



**Meadowside Academy**

**Headteacher**

**Recruitment Information**

**February 2019**

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## Welcome Letter from the Chief Executive Officer

February, 2019

Dear Applicant

### **Appointment of Headteacher to Meadowside Academy, Elevate Multi Academy Trust**

On behalf of the Board of Elevate Multi Academy Trust (Elevate), I would like to thank you for your interest in the role of Headteacher at Meadowside Academy.

The ethos behind the Trust is one of collaborative school improvement using the 'Keep Up' approach. Schools join the Trust with the prime aim of improving themselves and each other so that they can all become outstanding schools driven by a self-improving system. This is achieved through the development and embedding of our educational philosophy.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff. Elevate is a family of like-minded educationalists with a partnership between the Diocese of Leeds, the Diocese of York and the local community.

The Trust is now looking for a Headteacher who shares our commitment and holds values conducive to making our vision a reality. Someone with proven leadership experience, high expectations and inspirational qualities to join us at this exciting time, and to work with our dedicated and experience team to deliver outstanding outcomes.

This candidate brief provides some background information about the Headteacher role at Meadowside Academy, and the Trust's development to date.

We are very excited about the future of the Academy and the part that will be played by a new Headteacher. We very much look forward to receiving your application and meeting you.

**Nigel Ashley**  
**Chief Executive Officer**

## About Elevate Multi Academy Trust

### *Raising Aspiration, Raising Achievement*

Elevate Multi Academy Trust (Elevate) is based in North & West Yorkshire with a partnership between the Diocese of Leeds, the Diocese of York and the local community. Elevate is a Charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the Company. Elevate operates as an Exempt Charity, and is governed by a board of Trustees who are responsible for, and oversee, the management of the Company.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff.

### Our vision and values

#### Vision

-  To be a family of professional and aspirational academies, where children are valued, inspired and confident.
-  To share a relentless determination that every child can achieve and no child is left behind.

#### Values

-  Children, staff and families are at the heart of everything we do.
-  High expectations for all, in all we do.
-  Improvement through professional partnership and collaboration
-  Outcome driven practice informed by reflection, analysis and research.

### The Trust development and growth

In July 2017, the journey began for Elevate. The reasons for becoming a MAT in the changing educational landscape were clear:

