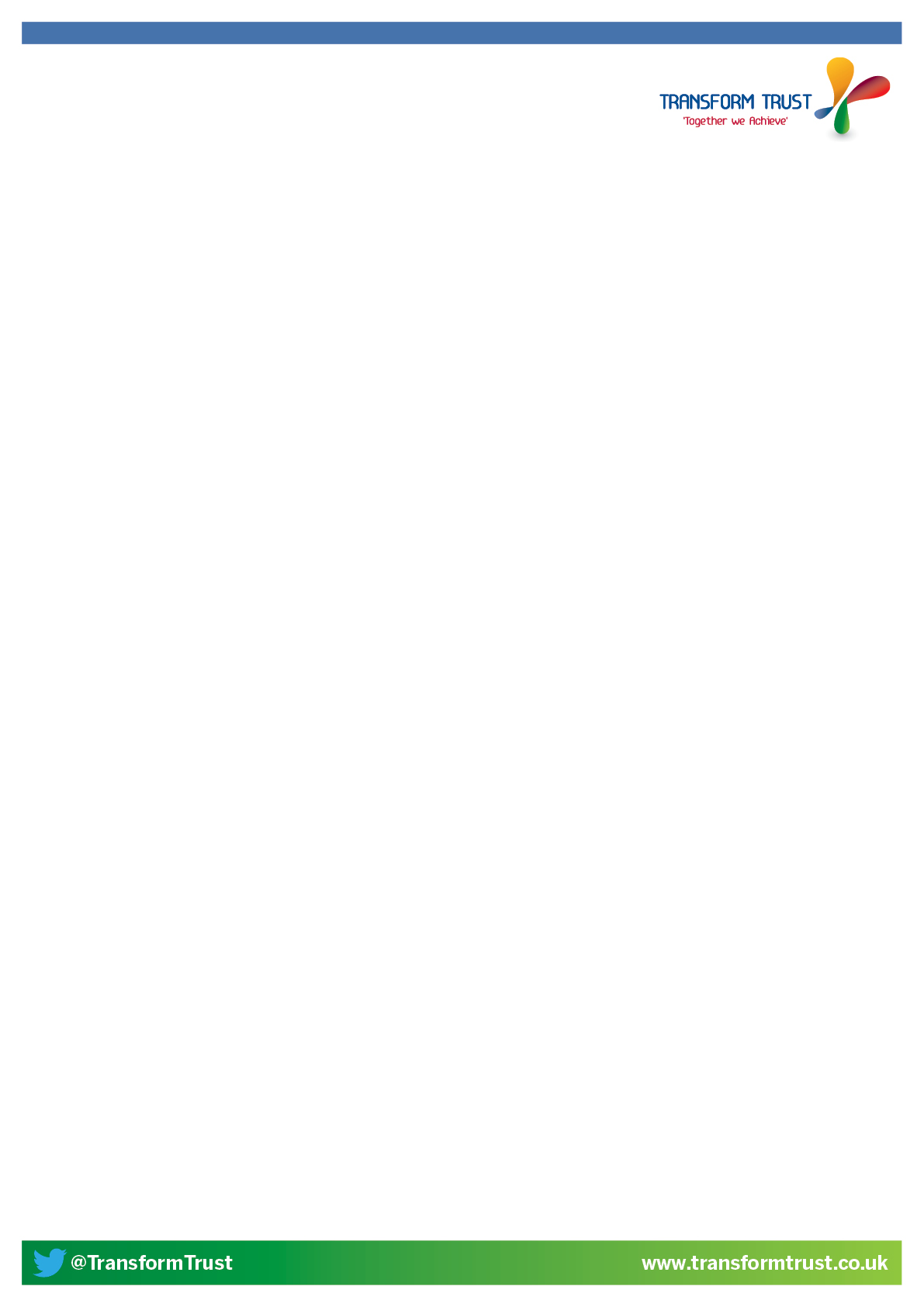


Job Application Pack

Job Position: Lawn Primary School Headteacher

Date: April 2020



**Welcome**

Thank you for your interest in applying for the post of Headteacher at Lawn Primary School, our newest school in the family of Transform Trust.

We have a very talented and committed teaching and support staff team who offer the children many different ways to excel and achieve. The school curriculum is differentiated to provide challenge for our more able pupils and support for those with any special educational needs. We have an extensive range of extra-curricular activities that provide an extra dimension to the opportunities for learning. We are continually developing our technological facilities to ensure that all of our pupils can access and benefit from the digital learning environment.

Our mission statement “DREAM, BELIEVE, ACHIEVE” reflects our understanding and beliefs. It promotes the spiritual, moral, cultural, mental and physical development of pupils at the school. This leads to a consistently high level of pupil achievement, preparing pupils for the challenges, opportunities, responsibilities and experiences of adult life.

Mental health and wellbeing plays a vital role in education and impact on our students’ learning. This academic year the school is committed to working towards the School Mental Health Award. This is supported by the Carnegie School of Education at Leeds Beckett University who say:

“The Department for Education recognises the direct link between positive mental health in schools and successful educational outcomes; the Mental Health Award for Schools builds on this link and provides a framework for educational institutions to evidence policies and initiatives that work towards improving emotional health and wellbeing for both staff and pupils.”

***So, why join us?*** We believe we are an enabling organisation rather than a directive one. You will be joining an ambitious and innovative organisation that seeks to support lifelong learning, and provide excellence in teaching through high expectations, challenge and support.

Transform is a school-led organisation, all our Transform Schools are actively involved in developing effective strategy and support to improve learning outcomes for pupils.

For more information about us please visit our website [www.transformtrust.co.uk](http://www.transformtrust.co.uk). Alternatively, if you would like to find out more about the role please contact me by email via my PA, Sarah Doig, on pa.ceo@transformtrust.co.uk

If you believe you have the qualities, experience and skills required to make a success of this role and you share our vision and passion for children’s learning and wellbeing then we would be delighted to hear from you.

Rebecca Meredith

CEO



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**1 Transform Trust**

**Our Vision**

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

All Trust staff have access to and benefit from a comprehensive range of professional development programmes for all stages in their professional journey, backed by focused networks that support curriculum planning, development and delivery as well as coaching and support programmes that ensure they feel part of a wider team that is working together for a common aim.

We are proud of the strong bond that has been forged across our partner schools whilst holding onto the strong commitment to all of our schools maintaining their own identity and place within their local community.

Our links with the Transform Teaching School Alliance, a partnership of over 55 schools allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

Transform Trust also offers additional staff benefits ranging from cycle to work schemes, savings at high street retailers, staff wellbeing and coaching support as well as annual celebration events.



**Head Teacher – Lawn Primary School**

**Required for September 2020**

**NOR: 430 + (Group 3)**

**Leadership Points 18 – 24 (£62,426 - £72,306 FTE per annum)**

Lawn Primary School, a newly joined member of Transform Trust, is looking to appoint an outstanding individual to the post of Headteacher who has an exceptional ability to drive school improvement and who is committed to putting the child at the heart of all we do. Sitting on the outskirts of Derby City, our school offers all our children a caring and encouraging place to learn and excel in all aspects of their lives. This is an exceptional opportunity for a senior leader to make a difference to our whole school community.

If you have the vision, motivation and desire to build on what we have achieved alongside driving forward change to support continuous improvement in our school, we would love to hear from you.

About us:

* Lawn Primary School is an Outstanding Primary with pupils achieving the highest KS2 outcomes across Derby City.
* Being part of Transform Trust means that you will have access to the following:
* peer to peer networking, collaboration, challenge and support
* the security of working in a climate of shared accountability
* investment in your professional development and future career
* opportunities to contribute to the development of a growing organisation and
* access to a range of core services that enable you to focus on leading, teaching and learning

Our new Head Teacher will:

* Have proven senior leadership experience within a primary school.
* Be an ambitious and inspirational leader, able to motivate and empower staff and children to achieve their full potential.
* Have a determination to maintain / improve standards across the school and the ability to do so effectively.
* Have excellent interpersonal skills, able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local and wider community.
* Inspire a passion in others so as to create leaders at every level throughout the school
* Care passionately about children and their development maintaining high expectations for attainment and progress.

In return, we can offer:

* The opportunity to be innovative in supporting school improvement and to continue to make a real difference to the lives of Lawn Primary School pupils.
* The opportunity to join a fast growing, well respected and highly effective Trust that embraces each individual member schools’ identity and staff groups.
* A very happy and safe working environment with pupils who behave well and work hard.
* A friendly, hardworking and professional team which has high expectations of pupils.
* The opportunity to become an ambassador for our school whilst enhancing your skills.

Closing date: Monday 20th April 2020.

Interviews: To be confirmed but likely week commencing 27th April 2020

For an informal discussion please contact Transform Trust CEO Rebecca Meredith via her PA on [pa.ceo@transformtrust.co.uk](mailto:pa.ceo@transformtrust.co.uk). Should you require a visit, please contact school on 01332 550178 or [admin@lawn.derby.sch.uk](mailto:admin@lawn.derby.sch.uk) to organise a mutually convenient time.To receive an application pack please e-mail: sue.richmond@transformtrust.co.uk



**How to apply**

Please download an application from the Transform Trust website and forward with your current CV and covering letter to Sue Richmond, HR Administrator by email on sue.richmond@transformtrust.co.uk

Closing date: Monday 20th April 2020.

Interviews: To be confirmed but likely week commencing 27th April 2020

**Transform Trust** is a Multi Academy Trust with over 6800 children in 18 Primary Schools covering Nottingham, Nottinghamshire and Derby. Joining us, you will be part of an ambitious and innovative organisation. We promote the autonomy and local nature of each of our schools and we are an enabling organisation rather than a directive one.

We believe education has the power to transform lives and communities. Our Vision is to provide high quality education and deliver the best outcomes for children. We are partners in East Midlands Maths Hub, Derby Research School, Inspiring Leaders and Challenge Partners.

We can offer you:

* Unrivalled opportunities for professional development through our schools and Transform Teaching School Alliance
* Trust support networks
* Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts
* Annual staff survey to allow you to provide us with feedback on what it’s like to work for us
* Annual children’s/staff awards which celebrates the successes and achievements of our children and staff

For more information about us please watch the Transform film at [www.transformtrust.co.uk](http://www.transformtrust.co.uk)

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training**

**Job Description**

|  |
| --- |
| School: Lawn Primary School |
| Post Title: Headteacher |
| Grade/Pay Range: Leadership L18-24 |
| Hours/weeks: full time |
| Reporting to: Governors and CEO |
| Department/Team: Senior Leadership Team |

**Overall Purpose of Post**

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the lead professional in the school. Accountable to the governing body and the Board of Trustees, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school’s aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, Headteacher play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Statutory Duties:**

* To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document
* To meet the National Standards for Headteachers as published by the Department for Education (DfE).
* To achieve any performance criteria, objectives or targets agreed with or set by the school’s governing body in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.
* To promote and safeguard the welfare of all children within the school. To create and sustain an environment, which safeguards children and adults, based on a clear understanding of individual and collective responsibilities for safeguarding

**Qualities and Knowledge:**

* Hold and articulate clear values and moral purpose, focused on providing a world-class education for the children they serve.
* Ensure that the strategic planning recognises the social, emotional, intellectual and spiritual aspects of life, and takes account of the diversities that comprise the make up of the school and wider community.
* Demonstrate leadership behaviours, positive relationships and attitudes towards our children and staff, parents, Governors, the Trust and members of the local community.
* Lead by example with integrity, creativity, resilience, and clarity, drawing on their own understanding, experience, capabilities, expertise and skills, and that of those around them.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development for themselves and for all staff.
* Work with political and financial astuteness, within a clear set of principles centred on the school/Trust’s vision, ably translating local and national policy into the school’s individual context.
* Compellingly communicate the school’s vision through demonstrable behaviours, and proactively drive its strategic leadership, empowering all children and staff to achieve and excel.
* Engage in school-to-school support that contributes to the development of education within and beyond our school.

