

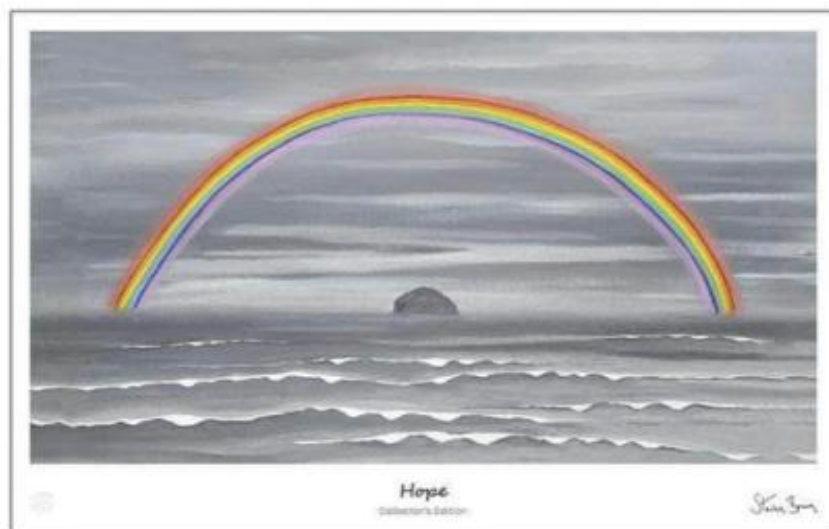


Head of School
Wrawby St Mary's C of E Primary School
Part of the Lincoln Anglican Academy Trust

"For I know the plans I have for you" declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future"

Jeremiah 29 verse 11

Schools serving their communities through Excellence, Exploration and Encouragement within the love of God



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Head of School

L5 to L9

£46,566 to £51,402 FTE

Wrawby St Mary's C of E school is part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across the Lincoln Diocese. We place a strong emphasis on growth and development for all our stakeholders. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.



We currently have 133 pupils on role.

This is an exciting opportunity to join Wrawby in its infancy within the Trust and lead a dedicated and enthusiastic team.

You will begin to create your own vision for the school and develop the uncompromising ambition that every child will succeed regardless of needs or barriers to learning. Along with all stakeholders, you will be able to create the new Christian values for the school, with Hope underpinning the start of the new Wrawby journey.

Together we will ensure every pupil learns in a safe and caring community with a passion and understanding that they can achieve anything in their journey through life.

We require an outstanding leader who is passionate about teaching and learning to inspire both staff and pupils to make a difference in outcomes for all.

This is a genuine opportunity to be an integral part of developing and growing new middle leaders with the support of an experienced Executive Headteacher.

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Applications are welcomed from candidates who can demonstrate that they:

- Have proven ability to inspire, challenge and motivate others
- Have a commitment to inclusive education which meets the needs of all pupils in our rapidly changing world
- Maintain high morale and set an example of professionalism, high quality performance and leadership
- Enhance opportunities through partnerships between parents / carers, pupils, staff, other trust schools and the local community in order to maximise the benefits of being a Trust school
- Continue to maintain and build on the distinctively Christian ethos of Wrawby St Mary's Church of England Primary School
- Have ambition and the drive to develop their skills and support the wider Trust

In return we can offer you:

- A school with a strong Christian Values which promote an education of excellence that allows children to flourish in all areas, academically, socially, emotionally and spiritually
- A school where all pupils and families know we care
- An opportunity to continue your own professional development



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Visits to our school are warmly welcomed and encouraged and will fall in line with current social distancing rules. Please make an appointment to visit after 3:45pm on a Wednesday or Friday afternoon.

Application packs are available via the school website <https://wrawbyprimary.co.uk/northlincs/primary/wrawby> or the Trust website www.thelaat.co.uk or by contacting the school directly.

For further information, an informal discussion or to arrange a visit, please contact Mrs S Keen (Business and Operations Partner) or Mrs S Fawn (Executive Headteacher) on 01652 655579

Completed application forms should be sent to Laura Lowe, HR Business Partner at lauralowe@laat.co.uk

CLOSING DATE FOR APPLICATIONS: 12 noon 19th March 2021

SHORTLISTING: 22nd March 2021

INTERVIEWS: 29th March 2021

START DATE: 1st September 2021

The Trust promotes diversity and wants a workforce which reflect Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.

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Welcome from the CEO

The Lincoln Anglican Academy Trust is a unique organisation that celebrates the individuality of every school whilst promoting an uncompromising belief in the power of collaboration and distinct Christian ethos to support all pupils and staff to be the best they can be.

