



VALLEY INVICTA  
ACADEMIES TRUST

# Head of School

## Valley Invicta Primary School at East Borough



### Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



VALLEY INVICTA  
PRIMARY SCHOOL AT  
EAST BOROUGH



# Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children and our staff at the very centre of all we do.

We are now recruiting for a Head of School at Valley Invicta Primary School at East Borough. This is an exciting opportunity for an enthusiastic and committed leader to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for someone who is exceptionally talented, who will use their energy and vision to make a real impact; to support the achievement of outstanding outcomes for our pupils and staff, as well as ensuring that our school continues to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself

# Vacancy

## Who are we looking for?

We would like an enthusiastic, dedicated and ambitious team player to join us at Valley Invicta Primary School at East Borough.

This is a wonderful opportunity for an experienced senior leader to join a popular school with an established staff body, and to take it to its next stage of growth development.

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in. We would like a leader who has a genuine interest in the needs of their school community.

## Valley Invicta Primary School at East Borough

Valley Invicta Primary School (VIPS) at East Borough is a friendly and inclusive primary school that aims to ensure children enjoy some of the happiest days of their childhood at school.

The curriculum and values are underpinned by an ethos that is focused on respecting individual differences and rights; whilst also promoting values such as confidence, trust and respect.

VIPS at East Borough takes pride in ensuring there is a caring and supportive attitude for everyone. The school provides a warm, inclusive and stimulating atmosphere in which all individuals can flourish to the best of their ability.

Parents/carers at VIPS at East Borough are integral to the children's progress, and the school has built a unique relationship where they take an active part in their children's learning. The school encourages close and regular contact with parents/carers whereby there is a mutual respect for high expectations and challenge.

## Are you looking for a new challenge?

Do you:

- Understand the importance of an outstanding education for all?
- Love teaching?
- Strive for academic excellence?
- Want your pupils to feel valued, safe, and happy?
- Enjoy working within a strong team?
- Have commitment to providing an exciting range of opportunities for pupils?
- Inspire your pupils, parents/carers and colleagues?
- Believe that every student can learn, achieve, and thrive?

## Are you the right candidate?

We would like to hear from you if you are:

- An energetic and ambitious school leader with a track record of whole school success at primary level;
- A motivated and inspirational leader with high expectations of staff and students;
- Confident and able to communicate a clear vision for the school with our existing leadership group;
- Able to develop students and staff to reach their full potential;
- A team player who understands the benefits of working in a Trust;
- Determined to provide the best for your school community.

If you think you would thrive in this environment we want to meet you.

<b>Position</b>	Head of School
<b>Location</b>	Valley Invicta Primary School at East Borough
<b>Responsible to</b>	Executive Headteacher
<b>Basis</b>	Permanent, full-time
<b>Commencement</b>	September 2024
<b>Salary</b>	As a guide £65,010 - £71,729 but negotiable for the right candidate

# Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs E Owen, PA to Trust Executive – [e.owen@viat.org.uk](mailto:e.owen@viat.org.uk)

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs Owen, PA to Trust Executive.

The Trust 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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Equality and Diversity

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision.

Closing date for applications

9am Friday 10 May 2024

Interviews and assessment activities

Tuesday 21 May 2024



# Job Description

**Accountable to:** Executive Headteacher

**Responsible for:** Whole school intent, implementation and impact

## Job Summary

The Head of school, under the direction of the Executive Headteacher, will take a major role in:

- Creating the vision and the values of the school;
- Formulating the aims and objectives of an outstanding school;
- Establishing policies for achieving these aims and objectives;
- Managing staff and resources;
- Monitoring progress towards the achievement of the school's aims and objectives.

## Key working relationships

- Executive Headteacher;
- Trust Executive Team;
- Leadership Group;
- Director of SEN and Designated Safeguarding Lead;
- Teachers and pupils;
- Parents and carers;
- Local School Board;
- External agencies.

## School Culture and Behaviour

Under the direction of the Executive Headteacher, the Head of School will:

- Create a culture where pupils experience a positive and enriching school life – both academically and pastorally;
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school;
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life;
- Ensure a culture of staff professionalism.

## Teaching, Curriculum and Assessment (Implementation and Impact)

Under the direction of the Executive Headteacher, the Head of School will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence;
- Ensure teaching is underpinned by subject expertise;
- Ensure the teaching of a broad, structured and coherent curriculum;
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;
- Ensure the effective use of formative assessment to inform strategy and decisions;
- Ensure the use of valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum using the National Curriculum and the Ofsted Framework.

## Additional and Special Educational Needs (SEN) and Disabilities

Under the direction of the Executive Headteacher and in liaison with the Trust Director of SEN, the Head of School will:

- Promote a culture and practices that enable all students to access the curriculum including the lowest 20%;
- Ensure all staff have ambitious expectations for all students with SEN and disabilities;
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate;
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.

# Job Description cont'd...

## School Management and Improvement

Under the direction of the Executive Headteacher, the Head of School will:

- Establish and sustain the school's ethos and strategic direction together with the Local School Board and through consultation with the school community;
- Establish and oversee systems, processes and policies so the school can operate effectively;
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding;
- Manage staff well with due attention to workload;
- Ensure rigorous approaches to identifying, managing and mitigating risk;
- Allocate financial resources appropriately, efficiently and effectively;
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context;
- Make sure these school improvement strategies are effectively implemented.

## Professional Development

Under the direction of the Executive Headteacher, the Head of School will:

- Ensure staff have access to appropriate, high standard professional development opportunities;
- Keep up to date with developments in education;
- Seek training and continuing professional development to enable progression across the Trust.

## Governance, Accountability and Working in Partnership

Under the direction of the Executive Headteacher, the Head of School will:

- Understand and welcome the role of effective governance, including working in close partnership with the Local School Board with the assurance for the Quality of Education;

- Ensure that staff understand their professional responsibilities and are held to account;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Work successfully with other schools and organisations;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.

## Safeguarding

VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Equality and Diversity

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.



# Person Specification

## Qualifications

### Essential

- Qualified Teacher Status, completed Degree or equivalent qualification;
- Evidence of continuing professional development.

### Desirable

- National Professional Qualification of Headship.

## Experience, skills, and knowledge

### Essential

- Significant experience as a Deputy Headteacher or Head of School with a sustained record of driving standards;
- Experience of developing partnership and learning between schools;
- Experience of the effective management of budgets and resources;
- Evidence of successfully leading and sustaining educational initiatives;
- Evidence of effective appointments and people management;
- Knowledge of the mission, vision and values of VIAT;
- Knowledge of statutory education frameworks, including governance;
- Knowledge of ways to build, communicate and implement a shared vision across a number of schools;
- Knowledge of leading change, creativity and innovation;
- Knowledge of new technologies, their use and creative impact;
- Knowledge of strategies for communication, both within and beyond the school;
- Knowledge of models of teaching and learning/pedagogical practice;
- Knowledge of models of attendance and behaviour management;
- Knowledge of strategies for ensuring inclusion, diversity and access.
- Knowledge of child protection and safeguarding procedures;

- Knowledge of curriculum design and management;
- Knowledge of the self-evaluation process and its role in driving continuous improvement;
- Knowledge of strategies to promote individual, team and organisational development;
- Knowledge of building and sustaining a learning community within school;
- Knowledge of the impact of change on organisation and individuals;
- Knowledge of strategic financial planning, budgetary management and principles of best value;
- Knowledge of the use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- Knowledge of the work of other agencies and opportunities for collaboration.

## Leadership skills

### Essential

- Ability to develop and maintain a clear vision and lead others to plan and deliver it;
- Ability to articulate this vision to diverse audiences;
- Ability to establish successful relationships at all levels and have good communication skills, both verbal and written;
- Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the school;
- Ability to cultivate a team ethic;
- Ability to lead, co-ordinate and delegate.



# Benefits at Valley Invicta Academies Trust

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Valley Invicta Primary School at East Borough but across the Trust;
- A career in an organisation that values individuality and diversity.

## Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Leadership/Coaching and Mentoring Programmes.

## Financial:

- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Access to a range of benefits and discounts through Kent Rewards.

