



# Candidate Information Pack Head of School



## Introduction from our Chief Executive

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Through a model of learning that creates a collaboration and partnership of inspirational and inclusive schools that share the same values, our Trust provides the drive for educational excellence and dynamic innovation. Our academies work closely and collaboratively together, along with our partners, aiming to deliver school to school improvement and exceptional learning experiences for both children and staff. It seeks to develop a 'family' of schools where communities are striving for excellence; where going that extra mile for all the children is part of the fabric. Strive4 is passionate that all children are able to achieve; it challenges the myths that only some can. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the children in our care. The Trust believes, that in terms of learning, every second counts.

As of January 2023, our Trust comprises of two large Primary Schools, educating around 1,200 pupils, and employing over 150 talented staff. The Trust has partnerships with the Havering Education Services, Redbridge Education Partnership and the Best Practice Network and is currently delivering high quality CPD for those at the start of their careers right through to those looking for leadership progression through the National Professional Qualifications of Leadership. The Trust has ambitious plans for growth over the next 5 years which makes this an extremely exciting time to join our Trust.

We are now recruiting for the Head of School for Ray Lodge Primary School: an exciting leadership opportunity within our highly successful and financially robust Trust. The role combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider community of Redbridge, who will enhance children's life chances, make them eminently employable and provide a bright future for them and their families.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. You will work with other senior colleagues and a dedicated Local Governing Body as both our schools move forwards to becoming truly outstanding. This is a career opportunity and we look forward to hearing from senior leaders who have a strong background in curriculum, who are ambitious for themselves and the children they serve and who are ready for that next step.

Thank you for your interest in Strive4 Academy Trust. We very much look forward to receiving your application.

Amanda Jennings, BA (Hons), PGCE, NPQH, NPQEL

**CHIEF EXECUTIVE**  
**Strive4 Academy Trust**





## Strive4 Academy Trust – Who we are

Strive4 Academy Trust is a non-profit making charitable company limited by guarantee, based within the London Borough of Redbridge, in North-East London. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational excellence. It has a proven track record of school development and transformation and significant experience in running schools. It includes both a sponsored academy and a school which has chosen to convert to academy status.

The Trust was formed in 2017 with the linking of Ray Lodge and Farnham Green under one Executive Leader. It encompasses over 1200 pupils in Woodford and Seven Kings.

### *Ambition & Aspiration – Shaping the Future*

#### **Our Principles of Excellence:**

- Where all actions are taken with perception and moral discernment and all decisions are taken with **children at the centre**.
- A culture where **every second counts**; not a moment is wasted and one where every child can succeed.
- Where thoroughness and commitment to bespoke professional development for staff and aspirational life ambitions for children ensures that all are **empowered for excellence**.
- Where the **uniqueness of each academy** is encouraged and celebrated and where innovative curriculums reflect the values and ethos with the whole school community.
- Leadership with **vision and efficacy**; where collective expertise, accountability and financial efficiency adds value and leads to ever improving and aspirational outcomes for children.
- Where **excellence in teaching and learning** is a moral compulsion.

#### **Advantages of being part of Strive4 Academy Trust:**

- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Strong central services for finance, HR, IT, facilities and business functions, allowing the Head of School to focus on the quality of education and standards.
- Strong financial position over the next 5 years.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for promotion opportunities.
- Close collaboration between senior leaders across the Trust.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models (as government policies, rules and measures change).

## The Role

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Position:	Head of School
Location:	Ray Lodge Primary School
Reports to:	CEO
Contract:	Permanent/Full time
Commencement Date:	September 2023
Salary:	L20-L25 £74,250 - £83,466 (Dependent on experience)

We are now recruiting for a Head of School; an exciting leadership opportunity within a very successful multi-academy trust. It is the ideal position who is seeking a Headship role and who wants to focus on the curriculum and all things pupil! It combines management freedom for effective leaders with secure central support. The Trust fully encourages collaboration for success.