Established as a multi-academy trust by the Diocese of Lincoln in 2013, we've grown to serve 16 academies across the three local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire.

You will be joining a well-established and successful trust - ready to support your development. As a trust, we work closely with our schools to provide high quality central capacity (around school improvement, HR, finance and health and safety) so that you can focus on the things that matter most – creating inspiring, inclusive and nurturing learning opportunities that will empower true transformation.

Within LAAT, we have a shared vision that schools serve their communities through excellence, exploration and encouragement within the love of God. For colleagues and I, this represents a personal and collective commitment, that every child and adult is supported to realise their full potential. Our commitment to our communities is resolute.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I would like to thank you for your interest in this exciting opportunity and hope you're inspired to join us.

Jackie Waters-Dewhurst

Chief Executive Officer

For more information about the Trust or the School please see links below.

www.thelaat.co.uk

<https://wrawbyprimary.co.uk/northlincs/primary/wrawby>

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Job Description – Head of School

Grade: LAAT 5 to 9

Responsible to: Executive Headteacher

Core Purpose

A Head of School will support the Executive Headteacher in the creation and implementation of a distinctly Christian vision. They will embed the Trust and School visions into every area of the role and will challenge and support others in achieving the same.

A Head of School will promote the need for pupils to actively engage in Excellence, Exploration and Encouragement and support LAAT's belief that all children need to flourish in a creative environment that allows them to become all that God intended.

In our Trust a Head of School provides professional leadership and is responsible for the efficient day to day management of the School as part of LAAT, leading the school community in promoting positive attitudes to learning throughout the whole community.

A Head of School will work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils. The postholder may be required to work in any of the Trust schools as directed by the Deputy Chief Executive and in consultation with the Executive Headteacher.

Key Tasks and Responsibilities

This Job Description should be read in conjunction with the standards for Headteachers as set out in the latest version of the School Teacher and Pay Conditions Document and with the Trust Code of Conduct. A Head of School should support an ethos of integrity, compassion and excellence throughout the school and communities in which they serve.

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The Head of School will ensure that his/her leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work and in support of the Trust vision and values.

Each school will be supported by a Trust Business and Operations Partner (BOP) The BOP will support on all operational aspects of the job description. For example, it is expected that much of the operational leadership and management of a school would be delegated to the HoS or BOP.

Key Accountabilities

Creating the future of the Trust Schools

Embed the Trust vision across the schools.

Work with the Executive Headteacher, local board and community to create a local vision for the schools which is consistent with the Trust vision and values.

Motivate others to create a shared learning culture and positive climate.

Support the Executive Headteacher in implementing the vision into agreed objectives and operational plans.

Develop school structures with the Executive Headteacher in order to maximise resources and where required support and promote cross working across schools within the Trust.

Support regular opportunities for cross-school and cross-leadership working to maximise strengths and develop further joint working.

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Leading teaching and learning/outcomes and standards across the Schools

Support curriculum development and innovation to ensure a vibrant, locally relevant and engaging curriculum is in place to ensure children receive a broad, balanced and relevant curriculum that helps to prepare them for the next phase of their education.

Ensure the continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress.

Establish creative, responsive and effective approaches to learning and teaching.

Set high expectations and set stretching targets for the school community.

Monitor, evaluate and review school practices and promote improvement strategies.

Robustly tackle under-performance.

With the EHT develop and lead a new curriculum.

With the Business and Operations Partner, manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum.

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils.

Lead the planning and delivery of Collective Worship.

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Developing self and working with others

Display and live out Leadership Behaviours that act as a beacon of excellence for others and support the Trust values.

Working within Trust policies and supported by the BOP, ensure the maintenance of effective strategies and procedures for staff induction, professional development and performance review.

Promote and maintain a culture of high expectations for self and others.

Ensure clear delegation of tasks and responsibilities so that teams and individuals undertake effective planning, allocation, support and evaluation of work.

Regularly review own practice, set personal targets and take responsibility for own development.

Maintain a consistent and continuous focus on the growth and development of staff and pupils.

Acknowledge responsibilities and celebrate achievements of teams and individuals to promote a positive successful culture across the school.

Actively manage own workload, setting a good example to others to allow a genuine culture of work/life balance.

Attend training and development courses as prescribed by and required by the Trust.

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Managing the organisation

Ensure the ongoing development and implementation of an organisational structures which reflect the visions of the Trust and enable effective and efficient operations.

