

VEREDUS



Headteacher of
Isle of Ely Primary School



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If you, or someone you know would like this publication in another language, on CD-ROM, email, in Braille, large print, Easy Read transcription or audio tape, please contact Julie Henrick at Veredus on 020 7932 4236 or Julie.henrick@veredus.co.uk



Letter from the Chief Executive, Gary Peile

Dear Applicant

The Headship of Isle of Ely Primary School

Thank you very much for your interest in the post of Headteacher of Isle of Ely Primary School.

The successful candidate will lead our already successful school into the next stages of its growth and development towards full intake over the coming few years.

This is a fulfilling and at the same time still exciting time for Isle of Ely as we continue with our plans to grow the school into its newly built premises which opened in 2014. Our new Headteacher will be the first dedicated leader of the school which has been led so ably by the departing executive Headteacher who is now leaving us on her promotion within the education sector.

Isle of Ely primary is a Good school and we are looking to appoint an ambitious and motivated leader to continue and enhance this standard of strong achievement as the school grows further up to its planned 600+ pupil population.

As an Active Learning Trust school Isle of Ely primary will continue to be a participating member of the Active Learning Trust and our Cambridgeshire hub of schools which contains a balance of primary, secondary and special schools.

The hub and other Active Learning Trust schools provide school-to-school improvement, leadership development and CPD opportunities.

The Trust central team is made up of highly experienced colleagues with a range of backgrounds in supporting schools. The hub leadership plays a key role in professional development support and challenge across the hub of schools.

Our pupils are encouraged and supported to achieve their very best within a school that has been very well managed through the rapid growth so far as well as strongly performing and improving at the same time.

The Trust operates through Local Governing bodies committed to providing senior leaders with support and challenge. Together we all share the belief that every child will receive a first class education at Isle of Ely primary having been expertly taught and well prepared for the next stages of life and ready for the opportunities provided for them in their secondary education.

You will be very welcome to arrange a visit to the school and to meet with staff and boys & girls there to see the work of our Trust in action.

Gary Peile

Chief Executive Officer



Letter from the Chair of Governors

Dear Applicant

Headship of Isle of Ely Primary School

On behalf of the governors of Isle of Ely Primary school and our sponsor the Active Learning Trust I would like to thank you for your interest in the post of Headteacher. I hope we have the chance to know more about you and to receive an application from you if our role meets your career plans and ambitions.

We are looking to appoint an ambitious and motivated leader into whose safe hands we can entrust the next phase of our growing new school.

This opportunity has arisen due to the promotion of our existing (executive) Headteacher who has successfully led the early stages of the opening and development of the school since we opened our doors some four years ago. We are well on the way to delivering our aspirations of a large full and vibrant school, and now is a timely stage at which to appoint a dedicated leader for just Isle of Ely Primary school.

We hope you will look at our inspection reports and our school website and see the pride we justifiably have in all we have achieved so far. We are determined to do even better as our school grows to its full size and potential whilst retaining the high standards, consistency, and advantages we provide for the growing numbers of children in our care.

The Active Learning Trust supports the individuality of the school where it adds value, and works closely in support of the senior and middle leaders and governors. The Local Governing Body has the responsibility for a range of duties in supporting the work of the school and enhancing strong links with our stakeholders- parents, carers and the wider community.

Visits to our school are strongly encouraged. Once again thank you for your interest and I wish you every success in your application.

Yours faithfully

Marion Lloyd
Chair of Governors



The Advertisement

Isle of Ely Primary school in Ely Cambridgeshire is seeking a Headteacher to take forward the continuing journey of this 'Good' and growing school. Currently with 285 pupils Isle of Ely will grow in the next few years to become a 630-pupil full primary school with nursery at the heart of its community and be a major education provider for the beautiful cathedral city of Ely.

Opened in 2014 this is a state-of-the-art new build school with all of the facilities and advantages which our spacious and high-quality site gives us. You will be replacing an executive Headteacher now that it is time to provide dedicated Headship to this strong and growing school and be taking the school on the next steps to complete its growth and development ambitions.

This is a rare opportunity to make your mark on the next steps of our journey towards providing outstanding education, and to have the chance to do so in this lovely setting which has the firm foundations of being a Good school in all its aspects.

The school has always been with the Active Learning Trust since doors opened in 2014. The multi academy Trust comprises of 21 schools across the east of England. As most of these are primary schools, and as 10 of the schools are based in Cambridgeshire you will be joining a vibrant local hub of Trust schools in their mutual support and sharing of good practice.

Our new Headteacher will:

- Provide the inspirational and secure leadership that will motivate children and staff alike to achieve their full potential.
- Establish a clear vision for continuous improvement that builds on the school's strengths and successes and have a dedication to developing the passion for learning.
- Engage new families and the local community in the continuing growth of the school; and
- Direct, develop, and empower the senior leadership team within the school and across the Trust to achieve their school improvement objectives and their own management skills and abilities.

Currently a Head ready for the next challenge, or perhaps even an outstanding Deputy in a large primary school, you have a track record of raising and maintaining standards and the ambition, skills and drive to lead a school into the next major phase of its growth. You have the ability and the desire to galvanise and motivate staff and students and to get ahead of change and to steer it your way.

In return for your energy enthusiasm and commitment we offer this great opportunity to lead a popular successful and well-resourced school. You will receive support and challenge from a well-regarded and stable academy Trust which is committed to achieving excellence and putting our children first. At the same time there is chance to be involved in our cross Trust partnership ways of working and to learn from and give further capacity to our collective journey.

If you wish to discover more about this exciting opportunity, please see the full information pack at www.veredus.co.uk quoting reference number **931083**. To apply, please complete an application form available on the Veredus website and submit a supporting statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for Isle of Ely Primary School.

For a confidential discussion, please contact our retained consultant, Nataliya Starik-Bludova at Veredus on **0207 932 4265**.

Closing date for applications:
Noon on Friday 11th January 2019.

Likely interview dates: 17th /18th January 2019.

Active Learning Trust is an equal opportunities employer and welcomes applications from all nationalities gender and ethnicities.



The Advertisement

Isle of Ely Primary School,
Ely, Cambridgeshire,
Headteacher

Start date: April 2019

Salary: £65,000 - £75,000

About Isle of Ely Primary School

Isle of Ely Primary school is an exciting, innovative and growing school that was established 2014. It has quickly taken its place at the centre of the flourishing community of Ely. It has grown steadily over the last 4 years and now has 285 pupils. The school is currently not a full primary school. It is growing incrementally year-by-year, currently composed of Nursery through to Year 3. When full it will eventually have 630 pupils alongside an extremely popular nursery with circa 50 children called Little Elvers.

The proportion of pupils who have special educational needs and/or disabilities is below the national average. The proportion of pupils with education, health and care plans is below average and the proportion of pupils supported by pupil premium funding is below average.

Based on the outskirts of the town, the school is set in a lovely location with large grounds including fields, play areas and forest schools learning opportunities. The new building offers great flexibility and exciting opportunities,

Standards at the school are high and the outcomes for pupils are always at or above national in all areas. There is also a very innovative 'child centred' curriculum that has been praised by Ofsted and is regularly shared as an example of best practice.

"The design of the curriculum is innovative and challenging".

"Staff, parents and pupils have embraced the curriculum so successfully."

"Leader's high expectations that the curriculum nurtures the academic social and emotional needs of every pupil are evident throughout the school"

Ofsted June 2017

The school, supported by the Active Learning Trust (ALT), has introduced and invested in a coaching programme for teachers to promote rapid improvement and enhance the quality of teaching and learning. This programme has also increased the capacity of senior and phase leaders to coach, lead and support all teachers and teaching assistants to improve the overall teaching profile further.

"The Active Learning Trust, the schools sponsor, has provided effective support to leaders and staff in embedding high-quality teaching & learning throughout the curriculum" Ofsted June 2017

The school is 'Good' in all areas with Ofsted highlighting many areas of strength in the growing and developing school. Inspectors identified the tremendous ethos and values that the leadership has quickly established. Parents are supportive of the school and form part of the school community with the Local Governing Body.

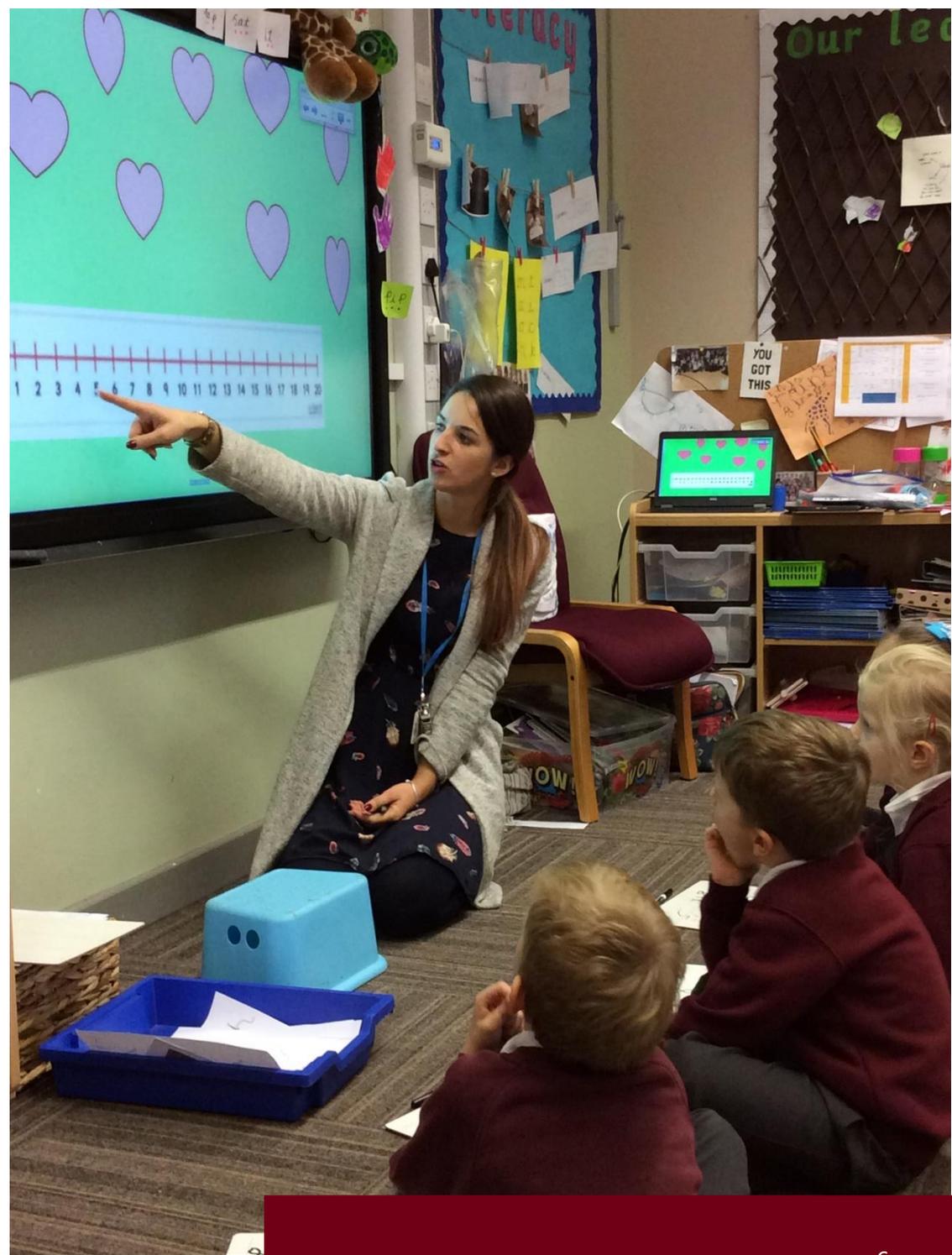
"The school has a highly effective Governing Board. It is strategic in its focus and ensures that its priorities matches those in the School Development Plan" Ofsted June 2017

"Leaders' high expectations that the curriculum nurtures the academic, social and emotional needs of every pupil are evident throughout the school." Ofsted 2017

Leadership of the early years is a particular noted strength in the school where staff develop the children's innate curiosity about the world very well and where children are excited and enthusiastic to learn.

The staff at the school benefit from the high-quality Professional Development programme that is provided by the Trust. All colleagues have a CPD entitlement and career pathway that ensures everybody within the school is part of the school improvement journey. The school works with local schools to support network groups for Early Years and also has a partnership with Place 2 Be a school based mental health charity that provides extremely high-quality support for pupils, parents and staff.

The school has quickly established itself at the heart of a growing community that is continuing to grow around it. Isle of Ely primary is extremely popular in the community with prospective parents and carers attracted to the child-centred, innovative curriculum alongside the superb facilities and high-quality teaching and learning opportunities the children receive.



The Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Isle of Ely Primary School is located within our Cambridgeshire Hub, which brings together the following ALT schools:

- Burrowmoor Primary School, March
- Chesterton Primary School, East Chesterton, Cambridge
- Isle of Ely Primary School, Ely
- Kingsfield Primary School, Chatteris
- Neale-Wade Academy (11-18), March
- Cromwell Community College (11-18) Chatteris
- Highfields Special School (Ely)
- Highfields Littleport Academy (Littleport)
- Littleport & East Cambs Academy (11-16)
- Earith Primary School (Earith)

There are a further two ALT Hubs located in Lowestoft and in Ipswich, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

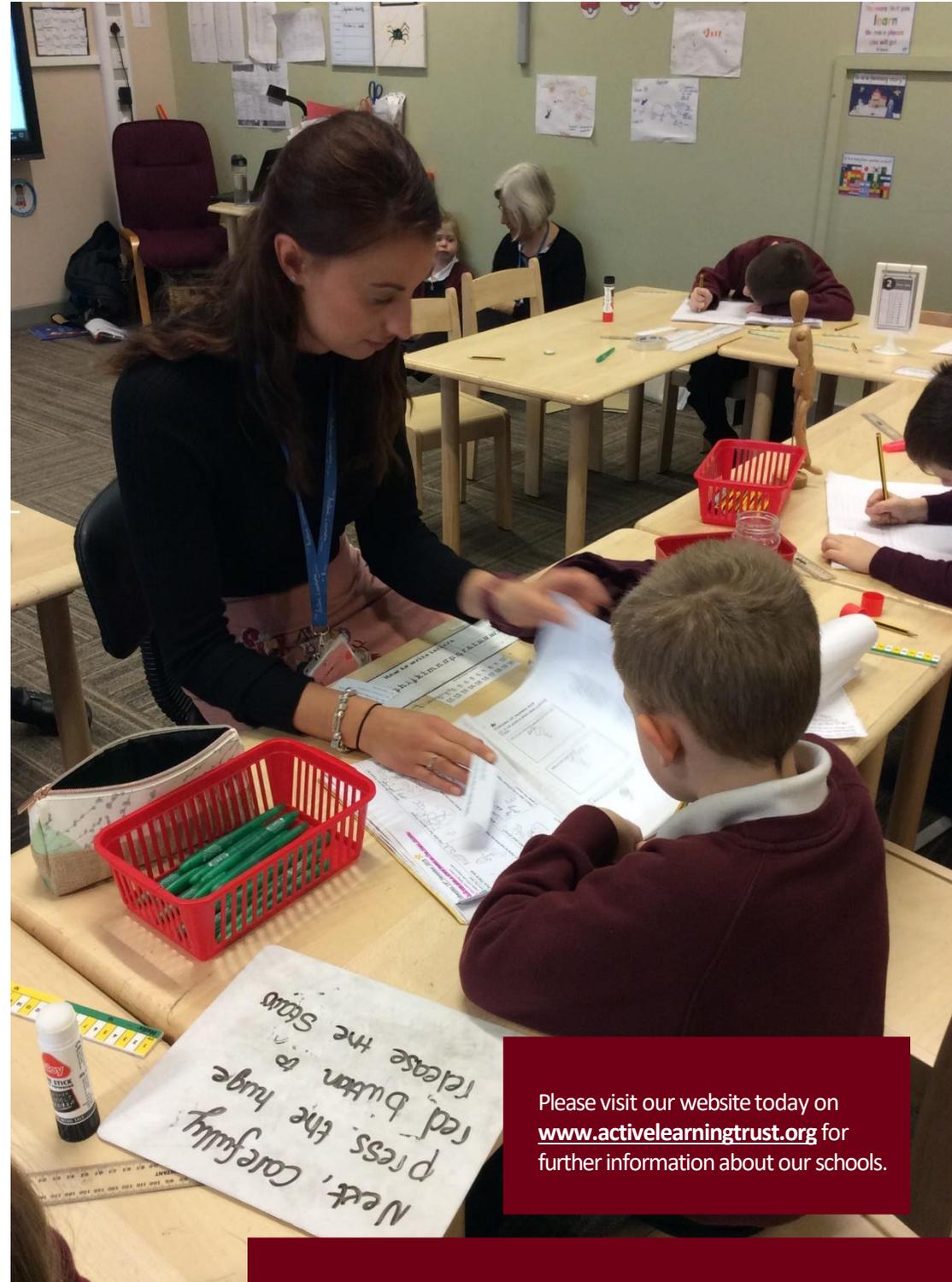
The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.



The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership
- Deliver good governance as a non-negotiable element of our work
- Develop and sustain a strong and rapid trajectory of improvement;
- Ensure a calm and purposeful learning environment;
- Maintain robust systems of performance management;
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school;
- Harness the developing potential of information technology;
- Ensure community 'ownership';
- Promote the sharing of expertise and effective practice across academies and schools;
- Provide value for money services, delivered at minimised administrative cost
- Build capacity by nurturing a collaborative network of school improvers
- Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities
- Foster and sustain strong links with further and higher education



Please visit our website today on www.activelearningtrust.org for further information about our schools.

Our vision

Our vision is to drive up standards in all the schools and settings we work with so that they can achieve a good Ofsted rating and have the capacity to reach the Outstanding judgement from Ofsted. We will do this by maximising our impact at school level, both with schools in need of significant improvement and with those that are already good and we will work with currently outstanding schools both to maintain that judgement and use their expertise to support others. Through this approach we will build a broad professional partnership of Academies that share the same vision and values represented by the Trust.

Specifically, we will:

- Support the drive to raise standards in all schools, through sponsorship and the deployment of our own team of experienced school improvers and with the support of existing high performing schools
- Continually improve our capacity to ensure that the quality of what we deliver remains at an outstandingly high level by ensuring there are strong systems of performance management in place in all schools to support improvement, seeking out and valuing excellent performance and by ensuring good value for money,
- Ensure the delivery of high-quality education through our Academies to support pupils across all age ranges from the early years to post 16
- Ensure there is strong governance and financial probity across the Trust and its schools
- Work with LAs and the Regional Schools Commissioner on school organisation issues to address local communities' demand for the provision of high quality school places locally
- Develop the leadership, management and governance in all our schools so that we grow and maintain the best leaders, and either lead or act as a partner with a Teaching School network to grow the next generation of effective teachers, school leaders, support staff and governors

- Establish a strong professional partnership of Active Learning Trust Academies so that they can stimulate and support each other across all aspects of teaching and learning and leadership and management.
- Establish, and where appropriate deliver, high quality professional development for all staff so we can maximise the opportunities for advancement within schools and the Trust more widely
- Provide value for money advice and, where applicable, services to our schools that minimise administration locally and maximise the potential for our managers to be leaders in their schools. The Trust will fully utilise procurement strategies, particularly in terms of IT, to provide cost effective solutions and operations within and across its schools.
- Ensure as a business that the Trust maximises the potential for income and maintains a high level of control on costs which provides long term security for the Trust and its schools.