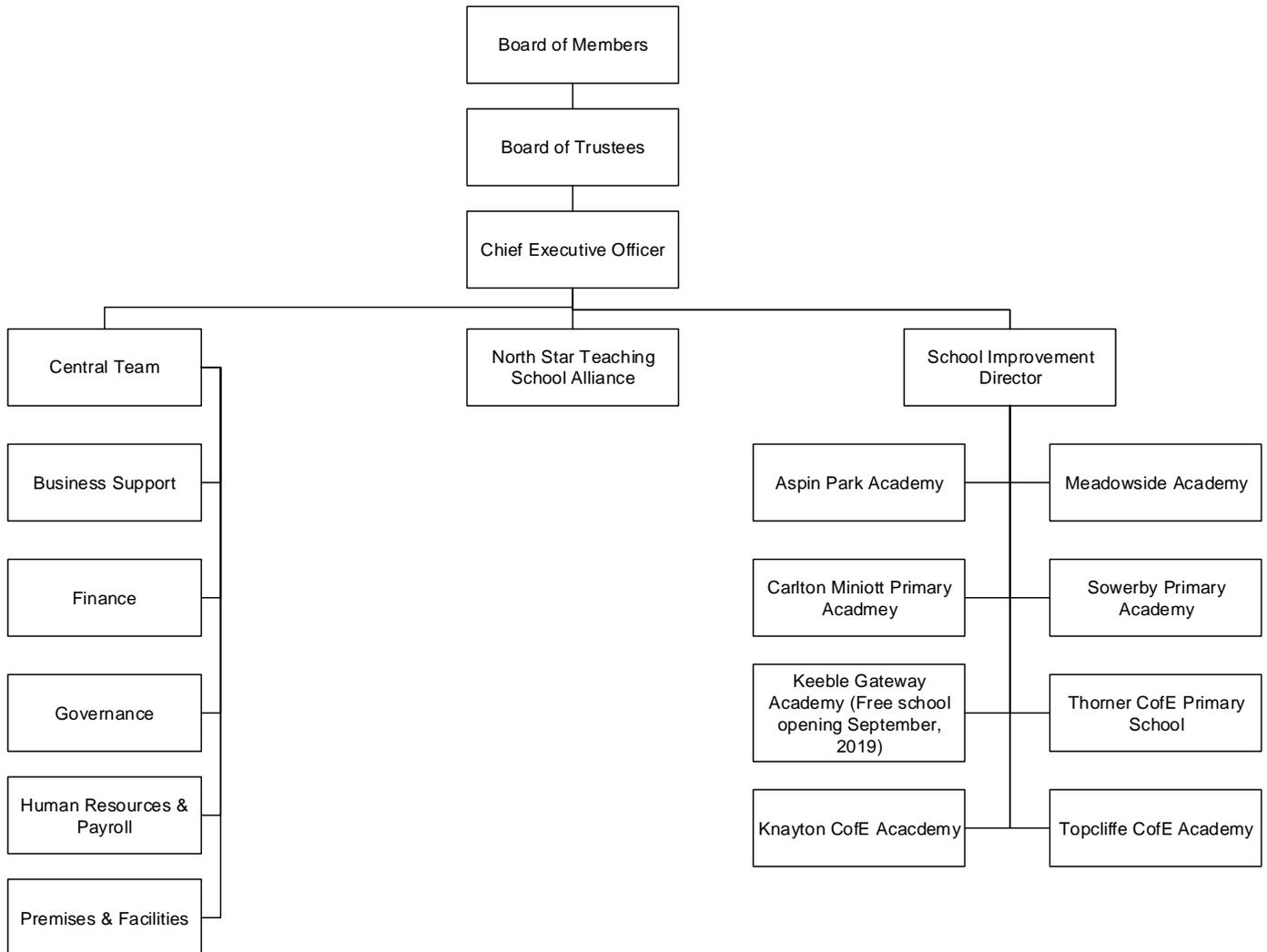
-  to deliver an innovative, highly effective approach to teaching and learning;
-  raising standards and aspirations for all;
-  to work collaboratively with other primary schools in the area;
-  sharing best practice and challenging each other to ensure the very best education for children;
-  creating bespoke educational system that best meets the needs of children in our local area.

Since January, 2018 the Trust family of schools consists of seven primary schools serving 1500 pupils across the local area. We are also in discussion with several other successful primary schools in the local area who have expressed an interest in joining our Trust.

We are excited to announce; we have been granted a contract from the DFE to build a new one-form entry primary school in Sowerby. The Keeble Gateway Academy proposed open date is September 2019. This school was named after Dame Reena Keeble, a celebrated educationalist from London with a damehood for her services to education who has been instrumental in helping to shape Trust philosophy. The Keeble Gateway Academy will open, in the first year, with up to 30 Reception children and 25 nursery children and will grow by 30 children in Reception every year following.

For more information on Elevate visit [www.elevatemat.org](http://www.elevatemat.org)

## Organisation Structure



## Meadowside Academy

### Nurturing curiosity, courage and kindness

Welcome to Meadowside Academy. We believe that when children feel safe, happy and supported, they can achieve amazing things! Our school thrives on a culture of high expectations where every member of our dedicated team is committed to making a real difference to the children in our care. As part of Elevate Multi Academy Trust, we ensure that children 'Keep Up, not Catch Up'. This means that they have every opportunity to meet and exceed age related expectations; our teaching approach ensures that every child has the support and challenge to achieve their potential.