Support the Executive Headteacher in developing a focussed School Development Plan, that articulates the core priorities, the timescales in which these will be achieved and the success criteria for each of these.

Support the Executive Headteacher in the preparation of an accurate School Self Evaluation (SEF) document that accurately reflects the current picture of the school with regards to Leadership, Quality of Education, Personal Development, Behaviour and Attitudes.

Operationally manage the human, financial and physical resources of the school, supported by the central team and BOP.

Have an operational overview of all health and safety regulations to ensure that the school meets the needs of the curriculum and health and safety regulations.

Ensure that growth and development processes are carried out for all staff and report growth and development outcomes to the Executive Headteacher, ensuring staff are fully supported.

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

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Securing accountability

Consistent with the Trust vision, enable everyone to work collaboratively within the school and across the wider Trust to achieve excellence for all.

Ensure individual staff accountabilities are clearly defined, understood, agreed and recorded.

Work with the local board to enable it to meet its responsibilities and those defined in the Scheme of Delegation.

Ensure every individual pupil has access to high quality teaching and learning that allows them flourish and become all that God intended.

Present a coherent and accurate account of the school's educational performance to a range of audiences including the Executive Headteacher, the Trust Board and parents and carers.

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Strengthening community

The Head of School will be the primary contact for parents and carers.

Support and promote positive strategies for challenging any prejudice.

Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the Trust's ethos, values and Code of Conduct.

Ensure that the school collaborates with other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families.

Support the development and implementation of a curriculum which supports the school culture and which takes into account the richness and diversity of the school's communities, and of those around the school.

Ensure a range of community-based learning experiences are available.

Collaborate with other agencies to ensure pupil and community needs are met.

Develop and implement strategies, to ensure strong community links are established and maintained.

Support and lead joint community events that promote the ethos of the Trust.

Market and promote the school and the Trust via social media and other communications, sharing its unique selling points, vision and values.

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Safeguarding

Be the Deputy Designated Safeguarding lead.

Ensure that the school is a safe place for children, ensuring that all safeguarding procedures are of the highest standard.

Oversee the recording and management of safeguarding concerns and ensure compliance with statutory guidance.

Oversee the management of the Single Central Record (SCR).

Ensure consistent and thorough procedures and practices for all staff in relation to being vigilant to the safeguarding of all children including liaison with outside agencies.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of children during the course of their work.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
Qualified Teacher Status with a successful NQT year completed	*	
National Professional Qualification of Headship or working towards		*
Evidence of continuing professional development	*	
Significant experience as an Assistant Headteacher, Deputy Head or Senior Teacher with a sustained record of school improvement	*	
Experience of developing partnership and learning between schools		*
Experience of the effective management of funding and resources		*
Evidence of successfully leading and sustaining educational initiative	*	
Evidence of effective appointment and personnel management		*
Experience of working within a Church School		*

Professional knowledge and understanding

Understanding of the mission and vision of the Church of England and the Diocese of Lincoln	*	
Knowledge of ways to build, communicate and implement a vision within a school	*	
Knowledge and experience of teaching across all key phases		*
Demonstrate ability to lead change, creativity and innovation and motivate others to do the same	*	
Awareness of strategies for communication, both within and beyond the school and community	*	
Understand strategies for ensuring inclusion, diversity and access to education for all	*	
Curriculum design and management to meet the needs and context of a school	*	
The self-evaluation process and its role in driving continuous improvement	*	
Building and sustaining a learning community	*	
Financial planning, budgetary management and principles of best value	*	
Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation	*	

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The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including performance	*	
To be able to effectively use IT, particularly accounting software and Microsoft Excel	*	

Safeguarding Children

Current Safeguarding Training	*	
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Ability to develop and maintain a clear vision and lead others to plan and deliver it	*	
Ability to articulate this vision to diverse audiences and a commitment to inspire others	*	
Ability to establish successful relationships at all levels and have good communication skills both verbal and written	*	
Ability to lead, coordinate and delegate with enthusiasm, energy, vigour and perseverance	*	
Ability to exercise accountability effectively, efficiently, and fairly	*	
Ability to foster a culture of respect and openness	*	
Be passionate about Church School education and learning	*	
Display and role model resilience and perseverance	*	

Behaviour Competencies - Candidates should:

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

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Our commitment to you

We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through :

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally.
- Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates

<https://www.thelaat.co.uk/blog/?pid=9&nid=2>

Where to find us

Address

Wrawby St Mary's C of E Primary School, Vicarage Avenue, Wrawby DN20 8RY

Telephone

01652 655579

Email

admin.wrawby@northlincs.gov.uk



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