

Executive Headteacher

Information Pack
&
Application Form



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Dear Applicant,

Thank you for replying to our advertisement for the position of Executive Headteacher at The Viridis Federation of Orchard, Southwold & Hoxton Garden Primary Schools. I hope that you will find this pack helpful. If you would like to learn more about our schools partnership, we would be delighted to answer any questions that you may have and arrange a visit to see what we do for yourself. The contact details are in this pack.

Our schools are based in Hackney, East London with convenient transport links to wider London. We have been in partnership since January 2012 and are a hard federation with a joint Governing Body. We have a joint pupil roll of over 1300 pupils and all three schools are graded 'good' or 'outstanding' by Ofsted. Our pupils achieve well above national averages despite all three schools being in areas of challenge, with one school site recognised as being in the top 1% of schools in the country for progress in 2023. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard. However, there is always much to do. We look to create exciting and innovative opportunities for children to be successful and enjoy learning and we also look to share ideas of best practice with other schools. We have very high standards for what can be achieved with the benefits of a shared expertise and support.

Following the departure of our current Executive Headteacher, who is moving to a new role in a neighbouring Local Authority, we are seeking a new Executive Headteacher to offer expertise to our Governing body and senior leadership team and deliver a strategy of continued success. First and foremost we are looking for someone who is confident, knowledgeable and who has the passion, energy and skill to make a difference, seeking to develop the partnership that has served our schools so well. This role would suit an experienced Headteacher who can demonstrate high expectations, a strong vision, an understanding of our context and a collegiate approach. If you are looking to take the next step to further develop your leadership potential then we would welcome your application.

Kind Regards
James Gowland
Chair of Governors



Key Information

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

References will be sought for short listed candidates prior to the interview dates.

Should you have any queries or would like to arrange to visit our schools please contact Rachel Davie:

Email:
communications@vs.hackney.sch.uk

We look forward to receiving your application!

**Deadline: Friday 20th September
2024, midday**



How to Apply



Job description & person specification

Read the job description and person specification carefully

01



Application Form

Complete the application form either electronically or print it off and hand write it

02



Supporting statement

Ensure your supporting statement relates to the competencies outlined in the job description and person specification, including evidence of impact

03



Career History

Please make sure that your application form indicates the position held, the name & address of the school and an overview of responsibilities

04



Send Application Form

Send your completed application via email or post to Ms Rachel Davie

Email: communications@vs.hackney.sch.uk

Post: c/o Orchard Primary School,
Holcroft Road, E97BB

05

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please **contact**
Email - communications@vs.hackney.sch.uk

We look forward to receiving your application!

The Roles & Responsibilities of the Executive Headteacher Inner London Group 6 (L29 to L35)

The Executive Headteacher will have oversight of strategic Leadership and Management, defining and delivering the vision of the Federation and the strategic plan as agreed with the Federation Governing Body, holding strong awareness of current educational risks and a proactive and evaluative approach to managing this. They will ensure that each school has a robust school improvement plan and works with Hackney Education and the Governing body to ensure appropriate school improvement support is in place and evaluated. They will create and support a collaborative, aspirational and innovative culture of learning across the Federation, sustaining the climate for learning and systems of monitoring and intervention that enables all children to thrive. They will be active in seeking opportunities in the new challenges of school place planning and strive to ensure the unique selling points of the federation attract pupils in a period of volatility.

Ensuring external relationships with the DFE, Ofsted, Hackney Education are well managed, the Executive Headteacher will have secure understanding of the Ofsted framework, be committed to ensuring the highest quality education for our pupils and ensure the highest possible Ofsted outcomes. Setting high educational standards in the Federation, they will design and implement the curriculum and the broader pupil experience and facilitate expertise and experiences across the Federation.

They will set and monitor against targets for pupil achievement.

They will ensure the welfare and safety of all children from all groups, including their safeguarding, ensuring each school maintains the efficient and effective behaviour management strategies and sustained approaches to attendance and inclusive practises.

Embedding collaboration, learning and joint working, the Executive Headteacher will ensure leadership at all levels has a direct impact on strategic school improvement, pupil out comes and effective business operation.

In leading the Federation, the Executive Headteacher will ensure that our six Federation values (equality, pride, resilience, independence, honesty and ambition) remain deeply embedded and visible to children and staff, and that the schools continue the high quality inclusive provision.

The Executive Headteacher will be responsible for ensuring there is full and effective collaboration across the Federation and that this translates into measurable benefits for pupil outcomes, professional development and budget efficiency.

