Westminster C of E Primary Academy

Headteacher Recruitment Information Pack

Required for 1st January 2023

Salary L23 – L29 (£72,497 - £83,971)



Over 400 amazing children are looking for a new Headteacher to lead their school from January 2023.

Could you be their perfect candidate?

Closing date:	Monday 13th June 2022 at 9am	**Tour dates**	w/c 23rd May 2022
Shortlisting:	Wednesday 15th June 2022		w/c 6th June 2022
Interview: Day 1	Monday 20th June 2022		
Interview: Day 2	Tuesday 21st June 2022		

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Welcome to Bradford Diocesan Academies Trust

Dear Applicant

On behalf of BDAT and the Governors of Westminster Primary school we would like to **thank you** for showing an interest in the Headteacher post at our school.

Set in the heart of Bradford, Westminster Primary school is a bustling and lively primary school packed full of **determined and individually amazing children**. The school prides itself on serving a diverse community, with children from a wide range of backgrounds, ethnicities, faith and life experiences, representative of the community it is based in in Bradford. **It is exactly this rich tapestry which makes our school so special.**

We are looking for an equally special Headteacher to lead Westminster Academy. That person will have the skills, the track record and the personality to drive our school forward to be **amongst the best in Bradford**. It will be **your vision** which will lead our school through the next exciting stage of its journey building on the great progress it has seen in recent years.

The good news of course, is **you won't be doing it alone**. We already have a well-established and ambitious staff at Westminster, including three strong deputies who will be able to support you. The school also has an experienced governing body and of course, you will be a Head within the **BDAT Family of 17 Schools** which means you will have other colleagues to work alongside and a **peer network** to lean on.

Fundamentally however by joining our team, you will have the opportunity to be at **the forefront of securing good and outstanding outcomes for our children** and working with our school to give the best opportunities for everyone within it.

If you are **dynamic leader with energy, drive and ambition**; if you feel you can **build on our many strengths** and give every one of our children every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged. Please ring the Academy Trust Office on 01274 909120 and ask for Jilly Geering to make an appointment to see our school at work.

Thank you again for your interest in our school. We very much look forward to receiving your application.

Yours sincerely

Carol Dewhurst
Chief Executive Officer, BDAT

Catherine Wilson, Chair of Governors
Westminster C of E Primary School

Dear Prospective Applicant

Thank you for taking an interest in this role, which will be required for January 2023.

BDAT is looking to appoint an inspirational Headteacher for this challenging and exciting leadership role. We are seeking to appoint a strong and proven leader who will build on the strengths that have been established in the academy, so that it continues to provide an excellent education for all its students. Our goal is to transform the lives of our students, staff and community and to inspire each other to continue to develop and improve.

This post is a fantastic opportunity for an ambitious leader looking either to extend their experience of headship or start their first headship in a highly supportive and rewarding environment.

Westminster Academy is a large Church of England primary academy with over 400 pupils on roll and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

We were inspected by Ofsted in June 2019, amongst our strengths highlighted were the school's personal development curriculum, effective teaching in science and our ambitious Leaders and Governors.

Westminster Academy is a pupil-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal at Westminster Primary is to become an outstanding academy that delivers educational excellence. You will be fortunate to lead a very talented team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint a leader with energy and commitment who recognises the potential of our staff and students and will strive to develop this.

There is a strong emphasis on relationships between all stakeholders. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Westminster Primary and was recognised in January 2016 by a SIAMS inspection which judged the academy as Good.

This is an exciting opportunity for a talented and forward thinking professional to make a sustained and substantial contribution to the growth and development of the academy and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Yours sincerely

Craig Lee
Director of Primary Education, BDAT

Westminster Academy

Ethos and Aims

Westminster School is an established happy, vibrant school where children, staff and parents feel valued and work together as partners. The whole school community – staff, parents and governors are proud of the Christian values, which underpin the inclusive ethos that is contributing so positively to community cohesion within the school. Our newly established values of respect, thankfulness, forgiveness, responsibility, compassion and determination are central to all we do – including our aspiration for our children, how we interact with pupils, parents and each other and how we approach our work.

Children are at the centre of all we do and we have high aspirations for all our pupils whatever their backgrounds or starting points. We work tirelessly and holistically to improve outcomes for every child and ensure that they are well prepared for their next stage of education. We aim to help nurture children into becoming independent, resilient, reflective, and considerate life-long learners who will have the skills to adapt to an ever-changing world. Our hope and belief is that our pupils' time with us will sow the seeds that will enable them to prosper as an individual who can then make a positive contribution to their own community, city and the world. We value the vital partnerships of our families and community in helping achieve this. Indeed, we have a whole team of dedicated professionals with the specific remit of engaging with, and supporting, our parents and families.

Ethos

As a Church of England School, we will aim to develop and preserve the school's religious character by working in partnership with St Augustine's church, other schools, appropriate organisations and individuals within the parish and diocese.
The school will aim to serve the community, which it is a central and vital part of, by providing education of the highest quality within the context of Christian belief and practice and promoting Christian values through the experience offered to our pupils.

Aims

Within the context of this ethos the school will aim to:
Provide a broad, balanced and well planned curriculum in a manner which children find exciting and enjoyable and which fosters achievement, high self-esteem and independent learning.

- Provide a safe, secure and happy environment for learning and teaching in which all members of the school community are valued, listened to and involved regardless of race, faith, gender or disability.
- Recognise value and celebrate the diversity of cultures within the school and the wider community.
- Become a focus for the local community that we serve, working in partnership with parents, governors, pupils and other relevant faith organisations such as local Gurdwaras, Mosques and St Augustines Church as well as individuals.
- Promote the spiritual, moral, social and cultural awareness of our children with a framework of Christian values and practice.

About BDAT

Westminster Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 17 primary and secondary schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other, and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money, and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "**to provide education of the highest quality within the context of Christian belief and practice**." We strongly believe every child only has one chance at a good education.

Our core Trust values are **aspiration, inclusion, compassion, resilience and excellence**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

BDAT's mission is:

'To provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals'

Our vision is:

'That every student in a BDAT academy gets a happy and high-quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford.'

Our values are:

Aspiration. We set high expectation for ourselves, our children and our staff so that each of us is supported to achieve our own potential. We expect nothing but the best from ourselves and from others.

Inclusion. We understand everyone is equal, without exception. We value and encourage diversity and difference. We proactively seek to learn from others.

Excellence. We provide rigorous support and challenge to our schools and our students. We strive for excellence in all we do.

Compassion. We care for each other. We respect each other and treat our friends and colleagues how they would expect to be treated. We make sure we are safe, feel loved and are actively supported at all times.

Resilience. We are ambitious and reflective. We are determined and brave in making decisions and when facing challenges. We expect our schools to provide us with the skills and knowledge to guide us through our future as life-long learners.

Westminster C of E Primary School

Westminster Road, Bradford, BD3 0HW

Over 400 children require an exceptional Headteacher to lead their school from January 2023. Could you be their perfect candidate?

Full Time, Permanent, Required for January 2023

L23 – L29 (£72,497 - £83,971)

The Governors at Westminster Primary School wish to appoint an inspirational Headteacher for this rewarding leadership role. The school is seeking a strong leader and team player who will build on existing strengths to ensure the school achieves its ambitions for excellence and success at every level.

Westminster Primary school is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

We need from you

- ✓ A strong, innovative and creative leadership and management
- ✓ A strong commitment to achieving success through partnership and teamwork
- ✓ A strong Christian commitment and personal demonstration of Christian values
- ✓ Excellent interpersonal and communication skills
- ✓ Drive, ambition and high expectations
- ✓ A commitment to learning and continuous improvement
- ✓ A passion for developing innovative approaches to the curriculum
- ✓ A passion for learning
- ✓ A proven ability to lead and develop staff
- ✓ A desire and passion to initiate, lead and manage effective strategies to support the development of the school

We can offer you

- ✓ Engaged, happy, well-behaved and well-motivated children
- ✓ A dedicated, enthusiastic staff team committed to our school and our children and who will support you every step of the way
- ✓ High levels of Trust and Governor support - you won't be in this alone when you join the BDAT family of schools
- ✓ A welcoming, friendly and vibrant school
- ✓ A school that is part of a forward thinking Academy Trust

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can.
Please contact Jilly Geering (PA to the Director of Primary Education) to arrange your visit via email: jill.geering@bdat-academies.org

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We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website www.bdat-academies.org/bdat-business/bdat-policies/

Job Description

Job Title: Headteacher

Accountable to: Chief Executive/Primary/Secondary Director and Chair of the Academy Local Governing Body

Grade: L23 – L29

All BDAT Head Teachers are expected to lead and manage their school in line with the current Head Teacher Standards which can be accessed here: Head teacher standards

All BDAT Head Teachers are required to be an effective system and school leader working across the BDAT family of schools and an ambassador for the Trust.

