



# Application Pack

**HEADTEACHER**

**Lakes Primary School**

# Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Headteacher at Lakes Primary School, An exciting role key to the future success of this important school within Galileo Multi Academy Trust.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust

Applicants should return their application form to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) by the closing date, Sunday 16<sup>th</sup> April 2023, 12 midnight.

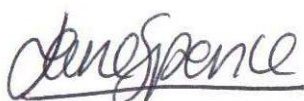
Should you wish to enquire about the role, please do not hesitate to contact me on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) to arrange a phone call.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.*

Shortlisted candidates will be invited to make an optional informal visit to Lakes Primary School week commencing 17<sup>th</sup> April to meet interim Executive Headteacher Tim Bethell who will be returning to his substantive Headteacher post at another Galileo school. It is likely that the recruitment process will be held over two days on 24<sup>th</sup> and 25<sup>th</sup> April 2023.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



**Jane Spence CEO**



## Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools whose vision is:

**'To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.'**

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.



## Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.



## Job Advert

**HEADTEACHER, LAKES PRIMARY SCHOOL**

**Galileo Multi Academy Trust is looking to recruit an exceptional leader to the role of Headteacher at Lakes Primary School.**

**Required:** 1<sup>st</sup> September 2023

**Salary:** £62,561 - £71,765 (L15 – L21)

**Hours:** Full time

**Location:** The postholder will be based at Lakes Primary School in Redcar, and report to the CEO based at Galileo Central Office, Kirkleatham Business Park, Redcar.

**The successful candidate will:**

- Be committed to the Galileo MAT vision and values
- Have a proven track record of raising academic standards and leading sustained successful school improvement
- Provide excellent leadership to ensure Lakes Primary School always improving standards and maintaining its excellent reputation
- Work as part of the senior leadership team of the Trust driving strategic direction and school improvement
- Ensure the safeguarding of all children and the wellbeing of all staff in line with statutory requirements and Trust policy

**Closing date: Sunday 16th April 2023, 12 Midnight**

**Interview: Likely 24<sup>th</sup> and 25<sup>th</sup> April 2022**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description



The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Headteacher, Lakes Primary School

**Salary:** £62,561 - £71,765 (L15 – L21)

**Responsible to:** Trust CEO

## 1. Purpose of the role:

To provide outstanding leadership to Lakes Primary School as an integral part of the Galileo Multi Academy Trust raising ambition, expectations, and standards for our pupils.

To be an innovative leader of Lakes Primary School ensuring its secure and ambitious future. To drive up academic standards and ensure the wellbeing of pupils and staff.

To be part of the Trust's senior leadership team working collaboratively with the other Headteachers and schools and be responsible for leading aspects of the raising standards plan with colleagues.

## 2. Key responsibilities:

- Provide strong leadership to ensure Lakes Primary School maintains its high standards and excellent reputation.
- To establish an effective leadership team to drive quality first teaching, provide an ambitious, broad and balanced curriculum, and ensure an inclusive education that allows every child to progress.
- Ensure the safeguarding of all children and the wellbeing of all staff in line with statutory requirements and Trust policy.

## 3. Educational leadership:

- Quickly own the role of Headteacher working closely with the knowledge and expertise of Lakes Primary School staff and governors.
- Ensure the highest levels of progress and exceptional attainment at Lakes Primary School.
- Set very high expectations of staff and pupils in all aspects of school life, so that standards are exceptional.
- Secure excellent teaching and learning at Lakes Primary School, and working collaboratively with other Headteachers across the Trust, deliver the strategy and structure to systematically ensure consistently high quality in all Galileo schools.

- Ensure that Lakes Primary School can continuously improve by researching the latest initiatives and making effective use of external evaluations, that best practice is systematically shared between Trust schools.
- Challenge and support colleagues to achieve and maintain the highest standards in all they do, ensuring their continuous professional development and effective performance management.
- Maintaining effective relationships with parents and all members of the school community to enhance the education and experience of all pupils.
- Ensure school development plans are based on accurate self-assessment and implemented across the school(s).
- Ensure rigorous approaches to identifying, managing, and mitigating risk.

#### **4. Culture, ethos, and expectations:**

##### ***4.1 School and Trust culture***

- Contribute to the further development of the ethos and strategic direction of both Lakes Primary School and Galileo MAT by working in partnership with those responsible for governance and through consultation with stakeholders and school communities
- Promote and embed Trust values through everyday lived leadership behaviour and attitudes: ambition, inclusion, and integrity.
- Continue a positive and deliberate effort to deliver the school's mission statement and uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and steps in life.
- Promote positive respectful relationships across the school and Trust community, where everyone can contribute to an inclusive environment and there is a culture of high staff professionalism.