In our role as sponsor we will:

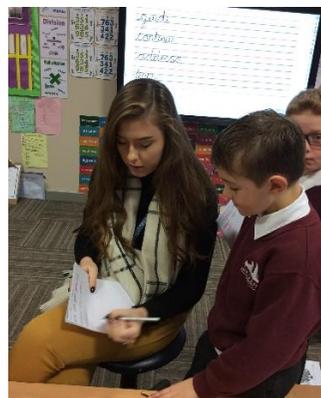
- Ensure there is an unremitting focus on improvement in our schools, through our leadership, challenge and support role. We will focus on every pupil being able to achieve his or her potential and through that, have highly performing schools that are proud of their achievements and have a relentless focus on continuous improvement.
- Transform the leadership and governance arrangements in our schools, ensuring that staff have access to high quality support, advice and challenge with a focus on school improvement, including discipline and behavior for learning. Our focus as sponsor will be on the value we add to individual schools, backed by our strength in being able to utilise data and other information to ensure that our resources are targeted across the board (for example on work with underperforming groups) to where they can make the most impact.

- Work with our schools to maximise the use of continually developing technology, to develop and sustain a stimulating curriculum and learning environment in school and beyond that supports both teachers and learners and establish effective professional networks across all the Trust's schools. We will specifically use web technology to expand access to resources through, for example, providing examples of outstanding lessons as exemplars of excellent practice for other colleagues
- Unlock the potential to highlight and share excellent practice through professional collaboration; we see one of our key roles as being the provision of mechanisms to enable this to happen in an easy and cost effective way
- Support our school leaders through the provision of high-quality advice and well-targeted staff CPD, particularly through our Leading Active Learning Programme while ensuring value for money in the provision of services, maximising the funds available for teaching and learning
- Use the expertise in the Trust and, as we go forward, the expertise of excellent school leaders and teachers in Trust and partner schools, to identify areas of improvement and action planning to implement that improvement, so that we reach our goal of all Trust schools being outstanding schools
- Continue to develop our hub model, to aid improvement and communication. This will include the hubs developing joint working of school staff and governing bodies, sharing good practice and developing their role as challenge partners
- Develop outstanding new schools and propose new schools in the future which meet pupil place demand
- Ensure that budgetary control is strong and that we maintain a close relationship with the Department for Education and the Education Funding Agency to ensure budget planning for the longer term is secure.

Our Values

- We recognise that each school is different – we don't look to impose a corporate style or identity on schools but we do have a common approach to maintaining the highest expectations.
- We believe our role is to help schools achieve excellence through the provision of support, advice and challenge of the highest quality.
- We are committed to a collaborative approach to our work, based on a shared understanding of what needs to be done, by whom and by when, in order to maximise the impact of our work
- The Active Learning Trust seeks to promote a tolerant and informed view of the world and holds no political, cultural or religious affiliations. These core values underpin our commitment to provide the highest quality education for all our pupils so that they can go on to live fulfilling and responsible lives as active citizens.
- We will always be open and honest in our communications and we welcome feedback.
- We always do what we say we will do.
- We strive for excellence and quality in everything we do.
- Our staff can expect support and advice of the highest quality, clarity about the expectations we have of them and the right and responsibility to share successes and concerns.
- We believe pupils in schools that are part of the Trust have the right to an excellent education and a responsibility to positively take part in school and community life to the best of their ability.
- We believe that parents are an important part of a child's education and it is the responsibility of the Trust and schools to engage positively with parents to secure their support to raise attainment.
- We believe that strong Local Governing Bodies, acting as part of the Trust's monitoring and evaluation of progress, are key partners to success.

What our pupils say



"I would like my Headteacher to be kind, helpful, sociable, friendly and caring."



"I would like a Head Teacher to help us to work hard on our learning."



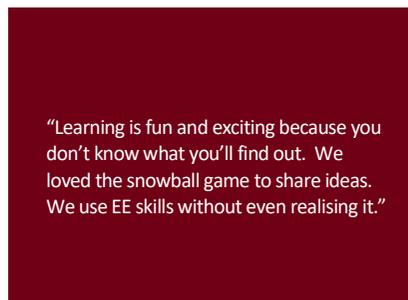
"New adults need to know and follow the Golden Rules."



"Sports Day – being in teams is like being in the Olympics."



"We had an amazing pet day. We do great trips, the Bushcraft; residential was amazing."



"Learning is fun and exciting because you don't know what you'll find out. We loved the snowball game to share ideas. We use EE skills without even realising it."



Headteacher Job Description

Introduction

The Headteacher is accountable to the Local Governing Body and the Trust for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Local Governing Body and Trust.

The Headteacher will be a pro-active and committed part of the senior leadership groups across the Multi-Academy Trust.

The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary.

The Local Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.

Key Responsibilities

LEADERSHIP AND MANAGEMENT OF PUPIL ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.

- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

LEADING AND MANAGING STAFF

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

LEADERSHIP AND MANAGEMENT OF CURRICULUM

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on pupil opportunity and outcomes.

- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- Ensure that the curriculum enables pupils to progress to sustained engagement in education on exit from the school.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Local Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students/pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the school

to other sectors of the local community.

- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Local Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan (or other relevant plans) with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

TEACHING

- Teach as necessary and appropriate relative to the other duties of the post.

NOTES

The Headteacher may be asked to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed as part of performance management arrangements. In addition, it may be amended at any time after consultation with the post-holder.

Person Specification

The Local Governing Body and the Trust are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

Qualifications and CPD Record

Essential:

- Qualified Teacher Status and first degree (or equivalent, e.g. CertEd)
- Record of CPD relevant to Headship

Desirable

- Higher degree relevant to Headship
- NPQH
- CPD record includes substantial relevant achievement

Employment Record

Essential:

- Successful track record of leadership in the primary/secondary sector in England

Personal Effectiveness

- Stable and supportive, stamina, energy, drive, confidence
- Capacity for personal development
- Ability to identify and grapple with priority issues and be adaptable and responsive to circumstances
- Consistency of judgement and inner integrity

Leadership and Management of Pupil Achievement, Progress and Safety

- Concerned about individual student/pupil needs; regards personal safety and achievement for each individual as the highest priorities
- Ability to inspire high levels of performance in students/pupils;
- The ability to analyse the complex issues relating to students'/pupils' attainment and progress and develop effective and creative responses
- Successful track record in managing and deep appreciation of monitoring and evaluation techniques of student/pupil progress, translating into detailed plans with specific measurable targets

Leading and Managing Staff

- High-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability
- Able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability
- Positive and approachable with a commitment to equal opportunities and high achievement

Leadership and Management of Curriculum

- Depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment
- The ability to analyse complex curriculum issues and develop effective and creative responses,
- In-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped
- A vision for the 21st Century curriculum provision

Managing Resources

- The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses
- A vision for 21st Century learning environment

Stakeholders and the Local Community

- Effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community
- Establish effective links with the community
- Evidence of the ability to establish a "standing" within the community and engagement with a wide variety of stakeholders

Accountability and Governance

- Successful school development planning and a strong track record of implementing and managing the delivery of sustained improvements

Teaching

- Substantial successful teaching experience in the age range.





How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultants at Veredus:

Nataliya Starik-Bludova on:
nataliya.starik-bludova@veredus.co.uk or call her on **020 7932 4265**

To arrange a visit to the school, please call Nataliya Starik-Bludova on **0207 932 4265**.

To apply, please complete an **Application Form**, which is available at www.veredus.co.uk (job reference **931083**). In addition, you will need to submit a **Supporting Statement**, setting out the relevant experience, skills and competencies you will bring to the role and your vision for Isle of Ely Primary School.

Please email your application to:
education@veredus.co.uk quoting reference **931083**.

Closing date for applications:
Noon on Friday 11 January 2019

Likely panel interview dates: **17 / 18 January 2019**

We look forward to hearing from you!