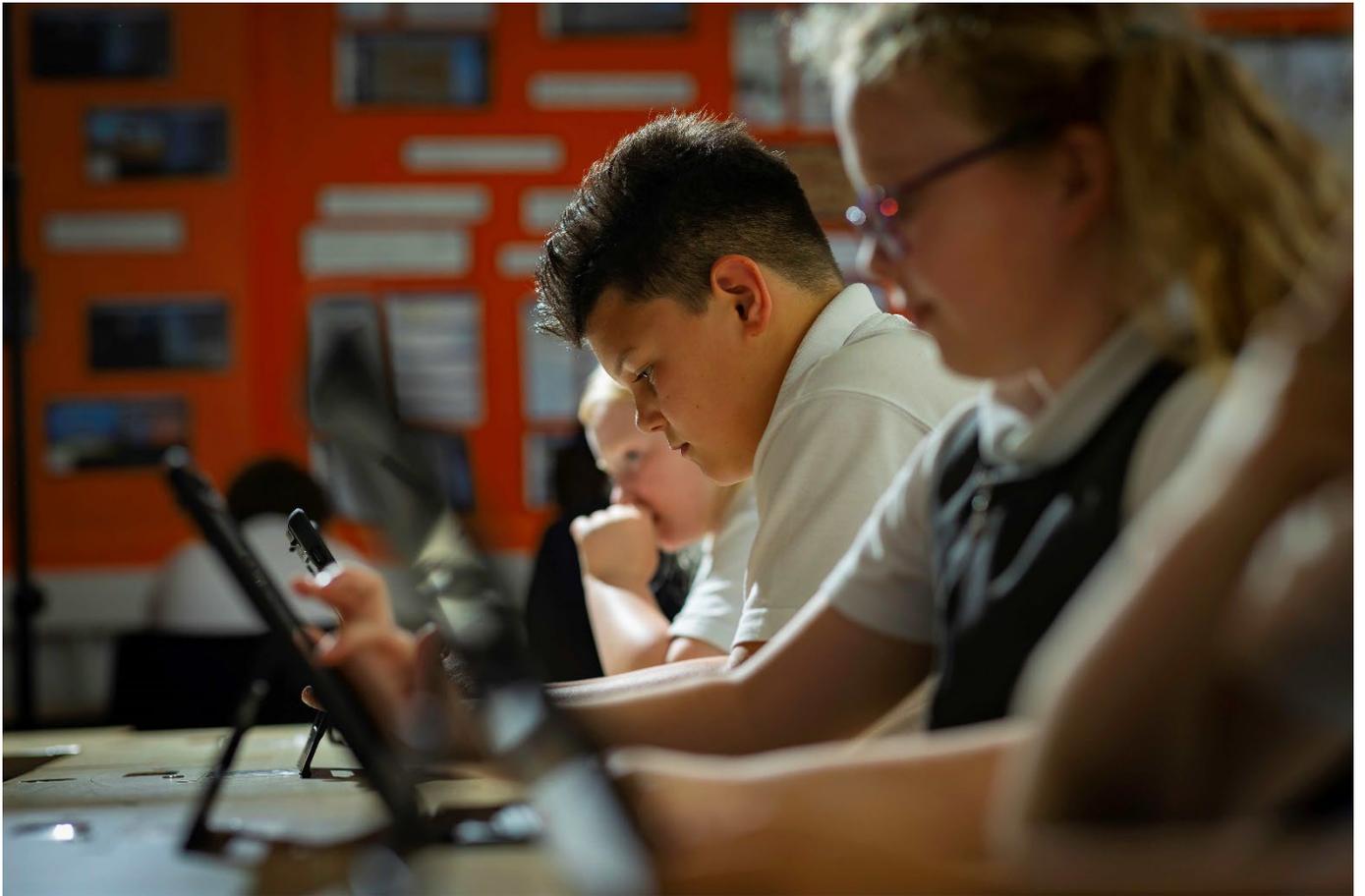
## Equipment and facilities:

- Apple MacBook Air;
- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support in partnership with Medicash.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





# Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a life-time of influence beyond.



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