Southmoor Multi Academy Trust

SANDHILL VIEW
ASPIRE · ACHIEVE · ENJOY

Headteacher Recruitment Pack

Sandhill View Academy

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Welcome to Southmoor Multi Academy Trust

Dear Applicant,

Thank you for your interest in the position of Headteacher of Sandhill View Academy.

This is the first letter I have written as incoming CEO of the Trust and it is of incredible importance, both for Sandhill View Academy and for the Southmoor Multi Academy Trust, that we get this right.

Sandhill View is a vibrant school with a strong community. It has travelled a considerable distance in recent years and this journey has been both challenging and exciting. Moreover, the school has immense potential for continued and sustained improvement in the future.

Our curriculum and ways of working are centred around positive relationships with students, staff and our wider community. That's not to suggest that these relationships are cosy in any way; we have high expectations of everyone and are honest, direct and supportive if these expectations are not met.

This will not be an easy job but it is a very exciting one. The successful applicant will realise that success at Sandhill View is something which must be earned. The opportunity to shape the long term development of the Academy should appeal to anyone with imagination, energy, resilience and commitment. We want someone who genuinely believes in social justice who will quickly evaluate our strengths and areas for development, then lead that change.

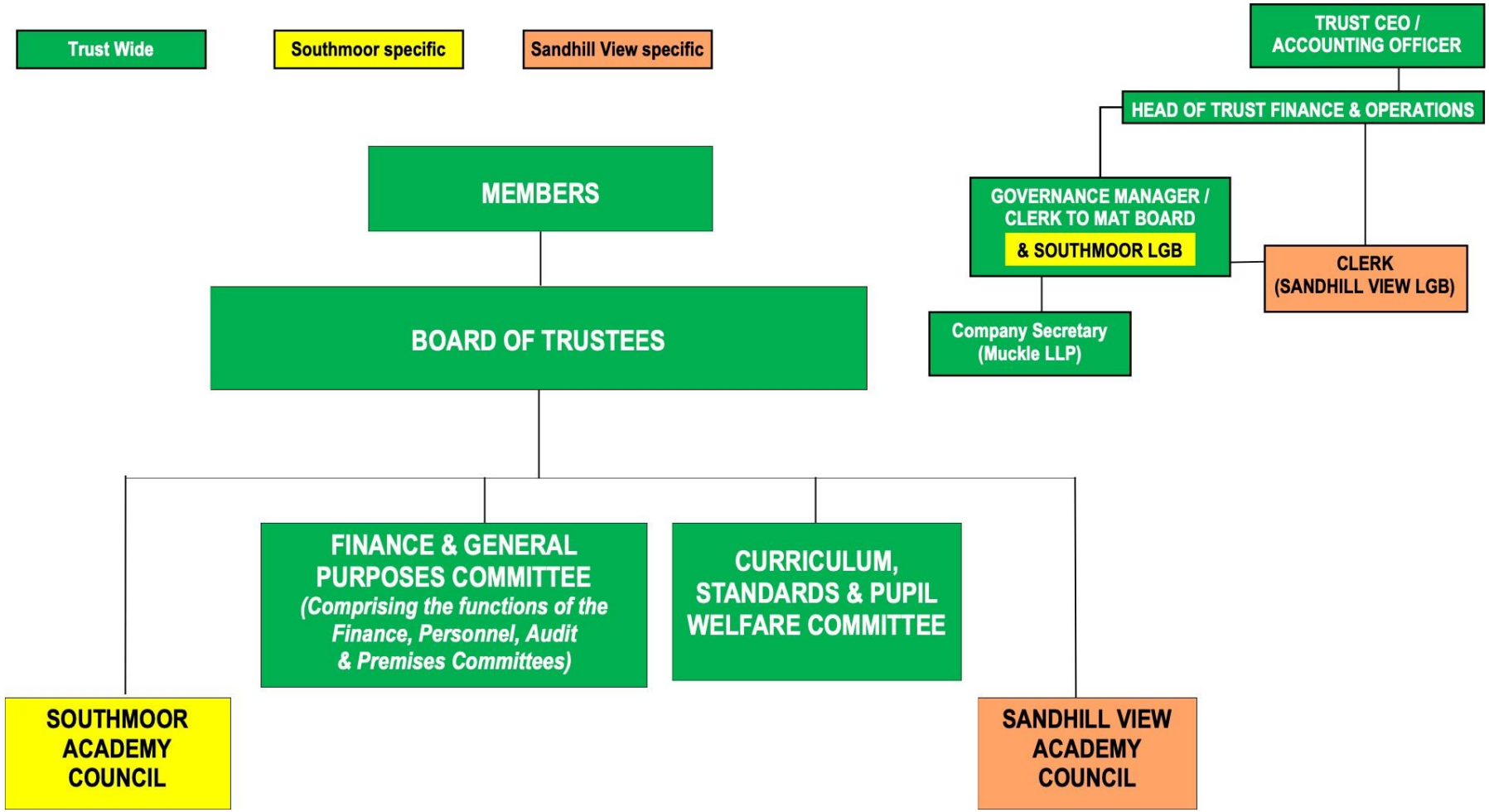
We enjoy the benefits of being in a small Multi Academy Trust. We welcome collaboration, partnership and professional challenge to support our continued improvement and development.

