



WORKING WITH US

Together we **Exceed**

RECRUITMENT INFORMATION PACK

Position: Headteacher at Horton Park Primary School

Grade: L16-22

Start Date: 1 September 2021

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MESSAGE FROM THE CEO

Dear Candidate,

We would like to thank you for your interest in joining Exceed Academies Trust as the Headteacher at Horton Park Primary School.

I am delighted that you are interested to see how Exceed Academies Trust can support you in your career. You may already know a little bit about our amazing schools, we hope that after reading the enclosed pack that you will consider applying to be part of our outstanding team.

Exceed Academies Trust is an educational charity that runs schools on behalf of the Government. We are a cross phase Trust comprising of eight schools: six primaries, one all-through (3-16), and one alternative provision academy. Our family of schools are all located within the Bradford district and mostly serve communities with some of the highest levels of social and economic challenges in the city. Our schools are inclusive, community focused, and supportive. We make no excuses for outcomes and a number of our schools have traditionally been some of the highest performing both locally and nationally, with two schools featuring in the Sunday Times list of top 250 state primary schools in the country. Our Sponsored Academies are being supported on their journey to Outstanding, one of which was recently rated in the top five in Bradford for its amazing KS2 Outcomes.

Exceed Academies Trust recognises its moral purpose to support schools and academies across the city and the region. Exceed Academies Trust is responsible for and runs the Bradford Teaching School Hub on behalf of the City. The Trust is also responsible for a SCITT (School Centre for Initial Teaching Training) and has recently been approved as an Apprenticeship Training Provider. The SCITT trains 50 primary school teachers each year and has two hubs, one in Leeds and one in Bradford.

As a Trust, we are determined to be an 'Employer of Choice' where our staff are seen as the key and the most important resource. Our staff are supported through professional development and an active wellbeing strategy. We believe in supporting staff to achieve a healthy work life balance, for the benefit of the children in our schools, as well as to support them to enjoy their personal lives, family and social time. We are keen to support initiatives that build healthy teams, support personal resilience and we provide opportunities to seek support for staff mental health and general wellbeing.

I would like to thank you once again for your interest in Exceed Academies Trust and the position at Horton Park Primary School. I hope the information provided gives you a sense and feel for our organisation. If you believe that your own values are a good fit with our Trust, we would be delighted to receive your application and look forward to working with you to support the children and young people of Bradford.

Duncan Jacques, CBE
Chief Executive Officer,
Exceed Academies Trust





Exceed
Academies Trust

ABOUT US

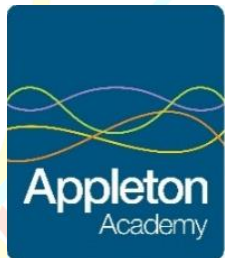


Exceed
Academies Trust

Exceed Academies Trust believes that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

We are a cross phase Trust of eight academies; six primary, one all-through, and one alternative provision academy; we also run a maintained nursery school through a service level agreement. It is our aim and determination to be as inclusive as possible.

Each academy has its own website, please visit these websites to find out more about the academy where you will be working.



The Trust recognises its moral purpose to support schools and academies across the city and the region. We are responsible for running and managing the Bradford Teaching School Hub on behalf of the DfE, deliver high-quality school-led Initial Teacher Training through our Ofsted Outstanding SCITT, and facilitate a wide range of school improvement support for Exceed Academies Trust and beyond through our Institute.



OUR PURPOSE AND ETHICAL GOALS

Our core educational vision is to provide an **outstanding school experience for all.**

Our schools aim to be inclusive, high achieving and ones in which our learners, staff and the wider community strive to **'see what's possible'**.

Our schools retain their individuality, own identity and local governance.

The Trust recognises its moral purpose to support schools and academies across the city and the region.