##### ***4.2 Teaching and learning***

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of assessment for learning, that it is quality assured and consistent across Lakes Primary School.
- Working collaboratively with senior leaders across the Trust further develop the assessment strategy to ensure consistency across the Trust to report accurately at school and Trust level.

##### ***4.3 Curriculum and assessment***

- Ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught to meet the needs of Lakes Primary School pupils.
- Continue to develop effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities within the Trust and outside.

- Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum, work within the Trust's assessment strategy to ensure consistency across the Trust in judgements and reporting.

#### ***4.4 Behaviour and attitudes***

- Sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils and in line with the school's behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen.
- Maintain high levels of pupil attendance in accordance with the Trust's attendance policy

#### ***4.5 Pupils with additional and special educational needs and disabilities:***

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties regarding the SEND code of practice

### **5. Finance and business management:**

- Work closely with the CFO in planning and managing of budgets ensuring efficiency, effectiveness, and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school and Trust to operate effectively and efficiently and in line with ESFA, audit and Trust policy requirements

### **6. Governance and accountability:**

- Develop and sustain effective relationships with the Chief Executive Officer, GMAT SLT which includes all headteachers, Trustees and the Local School Board to ensure effective governance.
- Present and report to the Trust Board and/or its committees as required in line with the Trust's terms of reference.
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure that school effectively and efficiently operate within the required regulatory frameworks and meet all statutory duties

### **7. Ethics and professional conduct:**

- The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct and must always uphold and demonstrate the seven principles of



public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

- Must know and understand and act within statutory frameworks which set out their professional duties and responsibilities as well as those set out in the Galileo MAT code of conduct

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.***

# Person Specification

	Essential	Desirable	Assessed*
<b>1. Qualifications</b>			
1.1 Undergraduate degree	✓		A
1.2 Postgraduate qualification/degree		✓	A
1.3 Qualified teacher status	✓		A
1.4 Leadership qualification (NPQH)		✓	A
1.5 Evidence of current CPD	✓		A
<b>2. Experience</b>			
2.1 Proven track record of raising academic standards and leading sustained, successful school improvement.	✓		A/I
2.2 Proven record of significant senior leadership achievement.	✓		A/I
2.3 Proven leadership of curriculum, learning and assessment with a track record of improving the quality of teaching.	✓		A/I
2.4 Experience of leading the financial and business operations of a successful primary school.		✓	A/I
2.5 Experience of successfully leading a school through an Ofsted inspection.		✓	A/I
2.6 Experience of developing staff and building successful teams.	✓		A/I
2.7 Successful experience of promoting inclusion, equality and diversity, to ensure every child can aim high and succeed whatever their background or circumstance, and every colleague can have a fulfilling and rewarding work life.	✓		A/I
2.8 Experience in leading appropriate strategies to ensure children with special educational needs and disabilities can access a full curriculum, progress and achieve well.	✓		A/I
2.9 Experience of managing change, leading innovations and meeting challenges successfully.	✓		A/I
2.10 Experience of leadership across a multi-academy trust.		✓	A/I
<b>3. Knowledge and Skills</b>			
3.1 Understanding of how to bring about and embed the systemic improvement of a primary schools	✓		A/I
3.2 In-depth knowledge of current education policies and priorities and the impact on planning and practice.	✓		A/I
3.3 In-depth understanding of all aspects of safeguarding requirements and operations in primary schools.	✓		A/I
3.4 Understanding of what makes a multi-academy trust successful		✓	A/I
3.5 Effective interpretation, analysis, and use of data to drive school improvement	✓		A/I
3.6 Ability to develop and maintain good relationships with staff, parents, students, Governors, Trustees, and the community.	✓		A/I
3.7 Well developed coaching and mentoring skills	✓		A/I
3.8 Excellent communication skills (including written, oral and presentation).	✓		A/I
<b>4. Personal Attributes and Values</b>			
4.1 Passionate about securing the best outcomes and experience for every child.	✓		I
4.2 The ability to demonstrate leadership presence in line with Trust values.	✓		I
4.3 Empathy with and support for the ethos, values and goals of the Trust and its schools.	✓		I
Effective negotiator with an ability to consult effectively and with the capacity to influence others.	✓		A/I
Adaptable style, capable of working as part of a team as well as a leader.	✓		A/I
Always demonstrate integrity, have sound judgement, personal resilience and high coping skills.	✓		A/I

\* A – application form I – interview / assessment centre



## How to Apply

Application form and further information is available from: [www.galileotrust.co.uk](http://www.galileotrust.co.uk) under Careers and Vacancies.

Applicants should complete and return the Trust Application form for all Vacancies and return to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

**Job Description:** This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jane Spence on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) to arrange a 'phone call.

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.