Job Description

Educational Leadership and Management

The Executive Headteacher is accountable for performance, pupil progress, standards and the academic results across the Federation. They will:

- Ensure that each school improvement plan demonstrates appropriate ambition and challenge.
- Develop a shared expectation of outstanding teaching and learning and ensuring collaborative learning and CPD across the Federation ensuring that all learn from the very best each has to offer and that the schools work in partnership.
- Agree, communicate and deliver aspirational short and medium term aims within the context of the longer vision.
- Develop and maintain the Federation values.
- Actively seek and share outstanding practice within and beyond the Federation.
- In collaboration with the Governing Body, appoint the Headteacher for each school in the Federation and ensuring that appropriate recruitment strategies are in place for all members of staff.
- Ensure a culture of working together to achieve high standards throughout the Federation.
- Manage the performance of the Headteachers, ensuring that each school has a rigorous and effective performance management system and that pay progression decisions are made in line with the agreed pay policy.
- Support individual Headteachers in leading any staffing changes in the school. Undertaking effective planning with each Headteacher to ensure that the staffing needs for the Federation are proactively identified and that plans are in place to ensure appropriate succession. Where appropriate pool resources and skills across the Federation using shared posts and recruitment drives to benefit all.
- Take an active role in middle and senior leadership development across the Federation and ensure effective succession and talent management strategies are in place.
- Create a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best. Driving collaborative CPD practice across the Federation so that all staff have access to the very best CPD.
- Ensure that each school uses and learns from the annual staff survey feedback and visibly acts on the results.
- Promoting equality and fairness for all staff.
- Take responsibility for their own professional development as the Executive Headteacher.



Job Description

Financial and Business Management

- Work closely with the Headteachers and Federation Business Manager to ensure budgets are set and managed within policies agreed.
- Ensure that each school delivers an efficient staffing structure monitoring of actual spending against budget for each school.
- Develop a shared resources strategy across the Federation and actively pursue opportunities to share back office services and thus streamline costs including areas such as Business Management, HR, Finance and Technology.
- Ensure that each school implements key Federation & Hackney Education policies and strategies (e.g. in relation to compliance, finance, HR and IT).
- Manage and utilise the sites and facilities to the full their value to the Federation, and where appropriate ensure shared use of facilities across the Federation.
- Ensure that health and safety policies are fully implemented and managed.

Links with Community

- Provide visible leadership at Federation level and actively engage with relevant business, community and public bodies to benefit the pupils and Federation.
- Ensure each Headteacher is developing strong and effective partnerships with parents.
- Ensure each Headteacher is developing a thriving sense of school community to include present and past pupils and parents.
- Creating proactive and effective links with the community including other local and regional schools.

Reporting

The Executive Headteacher reports to the Governing Body. The Federation Governing Body, and its Chair in particular, will also work closely with the Executive Headteacher in relation to its responsibilities to act as a 'critical friend' to the Federation. This relationship with the Chair and Governing Body will be key to driving the Federation forward. The Executive Headteacher will keep the Governing Body fully informed on the progress of the school and will submit termly reports for consideration in addition to supporting visits and developing opportunities for Governors to be informed of each school. The Executive Headteacher will participate in an annual review as part of the agreed appraisal process.



Personal Specification

Qualifications	Essential	Desirable
Qualified Teacher Status	✓	
National Professional Qualification for Headteachers or equivalent leadership accreditation	✓	
Experience		
Track record of success in delivering excellent education in the Primary Sector	✓	
Substantive experience of being a Headteacher in an inner London school for a minimum of 4 years	✓	
Leading others through change	✓	
Setting performance standard & evaluating their success	✓	
Proven success in leading innovation/curriculum across more than one school site	✓	
Proven success at leadership and building teams	✓	
A credible knowledge and experience of excellent pedagogy in the primary sector	✓	
Managing financial budgets and using resources effectively	✓	

Personal Specification

Knowledge and Understanding	Essential	Desirable
Strategies for developing teaching & improving pupil performance	✓	
Knowledge of the use of data to improve teaching & learning	✓	
Knowledge of current education priorities, legislation, national initiatives & strategies	✓	
Thorough understanding of safeguarding policies, statutory requirements and practices	✓	
Ability to actively engage parents/carers from all communities and communicate positively with them	✓	
Skills & Qualities		
Strong communication skills with a range of stakeholders	✓	
Excellent organisation skills and proven ability to prioritise tasks effectively	✓	
Ability to work under pressure with enthusiasm and dynamism	✓	
Commitment to all pupils succeeding	✓	
Proven track record in managing change positively	✓	
Integrity and commitment to the Nolan principles of public office	✓	

Contact Details



Email: communications@vs.hackney.sch.uk



Post: Recruitment, c/o Orchard Primary School, Holcroft Road
London, E9 7BB



Please address all correspondence
FAO Rachel Davie



**Southwold
Primary School**

Southwold Primary School
Detmold Road
London
E5 9NL



Orchard Primary School

Holcroft Road
London
E9 7BB



**Hoxton Garden
Primary School**

Hoxton Garden Primary School
Ivy Street
London
N1 5JD



southwold.hackney.sch.uk



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