Children and students are at the heart of everything we do

Our tagline is simple: **Together we Exceed**

All of our work is underpinned by our ethical goals:

*To improve
outcomes and
life chances
for the
learners in its
schools*

*To impact
positively on
the
communities
that are
served*

*To ensure that
all trust
schools
become 'good'
or better*

*To ensure that
all learners
are prepared
and contribute
to life in
modern
Britain*

*To contribute
to system-
wide
improvements
in education*

HORTON PARK PRIMARY SCHOOL

Horton Park Primary is a two-form entry primary school with excellent facilities, located at the heart of the Canterbury estate in Bradford, West Yorkshire. It is a school with big ambitions where **'everyone learns to succeed'!**

The school works together to provide every child with a brilliant start to their school life and recognises that parental engagement is key to the success of the children. Parents and other agencies are involved as partners in the learning process. Horton Park Primary School is building a reputation for positively involving the children in taking responsibility: for themselves, their learning and their environment.

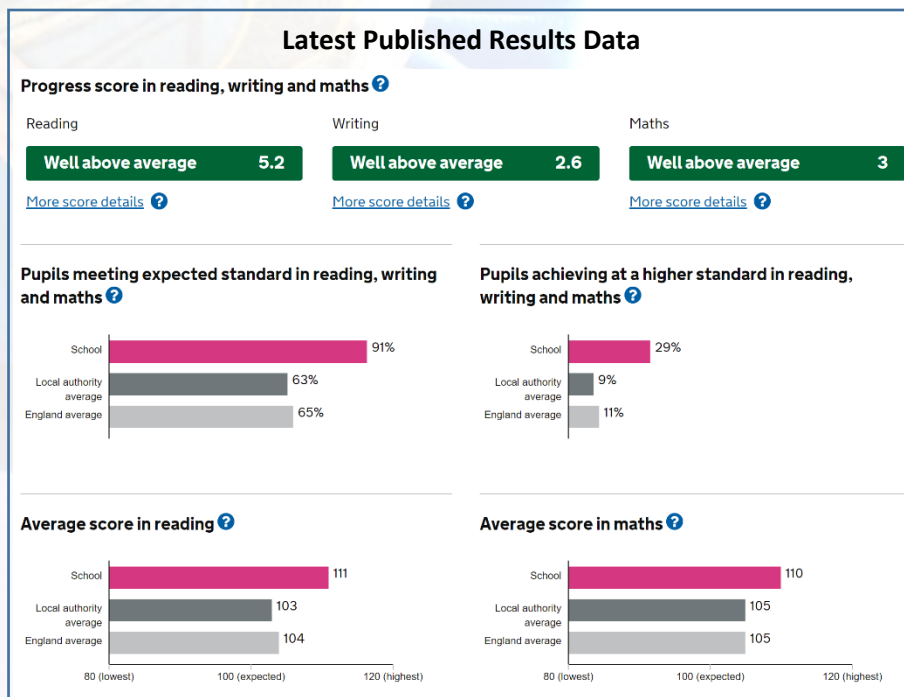


'Attitudes to learning, behaviour in lessons and conduct around the school environment are exemplary. The quality of teaching and learning has improved over time and pupils' outcomes in reading, writing and mathematics at the end of key stage 2 have been excellent and in the top 20% of schools nationally for the last three years.' – Ofsted report – May 2019.

Horton Park Primary School is full, with 425 children on roll, the age range is 4-11 years (the feeder nursery is a separate school – Canterbury Nursery School and Children's Centre). The school also has a Key Stage One School Led Resource Provision, which caters for the needs of children with generic complex needs.

Demographic Context

Canterbury has a diverse population; 78% of learners are from ethnic minority groups; many White British families have Irish and Scottish relatives and around 60% of learners are Muslims, mainly of Pakistani origin, with a number of Eastern European and mixed race children. The school also has several African and Caribbean, Kosovan and Iraqi families. Some other languages children speak are Mirpuri Punjabi, Urdu, French, Hindko, Arabic, Kurdish, Polish, Latvian and Slovak. The school's Community Team work closely with families. Attendance, which is at around 95%, is strongly encouraged.



JOB ADVERT

Headteacher – Horton Park Primary School

L16-L22 (£61,165 to £70,744)

Following the recent departure of the Executive Headteacher, Exceed Academies Trust is now seeking to appoint an enthusiastic and dynamic Headteacher to lead Horton Park Primary School from September 2021.

