

# APPOINTMENT OF HEADTEACHER



Dear Applicant

## Prince Avenue Academy and Nursery

Headteacher (South East Essex Academy Trust)

L15-L21 £56,439 to £65,388

Permanent, fulltime: Required for September 2019

Thank you for your interest in the post of Headteacher (Prince Avenue Academy and Nursery) in the South East Essex Academy Trust (SEEAT). SEEAT is a local Trust with significant support for its leadership.

SEEAT currently comprises 4 schools:

- Westcliff High School for Girls – an 11-18 grammar school
- Prince Avenue Academy and Nursery – a 2 form entry primary school
- Holt Farm Junior School – a 3 form entry junior school
- Rochford Primary & Nursery School – a 1 form entry primary school

Plus our Teaching School Alliance – South East Teaching School Alliance, SETSA

We are seeking a visionary, committed, dynamic leader with drive and integrity who is passionate about high standards of teaching and learning to take us on the next steps of our journey. This is a vital role in leading the school and provides huge opportunities for an inspirational leader to bring innovation, change and further success to the growing South East Essex Academy Trust.

SEEAT was formed in April 2014 as a result of the very long and successful history of Westcliff High School for Girls and its commitment to playing a leading role in its local community. Our aim is to be recognised locally and nationally for our commitment to outstanding teaching, while preparing young people for lifelong learning.

In March 2017 Prince Avenue was rated as Good for overall effectiveness with Outstanding provision for personal development and welfare. We are looking for a leader to build a team to grow and develop Prince Avenue Academy and Nursery at this exciting time in its development.

You will find further details of this exciting opportunity including a job description and person specification below. For an informal discussion about this role or to arrange a visit to the school, please contact Mrs D Day either email [office@princeavenue.southend.sch.uk](mailto:office@princeavenue.southend.sch.uk) or call 01720 311411 and a member of the team will be pleased to provide you with further information.

To formally apply for this position, please send your letter of application and completed application form to Diane Cotgrove, HR Manager, at [vacancies@whsg.info](mailto:vacancies@whsg.info) clearly demonstrating your suitability for the role. Please note that the deadline for applications is 23<sup>rd</sup> January 2019 with interviews planned to take place on 31<sup>st</sup> January and 1<sup>st</sup> February 2019.

# APPOINTMENT OF HEADTEACHER



---

Prince Avenue Academy and Nursery  
Information for Applicants

South East Essex Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

---

## MESSAGE FROM MURRAY FOSTER – CHAIR OF SEEAT BOARD

Prince Avenue Academy and Nursery is one of four schools in the South East Essex Academy Trust.

The current head has worked hard to secure the quality of teaching and learning and ensure the highest quality personal development and welfare provision and this is reflected in the significant progress and attainment of the pupils.

“Pupils are educated in a nurturing, calm and purposeful environment. The school’s ethos creates a haven of good behaviour as well as interest in, and enthusiasm for learning.” Ofsted 2017.  
This is an opportunity for a leader to build upon the good judgement that has been achieved and secure the school’s future on its journey to further success.

As a Trust we have given a high level of delegation to each school while providing appropriate support. We also do not dictate teaching schemes or methodology knowing that each school will determine what works best for its community.

The post will suit a committed individual with strong leadership qualities. You will need excellent personal and personnel skills, and the ability to communicate with a wide range of stakeholders.

We would like you to be able to continue the outstanding work that has been achieved so far, bringing excellent teaching skills and knowledge, fresh ideas and a commitment to ‘hands-on’ hard work which will help us to further drive up standards.

Yours sincerely  
Murray Foster  
**SEEAT Chair**

# APPOINTMENT OF HEADTEACHER



## MESSAGE FROM KAREN GRANT – CHAIR OF GOVERNORS: PRINCE AVENUE ACADEMY AND NURSERY

The Governors invite applications for the post of Headteacher from enthusiastic, committed and successful leaders with the proven ability to manage a large staff team and whole school responsibilities effectively.

The post would suit an experienced individual able to provide strategic leadership and direction and manage the entire School community. The successful candidate will be a pivotal member of the Trust's Senior Leadership Team and can expect the support needed to develop his/her career.

You will certainly be a good classroom teacher and leader. You will be interested in developing your practice and trying out new strategies in your teaching and leadership.

You will love working with young people and you will relish the satisfaction that comes from improving their life experiences through helping them to develop and to learn.

Prince Avenue Academy and Nursery is at the heart of a community that faces many challenges associated with a school population with a high percentage in receipt of the Pupil Premium Grant together with high pupil mobility. The school works hard to ensure pupils are successful, work hard and enjoy being at school. We have a close relationship with our parents and families which is supported by the Local Authority Children's Centre on site. High quality support for welfare and well-being through nurture is central to the good progress our pupils make during their time in the school and was highlighted in our Ofsted report.

We are looking for a person with a positive "can do" attitude, who values high aspirations for all pupils and has a strong belief in what our pupils are able to achieve.

I look forward to receiving your application.

