



Northern Lights

LEARNING TRUST

APPLICATION
PACK



Northern Lights
LEARNING TRUST

HEAD OF SCHOOL

**Permanent position required Sep. 2022
At Hart Primary School**

L8-L12

£50,778-£56,030 per annum

**This is higher than National Pay Scales due to our Trust awarding a pay rise during the national pay freeze*

Teachers' Pay and Conditions

Do you have the **motivation** to ensure the best outcomes for pupils? Do you value professional development of all staff? Can you lead a school to be the best it can be, in partnership with the Executive Head Teacher?

Do you want to work in partnership across local schools and wider within a Trust that puts children at the heart of all it does?

Do you...

- **Have Senior leadership experience in a Deputy or Assistant Head role?**
- **Successful experience of improving teaching and learning?**
- **Successful experience of school management?**
- **Evidence of impact on whole school improvement?**
- **Believe in holistic, inclusive education for all children?**
- **Place children at the heart of your decision making?**
- **Lead by example and believe in the importance of relationships?**

If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- Access to Teachers' Pension scheme.
- The opportunity to shape this new role, working in partnership with St. Peter's Elwick and as part of a growing Trust

Details of the school can be found on the school website <https://www.hartelwickfederation.org.uk/hart/>

CLOSING DATE:

Applications must be received by 9am Friday 6th May

Short Listing will take place on Monday 9th May

Interviews will take place on Monday 16th May

HOW TO APPLY:

Letters of application should be returned with application forms to info@nllt.co.uk or by post to Emily Sanger, HR Assistant, Northern Lights Learning Trust, Marcross Drive, Sunderland, SR3 2RE Applications will only be considered on receipt of a completed application form, CVs and other forms will not be accepted.

For further information, please contact Emily Sanger, HR Assistant on info@nllt.co.uk or 01915947033 (Option 2)

If you are interested in the post and would like to arrange a time to visit the school, please contact Emily Sanger on hassistant@nllt.co.uk

JOB DESCRIPTION

POST: Head of School at Hart Primary School.

RESPONSIBLE TO: Board of Northern Lights Learning Trust, CEO, Executive Head teacher and Local Governing Body.

RESPONSIBLE FOR: All staff and resources. Operational management of the school.

SALARY BAND: L8-L12.

START DATE: 1st September 2022.

KEY PURPOSE OF THE ROLE:

To provide vision and leadership for the life and work of the Trust, so that the designated school's aims are implemented in accordance with the policies of Northern Lights Learning Trust and the local governing body.

To deputise for the Executive Headteacher.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, in consultation with the post holder to reflect or anticipate changes in the job.

KEY RESPONSIBILITIES:

LEADERSHIP

To assist the Executive Headteacher in:

- Sharing in the Leadership of the school, sharing the vision and transferring the vision into reality.
- To work as part of the leadership team across Hart & St. Peter's Elwick to ensure best outcomes for pupils.
- To raise standards across the school with particular reference to academic performance.
- To develop, inspire and motivate effective teams in order to raise standards across the school.
- Ensure equality of opportunity for all, through careful strategic planning and curriculum design.
- Developing, implementing and monitoring management structures and procedures so as to ensure that the school achieves its curriculum and pastoral aims through the attainment of the school development plan.
- Advising the local governing body on the formulation of policy and its implementation so as to ensure the enhancement of the quality of learning in an efficient and cost-effective manner.
- Ensuring that the statutory requirements for the curriculum are met and curriculum provision is appropriate and relevant to the needs of all children.

- Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction, performance management so as to maximise effective learning.
- Promoting effective relationships through networking with internal Trust colleagues, external bodies, notably parents, other schools and the wider community which promotes a positive image of the school.
- Monitoring and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required working alongside staff using a coaching approach, to achieve success.
- Managing pastoral and welfare systems for all members of the school community so as to create a positive and caring ethos. Carry out a Designated Safeguarding Lead role.
- Creating a vibrant learning environment across the school to scaffold learning and celebrate achievements.
- Analyse and interpret school data to improve performance and have a thorough understanding of assessment procedures.
- To undertake self-evaluation across the school, identifying with the Executive Headteacher school improvement areas, writing subsequent action plans and Self Evaluation Forms.
- Work collaboratively with the Trust Central Education Team
- Work in partnership effectively with all schools in the Trust, in particular St. Peter's Elwick
- Play an active role as a member of the Executive Leadership Team of the Trust
- Lead the whole school curriculum development and be accountable for improvement.
- Plan for and support Early Career Teachers and staff at all stages of their career, supporting and holding staff accountable for their performance.
- Develop inspirational leadership within Northern Lights Learning Trust.
- Develop a knowledge of risk management and produce and manage risk assessments across the school working with support staff.
- Support the development of the school through seeking external funding and accreditation.
- Planning, delivering and reviewing lessons which are appropriate to the age and ability of the children so as to facilitate progression in children's learning.
- Setting and assessing appropriate work and recording results in accordance with the school's assessment and marking policies so as to provide regular feedback and monitoring of progress.

- Managing the school environment so as to create a positive learning environment which makes effective use of available resources.
- To support other schools as identified by the Central Education Team
- To work collaboratively with the Teaching School Hub and contribute to the Teaching School Hub role
- To undertake any professional duties of the Executive Headteacher reasonably delegated to him / her by the Executive Headteacher, in accordance [but not exclusively] with Teacher's Pay and Conditions.
- To deputise and undertake to the extent required by the Executive Headteacher, Northern Lights Learning Trust or the local governing body, the professional duties of the Executive Headteacher in the event of the Executive Headteacher's absence from school.

OTHER DUTIES:

- Carry out any other duties commensurate with the role that the Executive Headteacher may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance.

ADDITIONAL RESPONSIBILITIES- THE POST HOLDER MUST HAVE:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION

HEAD OF SCHOOL

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Application	1. Well-presented and complete application form		Application form
Qualifications	2. Qualified teacher status- degree or equivalent 3. Evidence of continued and relevant professional development	4. Higher degree/diploma 5. NPQH or further professional development	Application Form Certificates
Experience	6. Ability to plan strategically, analyse, interpret and act upon relevant school improvement information and data. 7. Knowledge of school improvement strategies and an ability to support the Executive Head teacher in managing and enhancing the performance of all staff, including use of coaching/mentoring 8. Successful experience of monitoring, evaluating and improving the quality of teaching and learning through substantial curriculum knowledge 9. Experience of leading professional development 10. Thorough understanding of safeguarding	11. Experience of managing an aspect of the delegated budget and the principles of best value.	6. Interview 7. Application/interview 8. Application/interview 9. Application/interview 10. Interview 11. Application/interview



Skills and Knowledge	<ul style="list-style-type: none"> 12. Senior leadership and management responsibility in a school at Deputy/Assistant Head level. 13. Proven ability to lead and manage staff and develop high performing teams. 14. Ability to work in partnership with Governing Body. 15. Experience of leading on aspects of school improvement identified through the school's self-evaluation process. 16. Successful teaching experience across primary age range. 17. Experience of meeting the needs of children of varying abilities including vulnerable pupils and those with SEND. 18. Excellent oral and written communication skills. 19. Demonstrate organisational skills, work under pressure and determine priorities to meet tight deadlines. 	<ul style="list-style-type: none"> 20. Experience of teaching in more than 1 setting. 21. Recent varied experience of teaching across the primary age range. 	<ul style="list-style-type: none"> 12. Application 13. Application/interview 14. Application/interview 15. Application/interview 16. Application 17. Application/interview 18. Application/interview 19. Application/interview 20. Application 21. Application
Personal Qualities	<ul style="list-style-type: none"> 22. High expectation of children's achievements and behaviour. 23. Ability to empathise with children across the age range and to be firm, fair and consistent. 24. Excellent interpersonal skills and the ability to motivate and inspire others. 25. Ability to sustain effective relationships with the school community. 26. Ability to be reflective and self-critical. 		<p>Interview</p>
Professional philosophy and commitment	<ul style="list-style-type: none"> 27. Clear and articulate vision for the development of primary education. 28. Commitment to promoting equal opportunities and meeting the educational, social and emotional needs of all children. 29. Commitment to high standards and continuous improvement. 		<p>Interview</p>

Other

30. Satisfactory References
31. Satisfactory enhanced DBS

References
DBS certificate



Northern Lights
LEARNING TRUST