Horton Park is a vibrant two-form entry primary school for children aged 4 to 11 years old with 425 pupils currently on roll. The school boasts excellent facilities and the recent addition of a Key Stage One School Led Resource Provision, which caters for the needs of children with generic complex needs.

Located in the heart of the Canterbury estate, within the culturally diverse Great Horton area and just 10 minutes' walk from Bradford city centre, the school possesses an excellent reputation within the local and wider community. Horton Park is a school with big ambitions where 'everyone learns to succeed', working together to provide every child with a brilliant start to their school life.

Horton Park Primary School joined Exceed Academies Trust on 1 December 2016, a one of 3 founding schools, and has been an integral part in establishing and developing the Multi Academy Trust into the successful and highly regarded organisation it is today.

Exceed Academies Trust believe that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

This post is a unique opportunity for an outstanding and ambitious, existing senior leader with extensive primary teaching experience to work alongside the existing senior leadership team to enhance education in Bradford alongside furthering their career.

Reporting directly to the CEO and additionally working in close collaboration with other leadership colleagues across the organisation, the Headteacher at Horton Park Primary School will be responsible for the day-to-day leadership and management of one of our flagship schools. The successful candidate will develop and direct this consistently good school on its progressive journey to becoming an outstanding provider of primary education in the city of Bradford.

Visits are welcomed however are strictly by appointment only, week commencing 8th March 2021 and are subject to COVID-19 safety measures. Please contact Emma Hendry, Chief HR Officer on 01274 086494 or 07967 390793 or email emmahendry@exceedacademiestrust.co.uk for an informal discussion regarding this opportunity, to arrange a visit appointment or to request an application pack. Application packs can also be downloaded from the trust website www.exceedacademiestrust.co.uk

Closing date for applications: Midday on Friday 12th March 2021

Interviews: week of 22nd March 2021

Please submit completed applications to recruitment@exceedacademiestrust.co.uk

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Title: Head Teacher
School: Horton Park Primary School
Pay Range/Grade: L16 – L22
Reporting to: CEO
Line Management of: Senior Leadership Team

Core purpose:

- To manage the school on a day to day basis and be accountable for the organisation and conduct of the school, including staff and pupils.
- Provide professional leadership and strategic direction leadership including being accountable for the standards achieved and quality of teaching and learning at the setting
- Deliver effective leadership and management strategies to enable the staff to provide every child high quality education and to promote the highest possible standards of teaching, learning and achievement
- Ensure a consistently high quality of education for all pupils through the effective delivery of the highest standards of learning and assessment in accordance with statutory requirements
- Secure the long-term success of the school by maximising potential through the skills and resource available within the schools and wider Trust
- Build leadership capacity and develop leadership capability

Duties and responsibilities:

Leadership

- Work with the CEO, senior leadership team, staff and Local Advisory Board to set the strategic direction for the school
- Lead by example and provide inspiration and motivation to the whole school community, generating an overarching ethos and associated policies for the school which promote high levels of progress and attainment within an inclusive, caring and safe environment
- Ensure the Trust's priorities are consistently and effectively implemented across the school including translating the strategic vision of the Trust into agreed objectives and operational plans for school and implementing effective communication mechanisms to ensure staff understand how to implement the strategic vision and operational plans
- Ensure evidence-based improvement plans and policies are implemented and maintained to promote continuous school improvement, linked to the school's SEF
- Ensure the development and maintenance of effective strategies for staff professional development and performance management
- Ensure an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all support and teaching staff, creating and developing an environment in which staff recognise that they are accountable for the success of all pupils
- Oversee the development of high quality curriculum provision and associated enrichment opportunities

- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
- Ensure that curriculum planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community
- Be accountable for the quality of teaching, learning and assessment for the whole school
- Direct and lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure required levels of consistency and quality
- Oversee the induction of staff new to the school and those being trained within the school
- Direct the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mind-set
- Attend and contribute to meetings of the Local Advisory Board and Board of Trustees where required