You are most welcome to come to visit the Academy to see how things work on a daily basis. I hope you will find this opportunity of interest and I look forward to your application.

Regards,

Joanne Maw
CEO

The Multi Academy Trust Structure



Advert

Headteacher

Salary: L29-35 (£83,971 – £97,273)

(To commence September 2021)

"School leaders are determined that the school will improve. They have an unshakable belief in the potential of their pupils." Ofsted March 2018

Following the successful promotion of the current post holder, trustees are seeking a *headteacher with the vision, skill and commitment to transform this belief into reality and secure the next stage in our success story*

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We are offering the chance to lead an academy which is emerging as a local success story. We offer:

- A team of committed, passionate and proactive staff
- A positive culture and high morale
- A high quality learning environment
- Leadership support within a small and successful MAT
- A secure budget position
- The freedom to set a success culture and innovate to make it happen.

In return we are seeking an ambitious, dynamic leader who is committed to social justice through the transformative power of education. The successful applicant will be able to evidence at least three years of successful whole school leadership at deputy head level.

We have many positive fundamentals to build on and we want someone who will lead the next phase of our exciting journey.

Sandhill View is part of the Southmoor Multi Academy Trust, which consists of two secondary academies, Southmoor and Sandhill View. Our schools have shared values and priorities and enjoy true partnership work in terms of staff development, working practices and student experiences. A Trust Board is responsible for the strategic direction and performance of both schools. As a member of the Trust, you will be expected to work collaboratively across both schools to assist in maximising the lifetime opportunities of the students who attend the schools.

Please visit Sandhill View Academy's website for further information about the Academy: www.sandhillview.com.

We welcome visits to the Academy, to arrange this please contact Joanne Woods, Trust Executive Assistant on 07718645297. Application packs are available from Sam Ferry, HR Manager email: Ferry.S@sandhillview.com Applications should be returned to Sam Ferry via email.

Closing Date: 4th May 2021 at 9.00 am

Interview Date(s): w/c 10th May 2021

Southmoor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS check.

POST TITLE :	**Headteacher**
REPORTING RELATIONSHIP	**Chief Executive Officer**
JOB PURPOSE :	To provide highly effective, professional strategic leadership and accountability for the Academy. To develop a culture of excellence in all areas of Academy life.

MAIN DUTIES/RESPONSIBILITIES

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Headteachers.

2. To meet the National Standards for Headteachers as published by the DfE.

3. To achieve performance criteria, objectives and targets agreed with or set by the Trustees in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

4. To support the Trust vision, modelling high expectations for all within a community in which all are, and feel, valued.