Our approach to the curriculum is fun, exciting and engaging. We learn through whole school 'Big Ideas', which start with a launch and end with a landing. Parents are regularly invited to share children's learning during our curriculum landings and at other opportunities throughout the year. Our learning is based around the National Curriculum, but our approach is for the children to be involved in shaping their learning, asking questions and challenging themselves. We have exceptionally high expectations for children's learning across the curriculum, and we are committed to developing a passion for learning as well as creativity and a sense of responsibility for our world. Outdoor learning is very important to us at Meadowside and all children regularly take part in Forest Schools sessions.

North Star Teaching School Alliance, a collaboration of primary schools in North Yorkshire, is based at Meadowside Academy. Our collective aim is to improve outcomes for all children through a self-sustaining, dynamic system of school improvement and support across the region and beyond. It is a privilege for staff to work with North Star, as they have access to excellent training and development opportunities.

#### Our Vision

Our Vision is for all of our children to feel happy, confident and supported. They will enjoy a creative and captivating curriculum that inspires them to reach their full potential.

#### Our Values

Our values are the 5Rs and these are represented by animal mascots. All children and adults know these and work hard to include them in all that we do.



Relationships and Kindness (Elephants)



Respect (Bee)



Resilience (Rhino)



Reflection (Penguin)



Resourcefulness (Squirrel)

## About our School

Type	Primary Academy
Location	Halfpenny Lane, Knaresborough HG5 0SL
Total number of children on roll	207
Pupils eligible for Pupil Premium	10.6%
Pupils with an EHCP	1.4%
Pupils with SEN support or EHCP	12.6%
Pupils speaking EAL	0.5%
Latest Ofsted inspection	Outstanding, December, 2012
Total staff	32
Number of Leadership grade	2
Number of Teachers	9
Number of Teaching Assistants	13
Number of Parental support Advisor	1
Number of MSAs & Playworkers	5
Number of School Administrators	2

## Pupil outcomes (2018)

### Key Stage 2

Subject	Expected Standards Meadowside (%)	Expected Standards National Average (%)	Greater Depth Meadowside (%)	Greater Depth National Average (%)
Reading	86	72	28	25
Writing	93	76	24	18
Maths	69	75	17	23
EGPS	86	77	24	31

### Key Stage 1

Subject	Expected Standards Meadowside (%)	Expected Standards National Average (%)	Greater Depth Meadowside (%)	Greater Depth National Average (%)
Reading	77	76	26	25
Writing	71	68	19	16
Maths	77	75	26	21

### EYFS

Measure	Meadowside (%)	National Average (%)
Good level of development	80	71

## North Star Teaching School Alliance



North Star is a collaboration of primary schools across North Yorkshire, administered from Meadowside Academy in Knaresborough, part of Elevate Multi Academy Trust. We were designated in the Spring of 2014 and are proud to support schools throughout the region and to provide high-quality initial teacher training through our successful School Direct programme.

We work with strategic partners including North Yorkshire Primary Teaching School Alliances (NYPSTA), the Local Authority, Leeds Trinity University, the Teaching Schools Council, the Regional Schools Commission, Carnegie Leaders in Learning, York St John University and others.

Our vision is to embed a culture of truly continual professional development for all teachers and teaching assistants at every level. We are not a top-down school-improvement service – we are a facilitation service for schools and their staff to improve their own practice through collaboration and research. Our CPLD offer is built on programmes that develop an individual's skills and practice over time and through working with others, complemented by bespoke training that meets specific need. Our approach to each of the areas of focus (CPLD, iTT, and School to School Support) is underpinned by this vision and we strive to make it relevant to all members from trainees taking their first steps into teaching to the most experienced Headteachers.

## Job Advert

# HEADTEACHER

**Salary: Leadership range L15 to L21, £56,434 to £64,736 per annum**  
(starting point dependant on experience)

**Numbers on roll: 207**

**Start Date: September 2019**

(Relocation package available on request)

The Directors of Elevate Multi Academy Trust and Governing Body of Meadowside Academy are seeking to appoint a Headteacher to play the leading role in shaping the Academy's future.