Education and Standards

- Develop a culture where pupils and staff feel safe, confident, can attain maximum educational outcomes and where the Trust's values are evident
- Create a culture and ethos of challenge and support where all pupils can achieve success and are engaged in their own learning
- Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning
- Develop and maintain a broad range of extra-curricular activities across the school
- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved
- Collaborate with other agencies to ensure pupils' needs are met
- Ensure that learning is at the heart of the school at all times and take responsibility for the quality of teaching and learning across the whole school
- Provide inspirational and strong strategic leadership to staff to ensure the delivery of the highest standards of teaching and learning across the board
- Inspire and coach every teacher to deliver quality first teaching for every pupil every time and drive a continuous and consistent focus on pupils' achievement and progress, using robust data to monitor and evaluate effectiveness
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child
- Challenge under-performance at all levels and ensure effective corrective action and follow-up, setting high expectations and challenging targets for rapid and sustained improvement
- Establish creative, responsive and effective approaches to improving teaching and learning
- Lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential
- Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection
- Build a collaborative culture which positively embraces change and progression through staff empowerment and team work
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance

Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Oversee the implementation of Trust policies and procedures, ensuring consistent application
- Maintain effective systems for safeguarding all pupils working with external agencies as required
- Ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to across the school
- Ensure that all activities comply with current regulations regarding safeguarding and that safeguarding and child protection policies are operated rigorously
- Manage and organise the school environment efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations

Management of Resources

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the school are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Working with the Chief Executive Officer and central Trust staff, ensure the effective deployment of resources across the school to ensure maximum impact
- Produce a balanced annual budget for the school for recommendation to the Board of Trustees
- Recruit, lead and develop a committed, effective and diverse workforce across the school that understands its role in enabling and promoting high quality learning
- Develop leadership capacity across the school through coaching and other appropriate methods, ensuring the development of effective middle leadership roles within the school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

Additional Duties

- To fulfil the requirements and duties set out in the STPCD relating to Headteachers
- To 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
- Fulfil the role and duties of Head Teacher at other Trust schools if required by the Chief Executive Officer
- Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process
- Regularly review own practice, setting personal targets and taking responsibility for own development
- To undertake other duties and responsibilities as is reasonably directed by the CEO

CPD

Maximise opportunities for personal development by:

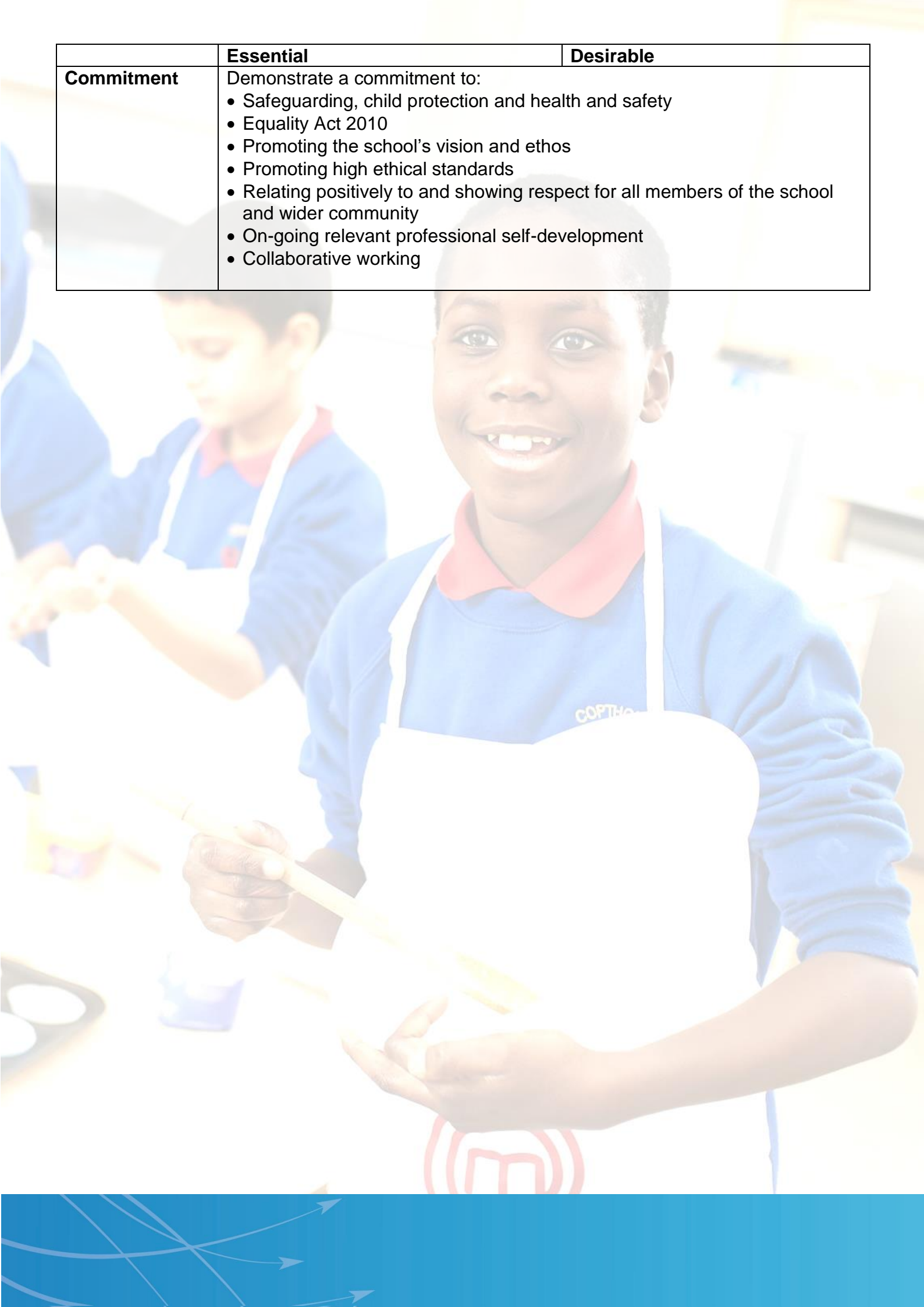
- Leading and actively participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NPQH or NPQEL or willingness to work towards • Qualified Teacher Status (QTS) • Degree level or equivalent 	<ul style="list-style-type: none"> • Specialist Leader of Education (SLE) • Safer Recruitment trained
Experience	<ul style="list-style-type: none"> • Recent experience of appropriate professional development towards the role of a Head Teacher of a school • Significant leadership experience or equivalent in a senior school position • Evidence in organisational resourcing, financial management, writing and presenting policy, effective partnership working, analysis and evaluation of data and inspirational collaborative leadership • Experience of driving and delivering transformational and cultural change • Experience of managing resources effectively 	
Professional Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of the Ofsted framework; what constitutes a 'good' school, and what needs to be done to make a 'good' school 'outstanding' • Knowledge and clear understanding of the statutory framework for education as well as new and innovative developments within education • Detailed knowledge and understanding of the primary phase of education, including tracking and monitoring pupil progress • Knowledge of successful strategies for raising pupil achievement • Up to date knowledge and strategic view of the current educational landscape • Full working knowledge of all relevant policies, legislation, codes of practice and guidance related to school leadership • A clear understanding of the essential qualities necessary for effective leadership 	
Professional skills	<p>Can demonstrate the ability to:</p> <ul style="list-style-type: none"> • Communicate effectively with a range of different stakeholders with well-developed interpersonal skills • Implement successful strategies and manage change effectively • Collect evidence and research in order to make sound judgements against set criteria • Inspire others to commit to a shared purpose and vision • Lead highly effective teams that are defined by trust, with high levels of commitment and accountability, and are focused on results • Manage finances to achieve high value of money in innovative ways that lead to positive outcomes for students and staff • Organise, manage systems and processes, make excellent use of time 	

	Essential	Desirable
Commitment	Demonstrate a commitment to: <ul style="list-style-type: none">• Safeguarding, child protection and health and safety• Equality Act 2010• Promoting the school's vision and ethos• Promoting high ethical standards• Relating positively to and showing respect for all members of the school and wider community• On-going relevant professional self-development• Collaborative working	





Together we **Exceed**

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Exceed Academies Trust is a charitable company limited by guarantee and registered in England and Wales with company number 10050238. The registered office is as per the above address