> NPQH 	A
Experience	<ul style="list-style-type: none"> Experience across the primary age range Good knowledge and understanding of the importance of the early years' curriculum Understanding of current SEND procedures and practice Evidence of successful classroom teaching Evidence of substantial and impactful experience as a Headteacher or Deputy Headteacher in more than one school Competent ICT skills and knowledge A good understanding of the role of Ofsted and the recent changes within the Inspection Framework Experience of working within a diverse community with its many complex needs 	<ul style="list-style-type: none"> Liaison with external agencies Experience of working within a MAT 	A, I & R
Leadership and	<ul style="list-style-type: none"> Clear understanding of the 	<ul style="list-style-type: none"> Experience of 	A, I & R

Management	<p>strategic role Headteachers play within a successful MAT</p> <ul style="list-style-type: none"> • Experience of influencing strategic planning within senior leadership • Understanding of and ability to look at the 'bigger picture' • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A clear vision of excellence in education • Evidence of ability to raise educational standards and a commitment to high standards of achievement • Understanding of improvement planning and effective financial management • Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee • Ability to delegate, monitor and effectively evaluate information in a variety of forms • Evidence of good working relationships with parents and the wider school community • Experience and successful use of Performance Management of both teaching and support staff to support improvement • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire pupils and staff to achieve positive results • Experience of leading the safeguarding of young people and an up-to-date knowledge of Child Protection procedures • Knowledge of current Health and Safety Regulations 	managing projects and liaising with colleagues who are responsible for finance and premises issues	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Clear understanding of what is effective teaching and how this positively impacts the learning of pupils from diverse backgrounds 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and 	A, I & R

	<ul style="list-style-type: none"> • A high regard for the personal achievement of every child emotionally and academically • Ability to interact positively with parents and families to influence pupil physical, mental and social outcomes • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • A good understanding of consistent approaches to behaviour management 	learning	
Personal Qualities	<ul style="list-style-type: none"> • Someone who thinks 'outside of the box' • Strong interpersonal and communication skills displaying confidence and transparency • Clarity of thinking enabling effective decision-making • Desire to promote respect between pupils, staff, parents, governors, and all MAT staff • Has high expectations of both self and others • A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines • Ability to recognise staff strengths and delegate accordingly • Ability to build, support and work as part of a high performing team • A sense of humour 		A, I & R

Welcome from the Chair of the Trust Board



First of all, thank you for taking the time to consider joining SECAT as one of our valued Headteachers.

I began my journey with SECAT firstly as a parent of a child at Shoeburyness High School, then as a parent elected governor on the Academy Committee for Shoeburyness High School and lastly, being elected to the Trust Board of theMAT.

Do I enjoy it, I may hear you ask. I definitely do. I live and work in Southend on Sea. I love my home town and I am excited and energised by the young people I meet. I want them to have the very best of chances. I want to help to empower them to rise to any challenge. I want them to be an engaged member of society as they move into adulthood, remembering school days with fondness.

If successful, you would be joining our Trust at an exciting time of our development. You may hear there have been challenges in the early formation of the Trust prior to me taking up the role of Chair. As we would say to the students of SECAT, we are resilient and learning is a continual process.

I wish you success in your application and look forward to working with the successful applicant

Karen Dovaston, Chair of Trust Board



SOUTHEND EAST COMMUNITY ACADEMY TRUST

📍 SECAT House, Delaware Road, Shoeburyness, SS3 9NP ☎ 01702 580 463

🌐 www.secat.co.uk ✉ admin@secat.co.uk

CEO: Mrs Ruth Brook

September 2021

Dear Candidate

The attraction for me to join and lead SECAT from September 2018, was considerable. Not only do we have 6 successful schools, but we have pupils who are engaged in their learning because teachers are passionate about what they teach.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

The SECAT Vision across all of our schools, and in our Strategic Plan encompasses four pillars: curriculum, growth, community and wellbeing. You will find more information on our website.

Should you opt to join us, you will be arriving at a very exciting time. Not just at Thorpedene Primary School, but also because we are moving apace with all sorts of innovative projects across the Trust.

I look forward to working with you to serve our local community and to securing the best possible outcomes for our pupils and those further afield in Southend.