In July 2017, Meadowside Academy joined Aspin Park Academy and Topcliffe C of E Academy to create Elevate Multi Academy Trust. They were joined the following year by Carlton Miniott Primary Academy, Knayton C of E Academy, Sowerby Primary Academy and Thorner C of E Primary School. Together the academies within our Trust form a family of like-minded educationalists with a partnership between the Diocese of Leeds, the Diocese of York and the local community.

As a Trust our main priorities are our children, families and their educational journey. We have high expectations which we know can be achieved by creating a strong collaboration between children, parents/guardians and talented and caring headteachers, teachers and their support staff.

In December, 2012 Meadowside Academy was judged by Ofsted to be outstanding.

We are looking for an exceptional professional to provide dynamic and inspirational leadership through the Academy's next stage of its journey.

The successful candidate will:

- have a proven record of leadership and management at a senior level and can demonstrate a range of effective leadership styles.
- have the energy, enthusiasm and ability to lead, manage, motivate and empower staff and students.
- High standards and aspirations for all children in the Academy.
- be a versatile thinker who can look forwards and outwards to develop and champion innovative solutions.
- have a willingness to engage collaboratively across Elevate Multi Academy Trust and beyond.

We warmly welcome all applicants to visit the school. Please contact Alex Lazzari (PA to the CEO, HR & Payroll Manager) on 01423 541996 or via email ([a.lazzari@elevatemat.org](mailto:a.lazzari@elevatemat.org)) to arrange a suitable date and time.

An application pack can be requested from Sally Brown, Avec Partnership Ltd, by email ([sally.brown@avec-partnership.com](mailto:sally.brown@avec-partnership.com)) or by phone on 01325 281480. Applications must be returned to Sally via the above email.

**Closing date for return of completed applications:- 18<sup>th</sup> February, 2019 (noon)**

**Interview date(s):- 7<sup>th</sup> March, 2019**

The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and Section 128 Barring check, to comply with the Safeguarding and Child Protection policies of the Trust.

## Job Description

<b><u>POST TITLE :</u></b>	<b>Headteacher</b>
<b><u>GRADE :</u></b>	<b>Leadership Points 15 to 21</b>
<b><u>REPORTING RELATIONSHIP :</u></b>	<b>CEO and Board of Trustees</b>

### **Purpose of the Job**

To be responsible to the Local Governing Body, CEO and Board of Directors of Elevate Multi Academy Trust for all aspects of the internal organisation, professional leadership, management and control of the academy and for exercising supervision over teaching and support staff in accordance with Instrument of Government. The post holder, working with and through others, will secure the commitment of the wider community to the academy by developing and maintaining effective partnerships. In carrying out these duties, the Headteacher will engage and consult, where appropriate, with the Local Governing Body, the CEO, the Board of Directors, the local authority and other local, national and regional bodies as appropriate, the staff of the academy, the parents and carers of its pupils and other relevant professional organisations it has a relationship with.

Our job description is based on four 'Domains' outlined in The National Standards of Excellence for Headteachers (2015).

### **A. Qualities and knowledge:**

Excellent Headteachers:

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

### **B. Pupils and staff**

Excellent Headteachers:

1. Demand 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.
2. 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.
3. 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.

4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

### **C. Systems and process**

Excellent Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. 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.
3. 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.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. 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.

### **D. The self-improving school system**

Excellent Headteachers:

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Headteacher shall carry out their professional duties in accordance with and subject to the "Conditions of Appointment of Headteachers" set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that maybe allocated from time to time.**

## Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Qualified Teacher Status	AF, C	D1	Degree/Masters Degree in related discipline	AF, C
				D2	Recognised Management qualification	AF, C
				D3	NPQH qualification	AF, C
<b>Experience &amp; Knowledge</b>	E2	Teaching experience in a Primary School	AF, I, R	D4	Understanding of academy and financial regulations	AF, I
	E3	Significant and successful senior leadership experience				
	E4	Thorough knowledge of the national curriculum	AF, I, R			
	E5	Demonstrable experience of adaption to fast paced educational change	AF, I			
	E6	Experience of developing a highly exciting and innovative curriculum	AF, I, R			
	E7	Experience of managing, developing, inspiring and motivating staff	AF, I, R			
E8	Demonstrable success in raising standards and meeting challenging targets	AF, I, R				

	E9	Experience of leading significant organisational development and change	AF, I, R			
	E10	Experience of presenting high quality, strategic information to directors/governors and supporting their role as strategic leaders	AF, I, R			
<b>Experience &amp; Knowledge</b>	E11	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF, I, R			
	E12	Experience of strategic leadership on school finance issues, including budget management and funding allocation	AF, I, R			
<b>Skills</b>	E13	Excellent oral and written communication skills with an ability to negotiate at all levels	AF, I, P			
	E14	Be E-confident and able to understand and promote the benefits of ICT and future technology in an educational context	AF, P			
	E15	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets	AF, I, P			
	E16	Ability to interpret and implement new legislation, policies and directives	AF, I			
	E17	Ability to analyse information from a wide variety of sources and solve complex problems	AF, I			

	E18	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools	AF, I, R			
	E19	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	AF, I, P			
<b>Personal Attributes</b>	E20	High personal standards of integrity, probity and clear commitment to our collective co-operative values	I			
	E21	Enthusiasm, vision, drive, adaptability and resilience	I, P			
	E22	Be confident, positive and approachable	I, P			
	E23	Be able to secure the loyalty and confidence of pupil, staff, parents, governors and others	I, R			
	E24	Have consideration of the views of others	I, P, R			
	E25	Advocate a sound educational philosophy, with the ability to translate into practice	AF, I, P			
	E26	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents	AF, I, R			
	E27	Commitment to own and others personal development	I			

	E28	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community including with partner secondary and Post 16 providers, Teaching School Alliances and external partners etc.	AF, I, R			
	E29	Evidence of being an inspirational leader and role model	I, R			
	E30	Emotional resilience in working with children and adults	I, R, D			
	E31	Suitable to work with children	D			

Key – Stage Identified	
AF	Application Form
C	Certificates
D	Disclosure
P	Presentation
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

## Application Process

Our aim is to ensure that we recruit the right person for the position of Headteacher at Meadowside Academy. We will make sure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and we will assess each candidate's suitability for working with students as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service and Section 128 check.

### Visit to the academy

We warmly welcome all applicants to visit the school. Please contact Alex Lazzari (PA to the CEO, HR & Payroll Manager) on 01423 541996 or via email ([a.lazzari@elevatemat.org](mailto:a.lazzari@elevatemat.org)) to arrange a suitable date and time.

### Applications

An application pack can be requested from Sally Brown, Avec Partnership Ltd, by email ([sally.brown@avec-partnership.com](mailto:sally.brown@avec-partnership.com)) or by phone on 01325 281480. Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please return your completed application form to Sally Brown, Avec Partnership Ltd, via the above email.

### Shortlisting

We will assess your application against the person specification criteria using the evidence you provide in your application. This will be done by a panel of Trustees, senior staff and governors. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### Interview Process

The interview process will consist of a range of tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities.

### Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our academy. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### **Offer of Employment**

Assuming we find the right person for this position, we will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

-  References satisfactory to us
-  A satisfactory DBS check
-  Provision of proof of identity and qualifications

### **Key dates for applicants:**

Closing date: 18<sup>th</sup> February, 2019 (noon)

Shortlisting date: 19<sup>th</sup> February, 2019

Interview date(s): TBC

*Thank you for your interest in the post of Headteacher at Meadowside Academy.  
We look forward to receiving your application.*