

# Headteacher

Harpfield Primary Academy

January 2021



**HARPFIELD  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Headteacher of Harpfield Primary Academy.**

Harpfield Primary Academy joined Creative Education Trust in May 2013. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. We have a strong track record of school improvement with our schools moving rapidly from Ofsted 'inadequate' to 'good'.

Working in partnership, Harpfield Primary Academy and the Trust have made much progress in recent years. We were delighted to have had confirmation that we continue to be 'good' in March 2019. The report notes many strengths, including the academic standards at the end of Key Stage 2 and the good quality teaching. It was also highlighted that the school has continued to improve since the last inspection.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow Principals and Headteachers and to influence Creative Education Trust's ethos and processes.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: [www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

We are looking for an ambitious, experienced, committed and energetic leader who shares our vision, supports the ethos of Knowledge Connected, can translate both into the practical realities of leading and managing Harpfield Primary Academy, and who relishes contributing to the further development of the Trust as a national provider of education.

Our Head of Recruitment Ian Harding, would be delighted to discuss this role with you and is available on [Ian.Harding@creativeeducationtrust.org.uk](mailto:Ian.Harding@creativeeducationtrust.org.uk) or 07990 037495.

I look forward to receiving your application.

Yours sincerely,  
Marc Jordan

**“We are looking for an ambitious, experienced, committed and energetic leader”**

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Give pupils the knowledge, skills and confidence to make a positive transition to secondary education
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT HARPFIELD PRIMARY ACADEMY



**Harpfield Primary Academy is a successful one-form entry primary school in an area of rich cultural diversity. Due to the retirement of our existing Headteacher, we are seeking a leader to continue their excellent work and progress with the school.**

Our children are encouraged to be open, friendly and honest and we aim to ensure that pupils make outstanding progress during their time with us. We pride ourselves on our close relationships with all our parents and carers.

Our vision for the curriculum is to challenge each child to reach their full intellectual, creative, physical and emotional potential through a fully integrated curriculum. We encourage ALL children to become independent, life-long learners by developing intellectual curiosity, a thirst for discovery and achievement, a sense of understanding and compassion for others and the courage to act on their beliefs. We strive to create a diverse community that fosters mutual respect and social responsibility, enhanced by a strong partnership between home and school.

## **At Harpfield Primary Academy we offer:**

- A friendly school where staff and children offer a warm welcome.
- A newly refurbished Early Years unit with good outdoor facilities.
- Well-equipped ICT with devices available in all classrooms and interactive screens in all rooms
- A specialist music/drama workroom with a specialist music teacher
- A large outdoor environment with excellent recreation facilities and two forest school areas
- Changing facilities and showers for PE and games lessons
- Access to a range of in-school support facilities including Speech Therapist and Younger Minds
- A wide range of extra-curricular clubs run by all members of staff.



**‘The school is a well-led and stimulating place in which to work and learn and has continued to improve since the last inspection.’**

**OFSTED GOOD – MARCH 2019**

To see full details of the school performance data please visit: <https://www.compare-school-performance.service.gov.uk/school/138497/harpfield-primary-academy/primary>



# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our pupils the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



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# PRIMARY HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

Harpfield Primary Academy, Stoke-on-Trent

## SALARY

Negotiable

## THE ROLE

To provide inspirational vision and professional leadership ensuring high-quality provision and continuous improvement. To be a constructive, collaborative member of the overall leadership team of Creative Education Trust's primary network and to model the standards and behaviours expected of an outstanding leader in education.

## TO ENSURE SUCCESS A HEADTEACHER WILL

- Lead teaching and learning to ensure positive outcomes for all pupils.
- Provide inspirational vision, leadership and direction for the school aligned with the vision, ethos and strategy of Creative Education Trust.
- Systematically evaluate school performance, identifying weaknesses, and planning and implementing successful actions for continuous improvement.
- Ensure productive relationships with key stakeholders and the wider school community.
- Deploy resources and ensure the efficient management of systems to achieve the school's aims.
- Create a safe and productive learning environment, which is engaging and fulfilling for all pupils at the school.
- Make a positive contribution to the collaborative work of senior leaders across Creative Education Trust network.
- Fulfil all statutory and Creative Education Trust requirements with regard to the education and welfare of pupils and staff in the school.

