

Hoo St Werburgh
Primary School



Head of School

Hoo St Werburgh
Primary School

Application Pack



Courage - Confidence - Respect - Belonging

Welcome to Rivermead Inclusive Trust



In 2015, Rivermead Community School embarked on a journey to create a Multi Academy Trust (MAT), known as the Rivermead Inclusive Trust.

The idea behind forming a MAT was to allow us to build on our existing partnerships, work collaboratively and support like-minded schools to improve achievement, efficiency and the overall well being of our learners, staff and wider communities. Since then, the Trust has grown to include four main schools that share the same vision, values and ethos. The Trust is proud to have Walderslade Primary School, Hoo St Werburgh Primary School and The Marlborough, The Academy of Woodlands and Luton Primary School under its umbrella alongside Rivermead Secondary Special School.

Academy trusts are charitable companies and have to comply both with charity law requirements and company law requirements.

Our Board of Directors has a strong sense of moral purpose and commitment in the pursuit of excellence.

Hoo St Werburgh
Primary School



The
Marlborough



WALDESLADE PRIMARY SCHOOL
WALDESLADE PRIMARY SCHOOL



The Academy
of Woodlands



Our Mission, Vision, Ethos and Values

Our Expectations



Growing our Own



Quality Teaching



Wellbeing / Work-Life Balance



EDI



High Achievement

Our Mission

We want our learners to develop the lifelong skills to become employable, self-confident and to be able to contribute in a positive way to their community.

We are passionate about our progression and the continuing quest for excellence for the future to enable learners to progress to the very best that they can be.

We will encourage our teachers and staff to reach their potential by taking and

giving responsibility, to lead and to try new ideas to develop their skills, including 'growing our own' through our own bespoke CPD offer.

We will embrace and celebrate the Rivermead Inclusive Trust ethos by presenting the Trust as 'our Trust' so that each individual; learners, staff, parents and governors feel that they have a sense of belonging, a sense of togetherness like a big family.

Our Vision

The vision for our Trust is to continue in leading excellence in Inclusions, Teaching and Learning through collaboration and partnership.

Our Trust will ensure that all the schools within the Trust are efficient and effective through Human Resources, policy, performance and finance, whilst allowing teaching and learning to be at the epicentre of all we do. MAT to MAT collaboration is essential alongside our own Quality Assurance and cross Trust moderation.

Our Approach



Empower Leaders



Bespoke CPD



Innovation Informed Practice



Evidence Informed Systems



Collaborate



Growing our own & Recognising Talent



Autonomy

Our Mission, Vision, Ethos and Values

Our Vision continued...

We value ourselves on the culture of our Trust. We enhance our innovation and pursuit of excellence by auditing and evaluating best practice and lessons learned. We are an 'inclusive' Trust and work towards achieving potential for all and raising aspirations across all our schools so learners achieve more than they think possible.

We will continue to embed commitment from all within our Leadership and Management, to filter down through our teaching and support network.

Through collaboration and partnership we are working towards our Trust building to ten schools.

Our Ethos & Values

We want to ensure young people have every life opportunity and progress to the very best of their ability in a complete holistic way. This will include having aspirations for all to create a passion for life-long learning.

We value our learners equally whatever the difference in their abilities or behaviours and believe that every child matters.

We celebrate every success and want our learners to be happy to come to school.

We provide a range of educational, social and cultural activities that will enable them to flourish.

We work as a community, in collaboration, with commitment and innovation in the relentless pursuit of excellence. Rivermead Inclusive Trust ensures it is about the 'person'.

We are passionate in ensuring equality for all, for learners and staff alike.



Our School Improvement Cycle



Our Trust is committed to the highest standards of curriculum, teaching and learning, securing the very best outcomes for all the pupils in every one of our schools.

The focus on high quality Teaching and Learning, which we provide within our schools, is mirrored in the support and opportunities we provide our staff. Our focus on providing both high quality learning and professional development is uncompromising

Rivermead Inclusive Trust is a progressive multi academy Trust which allows us to build on our existing partnerships, work collaboratively and support schools to improve achievement, efficiency and the overall wellbeing of our learners, staff and wider communities.

The schools within our Trust are expected to engage in accurate self-evaluation of their own performance and provision and take rapid and decisive action to improve areas of development.

The School Improvement Framework is concerned with the implementation of systems to bring about focused support and improvement in individual schools where underperformance has been identified. It explains the role of Rivermead Inclusive Trust and how we will work with schools to secure these improvements.

This is a framework that works towards *proportional focused support* for individual schools, always accepting the 'expectation' of early action if there are concerns about performance against any of our Trust's Key Performance Indicators.



Head of School

Hoo St Werburgh Primary School Leadership Scale L11-22 Full-time

Are you a dynamic, passionate, and progressive leader?

Do you have the skills and drive to continue to lead a fantastic Primary School from 'Good' to 'Outstanding'?

Are you passionate about achieving outstanding teaching and learning in every classroom?

Do you want to inspire children through an engaging curriculum?

Do you excel at developing your teaching and support staff to be the best they can possibly be?

If so, then this could be the role for you!

Due to relocation of our current Head of School we have an exciting opportunity for an enthusiastic, experienced and skilled individual to take on the role of Head of School at Hoo St Werburgh Primary School, part of the Rivermead Inclusive Trust.

The ideal candidate will be expected to have a continuous presence within the school, be responsible for leading and supporting staff as well as collaborate with the Head of school at The Marlborough which shares the site. Responsibilities will include the development of staff, relevant policies, training and the management of data as well as innovative leadership and being an outstanding practitioner.

Hoo St Werburgh Primary School & The Marlborough share the inclusive ethos of the Rivermead Inclusive Trust. We firmly believe that every child has a right to an education, no matter what barriers they have to learning. We aim to instil in our pupils an enthusiasm for learning and an interest in the world around them. We have high expectations of our pupils and staff and strive to provide a learning environment that ensures our pupils are challenged and make good or better progress in all aspects of their school life.



Head of School

Hoo St Werburgh Primary School Leadership Scale L11-22 Full-time

We celebrate every aspect of our pupils' learning from their social and emotional development and life skills acquisition to the national curriculum subjects of reading, writing, maths and more.

There are over 500 children on roll. The Marlborough School Based Provision caters for 80 of these children within six classes – admission for this provision is through the Local Authority for children with an EHCP. All the other children are within the main school which is organised into two classes per year. There is also a thriving nursery catering for two-, three- and four-year olds.

At a recent external inspection, the school secured 'Good' with several elements of outstanding. The drive for the Head of School will be the continued journey to secure 'Outstanding' in all elements across the school.

Visits to Hoo St Werburgh Primary School are highly recommended. Please email kwatkin@r-i-t.org for an application form or contact Karen Watkin, HR Manager: 01634 961080

Closing date: 12 noon, 15th April 2024

Interviews: Week Commencing 22nd April 2024

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.



Head of School

Job Description

Reporting to: Executive Headteacher / Local Advisory Board

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

MAIN TASKS

1. Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the Local Advisory Board, staff and parents generating the ethos and values which will underpin the school.
- To continue to implement a Development Plan which will secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the Local Advisory Board as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the school.

2. Teaching and learning

- Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.



Head of School

Job Description

- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Determine and implement policies which promote:
 - positive strategies for developing good race relations and dealing with racial incidents.
 - Equality of access.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra curricular activities in accordance with the educational aims of the school.

3. Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management, to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- Ensure that a deputy Headteacher and Senior Leaders, assumes responsibility for the discharge of the headteacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.



Head of School Job Description

4. Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and structure the organisation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, CEO and the Director of School Improvement, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Local Advisory Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Local Advisory Board.



Head of School Job Description

6. Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Keeping Children Safe in Education Act 2006 and expects all staff and volunteers to share this commitment

ACTIONS

The Head of School should ensure that:

- The policies and procedures adopted by the Local Advisory Board are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

‘This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future’. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions as they relate to Heads of School’.



Schools/Provisions within Rivermead Inclusive Trust

Hoo St Werburgh Primary School



The Marlborough



WALDRSLADE PRIMARY SCHOOL
DREAM ACHIEVE RESPECT EXCEL



The Academy of Woodlands