5. To work collaboratively with and offer professional challenge for other schools within the Multi Academy Trust, with high levels of moral integrity, to ensure all students of the Trust meet their full potential.

Specific

1. Ensure a positive school culture and ethos among staff and students.

2. Provide dynamic and strategic direction and leadership for the quality of education, pastoral care and personal development of all students in the Academy.

3. Ensure organisational effectiveness in terms of school improvement and high professional standards when working in partnership with all stakeholders.

4. Maintain a commitment among pupils, staff and parents to the Academy's mission in partnership with the Local Academy Council and through the example of personal conviction.

5. To develop and deliver a clear vision of school improvement.

6. To lead the staff and Local Academy Council in reviewing and evaluating the effectiveness of the Academy Self Evaluation and Improvement Plan.

7. To raise standards across the Academy with particular reference to academic performance and progress.

8. To lead in the provision of excellent learning, teaching and assessment across all aspects of the curriculum.

9. To lead the Academy through rigorous self-evaluation, including quality assurance and performance management at all levels

10. To develop, inspire and motivate effective teams in order to raise standards across the Academy.

11. To ensure that resources are well managed and allocated in accordance with the budget setting process, providing regular updates and reports to governors.

12. Ensure equality of opportunity for all.

13. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

14. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

THE ACADEMY TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

Date: April 2021

PERSON SPECIFICATION – HEADTEACHER
POST NO.

	ESSENTIAL			DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Recognised management qualification	AF/C
	E2	NPQH or LPSH qualification	AF/C			
Experience & Knowledge	E3	Evidence of recent, significant impact on student outcomes as a Deputy Head (3 years minimum).	AF/I/R			
	E4	Experience of at least two national curriculum key stages.	AF/I/R			
	E5	Experience of developing a broad, balanced and innovative curriculum, personalised to the needs of the whole pupil.	AF/I/R			
	E6	Experience of managing, developing, inspiring and motivating staff.	AF/I/R			
	E7	Demonstrable success in raising standards and meeting challenging targets.	AF/I/R			
	E8	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E9	Experience of presenting high quality, strategic information to Governors, and supporting their role as a “critical friend”.	AF/I/R			
	E10	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF/I/R			

Skills	E11	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E12	Confidence in using ICT, and able to articulate the benefits of ICT and future technology in an educational context.	AF/I/P			
	E13	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			
	E14	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			
	E15	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E16	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			
	E17	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
Personal Attributes	E18	High personal standards of integrity and probity.	AF/I			
	E19	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E20	Be confident, positive and approachable.	I/P			
	E21	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and others.	AF/I/R			
	E22	Have consideration of the views of others	AF/I/P			

	E23	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E24	Ability to create a learning culture within the organisation, which is recognised by staff, pupils and parents.	AF/I			
	E25	Commitment to personal development.	AF/I			
	E26	Be able to understand and develop your own emotional intelligence.	AF/I/P			
Special Requirements	E27	Be willing to work outside normal hours.	AF/I			
	E28	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E29	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

Terms and Conditions of Employment

Salary Grade	L29-35 (£83,971 – £97,273)
Working Hours	You will be expected to work the hours to meet the demands of the post in accordance with STPCD. It is recognised there will be fluctuations with this work especially during school term time
Payment	Staff are paid monthly in arrears by credit transfer
Notice	Your notice period will be in line with the provisions of the Burgundy Book for Headteacher's notice periods.
Pension	You will be automatically enrolled on to the Teacher's Pension Scheme, unless you choose to opt out.
Collective Agreements	The conditions applicable to your post are those contained in the school teachers' pay and conditions document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.
General	The successful candidate will be required to complete a medical form. The successful candidate will be required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence. An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.

Recruitment Process – Key Dates

Possible visits to Trust	w/c 19th April 2021 w/c 26th April 2021
Closing Date	9.00am on 4th May 2021
Shortlisting Date	4 & 5th May 2021
Interview Date	w/c 10th May 2021