## OUTCOMES AND ACTIVITIES

### TEACHING, LEARNING AND STANDARDS

- Establish excellent teaching practices that will ensure a smooth transition of learning throughout the school.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Implement strategies that secure high standards of behaviour and attendance.
- Implement a diverse, flexible curriculum and assessment framework in line with national and Creative Education Trust requirements which meets the needs of the pupils.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies to ensure all pupils make the best possible progress.

### ASSESSMENT AND REPORTING

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning and equality for pupils from different backgrounds.
- Systematically track the progress of all pupils, taking account of national and Creative Education Trust requirements, and respond accordingly to the results of such monitoring.
- Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families.
- Provide information and analysis of data collected in line with Creative Education Trust requirements.
- Account for the school's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



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## VISION AND CULTURE

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- Ensure an ambitious vision for the school aligned with the vision, ethos and strategy of Creative Education Trust is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- Maintain a strong primary school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is committed to high expectations and achievement in line with the vision of Creative Education Trust.

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## PEOPLE MANAGEMENT

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- Lead recruitment to ensure staff of the highest standards are attracted, selected and retained within Creative Education Trust network of schools.
- Ensure exemplary professionalism from all staff and hold all staff to account for their professional conduct and practice.
- Lead and manage the professional development and training of all staff in the school.
- Train and support teaching and support staff in the teaching of engaging and effective lessons that motivate, inspire and improve pupils' learning.
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Identify and play an active role in developing emerging talents leading to clear succession planning at both academy and network level.
- Challenge underperformance at all levels and ensures effective corrective action and follow-up.
- Carry out performance management of staff in line with Creative Education Trust policy.

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## STAKEHOLDER MANAGEMENT

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- Maintain strong working relationships with the community, agencies, and other stakeholders, including parents and the Governors.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.
- Co-operate and work with relevant agencies to protect children.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.

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## COORDINATION AND DAY-TO-DAY MANAGEMENT OF FACILITIES

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- Oversee the academy finance, facilities, catering, IT and any other resources.
- Plan and implement robust operational systems.
- Oversee staffing allocation, including support staff, across the school.

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## DEVELOPMENT OF CREATIVE EDUCATION TRUST NETWORK

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- Share innovation and work with others in the network to develop good practice.
- Help shape or lead education initiatives across Creative Education Trust network.
- Inspire and influence others within and beyond the network to believe in the fundamental importance of education in young people's lives and to promote the value of education.

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## OTHER

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- Designated safeguarding lead for the school, acting as the main point of contact within the school for all safeguarding and child protection matters.
- Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation.
- Ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter of the law.

You can find out more at:

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or above.</li> <li>• Qualified teacher</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> <li>• Further qualifications and/or professional studies relevant to the age-range.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience in primary school leadership (e.g. as a deputy headteacher)</li> <li>• Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results</li> <li>• Proven experience as an excellent teacher at EYFS, KS1 or KS2.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven successful experience as a primary headteacher.</li> <li>• Experience of working in a range of primary schools.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Understands how to set high aspirations and lead effective strategies across all aspects of a primary school including curriculum, learning, behaviour administration, finance and communication.</li> <li>• Excellent understanding and knowledge of the primary curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable and wide ranging experience of setting high aspirations and leading effective strategies across all aspects of a primary school including curriculum, learning, behaviour administration, finance and communication.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others</li> <li>• Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction.</li> <li>• Proven ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance.</li> <li>• Strong organisational skills and ability to delegate</li> <li>• Effective and skilled at implementing systematic behaviour management systems with clear boundaries, sanctions, rewards and praise.</li> <li>• Relishes accountability and takes personal responsibility for their own actions</li> <li>• Excellent critical thinking skills; has intellectual curiosity and rigour</li> <li>• Proven ability to be able to build trust and mutual respect between pupils, families and staff</li> <li>• Strong interpersonal, written and oral communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of managing CPD effectively in a whole school context.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.