Ray Lodge Primary School is a vibrant, aspirational and successful Primary School located in enviable settings within Woodford Green. It is a school where children develop into resilient, confident learners with the motivation and determination to shape happy and bright futures for themselves – a school where aspiration leads to success. The role gives the successful candidate time to further enhance the twice-judged outstanding provision and take a lead position in the executive board of the Strive4 Academy Trust. Our children are our biggest asset and they deserve a leader with rigour, determination and passion to help provide them with the best possible future. We are looking for an incredibly unique and special person who has the energy, commitment and fervour to create world class provision – only the best will do for our children.

As a Head of School within Strive4 Academy Trust, you will have the opportunity to make a real difference to the future lives of our children whilst developing your own professional skills and expertise. Joining our team will offer a wealth of opportunities, including personalised career development programmes, access to well-being support programmes, social activities in and around school and the chance to become part of an ambitious and supportive network of professionals. You will already be an exceptional senior leader at a successful school with a background in curriculum development with real ambition to improve the life chances of the pupils in Strive4 Academy Trust. We will expect the Head of School to further develop our uniquely positive culture where every child is expected to excel and where their progress is supported each step of the way.

### Please contact us if you are:

- An energetic, enthusiastic and ambitious school leader with a track record of success at primary level.
- An inspirational leader with high expectations of yourself and staff.
- Confident and able to communicate a clear vision for the school.
- Able to develop children to reach their full potential regardless of background or circumstance.
- Approachable and keen to work with staff across the Trust to ensure wide success.
- Able to establish and develop excellent relationships with the community and other stakeholders.

### We can offer you:

- A competitive salary, along with well-being support programmes and access to private healthcare.
- Headship that focuses on learning and school improvement without the distractions of the unnecessary bureaucracy associated with finances and estates management.
- An exciting career path with opportunities for further progression in the future.
- A personalised career development programme.
- Guidance and support on your journey from close collaboration with a small central team to a larger group of talented executives to share best practice and innovation.



# The Responsibilities

Strive4 Academy is a highly successful multi-academy trust. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

## Main Purpose of the Role

The Head of School is expected to provide the leadership and management necessary to secure high quality teaching and learning and to raise standards of achievement and behaviour across the school.

## Curriculum, teaching and learning

- Work with the staff to develop, organise and implement the Strive4 curriculum for the school, taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school and Trust.
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable our children and community to succeed.
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school-based and comparative data to assist in raising standards.

## Pupils

- Develop and maintain outstanding practice for the pastoral care of pupils where safeguarding is fundamental to all procedures and practices.
- Maintain, review and develop policies and procedures for promoting pupil's self-discipline and good behaviour in the context of a proper regard for authority.
- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises, or when they are engaged in authorised school activities on and off school premises.

## Staff

- Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- Deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.
- Delegate, as appropriate, specified duties of the Head of School to the senior leaders or other members of staff.
- Ensure that cover is provided for absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers.
- Ensure that Early Career teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods.
- Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it, in consultation with the CEO when appropriate.
- Work to identify opportunities for continuing professional development including in-house courses, external courses, job related training and use of external high-quality consultants.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the Trust on the professional development of all staff.
- Provide regular updates to the Trust on staffing and management matters.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.



- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

## Resources

- Work with the CEO to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School and be accountable to the Local Governing Body for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with statutory guidance on teachers' pay and conditions.
- Work with the CEO and the Trust to ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

## Relationships

- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Work with children, parents, Governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.
- Provide information and to work with the Governors of the school to ensure that they carry out their role effectively.
- Provide for liaison and co-operation with Trustees and Officers of the Local Authority and report to the Trust (and Local Authority where appropriate) on the discharge of the Head of School's functions as required.
- Maintain liaison with other schools and further education establishments with which the school and Trust has a relationship.
- Recognise and support the work of the parents' and carers' group in supporting school initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

## Additional responsibilities

- Arrange for a senior leader to assume responsibility for the discharge of Head of School responsibilities at any time when they are unavailable.
- Participate, as appropriate and where necessary, in the teaching of pupils at the school.
- Have due regard for Strive4 and school policies on equal opportunities, health and safety and any other relevant area.
- Have regard for the work-life balance of all school staff.