Yours sincerely,

Karen Grant  
**Chair of Governors**

## SAFEGUARDING CHILDREN & YOUNG PEOPLE

South East Essex Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Identity
- Relevant work qualifications
- Right to work in the UK
- Teacher Prohibition check (for teaching staff)
- Section 128 check
- Barred List check (previously List 99)
- Disclosure & Barring Service check (for all staff and volunteers)
- Fitness for work
- References

# APPOINTMENT OF HEADTEACHER



## JOB DESCRIPTION

<b>Job Title</b>	<b>Headteacher Prince Avenue Academy and Nursery (within South East Essex Academy Trust)</b>
<b>Location</b>	Prince Avenue Academy and Nursery
<b>Reporting to</b>	<ul style="list-style-type: none"><li>• South East Essex Academy Trust Board</li><li>• Local Governing Body of Prince Avenue Academy and Nursery</li><li>• Executive Principal, South East Essex Academy Trust</li></ul>
<b>Effective date of JD</b>	01/09/2019
<b>Salary Range</b>	L15 – L21

The Headteacher is based at one school but works for the South East Essex Academy Trust (SEEAT). The SEEAT (currently) consists of Westcliff High School for Girls, Holt Farm Junior School, Rochford Primary and Nursery School and Prince Avenue Academy and Nursery. The Executive Principal has overall strategic responsibility for the whole of SEEAT with a Headteacher running each separate academy.

### **Main purpose of the job:**

The Headteacher will promote and support the vision and direction of Prince Avenue Academy and Nursery by providing the day-to-day leadership that will enable it to build success and provide high quality education for its children. The Headteacher 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 Headteacher of Prince Avenue Academy and Nursery will be an ambassador for the school and will promote and raise its profile in the local and wider community.

The Executive Principal has overall and strategic responsibility for all the Trust Schools and will support and advise the Headteacher in each school and is their line manager. As an employee within a Multi-Academy Trust, you may be required to work at any school.

### **Key responsibilities:**

The Headteacher will continue to raise standards of achievement, be responsible for all day-to-day management of the children, staff, adult users, resources and building so as to promote and secure the achievement and well-being of all children and adults. The Headteacher will work with the Executive Principal, senior leaders and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Headteacher will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

# APPOINTMENT OF HEADTEACHER



The Headteacher will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Headteacher will consult and liaise with and work in partnership with the Executive Principal. They will consult, as appropriate, with the SEEAT Board, the Local Authority, the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Headteacher therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Headteacher will be closely involved with the Executive Principal in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

## Vision, direction and development

The Headteacher will:

- Support the Executive Principal 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 Principal, SEEAT Board, 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 SEEAT 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
- Liaise as necessary with the Executive Principal 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 upon the school website, including the school's aims, values, standards, SEND information 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 Prince Avenue Academy and Nursery within the local, national and global community

## Leading Teaching and Learning

The Headteacher will:

- 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 Prince Avenue Academy and Nursery
- 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

# APPOINTMENT OF HEADTEACHER



- 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 Principal 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
- Provide the Trust Board and governors with data and benchmarks in an agreed format
- 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

The Headteacher will:

- Liaise with the Executive Principal and governors in the recruitment and selection of teaching and support staff
- Act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review
- Support the Executive Principal, directors 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

# APPOINTMENT OF HEADTEACHER



## Efficient use of resources

The Headteacher will:

- Work with 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
- Monitor the budget and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- 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 Principal in securing additional and sufficient resources for the school

## Accountability

The Headteacher will:

- 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 Principal 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 Principal and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Liaise as necessary with the Executive Principal to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement
- Liaise as necessary with the Executive Principal 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
- Ensure the welfare of students is promoted and safeguarded at all times across the school by acting as Lead designated safeguarding officer

[Welcome](#)

[Ofsted](#)

[SEF](#)

[SDP](#)

[School Performance](#)

[School Information](#)

# APPOINTMENT OF HEADTEACHER



## Partnership

The Headteacher will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between the Trust's Secondary, Junior and Primary Schools and the wider school communities
- Build system wide leadership and success across the Trust's community of Junior and Primary Schools drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively
- Co-operate and work with relevant agencies to protect and safeguard the welfare of children
- Encourage inter-school links and events of mutual benefit to all children in the Trust Schools
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals
- Be an ambassador for the school and promote and raise its profile in the wider community
- Work with and contribute to South Essex Teaching School Alliance
- Attend and work with local network groups

Signed .....(Executive Principal) Date .....

I acknowledge that I have seen and received a copy of the above job description.

Signed .....(member of staff) Date .....



# APPOINTMENT OF HEADTEACHER

## PERSON SPECIFICATION

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Qualifications</u></b>	<p>Relevant 'A' Levels (or equivalent);</p> <p>Qualified Teacher Status; Be working towards or have achieved the NPQH or other relevant educational management qualification.</p>	<p>Good honours degree (2:1 or better)</p>
<b><u>Experience</u></b>	<p>Relevant teaching experience or teaching practice;</p> <p>Record of successful educational leadership at senior leadership level, for at least two years within comprehensive schools or academies;</p> <p>Led measurable improvement projects within or outside their school or academy;</p> <p>Experience of working with and supporting other staff to work with, students of a wide range of abilities and needs, including EAL;</p> <p>Monitoring, evaluating and reviewing classroom and assessment practice and promoting improvement strategies, challenging underperformance and ensuring corrective action; Supporting staff in setting high expectations and challenging targets.</p>	<p>Currently working in UK Primary school;</p> <p>Relevant 'life experience' e.g. time working in business or industry;</p> <p>Experience of working within a Multi Academy Trust and/or an all-through school (3 -19);</p>

# APPOINTMENT OF HEADTEACHER



## TEACHING

The Headteacher is expected to make a contribution to the teaching programme where necessary. Each teacher is responsible for all aspects of teaching and learning for those sessions/students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within faculty guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the faculty, School and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations.

## GENERAL NOTES

The postholder will be expected to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined;  
The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;  
These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. They are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation.