

January 2021

Applicant pack for the post of:

## Headteacher — Bolton Brow Primary Academy



Required from September 2021

**Bolton Brow Primary Academy**  
**Sowerby Bridge**  
**Halifax HX6 2BA**

**telephone: 01422 831031**

**website: [www.boltonbrow.com](http://www.boltonbrow.com)**



***A founder school of the Together Learning Trust***

**Bolton Brow Primary Academy  
Sowerby Bridge  
HX6 2BA**



**Headteacher  
Permanent and Full Time  
From September 2021**

**Salary range: L14 – L20 (£56,579 - £65,561)**

***Are you an outstanding leader looking for your first headship?***

***Are you already a successful headteacher seeking a new challenge?***

We believe that the role of a successful headteacher, supported by effective senior leaders, is absolutely vital in making a substantial impact on driving our academy's performance whilst sustaining its existing values and ethos. Our Headteacher has moved on in his career after more than 7 dedicated and successful years at Bolton Brow Primary Academy. Our governors are therefore looking for an experienced senior leader who can combine a track record of outstanding classroom practice and successful management of teams with up to date knowledge and understanding of current and evolving education and school systems, both locally and nationally.

The successful candidate will be joining a forward-thinking academy which is a founder member of the Together Learning Trust (TLT) which currently comprises five schools (three primary and two secondary) within West Yorkshire. We have developed strong links within our community and are also active within the Sowerby Bridge Primary Schools cluster, working effectively with all local schools. We similarly work alongside parents and carers to further develop a pupil-centred place of learning which is dedicated to the promotion of a safe and vibrant environment in which children thrive.

In addition to our primary education, we run a successful nursery provision in which the adoption of a 'child-led' approach to schooling focuses heavily on children's individual interests and learning styles. Our curriculum places a strong emphasis on exploration and discovery whilst valuing respect and responsibility to promote the importance of community.

Our pupils are truly special: they are enthusiastic and passionate about their school and devised our strap line '*Proud to be Brow*'. It is expected that our new headteacher will not only share this pride in our achievements but will also nurture a caring and sharing environment, ensuring that the school remains, for both pupils and staff, an enjoyable place in which to learn and work respectively, thus maximising the full potential of children and adults alike.

It is anticipated that you will already be a confident and impressive communicator with the ambition to further develop the curriculum to enhance the academic learning and achievements of our pupils. You will be ably supported by a hard-working and competent staff team as well as an experienced governing body with a diverse range of skills and expertise.

**Due to the current measures imposed on schools in relation to social distancing we regret it may not be possible to arrange visits to the school. However, if you require any further information about either the role or the school itself (or indeed the Together Learning Trust MAT) please contact Julie Banham (School Administrator) either by telephone (01422 831031) or by email ([admin@boltonbrow.calderdale.sch.uk](mailto:admin@boltonbrow.calderdale.sch.uk)).**

**We strongly recommend that you take the time to visit one or both of our websites which are (for the school) [boltonbrow.com](http://boltonbrow.com) and (for the MAT) [togetherlearningtrust.co.uk](http://togetherlearningtrust.co.uk).**

An applicant pack and application form can be downloaded from [boltonbrow.com](http://boltonbrow.com).

Please return your completed application form, via email to: [admin@togetherlearningtrust.co.uk](mailto:admin@togetherlearningtrust.co.uk)

**Closing date for applications: Friday 5 February 2021 (by 12 noon)**

**Proposed date for assessments/interviews: Thursday 25 February and Friday 26 February 2021**

*Bolton Brow Primary Academy is committed to safeguarding and promoting the welfare of our students. All staff and volunteers are expected to share this commitment. The successful applicant will be required to undertake appropriate pre-employment checks which will include references from previous employers, confirmation of the right to work in the UK, and relevant DBS and prohibition checks.*



## Welcome letter

Dear Applicant

Thank you for the interest you have shown in responding to our advertisement for the position of headteacher at Bolton Brow.

In addition to the information enclosed, our governors recommend that you visit our school website as this will provide you with an insight into the organisation of both the school and the wider MAT as well as the range of activities offered to the pupils of our successful establishment. We hope it will also give you an indication of the future opportunities that the post of headteacher offers within the Together Learning Trust (TLT) which currently consists of a group of five schools within the MAT.

Bolton Brow Primary Academy is a founding member of the Together Learning Trust. The formation of TLT has enabled our group of schools to bring together headteachers and senior leaders from both primary and secondary schools to network and participate in shared learning events. This will further support the development around transformation and innovation in collaborating over new ways to grow and improve the trust. Additionally, all our staff have maximal opportunity to network informally with colleagues in other schools to enhance delivery of an outstanding educational experience for all pupils across the MAT.

We are looking to appoint a headteacher who has the vision, experience and determination to not only maintain our high standards but to drive the school forwards. The successful candidate should be a supportive leader who is passionate and knowledgeable about providing an outstanding experience of teaching and learning in school and should have a proven track record with the necessary commitment and drive to improve the outcomes for our pupils at Bolton Brow.

We are very proud of our school and indeed our whole community. Our staff members are dedicated and caring and are part of a great team. We are keen to encourage our new headteacher to maintain and extend existing links in our local community whilst leading and developing our enthusiastic team of staff.

The person specification in the applicant pack contains the criteria that the recruitment panel will use in the selection process – please address these in full within your application by providing relevant examples of your skills and experiences against the specified criteria.

We very much hope that you have been inspired to join us and look forward to receiving your completed application. Should you require any further information, please do not hesitate to contact me via Julie Banham contact [admin@boltonbrow.calderdale.sch.uk](mailto:admin@boltonbrow.calderdale.sch.uk).

Yours sincerely

Janet Clayton

Chair of Governors





Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

### **Our team**

TLT's school development strategy is based on collaboration, integrity and creativity. Central to these themes is valuing the unique strengths of each school and creating structures that harness and share expertise throughout the trust to enable everyone to learn and excel. Together we form a supportive structure which gives us all strength to flourish.

*'We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple: 'To Grow, Excel, and Learn Together'.*

*David Lord, Chief Executive Headteacher*

### **Executive Leadership Group**

The Executive Leadership Group comprises Headteachers of each of the schools in the Trust, the CE Headteacher and the CFO, reflecting the collaborative nature of our vision. Each Trust Headteacher leads a School Development Group which means each school plays an equal part in school improvement. This also ensures each school is systematic, accountable and extremely aspirational.

The five schools in our Trust:

- Ryburn Valley High School
- Honley High School
- Bolton Brow Primary Academy
- Meltham Moor Primary School
- Netherton Infant and Nursery School

**Our vision: STANDING OUT, STANDING TOGETHER**

## About Bolton Brow Primary Academy

Bolton Brow is primarily a family school. Generations of our families have attended this school and are very proud of their connections. We are proud to class ourselves as a true school of our community. Our children are truly special: enthusiastic, caring and passionate about their school.

Our staff work hard, nurture our children and create an environment which is enjoyable to work in. Just like our children they too are 'Proud to be Brow!'

Our vision is:



## What staff say about our school

*I started my journey at Bolton Brow 2 years ago this April. I remember my interview and how welcome I felt the minute I stepped through the main entrance of the school.*

*Bolton Brow is such a lovely school, the staff and the children are absolutely amazing. Anyone who knows me knows how much I love my job and that is because of my place of work and the people I work alongside as well as the fantastic pupils. I genuinely look forward to work every single day and I cannot wait to get back to it full steam once we are able to. I thoroughly miss all my work colleagues and the children even more so.*

Assistant Cook



*Bolton Brow is a wonderful school with amazing pupils and a hard-working staff who care deeply about the all-round development of our children, not just their academic performance. Over their time in our school, the children form excellent relationships with their peers and staff, meaning they are well-supported, love coming to school and are extremely friendly and polite. Staff are enthusiastic about creating the best possible learning environment, tailored to the needs of our children and, as a result, Bolton Brow is a special place where all achievements are celebrated and every child is made to feel that they can succeed in life. We are all Proud to be Brow!*

Nursery Teacher

*I am very lucky and privileged to work with such inspirational and outstanding teachers whose lessons wow me as well as the children.*

*Each member of our team is committed to ensuring that the children not only receive a fabulous education, but that they enjoy their time with us. Bolton Brow is a special place to work where each member of staff is valued. Colleagues genuinely care for each other and where parents appreciate the effort, time and care which is given to each child.*

Support Assistant and Staff Governor



*I started volunteering at Bolton Brow when my daughter was in reception class. I was subsequently employed as a SEN support assistant. Over the years I have been supported in my personal development and I am now working as a TA and HLTA.*

*Working at Bolton Brow is like being in a family. There is a real sense of community with everyone looking out for each other, both staff and students. I enjoy coming to school every day to face the challenges and rewards that working at Bolton Brow brings and go home knowing I have made a difference in children's lives.*

Teaching Assistant and HLTA

## What pupils say about our school

I think Bolton Brow is really special because all the teachers are really kind and helpful. We also go on lots of different trips. We learn lots of new things and the teachers make it really fun. When you start school you make lots of new friends and everyone is friendly. In assembly you get to be with everyone. We have a chant and shout proud to be brow at the end of every assembly. Bolton Brow is a happy and safe place to be and you get to have fun outdoors. My brother loves going to Bolton Brow nursery and is excited to start in Reception class. He said Bolton Brow is special because he loves his teachers and has lots of fun. Bolton Brow is a very special school and we love it.

P T B!



## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children.

It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

All candidates are expected to understand their own responsibilities and duties in regard to child protection and safeguarding with due relevance to the specific post advertised.



## The Curriculum

Our curriculum aims to provide all pupils with the knowledge and skills needed to live well-rounded lives during their Primary School years and beyond. Bolton Brow is a fully inclusive learning community and we recognise everyone as a unique individual and celebrate these differences. We all understand the purpose and value of learning and see its relevance to our past, present and future.

Pupils work in a range of groups and settings with purposeful opportunities that allow them to follow their own interests, be themselves, reflect and think mindfully about learning. Pupils have many opportunities to learn outdoors, take part in specialist curriculum days and themed weeks. Pupils and staff work together to provide curriculum events for parents, carers and members of the community to share in their learning and experiences.

### Our Results

We are proud of our pupils and their fantastic achievements. Overall, our results generally exceed expected levels and standards are high in Reading, Writing and Maths across the school. See our website for more details.

### Supporting our SEND pupils

Our pupils' access a broad and balanced curriculum which is well differentiated and takes account of their different learning styles and particular interests. The quality of teaching and learning is well monitored by leaders supported by a rigorous tracking system.



## Our Nursery



We adopt a 'child led' approach to learning which focuses heavily on children's interests and individual learning styles. Our curriculum promotes respect, responsibility and community, and has a strong emphasis on exploration and discovery.

Our indoor and outdoor environments and our curriculum are carefully planned to provide a range of stimulating opportunities to promote children's development in line with the Early Years Foundation Stage guidance produced by the Department for Education.

# Job Description: Headteacher

## **Prime objectives of the post**

The postholder, supported as appropriate by the governing body and Together Learning Trust (TLT), will create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community

The postholder will provide high quality professional leadership and management for the school, securing high standards of achievement in all areas and ensuring accurate school self-evaluation to inform both the leadership team and the governing body in respect of school improvement planning

## **Strategic direction**

- Take an overview (supported by the governing body) of operational and business plans and to take lead responsibility for delivering the curriculum, teaching and learning in the school
- Present to the governing body's Finance Committee a balanced budget which satisfies financial requirements whilst addressing the priorities identified within the school development plan
- Take a lead in the development of opportunities to generate income for the school
- Take an active role in the development of TLT, supporting the ongoing growth and impact of the Multi-Academy Trust

## **Leadership and management – staff and pupils**

- Lead the strategic direction and development of the school and the formulation, implementation and monitoring of school improvement plans based on school self-evaluation
- Ensure that management structures and deployment of resources support an efficient, effective and safe learning environment and build capacity across the workforce
- Ensure the vision and ethos of the school is clearly articulated, shared, understood and acted upon effectively by all stakeholders
- Ensure that the curriculum, pastoral care and administration meet the needs of all pupils
- Ensure high standards of teaching and learning, attendance, punctuality and behaviour from pupils, in accordance with agreed school policy and practice
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to enriched learning opportunities and pupils' well-being
- Monitor and evaluate the effectiveness of the curriculum and take appropriate remedial action as and when indicated
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice both within and between schools, drawing on and conducting relevant research and robust data analysis
- Encourage staff both to engage in continuous professional development and to provide support for others
- Identify emerging talents and to coach both current and aspiring leaders to enable clear succession planning
- Manage staff appropriately in relation to their professional conduct and practice and have a duty of care regarding staff welfare

## **Management of systems and process**

- Exercise strategic, curriculum-led financial planning to ensure the appropriate deployment of budgets and resources

