



Head of School

Poplar Farm Primary School opening September 2018

NoR: 60 rising to 420 over 7 years

Salary (£40958 - £45290, this will rise as the school grows)

Required for September 2018

The Trustees of the Community Inclusive Trust invite applications for the position of Head of School

We are seeking to appoint an inspirational leader to spearhead the day to day running of this brand new school.

Are you the person to lead us forward?

We are looking for a leader who has:

- drive, ambition, vision and resilience
- commitment to and a proven track record of achieving high standards for children including those within the Foundation Stage
- ability to motivate, inspire and support staff
- commitment to working collaboratively in partnership with others
- excellent leadership and interpersonal skills

We can offer you:

- the opportunity to take a key role in shaping a brand new school
- supportive governors
- the support and guidance of an Executive Headteacher
- supportive and innovative network of primary schools within the Community Inclusive Trust
- benefits of CIT services and support including school improvement, finance and CPD
- a dedicated Primary Lead who works with each of the primary schools within CIT

The School is part of the Community Inclusive Trust, a group of 9 academies. The successful candidate will be given both autonomy and resources to shape the future of Poplar Farm in line with the Trust's core values of Trust, Respect, Outstanding Provision and Personalised Learning.

You are warmly invited to attend our open evening which will we organise based on availability. To make arrangements please contact Jenny Wheeldon (Executive Headteacher) 07917180783 or email jenny.wheeldon@citacademies.co.uk. If you wish to speak to Paul Hill (CIT Primary Lead) then please contact Sharon Eldred or Julie Haddock 01476 568616 or email enquiries@isaacnewton.lincs.sch.uk

Application forms can be found with the TES advert, the CIT website at <http://www.citacademies.co.uk/> and the Poplar Farm School website <http://poplarfarm.eschools.co.uk>

Closing date for applications: **noon on 26th February**

Interviews will be held during the **week commencing 5th March**

The Community Inclusive Trust is committed to safeguarding and promoting the welfare of all children attending the school. The successful applicant will be subject to an enhanced Disclosure and Barring Service check.



COMMUNITY INCLUSIVE TRUST

Poplar Farm School (Head of School)

Information for Applicants





POST: HEAD OF SCHOOL OF POPLAR FARM PRIMARY SCHOOL

Enclosures:

1. Letter to applicants
2. Message from the Primary Lead
3. Job Definition
4. Personal Specification
5. Message from the Chief Executive
6. Application Form (separate attachment)



Dear Applicant

First of all we would like to thank you for requesting details about this exciting post as Head of School at Poplar Farm Primary School. The governing body of Poplar Farm Primary School are seeking to appoint a Headteacher with leadership experience within a mainstream primary setting. The post holder will work to ensure that the pupils of Poplar Farm are making rapid progress such that they are achieving to a high standard. Once this has been achieved the post holder will be required to work with other Headteachers within the Community Inclusive Trust in order to ensure that the school both benefits from and contributes to the Trust's vision and values.

If you wish discuss this exciting opportunity and would like to attend our applicant open evening then please contact Jenny Wheeldon 07917180783 or email jenny.wheeldon@citacademies.co.uk.

Please complete and return the attached application form and include a supporting statement of no more than one side of A4. The supporting statement should outline the way in which you would ensure that the school is able to have a broad and balanced curriculum whilst achieving ensuring high levels of progress and academic attainment. You should send your completed application to jenny.wheeldon@citacademies.co.uk .

Shortlisting will be completed by 1st March and interviews are scheduled for the week commencing 5th March. Applicants being invited to interview will be contacted by phone/email and details about the interview process will be contained in a letter which will follow the phone call/email.

Yours sincerely

**Governing Body
Poplar Farm Primary School**



Poplar Farm Primary School – Headteacher Appointment

A Message from the Primary Lead

The Community Inclusive Trust (CIT) comprises 10 schools including Poplar Farm Primary which will open in September 2018. The Trust is unique in its make up as 3 of our schools are Primary Mainstream and 6 are for pupils with Special Educational Needs. Poplar Farm will be the fourth mainstream primary school to join the Trust when it opens.

CIT is fast developing as a successful Trust chain with schools based in three pods, all within Lincolnshire. Our mission is "To put learners first and prepare them for their future", a statement which we believe in not only for pupils but also for our staff. Whilst the Trust require some standardisation it is a requirement of CIT that schools maintain their autonomy whilst sharing good practice with one another.

CIT has a range of services and high quality support designed to remove as many of the low level administrative tasks as possible from Headteachers. This then allows Headteachers to focus upon quality of teaching, student/pupil learning and development.

We are seeking to appoint a dynamic and forward thinking person who is committed to embracing the current education agenda and who has the experience, energy and ability ensure that the children at Poplar Farm Primary School make rapid progress. The successful applicant will also ensure that the school accurately identifies areas for development to continually improve the life chances of pupils.

I have included some more information about CIT in this package (letter from the CEO). If you would like to speak to me about the post then please contact either Sharon Eldred or Julie Haddock 01476 568616 or email enquiries@isaacnewton.lincs.sch.uk

With very best wishes

Paul Hill

**Primary Lead
Community Inclusive Trust**



POPLAR FARM PRIMARY SCHOOL

APPOINTMENT OF HEAD OF SCHOOL

JOB DESCRIPTION

Post: Head Of School (Poplar Farm Primary School)

Responsible to: Executive Headteacher (Jenny Wheeldon)

Salary: £40958 - £45290

Accountability:

The Head of School is accountable to the Trust Strategic Board, Local Governing Board and Executive Head Teacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make.

In this role the **CEO** and **Executive Headteacher** will be responsible for

- **The financial administration and decision making within the school, however the Head of School's views will be sought whilst he/she is trained to use the school's financial systems**
- **Any disciplinary or competency issues that may arise**
- **The sourcing of coaching opportunities (although any contacts may be used to further the quality of teaching and learning within the school)**
- **Ensuring that safeguarding procedures are in place or are implemented should there be gaps in provision**

Core Purpose

The Head of School will promote and support the vision and direction of Poplar Farm Primary School by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Head of School leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School at Poplar Farm Primary School will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Executive Headteacher, and will support and advise the Head of School of Poplar Farm Primary School. As an employee within the Community Inclusive, you may be required to work at any of the mainstream Primary schools

As a Head of School within CIT you will:

The Head of School will fulfil the following duties in the specified are:

Vision, direction and development

- Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Executive Headteacher, Governing Body and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.



- Demonstrate the school's values in everyday work and practice.
- Work with senior leaders, staff and governors to translate the strategic plan for the school into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with senior leaders, staff and governors to rigorously evaluate progress towards targets and outcomes
- Support the Executive Headteacher in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- Advise and support staff and governors in policy development and implementation
- Ensure that all statutory requirements are published on the school website, including the schools aims, values, standards, SEND information, statutory policies and statements relating to pupil premium and sports premium expenditure.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote Poplar Farm Primary School within the local, national and global community.

Leading Teaching and learning

- Ensure that learning is at the heart of strategic planning and resource management.
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Poplar Farm Primary School
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.
- Create a culture and ethos of challenge and support where all children can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- With the Executive Headteacher ensure that there is an effective system for assessing, recording and reporting of children's progress
- Maintain a consistent and continuous focus on children's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement strategies that maintain high standards of behaviour and attendance
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children

Leading and Managing Staff

- Liaise with the Executive Headteacher and governors in the recruitment and selection of teaching and support staff
- In support of the Executive Headteacher act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Support the Executive Headteacher and governors in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Regularly lead whole school assemblies.



- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school
- Deputise for the Executive Headteacher at whole school events/ meetings when required to do so.

Efficient use of resources

- Work with the CEO, Executive Headteacher and the Governing body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day-to day basis ensuring effective administration and value for money (The CEO and Executive Headteacher will ensure that you know the level of finance available for specific purchases)
- Monitor the budget and with the Executive Headteacher make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- With the support of the Executive Headteacher - Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Executive Headteacher in securing additional and sufficient resources for the school.

Accountability

- Work with the Executive Headteacher to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Executive Headteacher and with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship
- Provide information and support to the Executive Headteacher and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Executive Headteacher to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement
- Work with the Executive Headteacher to update regularly the Self Evaluation Form (SEF) for Ofsted, update the School Improvement Plan and collect evidence to support judgments made in evaluating the school's success
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning

Partnership

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between schools within the trust and their wider school communities
- Develop and encourage an effective partnership with the community of Poplar Farm Primary School drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively
- Encourage inter-school links and events of mutual benefit to Community Inclusive Trust children.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals

This job description will remain in place until such point as your responsibilities of the member of staff change. Pay progression will be shared with you each year as you are issued with your pay statement detailing your scale and any additional allowances.



POPLAR FARM PRIMARY SCHOOL
PERSON SPECIFICATION

	Essentials	Desirables
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Other professional qualifications • Leadership Coaching
Experience	<ul style="list-style-type: none"> • Leadership experience • Knowledge and understanding of EYFS and KS1 • Experience of school management • Substantial & successful classroom experience • Effective teaching and learning strategies • Experience in interpreting statistics to support school improvement • Experience of the management & mentoring of staff • Experience as a reviewer of Performance Management/NQT induction • Involvement in School Improvement Strategies 	<ul style="list-style-type: none"> • Knowledge of Local & National policies/initiatives • Wide and varied experience across the primary age range • Good knowledge of the whole primary curriculum • Experience of leading staff meeting/INSET
Practical Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner • Good communicator with strong interpersonal skills • Ability to motivate staff and foster a team spirit • Ability to plan & organise effectively • Experience of using ICT in management & data handling 	<ul style="list-style-type: none"> • Ability to manage change • Ability to raise school achievement through wider professional input
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the profession showing vision & drive • Promotes equality of opportunity for all • Committed to safeguarding children • Commitment to ensuring a nurturing environment 	<ul style="list-style-type: none"> • Ability to lead effective meetings with a clear agenda • Have a personal impact and presence • Ability to self manage



Community Inclusive Trust

C.I.T consists of three open Primaries, a new build primary, which is due to open Sept. 2018 and six Special Needs Schools. C.I.T. was formed in 2014, the founding schools were a large Primary School and two special needs schools within Grantham. The Trust was formed to ensure our values of Trust, Respect, Outstanding Provision and Personalised Learning remain at the heart of each school and thus our organisation. Since 2014 C.I.T. has been joined by six other schools who have the ethos and drive to achieve educational excellence, through a child centred approach, where each individual's care, wellbeing and developmental needs come first.

The Trustees and I feel passionately about education for the next generation. C.I.T. strives to be inclusive and to offer a personalised learning experience for all.

This drive for excellence has been recognised in four schools within the Trust who have been graded Outstanding by Ofsted, two of which have achieved this accolade twice.

The values and vision of the Trust are supported by a highly dedicated and motivated staff and a trusting partnership with parents, pupils and the local community.

Values:

TRUST

We underpin all relationships with trust.

RESPECT

We celebrate all individuals, organisations and cultures.

OUTSTANDING PROVISION

We develop excellence in learning that is at the heart of the community.

PERSONALISED LEARNING

We will nurture and inspire everyone.

Strategic Vision

CIT drives OUTSTANDING lifelong learning for all.



The Trust also ensures all schools are funded correctly. The efficient financial management to resource effectively, monitoring of how the schools are performing, along with high levels of support and challenge allows each school to flourish.

The growth of the Trust has benefited each school through the ability to attract and retain the best staff to a growing organisation. The economies of scale now achieved enable staffing levels and resourcing to remain higher than if the schools were on their own in these troubled economic times. Through the sharing of good practice across the Trust and utilising the expertise of LEARN Teaching School Alliance, the Trust ensures that staff continue to develop to meet the needs of pupils.

On our website (<http://www.citacademies.co.uk>) you will be able to find news and information about what is going on within the Trust and through the links, more detail about what is happening in each Academy. You can also find information about our Trust Board members and Team here.

Yours sincerely

Peter Bell

CEO