

#EMATters



# Application Pack Head of School

“Every child deserves to be the best they can be”

# Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATers community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre  
Executive Director of Primary Education

## Post Description:

<b>Post title:</b>	Head of School- Orchard
<b>Responsible to:</b>	Executive Director of Primary Education
<b>Liaising with:</b>	SLT, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support staff
<b>Pay range:</b>	Leadership Scale 7 – 10
<b>Contract terms:</b>	Permanent
<b>Closing Date:</b>	8am - Friday 21 <sup>st</sup> March
<b>Interview Date:</b>	Week commencing 31 <sup>st</sup> March

### Job Purpose

To provide professional vision and leadership for the school working closely and under the direction of the Executive Headteacher in order to secure success and improvement for the school. The Vision, Values and Purpose statement, above, summaries the ethos which is at the heart of the academy.

The essential quality of the Head of School is to provide all teachers with an example which clearly demonstrates the commitment required to achieve the highest possible standards and sustain Academy improvements that ensures good and outstanding outcomes for the pupils and the academy.

The Head of School have defined responsibilities and line management leadership to address Whole-Academy issues and Academy improvement planning. This includes holding staff to account for standards and quality. In addition, the Head of School is responsible for the tracking of pupil achievement and the formative use of assessment data to improve achievement within a key subject area. They will also be responsible for the effective day to day management of the academy.

They will also lead on performance management for teaching staff, curriculum organisation (including timetable) and support the day-to-day organisation, systems and procedures in the academy.

### Responsibilities include:

The Head of School has a vital role to play in all aspects of the academy. In particular, the following duties are assigned to the Leadership team and are central to improving standards and for monitoring the strategic vision of the academy.

- Liaison and policy development with the other academies within the MAT.
- Managing professional development and review.
- Organising and implementing the curriculum and assessment.
- Liaison with the local community, the home and other agencies.
- Monitoring and evaluating standards of teaching and learning and outcomes.
- Leading and monitoring the administrative team, the deployment of resources and finance administration.
- Organising and managing day to day procedures to enable the smooth running of the academy; and,

- Responsibility to undertake the professional duties of the Executive Headteacher in the event of his/her absence from the academy.

The Head of School is part of the Senior Leadership team. Tasks are shared and responsibilities are allocated according to the strengths within the team.

### **Strategic Direction and Development of the School**

The Head of School will support the Executive Headteacher in the strategic management and leadership of the school by:

- the promotion of EMAT and the development of effective and productive relationships with a wide range of stakeholders;
- playing an active role in the development and review of the school core values and aspirations;
- the preparation, monitoring and evaluation of the ADP, SEF and school budget
- developing and implementing the school ethos and policies;
- promoting and fostering good relationships with parents and encouraging involvement in their children's education; per
- playing a lead role in ensuring that learning and teaching is fun and engaging and academic progress is made;
- sharing corporate responsibility for the well-being and behaviour of all pupils;
- undertaking the responsibilities of either the Executive Headteacher or other members of teaching staff if required in the event of short periods of absence;
- participating in Senior Leadership Team (SLT) meetings and disseminating relevant information to colleagues within their phase;
- playing an active role in the outcomes of pupils;
- leading on staff meetings and disseminating relevant information to colleagues in their phase.

### **Leading and Managing Staff**

The Head of School will:

- deputise for the Executive Headteacher in all aspects of the management, control, curriculum and discipline for the academy;
- be an outstanding role model taking specific responsibility for leading teaching and learning;
- play an active role in the Senior Leadership team to ensure that professional duties are fulfilled in the Headteacher and Teaching Standards Document;
- demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy, taking a leading role in planning implementation within their phase;
- be accountable for the standards of teaching and learning;
- be accountable for End of Key Stage assessments and standards;
- be an appraiser for the teachers and teaching assistants, helping to set and monitor targets;
- contribute to the implementation of effective systems for the management of all staff performance, leadership and line management responsibility;
- lead meetings which may include moderation of work to ensure consistency of marking, standards and progress;
- to support colleagues to maintain or raise standards of achievement e.g., coaching, team teaching etc.

- to work closely with the People & Culture team on the recruitment and talent management of the workforce.
- ensure all assessments appropriate to the phase are completed effectively and in a timely fashion according to the school assessment timetable;
- support the Assessment and Inclusion Leaders to track and monitor pupils' progress and achievement across their phase, including individual groups e.g., pupil premium recipients;
- will mentor those staff members completing the HILTA programme;
- present accurate and timely information to governors during meetings;
- complete Performance report half termly and return to the Trust;
- ensure staff meeting agendas are completed;
- compile rotas –Assembly, break time;
- ensure communication to parents is accurate and well in advance of any events or meetings;
- using Management calendar keep up-to-date with all tasks to be completed;
- ensure monitoring of behaviour and support is provided to lunchtime staff and those members of staff who are on morning duty;
- be forward thinking in the resolving of potential issues which may arise so that there is limited impact on the day to day function of the school;
- complete the school newsletter in sufficient time for office staff to review and send to parents;
- to support the Executive head in completion of the weekly report to the CEO

#### **Other Duties**

The Head of School will:

- be responsible for own CPD, attending courses and ensuring familiarity with any new documentation relevant to the role;
- represent the school at network and schools cluster meetings where necessary;
- to ensure that every child within their phase feels safe and happy;
- carry out such additional duties as may be necessary which are commensurate with the post as directed by the Executive Headteacher.

#### **Line Management – responsibility to and for**

1. Responsible to the Executive Director of Primary Education
2. Responsible for the Performance Development Reviews of teachers and performance support staff working across the whole school
3. Line management of staff.

#### **General responsibilities**

- Contribute to the overall ethos/aims of the Trust.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection, code of conduct and reporting all concerns to the appropriate person.
- The postholder has ultimate accountability to safeguard and promote the welfare of children .

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of Continuing Professional Development relating to school leadership/curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH or further professional qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership experience to at least Deputy/Assistant Head level</li> <li>• Successful teaching experience within the EYFS/Primary age range</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Skills/Leading Practitioner status</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Ability to provide clear educational vision and direction</li> <li>• Ability to inspire and motivate stakeholders</li> <li>• Evidence of developing effective strategies for school improvement</li> <li>• High level of improvement with school improvement planning</li> <li>• High level involvement of monitoring and evaluation procedures leading to clear impact</li> <li>• Ability to work in partnership with senior leaders and governors</li> <li>• Ability to set challenging targets for children and staff</li> <li>• Ability to analyse and use pupil data on attainment and progress to raise attainment</li> <li>• Secure knowledge of the Ofsted framework</li> <li>• Understand the principles of effective teaching and learning</li> <li>• Successful experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>• Understanding the role and impact of assessment in children's learning</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Leadership experience across EYFS, KS1 and KS2</li> <li>• Use of assessment data management systems to improve standards</li> <li>• Successful experience of integrating British Values into school life</li> <li>• Experience of working with governors</li> <li>• Budgetary management at whole school level</li> <li>• Experience of recruiting and deploying staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Secure knowledge of statutory requirements relating to curriculum and assessment</li> <li>• Experience of leading curriculum innovation</li> <li>• Successful experience of developing effective learning behaviours</li> <li>• Ability to lead, manage and motivate across the school community</li> <li>• Ability to establish positive working relationships</li> <li>• Ability to plan, allocate delegate, support and evaluate work undertaken by individuals and teams</li> <li>• Successful experience of identifying the need for, and leading, in-service training</li> <li>• Significant experience of taking a lead role in performance management of staff including lesson observations</li> <li>• Experience of dealing with staff when performance gives cause for concern</li> <li>• Successful experience of managing budgets</li> <li>• Ability to manage, monitor and review available resources, ensuring value for money</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to raising standards</li> <li>• High expectation of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> <li>• Ability to remain positive and enthusiastic, including when under pressure</li> <li>• Good communication skills</li> <li>• Empathy with children</li> </ul>	<ul style="list-style-type: none"> <li>• Effective computing skills for both teaching and management</li> </ul>

Compiled by:	Revision Number
Approved by:	Revision Date    __/__/__

### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** Friday 21<sup>st</sup> March 8am

**Interview Date :** Week commencing 31<sup>st</sup> of March

### About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.





## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

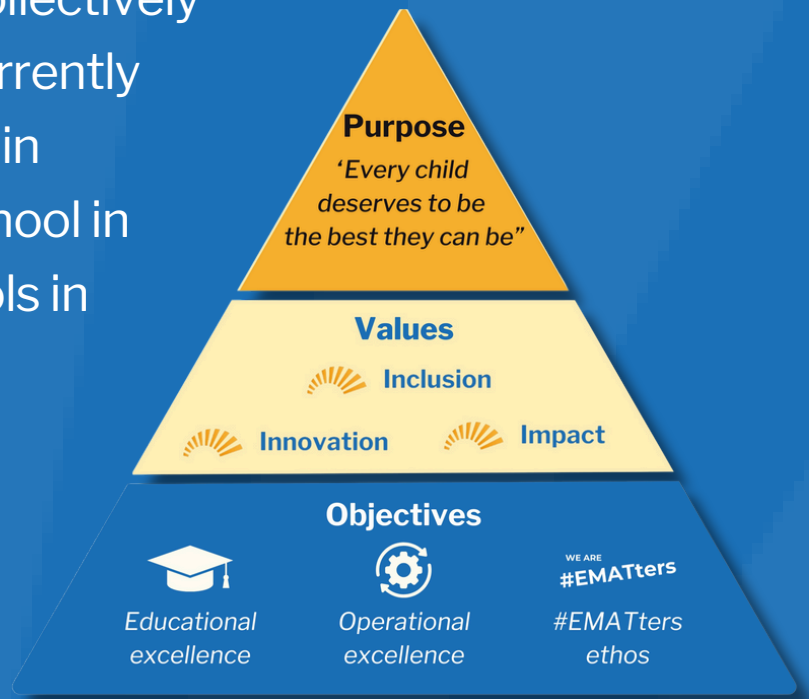
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

Joshua Coleman  
Chief Executive  
East Midlands Academy Trust



# About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