# Job Description: Headteacher

continued

- Manage distributive leadership throughout the school whilst remaining accountable for pupil, staff and financial performance
- Ensure that financial requirements are compliant with DfE regulations and that robust internal financial control mechanisms are in place
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting improvement and both recognising and valuing excellent practice
- Provide a safe, calm and well-ordered environment for pupils and staff, with a clear focus both on safeguarding pupils and ensuring adherence to the behaviour for learning policy
- Ensure that all statutory duties regarding safeguarding are in place and effectively and reliably monitored

## **Leading the self-improving system**

- Develop effective relationships with other professionals and stakeholders to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all members of staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils

## **Community relationships**

- Build a school culture that embraces the richness and diversity of modern communities, both locally and nationally
- Create and promote positive strategies for challenging prejudice and preventing radicalisation
- Ensure pupils' learning experiences link with the wider community
- Collaborate with other agencies at both strategic and operational levels to share in provision for academic, spiritual, moral, social, emotional and cultural well-being
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievements and personal development
- Seek opportunities to invite parents and carers, community members, businesses, sporting and other organisations into school to enrich the school's contribution to the wider community
- Co-operate effectively with all agencies involved in child protection within a robust school culture of safeguarding

## **Securing accountability**

- Develop an organisational culture where every individual, including all pupils and staff, recognises his or her own accountability for the success of the school
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled
- Work closely with the governing body to enable it to meet its responsibilities
- Undertake any other professional duties as directed by the governing body or TLT

## Person Specification:

## Headteacher

### How to apply

Please read the specification carefully.

You must ensure that you address the criteria outlined in the person specification when completing the application form, giving examples where appropriate.

### Legend to criteria:

E - Essential

D - Desirable

I - How identified

### Means of identification:

A - Application form

I - Interview

E - Exercise

(assessment)

R - Reference

| Qualifications and Training   | E | D | I     |
|---|---|---|-------|
| Qualified Teacher Status  | ✓ |   | A     |
| Professional development activities undertaken within last 2 years                              | ✓ |   | A     |
| Degree in a relevant subject area   |   | ✓ | A     |
| NPQH  |   | ✓ | A     |
| Experience  | E | D | I     |
| Successful teaching experience in the primary phase   | ✓ |   | A/I/R |
| Experience of leading curriculum areas and initiatives showing a positive impact                | ✓ |   | A/I/R |
| Experience of modelling innovative approaches to school improvement and leadership              | ✓ |   | A/I/R |
| Experience of maintaining school systems and processes that are fit for purpose                 | ✓ |   | A/I/R |
| Experience of successfully managing the performance of staff (appraisals)                       | ✓ |   | A/I/R |
| Experience of effective management and analysis of data to evaluate school performance          | ✓ |   | A/I/R |
| Successful teaching experience in more than one key stage and/or in early years                 |   | ✓ | A/I/R |
| Experience of providing support to other schools in need, leading to positive impact            |   | ✓ | A/IR  |
| Experience of financial management or making budgetary decisions                                |   | ✓ | A/I/R |
| Experience of leadership in an Ofsted (or other) inspection                                     |   | ✓ | A/I/R |
| Knowledge and Skills  | E | D | I     |
| Excellent oral, interpersonal, organisational, communication and problem-solving skills         | ✓ |   | A/I/E |
| In depth knowledge of current and developing priorities in the primary sector                   | ✓ |   | A/I/E |
| A solid knowledge of the primary/early years curriculum   | ✓ |   | A/I/E |
| Ability to successfully lead, motivate and support staff  | ✓ |   | A/I/R |
| Ability to develop and maintain professional relationships with individuals (internal/external) | ✓ |   | A/I/R |
| Initiative and Circumstances  | E | D | I     |
| Ability to self-motivate  | ✓ |   | A/I/R |
| Proven effectiveness in decision-making and ability to work under pressure                      | ✓ |   | A/I/R |
| Ability to work flexibly and to respond to change   | ✓ |   | A/I/R |

## How to apply:

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11.

It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email (please note this must be in Word format) to: [admin@togetherlearningtrust.co.uk](mailto:admin@togetherlearningtrust.co.uk)

If you have any queries about the application process please contact our School Administrator Julie Banham on 01422 831 031



## Application / Interview Timeline:

Completed applications should be returned no later than:

**Friday 5 February 2021 (by 12 noon)**

Interviews/assessments to be held on:

**Thursday 25 February and Friday 26 February 2021**



**PROUD TO BE BROW!**