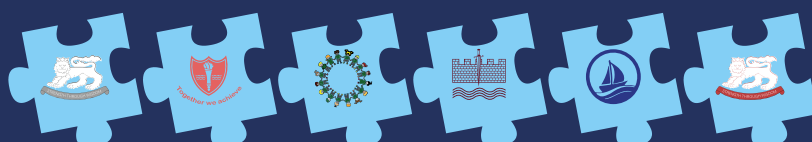
With very best wishes,

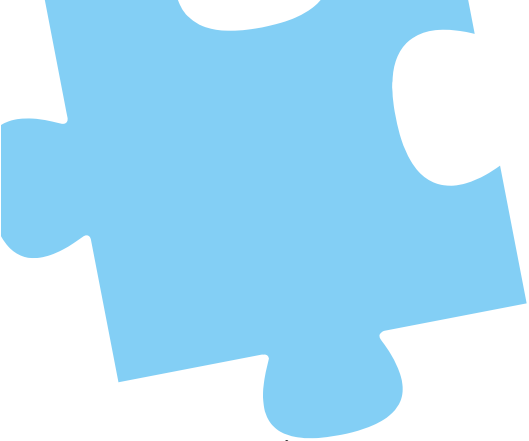
Ruth Brock

Ruth Brock | Chief Executive Officer

Direct: 01702 580463 | **Mobile:** 07949 805427

BUILDING STRONG SCHOOLS • BUILDING STRONG PARTNERSHIPS • BUILDING STRONG COMMUNITIES





September 2021



THORPEDENE PRIMARY SCHOOL

📍 Delaware Road, Shoeburyness, Essex, SS3 9NP ☎ 01702 582 225
🌐 www.thorpedene.secat.co.uk ✉ office@thorpedene.secat.co.uk

Acting Headteacher: Miss Stephanie Champney

Dear Applicant

Thank you for taking the time to consider this important role within our local community.

Six years ago, I was approached to become a Community Governor at Shoeburyness High School. Having retired from my job in London working in advertising and design and having a heart to give back to the community, I agreed to apply for the role and so started a journey that has now resulted in my being Chair at Thorpedene and Vice Chair at Shoeburyness High. I am immensely proud to be part of these schools and to use my skills in these roles to help young people in our community achieve their goals in life.

Thorpedene is situated at the very heart of Shoeburyness, which is on the outskirts of the thriving town of Southend-on-Sea. Multiple generations of families have attended the school and it's well known and loved within the community.

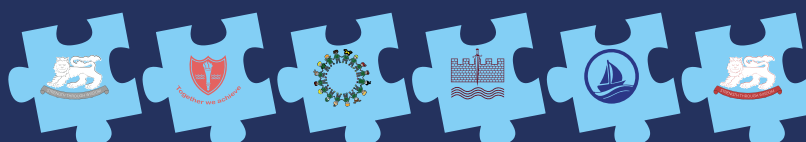
The community takes a great deal of pride in its school and rightly so. As well as the tangible things that can be measured, we aim to develop every child's talent and ability. Whilst accepting that Thorpedene has its challenges, staff and governors alike are fully committed to achieving the very best for all our children.

We are part of the SECAT family of schools all located within 1.6 miles of each other and offering education from EYFS to A levels. Thorpedene Primary School (along with the other schools in the MAT) has retained its individual character, whilst benefiting from the advantages of belonging to the larger group.

I hope you enjoy finding out about our school and I wish you all the best.

Stephen Tollworthy
Chair of Governors

BUILDING STRONG SCHOOLS • BUILDING STRONG PARTNERSHIPS • BUILDING STRONG COMMUNITIES



APPLICATION PROCESS

Applicants should complete the application form and recruitment monitoring form and submit to:

hr@secat.co.uk

or

Jan d'Eca
Senior HR Officer
Richmond Avenue Primary School & Nursery
Richmond Avenue
Shoeburyness
SS3 9LG

Submissions must be received by no later than midday on Monday 20 September 2021, although we do reserve the right to interview and appoint prior to that date dependent on applications received.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection Process

Applicants will be ranked against the person specification. All short-listed applicants will be invited to a two-day interview process, one of which may be held virtually.

Shortlisted Candidates

All applicants will be notified if they have been successfully shortlisted. Prior to the interview date references will be collected. Please ensure that you have given consent for your referees to be contacted to avoid delays.

Further Information

For further information please contact Jan d'Eca on 07725 481866 or jand'eca@secat.co.uk