



SECAT

**RICHMOND AVENUE
PRIMARY SCHOOL & NURSERY**

**HEADTEACHER
RECRUITMENT PACK**

VACANCY



HEADTEACHER

RICHMOND AVENUE PRIMARY SCHOOL & NURSERY

Location: Richmond Avenue Primary & Nursery School
Pay Range: Leadership scale 17-23
Start Date: 1st April 2021
Contract Type: Full Time / Permanent
Application Close: 27th November 2020 (midday)

Shortlisting: 3rd December 2020
Date of Interview: w/c 14th December 2020
(Interview will take place over two days)

Southend East Community Academy Trust (SECAT) and the Academy Committee of Richmond Avenue Primary School and Nursery are seeking to appoint an inspirational, dynamic, and forward-thinking Headteacher who has the drive, creativity and commitment to deliver excellence in all areas of the school.

School Vision

'Learning & Achieving Together'

We are looking to appoint someone who will:

- provide innovative opportunities for all of our children to shine and achieve
- have strong values, high expectations and a proven ability to lead and motivate the whole school community within a multi-academy trust
- lead to ensure the highest quality teaching and learning across the school
- be visionary, imaginative, flexible, and motivating to work with
- have a commitment to an inclusive learning environment
- understand and value early years provision.

We can offer you:

- happy, confident children who enjoy learning and achieving
- dedicated and professional teaching and support staff
- a committed and supportive Academy Committee structure
- opportunities to influence and lead as part of the SECAT Executive Team
- positive working relationships with our five other MAT schools
- opportunity to develop and hone your skills across the 3 – 18 age range within a supportive Trust.

Information about the School

Richmond Avenue Primary and Nursery School is a vibrant school, set in the middle of the community that promotes a love of learning within a safe, caring, respectful environment.

We have a thriving Nursery – one of two in the MAT – children entering the Nursery and Reception classes from a multitude of local provisions.

The School prides itself on its work with its diverse community. Our children are very well cared for and our families are appreciative of the care and guidance they are offered.

We are a School that is committed to supporting and improving our local community and to working with our colleagues within SECAT.

Richmond Avenue is in a strong position to move forward to ensure that we offer all of our pupils the very best education. They deserve no less and we are relentless in that pursuit.

Due to the current restrictions, you are warmly invited to visit our school when the children have left the site. Please contact the Jan d'Eca (SECAT HR), on 07725 481866 to arrange a visit during w/c 16th November 2020.

For an application pack, please visit www.secat.co.uk or contact Jan d'Eca on jand'eca@secat.co.uk

A copy of our Privacy Notice for Job Applicants can be found at:
<https://www.secat.co.uk/attachments/download.asp?file=84&type=pdf>

A copy of our Recruitment and Selection Policy can be found at:
<https://www.secat.co.uk/attachments/download.asp?file=17&type=pdf>

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

Welcome from the Chair of the Trust Board



First of all, thank you for taking the time to consider joining SECAT as one of our valued Headteachers.

I began my journey with SECAT firstly as a parent of a child at Shoeburyness High School, then as a parent elected governor on the Academy Committee for Shoeburyness High School and lastly, being elected to the Trust Board of the MAT.

Do I enjoy it, I may hear you ask. I definitely do. I live and work in Southend on Sea. I love my home town and I am excited and energised by the young people I meet. I want them to have the very best of chances. I want to help to empower them to rise to any challenge. I want them to be an engaged member of society as they move into adulthood, remembering school days with fondness.

If successful, you would be joining our Trust at an exciting time of our development. You may hear there have been challenges in the early formation of the Trust prior to me taking up the role of Chair. As we would say to the students of SECAT, we are resilient and learning is a continual process.

I wish you success in your application and look forward to working with the successful applicant
Karen Dovaston, Chair of Trust Board



RICHMOND AVENUE PRIMARY & NURSERY SCHOOL
A MEMBER OF SECAT (SOUTHEND EAST COMMUNITY ACADEMY TRUST)
RICHMOND AVENUE, SHOEBURYNNESS, ESSEX, SS3 9LG



01702 292197



admin@richmond-pri.southend.sch.uk



www.richmond-avenue.co.uk

2 November 2020

Dear Applicant

Thank you for taking the time to consider this important role within our local community.

My family have lived in Shoeburyness for over 30 years and both my sons attended local schools. My involvement with education started with the PTA at Shoebury High in 2003, joining the governing body two years later. I served in a number of roles including Chair for seven years and, along with governors from other local schools, we formed SECAT in 2016.

I have recently been asked to support the Richmond Academy Committee in the role of chair. For a day job I provide I.T. support at a large local manufacturing company, however my passion is to improve the outcomes for the young people in our community. I have been privileged to work with the educational professionals and volunteers in our schools to help achieve this.

Shoeburyness still retains something of a village atmosphere with Richmond Avenue Primary and Nursery School very much at its centre. There are many families where multiple generations have attended the school and it is the thing most local residents have in common. The community has a great deal of pride in its school and rightly so. As well as the tangible things that (in theory at least) can be measured, we aim to develop every child's talents and ability to be the best they can be. Promoting happy confident learners ready for whatever the next stage of their education throws at them.

We are part of the SECAT family of schools all located within a 1.6 miles of each other and offering for most children, education from EYFS to A levels. Richmond Avenue (along with the other schools in the MAT) has retained its individual character, whilst benefiting from the advantages of belonging to the larger group.

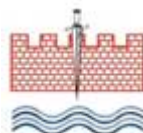
I hope you enjoy finding out about our school and I wish you all the best for the future.

Regards

Robin Knight Academy Committee Chair

Southend East Community Academy Trust

"Strong Partnerships, Strong Community, Strong School"



Dear Applicant

Thank you for your interest in requesting a Headteacher Application Pack.

I am a parent governor at Richmond Avenue Primary school and wanted to tell you a little bit about me and why I feel privileged to be a part of the Recruitment Panel.

I became a governor in January 2020 not long before lockdown. It was something I had always thought about doing, but the timing felt right after some parent communication meetings that took place at the school.

Although my experience of governor meetings has been limited to Teams, it is clear to see the passion everyone has in doing what is right for the school.

I live, work and volunteer in the local community and have a good understanding of what it is like to be part of it.

The school has children from all walks of life and that is what I think makes the school so appealing. It is the centre of the community for many people and the way that the school involves itself in community events is particularly nice to see. The school also has a good relationship with the local Baptist Church and use their premises for assemblies and other events throughout the year.

Richmond parents know the school needs some improvement. This made me want to become a governor even more, so that I could be part of the school's drive forward and to help it become the best that it can be through its aims and objectives.

The children at school are so happy, and when you walk around the school you get the feeling that the children are well cared for and enjoying learning. I love that my child wants to learn and is engaged in all the challenges he's set and wants to do homework!

I enjoy being a governor and can't wait to be able to get into the school and help in any way I can.


I am also looking forward to meeting our new Headteacher!

Regards

Louise Bannister
Parent Governor

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 01702 292197

 admin@richmond-pri.southend.sch.uk

 www.richmond-avenue.co.uk

2 November 2020

Dear Applicant

We go to Richmond Avenue Primary School and have been thinking about our school and what you might like to know about it.

Our school is lovely. The children are happy, we are kind to each other and we are all well behaved.

We have the best teachers! Our staff are really caring. They help us all in different ways.

It is a happy and safe place to be and we love coming to school. Especially when we have special visitors or we do the talent show.

When you come to our school you will see our big reading bus in the playground. It is really good. You will also see where we do sports, which we like a lot.

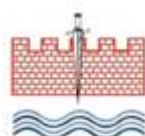
We talked about what we would want in our new headteacher and we hope you like what we have written.

Someone who is patient, stays calm and is honest. Someone who helps us to stay happy and healthy and who loves children. We hope you will know what to do when there is a problem and will communicate well with everyone, knowing the next right thing for the school.

We hope you will apply. You will love our school!

The Children of Richmond Avenue Primary School and Nursery

Southend East Community Academy Trust
"Strong Partnerships, Strong Community, Strong School"





**RICHMOND AVENUE PRIMARY AND NURSERY SCHOOL
HEADTEACHER
JOB DESCRIPTION**

Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the MAT (including its annual budget) and the principles, ethos and working relationships of the MAT.

The Headteacher, working with the CEO, Academy Committee, senior leadership team and school staff, will provide overall strategic leadership for the school.

The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the school and SECAT
- develop, implement and evaluate the school's and SECAT's policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school
- play an active part as a member of the Executive Team within SECAT to ensure that the strategic objectives within the MAT Strategic Plan are successfully realised

The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.

Principal Accountabilities:

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Appropriately sharing information, with other professionals both within and external to the MAT
- Assigning a designated professional lead for safeguarding / take responsibility as the designated professional lead for Safeguarding
- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establishing, operating and monitoring clear policies for dealing with allegations against people who work with children.

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, all SECAT staff and pupils, the Trust Board, and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and schools'/academies' systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's and the MAT's vision, ably translating local and national policy into the school's context
- Communicate compellingly the school's and SECAT's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Have a good understanding of the role of Ofsted and the recent changes within the Inspection Framework.

Pupils and Staff

- Set ambitious standards for all pupils, overcoming disadvantage, and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents/expertise, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning within the MAT
- Hold all staff to account for their professional conduct and practice.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Systems and Processes

- Ensure that the school's and MAT's systems, organisation and processes are well-considered, efficient, and fit for purpose, upholding the principles of transparency, integrity, and probity
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the school to understand its role and deliver its functions effectively as an Academy Committee within SECAT – in particular its functions to set school strategy and, alongside the CEO, hold the Headteacher to account for pupil, staff and financial performance

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of the school's approved budget and resources, in the best interests of pupils' achievements and the school's/MAT's sustainability
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teacher
- Consult and communicate with the CEO, Executive Team, Academy Committee, staff, pupils, parents and carers, and external agencies
- Lead and manage/be responsible for safeguarding and promoting the welfare of children.

The Self-Improving School System

- Create an outward-facing School which collaborates with other schools both within and outside of SECAT and other organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services 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 staff
- Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Participate in arrangements for own further training and professional development and appraisal and review of own performance.

An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

Headteacher (print name):

Signature: **Date:**

Academy Committee Chair (print name):

Signature: **Date:**



**RICHMOND AVENUE PRIMARY SCHOOL & NURSERY
HEADTEACHER
PERSON SPECIFICATION**

This should be read in conjunction with the Job Description.
The Person Specification sets out the elements of the Headteacher role the MAT deems important for this post.

Key: A = Application; I = Interview; R = References

Requirement	Essential	Desirable	
Qualification	<ul style="list-style-type: none"> • If NPQH is not held, alternative suitable academic and professional qualifications. For example, M. Ed, • Evidence of continuing professional development • Qualified Teacher status 	<ul style="list-style-type: none"> • NPQH 	A
Experience	<ul style="list-style-type: none"> • Experience across the primary age range • Good knowledge and understanding of the importance of the early years' curriculum • Understanding of current SEND procedures and practice • Evidence of successful classroom teaching • Evidence of substantial and impactful experience as a Headteacher or Deputy Headteacher in more than one school • Competent ICT skills and knowledge • A good understanding of the role of Ofsted and the recent changes within the Inspection Framework 	<ul style="list-style-type: none"> • Liaison with external agencies • Experience of working within a MAT 	A, I & R
Leadership and Management	<ul style="list-style-type: none"> • Clear understanding of the strategic role Headteachers play within a successful MAT • Experience of influencing strategic planning within senior leadership • Understanding of and ability to look at the 'bigger picture' 	<ul style="list-style-type: none"> • Experience of managing projects and liaising with colleagues who are responsible for finance and premises issues 	A, I & R

	<ul style="list-style-type: none"> • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A clear vision of excellence in education • Evidence of ability to raise educational standards and a commitment to high standards of achievement • Understanding of improvement planning and effective financial management • Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee • Ability to delegate, monitor and effectively evaluate information in a variety of forms • Evidence of good working relationships with parents and the wider school community • Experience and successful use of Performance Management of both teaching and support staff to support improvement • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire pupils and staff to achieve positive results • Experience of leading the safeguarding of young people and an up to date knowledge of Child Protection procedures • Knowledge of current Health and Safety Regulations 		
<p>Knowledge and Skills/Teaching and Learning</p>	<ul style="list-style-type: none"> • Clear understanding of what is effective teaching and how this positively impacts the learning of pupils from diverse backgrounds • A high regard for the personal achievement of every child emotionally and academically • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning 	<p>A, I & R</p>

	<ul style="list-style-type: none"> • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • A good understanding of consistent approaches to behaviour management 		
Personal Qualities	<ul style="list-style-type: none"> • Someone who thinks ‘outside of the box’ • Strong interpersonal and communication skills displaying confidence and transparency • Clarity of thinking enabling effective decision-making • Desire to promote respect between pupils, staff, parents, governors, and all MAT staff • Has high expectations of both self and others • A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines • Ability to recognise staff strengths and delegate accordingly • Ability to build, support and work as part of a high performing team • A sense of humour 		A, I & R

APPLICATION PROCESS

Applicants should complete the application form and recruitment monitoring form and submit to:

jand'eca@secat.co.uk

or

Jan d'Eca
HR Officer
Richmond Avenue Primary School & Nursery
Richmond Avenue
Shoeburyness
SS3 9LG

Submissions must be received by no later than midday on Friday 27th November 2020, although we do reserve the right to interview and appoint prior to that date dependent on applications received.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection Process

Applicants will be ranked against the person specification. All short-listed applicants will be invited to a two date interview process, one of which will be held virtually.

Shortlisted Candidates

All applicants will be notified if they have been successfully shortlisted. Prior to the interview date references will be collected. Please ensure that you have given consent for your referees to be contacted to avoid delays.

Further Information

For further information please contact Jan d'Eca on 07725 481866 or jand'eca@secat.co.uk