## Reporting

The Head of School reports to the CEO. The Local Governing Body, and its Chair in particular, will also work closely with the Head of School in relation to its responsibilities to act as a 'critical friend' to the school. This relationship with the Chair and Local Governing Body will be key to driving school improvement forward and further developing local partnerships. The Head of School will keep the CEO fully informed on the progress of the School and will submit reports for consideration as appropriate. The Head of School will participate in an annual peer-review as part of the agreed appraisal process.

*Note: The postholder will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description.*





## Person Specification

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We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding senior leader within a successful Primary School/Academy who has a background in curriculum development/school improvement.

For the role of Head of School, our successful candidate will demonstrate the following competencies and experience:

- passion for continuous personal improvement by self and others.
- professional integrity and respect for the opinions and circumstances of others.
- personal impact and presence with all stakeholders.
- leadership ability to inspire and motivate staff and pupils.
- excellent interpersonal and communication skills.
- passion for raising achievement and solid understanding of what constitutes an outstanding school.
- significant leadership and management experience in a similar role.
- knowledge of what constitutes an outstanding curriculum.
- creative skills.
- solution-focused.
- Optimism.
- strong relationships with Governors, parents and other stakeholders.
- willingness to share knowledge and work collaboratively with other schools.
- unending enthusiasm and energy.
- ability to think reflectively and adapt well to change.
- resilience and the ability to remain calm and consistent under pressure.
- reliability and ability to meet deadlines.
- sense of humour.
- effective organisational skills.
- excellent ICT skills.



## Additional Information

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### Arranging a visit to Ray Lodge Primary and/or discussion with the CEO

Interested candidates may wish to visit the school before making a formal application. Visits are both encouraged and welcomed and can be arranged by emailing our Recruitment Team at [recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk). Visits will be facilitated on -

- **Friday 24<sup>th</sup>/3/2023 - AM**
- **Monday 27<sup>th</sup>/3/2023 - PM**
- **Friday 31<sup>st</sup>/3/2023 - AM/PM**
- **Monday 17<sup>th</sup>/4/2023 - AM/PM**
- **Tuesday 18<sup>th</sup>/4<sup>th</sup>/2023 - PM**
- **Wednesday 19<sup>th</sup>/4/2023 - PM**

Candidates wishing to have an initial conversation with the CEO about this role can also arrange for a telephone/video call. Those wishing to do so should in the first instance also email our Recruitment Team at [recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk).

### Application and Selection Process

We are seeking to appoint the best possible candidate and therefore the application process will reflect this.

Suitable and interested candidates are invited to complete an application [form here](#). This can be submitted via email to [recruitment@strive4academy.co.uk](mailto:recruitment@strive4academy.co.uk). If you are shortlisted, you will be asked to sign the application form upon arrival at interview.

**Application Closing Date: Thursday 4th May 2023 (12 noon)**

**Shortlisting Date: Thursday 4th May 2023**

**Interview Date: Friday 12th May 2023 (full day)**

We will endeavour to notify the successful shortlisted candidates on 10/02/2023. Information about the interview process and any necessary preparation will be circulated to all shortlisted candidates as soon as possible after this.

The successful candidate will be contacted as soon as possible after the interview day and an offer will be made subject to references, contract, and an enhanced DBS check.

If you have any queries on any aspect of the application process or need additional information, please contact Charlotte Gaspard at [charlotte.gaspard@strive4academy.co.uk](mailto:charlotte.gaspard@strive4academy.co.uk)

*The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.*

**Thank you for your interest in joining Strive4 Academy Trust as Head of School at Ray Lodge Primary School.**