Overall purpose of the post:

Provide leadership and strategic direction for the management of their Academy, in order to:

- Develop a collaborative school vision in line with the Trust values and the individual needs of their school community
- Provide every child with a high quality education and life experience, which promotes the highest possible standards of achievement and ensures they leave school ready for the next stage in their academic/life journey.
- Maximise potential through the skills and resources available from within the school and across the Trust.
- Build leadership and staffing capacity in their academy reflecting the BDAT ambition to be an employer of choice.

Main Duties and Responsibilities:

Leadership:

- Overall responsibility for all delegated management and operational activity of the academy.
- To translate the vision and needs of the school into an improvement plan and ensure this is implemented successfully.

- To provide enthusiastic, innovative and consistent leadership to the academy staff and all other stakeholders eg. Parents, community, the wider BDAT family.
- To work positively with the community to ensure the best possible outcomes for allstudents, especially those who are the most vulnerable.
- To ensure that students are healthy, stay safe, enjoy and achieve their maximumpotential, and achieve economic and personal well-being once they leave the academy.
- To develop the reputation of the academy, locally, regionally and nationally.
- Act as an ex-officio member of the Governing body and actively support the Governing body to understand its role and deliver its functions effectively.
- Provide reports as required to the BDAT Trust Board and/or Executive as required.
- To act as an ambassador for BDAT as a member of the extended Trust leadership team.

Education Provision and Standards:

- Ensure that a modern broad and balanced up to date curriculum is developed and implemented and thatcurriculum delivery is translated into effective learning and assessment practice.
- To ensure that curriculum provision leads to every child meeting their full potential in terms of both academic attainment and progress.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the academy can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality education provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop and sustain a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Develop, support and sustain a culture of positive student attendance engagement and behaviour across the Academy.

Finance, Personnel and Resources:

- Ensure that all the activities of the academy are conducted in accordance with all legal requirements and regulations and that policies and procedures are consistent with “bestpractice” and recognised codes of probity.
- Implement a robust performance management framework that both supports and develops staff in line with Trust policy.

- To ensure that all staff have access to high quality CPD and opportunity to attend training in relation to their individual needs and the needs of the school.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning and/or high quality education provision.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure staff are appropriately and managed and supported in line with Trust HR practice and advice.
- To ensure the school site is effectively maintained and managed in line with Trust Estates and Health and Safety practice and advice.

Additional Responsibilities:

- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Respect confidential issues linked to home/students/teacher/academy work.
- Comply with the Trust and Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Comply with the Trust and academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To be self aware and to role model continuous self development and professional behaviours.

Person Specification

Job Title: Headteacher

Qualifications	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
National Professional Qualification for Headship (NPQH)		✓
Experience and Knowledge	**Essential**	**Desirable**
An ability to drive and deliver transformational and cultural change.	✓	
A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain that standard.		✓
A deep knowledge and clear understanding of education legislation, new innovation and developments.	✓	
A practising Christian or supportive of and able to promote the BDAT distinctive Christian inclusive ethos and the values of the academy.	✓	
Skills	**Essential**	**Desirable**
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success.	✓	

An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community using data, analysis, evaluation and next steps to reach this.	✓	
The ability to build a sustainable workforce of high quality staff and leaders.		✓
The ability to provided clear direction and shared purpose for all children, staff and stakeholders.	✓	
A commitment to working positively with all stakeholders and partners.	✓	
Excellent communication skills with all children, staff and stakeholders.	✓	
Strong negotiation skills and the ability to influence other to the benefit of the Trust.		✓
Other	**Essential**	**Desirable**
A proven ability to successfully manage resources effectively.		✓
The ability to motivate staff to ensure high performance.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan.		✓
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	

A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters.	✓	
A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD.	✓	
A deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this		✓
An understanding of the Church of England distinctiveness agenda and how this can be interpreted and demonstrated on a day to day basis within a school.		✓
A proven track record as a senior leader and raising the quality of teaching and learning.	✓	
Effective financial planning and use of financial resources.		✓
Ability to lead school in line with the Trust and school policies.	✓	

How to Find Us

MAP



Westminster C of E Primary School
Westminster Road, Bradford, BD3 0HW
T: 01274 648490
E: office@westminsterschool.co.uk
W: www.westminsterschool.co.uk

2nd Floor, Jade Building, Albion Mill,
Albion Road, Bradford, BD10 9TQ
T: 01274 909120
E: info@bdat-academies.org
W: www.bdat-academies.org

Aspiring and achieving, united in God's Love

Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Jilly Geering (PA to the Director of Primary Education), via email: recruitment@bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References
We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process
The interviews will be held over two days; day 1 will be held at the school and day 2 will be held at the BDAT Trust office. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection
Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment
We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

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