



**Saint George's**  
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

# Join our Team



For Appointment of:  
Head of Primary Phase





## CEO's Welcome

**Stephen Carey**  
CEO

**Thank you for your interest in the role at Saint George's C of E All Through School.** I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

**Our Executive Headteacher, Simon Murphy and I look forward to receiving your application.**

# Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



**"Visitors most often comment upon the profound sense of community within the school."**



# Job Description

Job Title	Head of Primary Phase
Location	Gravesend, Kent
Duration	Permanent
Work Hours	Full time
Reporting to	Executive Headteacher
Salary	L12-L17
Pension	Teachers' Pension



## Main purpose

The Head of Primary Phase, under the direction of the Executive Headteacher, will be responsible for providing the leadership and management of the primary phase at Saint George's Church of England School in line with the vision of the school and Trust and will manage the day-to-day running of the primary phase.

## This includes:

- promoting an environment which achieves high standards in all areas of the school's work.
- managing and organising the primary phase to live out the school's vision and ethos.
- working alongside others to evaluate the school's performance and identify the priorities for continuous improvement and raising standards.
- working closely with the stakeholders from the wider school community.



## Duties and responsibilities

### Leadership and management of the school

Working alongside the Executive Headteacher, the Head of Primary Phase will:

- ♥ ensure that the school's vision is clearly articulated, understood and lived out effectively by all stakeholders.
- ♥ use the vision to agree ambitious objectives and operational plans which will promote and sustain school improvement.
- ♥ have responsibility for primary safeguarding and child protection practices.
- ♥ work closely with the Executive Headteacher, the Head of Secondary Phase and the wider leadership team to ensure that the school provides a genuine all-through experience.
- ♥ manage senior and middle leaders, developing a professional culture amongst all staff at the primary phase.
- ♥ support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well.
- ♥ work with the Trust finance team to manage the primary phase's budget and resources.
- ♥ implement the Trust's appraisal policy and other management processes and systems.
- ♥ support the implementation of Trust-wide policies and school-level policies.
- ♥ undertake self-evaluation and school improvement planning alongside the Executive Headteacher.
- ♥ support the recruitment and retention of teaching and non-teaching staff.
- ♥ provide training and continuing professional development (CPD) opportunities for all staff.
- ♥ promote a climate which enables all pupils to display exemplary behaviour.
- ♥ be a positive role model in helping others recognise difference and respect cultural diversity in accordance with British Values and the Equalities Act 2010.





## Quality of Education

- ♥ work with staff to promote high quality teaching across all subjects.
- ♥ contribute to the development of an effective and engaging all-through curriculum.
- ♥ identify any areas for development in teaching and learning and implement, monitor, and review interventions to improve these areas as well as the quality of education across the primary phase.
- ♥ implement the Trust wide assessment system and ensure that teachers are provided with useful and relevant information about pupils.
- ♥ identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust.
- ♥ monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.
- ♥ ensure standards of behaviour are high to foster an environment in which learning can thrive.

## Communication

- ♥ work with the Local Governing Body (LGB), Executive Headteacher and School Improvement Team to keep them informed of the educational performance of the school.
- ♥ attend any relevant LGB and Trust Meetings (e.g. Management Board).
- ♥ actively engage and build positive relationships with other primary and secondary Headteachers across the Trust.
- ♥ Build positive relationships with other stakeholders including parents and external support agencies.
- ♥ contribute to reports to the CEO as necessary.



## Managing resources

- ♥ contribute to the budget setting, cash-flow management, and all other financial management processes with the support of the central finance team and school-based staff.
- ♥ ensure value for money in any delegated financial responsibilities for purchasing and procurement.
- ♥ ensure the efficient and effective use of school resources.

## Other areas of responsibility

The Head of Primary Phase will:

- ♥ meet the requirements of the Headteacher Standards 2020
- ♥ be required to safeguard and promote the welfare of children and follow school and Trust policies.



# Person Specification



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## Qualifications and Experience

♥ Degree or professional qualification	X	
♥ Qualified Teacher Status	X	
♥ National Professional Qualification for Headship (NPQH)	X	
♥ Successful senior leadership and management experience in a primary phase school	X	
♥ Involvement and leadership in school self-evaluation and development planning	X	
♥ Demonstrable experience of successful line management and staff development	X	
♥ Evidence of effectively promoting and implementing the processes necessary to safeguard and promote the welfare of children and staff	X	
♥ Evidence of building and maintaining effective relationships with parents and the broader community to develop a committed, enthusiastic, and supportive environment for the school	X	
♥ Evidence of successfully developing a range of non-curriculum activities (e.g. lunch and after-school activities) for pupils, encouraging broader engagement with the school	X	
♥ Teaching experience across the primary key stages		X
♥ Evidence of successfully managing significant change in an organisation		X

## Skills and Knowledge

♥ Data analysis skills, and the ability to use data to set targets and identify weaknesses	X	
♥ Ability to conduct rigorous school self-review and combine with external evaluation to develop the school	X	
♥ Understanding that the quality of education is based on evidence, and the ability to model and highlight this for others and support others to improve	X	
♥ Effective communication and interpersonal skills	X	
♥ Ability to communicate a vision and inspire others	X	
♥ Ability to build effective working relationships and create an open and fair workplace culture	X	
♥ A sound knowledge and understanding of the whole primary phase including Early Years	X	
♥ A sound knowledge and understanding of the barriers to learning and inclusion experienced by children and young people	X	
♥ A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils	X	
♥ Understanding of school finances and financial management		X
♥ Clear understanding of how to work positively with the Governing Body		X





## Personal Qualities

- ♥ Commitment to uphold the 7 principles of public life, in accordance with Headteacher standards, at all times
- ♥ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and school
- ♥ Ability to work under pressure, be resilient and prioritise effectively
- ♥ Ability to work collaboratively with external partners and stakeholders
- ♥ Commitment to maintaining confidentiality at all times
- ♥ Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
- ♥ Commitment to own well-being and that of the whole school community

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)  
01474 533 082

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**Closing Date:**  
**15th April 2024 at 12 noon**  
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To apply for this role, please visit [MyNewTerm](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**



# Contact Us

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