**Children and Staff:**

* Demand ambitious standards for all children, overcoming barriers and disadvantage and advancing equality, and instilling a strong sense of accountability in staff for the impact of their work on children’s outcomes
* Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children’s overall well-being
* Establish a professional development culture of coaching, ‘open classrooms’ and ‘open learning’ as a basis for sharing best practice across this school and within and between other Trust schools, drawing on and conducting relevant research and robust data analysis
* Create a school 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, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear and continuous succession planning

**Systems and Process:**

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity aligned to the school’s ethos and vision.
* Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and fostering excellent relationships and developing their exemplary behaviour in school and in wider society.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting all staff to improve and valuing excellent practice
* Welcome challenge, ambitious targets, strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance
* Ensure accurate and timely information sharing with the Trust on school performance, analysing this information as part of Trust processes to drive school improvement
* Exercise strategic, curriculum-led financial planning, to ensure the equitable deployment of budgets and resources, in the best interests of children’s achievements and the schools’ sustainability.
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold themselves and each other to account for their decision-making

**The Self-Improving School System:**

* Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements and development for all children.
* Forge strong relationships and collaborate with fellow professionals and colleagues in other public services to improve academic and social outcomes for all children
* Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to create a framework for self-managing and self-improving schools
* Shape the current and future quality of the teaching profession through high quality opportunities, training and sustained professional development for all staff
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, embracing and responding to internal and external accountability
* Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education.
* Have significant and evident regard for safeguarding and promoting the welfare of children and follow the child protection procedures developed and adopted by the local authority, the Trust and the Partnership of schools.

**Accountability**

* Develop and foster a culture that allows pupils and staff members to work in collaboration, share knowledge, celebrate success and accept responsibility for outcomes within the school and the MAT as a whole.
* Collaborate with the MAT’s CEO to provide directors, the LGB, parents and others, e.g. Ofsted, with information and accurate accounts of the School’s performance.
* Take responsibility for all aspects of the school’s performance, including being held accountable to the MAT and LGB. Provide comprehensive information, appropriate advice and support to the MAT CEO, LGB and Board of Trustees to enable them to fulfil their responsibilities.

T**he Position of Designated Safeguarding Lead (DSL)**

The Governing body has appointed an appropriate senior member of staff, from the school leadership team, to the role of designated safeguarding lead.

* The designated safeguarding lead should take lead responsibility for safeguarding and child protection.
* This DSL will have the appropriate status and authority within the school to carry out the duties of the post.
* They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings and/or to support other staff to do so and to contribute to the assessment of children.
* There will be appointed a deputy designated safeguarding leads who will be trained to the same standard as the designated safeguarding lead.
* Whilst the activities of the designated safeguarding lead can be delegated to the deputy, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility will not be delegated.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above. This job description may be amended at any time, by means of appropriate governance, after discussion with the CEO, but in any case will be reviewed annually when key tasks related to the school’s priorities will be determined.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas of**  **responsibility** | **Requirements** | **Criteria** | |
|  |  | **essential** | desirable |
| Qualifications | * An honours degree or equivalent and QTS * A Good honours degree (2:1 or above) and further recognised qualifications (e.g. Master’s degree) * Evidence of recent and relevant training and development at senior leadership or headship level | **\***  **\*** | \* |
| Experience | * To have experience of teaching in more than one school. * Relevant experience of teaching across all Key Stages * Significant strategic leadership experience at SLT or Deputy level * Proven senior management experience as a Headteacher with a sustained record of school improvement * Proven track record of managing successful school evaluation and improvement * Successful strategic experience of leading and managing at SLT level within a MAT or other such educational organisation * Working closely with governors and the governing board to help drive the values of the school and pursue improvement. | **\***  **\***  **\*** | \*  \*  \*  \* |
| Leadership | * Proven ability to create a vision and develop an ethos that meets, or even exceeds the aspirations of pupils, parents, staff and governors * To have high expectations and the ability to think and plan strategically to reflect, promote and deliver the school’s vision, ethos, priorities and targets whilst empowering others to take them forward. * To be a high profile, visible role model with a professional approach that demands excellence, confidence, trust and the respect of the entire school and wider community, including members of the Trust and other educational and community partners. * To have personal and professional credibility which commands confidence to foster and further develop a positive reputation for the school. * Liaise and work with other leaders within the MAT to secure creative, responsive and effective approaches to learning and teaching. | **\***  **\***  **\***  **\***  **\*** |  |
| Curriculum and learning environment | * To be committed to and have an in-depth knowledge of Safeguarding both in the school and the wider community * To be an outstanding classroom practitioner with the ability to monitor and evaluate performance and policies continuously in order to improve the quality of teaching and learning and maintain and stretch high standards and pupil outcomes. * To show a commitment to a child centred approach, within an equitable and inclusive school in which the academic and personal welfare of each pupil is paramount. * To have proven experience of positive behaviour management and developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are outstanding. * To have successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet all pupil’s needs and ambitions. * To have proven experience and understanding of the analysis of attainment and achievement data along with the implementation of effective assessment procedures and systems in order that all students achieve ambitious targets. * Liaise and work with other leaders within the MAT to secure creative, responsive and effective approaches to learning and teaching. | **\***  **\***  **\***  **\***  **\***  **\***  **\*** |  |
| People Management | * To have a proven track record in leading and managing staff including building a successful team, delegating effectively and implementing, managing and monitoring change. * To be articulate and approachable with excellent interpersonal skills both verbally and in writing * To be astute and perceptive with strong analytical skills and the ability to use sound judgment in order to anticipate and resolve conflict imaginatively. * Demonstrate how the use of robust performance management systems and the rigorous review and evaluation of whole school staff appraisal and performance management leads to school improvement, raises achievement, brings high expectations and secures success * To be proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour. To use the qualities to model and develop strong relationships. To encourage staff to take risks and to exceed their highest goals and aspirations. | **\***  **\***  **\***  **\***  **\*** |  |
| Finance, premises, systems and processes | * To be able to prioritise, plan and organise effectively the school’s continued improvement within challenging budgets. * To have experience of making tough decisions in the light of financial restraints to ensure the best outcomes for pupils. * To have experience of developing an area of school improvement, working with stakeholders and governors. Working within and managing the budget to provide value for money. Upholding the principles of transparency, integrity and probity. * To have responsibility for the financial management of whole school resources | **\***  **\*** | \*  \* |
| Continuous Improvement | * To have an understanding of the changing role of schools in providing a successful centre for community development and learning * To have experience of working alongside other schools, academies or Trusts to secure proven school improvement for all pupils. * To have experience of developing, leading and sustaining links across schools, academies, trusts and phases (for example primary to secondary) to ensure the best outcomes for all pupils. | **\***  **\***  **\*** |  |
| Personal Qualities | * The successful candidate will have: * A clear enhanced DBS certificate and barred list check. * Excellent verbal and written communication skills. * Excellent time management and organisation. * High expectations of self and professional standards. * A commitment to CPD. * Enthusiasm for effective leadership and management. |  |  |

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| --- |
| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**



**4 Terms and Conditions**

Salary Salary will be Teachers Leadership range L18 to L24 per annum. Appointed salary will be determined according to the skills, experience and capability of the successful candidate.

Place of work Your base will be Lawn Primary School. The nature of the role means you may be required to work at other sites including potentially longer-term assignments in another Trust school.

Hours Full time – in accordance with the usual school teaching day (32.50 hours) Holiday pattern is the same as Derby City School term dates.

Pension Teachers Pension Scheme from day one of service.



**5 Application, Interview and Selection**

For an informal discussion please contact Transform Trust CEO Rebecca Meredith via her PA, Sarah Doig, on pa.ceo@transformtrust.co.uk

Should you require a visit, please contact school on 01332 550178 or admin@lawn.derby.sch.uk to organise a mutually convenient time

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out. For those candidates who are invited to interview, this information will be explored further.

**Please submit a letter of application addressing the criteria within the Person Specification and giving your reasons for applying for the post.**

**Equal Opportunities**

Transform Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process. You are invited to complete and return the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail if applicable.

Please return electronic applications to sue.richmond@transformtrust.co.uk.

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Closing date: 9.00 am Monday 20th April 2020.

**5 Terms and Conditions**

Salary Salary will be up to £40,000 FTE per annum. Appointed salary will be determined according to the skills, experience and capability of the successful candidate.

Place of work Your base will be Transform Head Office Unit 11, Castlebridge Office Village, Nottingham, NG7 1LD. The nature of the role means you will be required to work at other sites including potentially longer-term assignments in a Trust school.

Hours Weekly hours are 37 per week. It is expected though that for a post at this level the post holder will be required to work the hours required to fulfil the necessary duties. Term time only working would be considered if requested. Salary will be pro-rated accordingly.

Annual leave Leave entitlement will be minimum of 27 days plus 8 Bank Holidays rising to a maximum of 34 days plus 8 Bank Holidays (dependent upon Local Government service).

Pension Local Government Pension Scheme from day one of service.



**6 Recruitment Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline