



Horizon
multi academy trust



Assistant Headteacher Candidate Pack

Letter from the Chief Executive Officer



Dear Applicant,

I would like to take this opportunity to thank you for looking into the opportunity of joining Horizon MAT as Assistant Headteacher of Elburton Primary School.

We are a Multi Academy Trust in Plymouth currently consisting of nine schools which include primary, infant and junior schools. These are Elburton, Ford, Hooe, Hyde Park Infant, Hyde Park Junior, Plaistow Hill Infant and Nursery, Pomphlett, Victoria Road and Widewell academies. Our schools come from across the City of Plymouth with a varied demographic.

We see Horizon as being a Trust determined to celebrate and promote the diversity that is Plymouth. The links and partnerships that the Multi Academy Trust has in the UK and worldwide, supports and enhances this.

Horizon is committed to providing outstanding experiences for all pupils through a commitment to collaboration and co-operation. We believe in learning from each other and growing through the strengths that each academy has. Central to our structure is a Learning Board, where this commitment is embodied and enacted by our Headteachers.

Fundamentally, we strive for success for all and will not let social disadvantage be an obstacle to everyone succeeding. We know that with great leadership, inspirational teaching, caring pastoral and emotional support, hard work and determination, every child in every one of our Horizon family of schools will succeed. Our ambition is for every child to be nurtured, supported and developed to provide a range of opportunities enabling them all to thrive. One of our key strategic aims links to being a Trusted Employer. Within this we expect all of our staff to be nurtured for their future professional development providing opportunities to fulfill their career aspirations. We are also committed to supporting the well-being of our staff members.

We would value the opportunity of exploring your application with us further. If you require any further information on the Trust or our schools, please go to our website www.horizonmat.com. As with all processes for application if there are any specific questions you have please do contact us, as it is vital that you have all the information you require.

Once again thank you for taking an interest in this position, we look forward to receiving your application.

Best wishes

Maria Anderson
Chief Executive Officer of Horizon MAT





Chair of Trustees – Stuart Jones

I am delighted that you are requesting the details for the post of Assistant Headteacher of Hooe Primary Academy with us at Horizon MAT.

The Trust is committed to enabling pupils to achieve in all areas. A vital part of ensuring this is outstanding governance, and as such we are committed as a Trust to ensuring that the whole is stronger than the sum of the parts.

We do this by working collaboratively across the Trust and ensuring that we are held, and hold ourselves accountable to a very high standard. The structures and functions of governance are vital in ensuring that pupils are kept safe and make progress both academically, socially and emotionally and that the Trust provides good value for money.

We aspire for:

- all schools to be rated Good and aspiring to Outstanding
- our schools to reflect the diversity of Plymouth, learning from and celebrating the differences of each school
- all pupils to have broad, balanced and enriched opportunities
- all schools to aspire for attainment measures above national averages and positive progress indicators

I started by being a governor twelve years ago at Hooe Primary School and being part of its transition from LA to a stand alone academy. Five years ago I was asked if I would be part of the governance team that helped create the Horizon MAT. I was asked to be chair of the organising board and subsequently the Trust board.

Chair of Governors – Anna Clooke

At Elburton Primary School, we have a team of Governors who work closely with the Head Teacher and the school leadership team in order to continue to drive excellence in the achievements of our children, ensuring they all fulfil their potential. Through positive challenge, bringing our outside experiences in, and supporting the strategy of the school we look to help all the children at Elburton achieve their potential.



Our Governing Body comprises of Governors who bring different skills to our School, working together to provide independent oversight of the management and operation of the school, with the aim of improving the quality of education provided and raising standards. The Governing Body carefully considers its role and input into the school. The governors have a high level of trust and confidence in the senior leadership team and see their role as a critical friend providing support and constructive challenge.



Our Vision, Aims and Objectives



The appointed Assistant Headteacher will be expected to be an enthusiastic and active advocate of the vision of the Trust and committed to collaboration and co-operation with their colleagues.

Horizon Multi Academy Trust consists of nine academies:

- Elburton Primary School Academy
- Hooe Primary Academy
- Pomphlett Primary School
- Widewell Primary Academy
- Ford Primary
- Plaistow Hill Infant School
- Hyde Park Infant
- Hyde Park Juniors
- Victoria Road Primary School

Horizon MAT's principle aim is:

To provide outstanding educational experiences for each pupil. We are determined to raise aspirations, opportunities and the standards of learning for all pupils.

This will be achieved as members of the Trust share the following values:

- We believe that even better progress and attainment can be achieved through strong collaboration between schools across the city. In the Horizon MAT school leaders and governors will come together to share strategic thinking and expertise. By combining talents and skills we will support each other during challenging times.

- Expertise will be shared across the schools ensuring that all schools have access to outstanding practice. The Horizon MAT will look to fund specialist teachers to work across all schools to provide richer curricular experiences for our pupils.
- There will be opportunities for shared professional development, whether led internally or inviting in outside bodies. We would use professional development time to moderate between the year groups of the differing schools and shared subject expertise.
- We believe that the Horizon MAT will enable the schools to tackle recruitment challenges and retain and develop staff from Initial Teacher Training to senior leadership. The MAT will encourage retention of staff through providing new opportunities, and plan effectively for succession.
- As a Trust we will benefit financially as school budgets shrink. We will look to economies of scale, collective purchase and other financial efficiencies to achieve this.

All of this will be achieved while retaining and celebrating the unique ethos and nature of each Trust school.

The Strategic Aims of the Trust



1. Educational Excellence

- Our pupils value learning with high quality teaching provided for all
- All schools to be judged at least good OfSTED judgements
- Achievement indicators for Horizon Trust in attainment and progress show a trajectory of improvement for all groups over time

2. Support and Challenge

- Ensure effective and robust governance structures at all levels supporting and challenging school performance

3. Trusted Employer

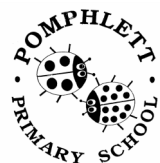
- Our staff are nurtured for their future development
- The well-being of all staff is ensured

4. Efficient and Effective

- "To have the right people in the right place at the right time"
- Resources are used effectively and shared to achieve best value in creating a positive and sustainable learning environment.

5. Serving Unique Communities

- Engage with local communities, businesses and other education providers to remove barriers to learning and raise aspirations for our pupils.





About Elburton Primary School

Elburton Primary School is a superb school that has a passionate and committed team at all levels, who embrace any challenges that they face. Elburton Primary School prides itself as being at the heart of the community. The ethos of working collaboratively with all of the community has been established over the 52 year period that the school has been in Elburton. The village itself is situated on the edge of the City of Plymouth. It is supported by wonderful partners including parents who care and want to do all they can to be support their child's education. The Parent Teacher Association at the School is exceptional and enhances so many developments by the school, making the experience of the children far greater.

We believe that our pupils should clearly understand the responsibility required for their own learning so that they value their education and the opportunities, excitement and joy that learning provides. Learning in the classroom and through extra curricular opportunities provides inspirational experiences for life long learners.

The staff within the school demonstrate the high standards we strive to develop within our pupils. The strong, professional team share a passion for supporting every child to reach their full potential.



Keith Smithers
Headteacher

**“Inspiring today’s children for
tomorrow’s world”**



Assistant Headteacher—Job Description

Post: Assistant Headteacher

School: Elburton Primary Academy

Salary: Range L5-10

Reports to: The Headteacher, Local Governing Body and the Trust Board of Horizon Multi Academy Trust

Main Purpose

The Assistant Headteacher will:

- undertake the normal responsibilities of the class teacher
- be a member of the senior leadership team
- assist the Headteacher in leading and managing the school
- undertake such duties as are delegated by the Headteacher
- play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - * establishing the policies through which they shall be achieved
 - * leading and managing staff and resources to that end
 - * monitoring progress towards their achievement.
- Supporting and advising on the smooth and consistent application of teaching and learning throughout the school

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and the Trust

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be capable of advising on teaching and learning across all year groups.
- To be capable of teaching across both key stages.

The internal organisation, management and control of the school:

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school and the Trust;
- formulating and implementing the shared aims, objectives and policies of the school;
- to contribute to planning improvement which will translate school aims and policies into actions;
- implementing all policies and Safeguarding procedures of Elburton Primary and Horizon Trust;
- the efficient organisation, management and supervision of school routines.

Curriculum Development

To be responsible for progress, evaluation and support of the curriculum from foundation to year 6.

To contribute to:

- the development, organisation and implementation of the schools' curriculum;
- schools' and Trust policies on curriculum, teaching and learning, assessment, recording and reporting;
- ensuring that the learning and teaching provided by different subject and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals;
- ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents and other relevant agencies;
- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.



Job Description *continued*

Pupil Care

To be responsible for the line management of specific areas.

To contribute to the:

- development, organisation and implementation of the schools'/Trust policy for the personal and social development of pupils including pastoral care and guidance;
- effective induction and transition of pupils;
- determination of appropriate pupil groupings;
- promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour;
- development of culture of independent learning.

The management of staff

- To participate in arrangements for the appraisal of the performance of staff.
- To be responsible for the line management and performance management of identified staff.
- To participate in the recruitment and development of teaching and non-teaching staff.

- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
The provision of professional advice and support and the identification of training needs.

Relationships

To be responsible for fostering positive relationships across the school community in its widest sense.

To advise and assist Elburton Primary and Horizon as required in the exercising of its functions including attending meetings, making reports, including the PTA (with meeting and functions).

To help in maintaining and developing effective communications and links with parents & carers and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.

To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.

To develop and maintain positive links and relationships with the community, local organisations and employers.

To work with other schools in the Trust and related bodies.

Assistant Headteacher Person Specification

Attributes	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Degree and teaching qualification Recent appropriate In-Service training (relevant and significant). Evidence of training to enhance his/her current role. 	<ul style="list-style-type: none"> NPQH or relevant leadership qualification or experience
Experience	<ul style="list-style-type: none"> Has had teaching experience in relation to pupils in Foundation Stage/ Key Stage 1 and Key Stage 2. Experience and appreciation of the educational needs of pupils from a wide range of backgrounds. Recent and effective involvement in implementation of new educational developments. 	<ul style="list-style-type: none"> Experience of Leadership and Management Experience of detailed evaluation following lines of enquiry of Teaching and Learning An awareness of whole school curriculum design Lead role in curriculum development and planning in Foundation Stage/ Key Stage 1 and Key Stage 2.
Skills and Abilities	<ul style="list-style-type: none"> Effective communicator (to staff, parents/carers, governors and pupils). Inspirational teacher showing showing commitment to academic progress and the welfare and safeguarding of pupils. Ability to identify the needs of, and oversee the delivery of a balanced curriculum. Ability to plan, monitor, evaluate, review and lead by example. Ability to lead and manage effectively in a pressurised environment 	<ul style="list-style-type: none"> Recognition of the balance required to sustain school improvement while appreciating school community well-being and work life balance Personnel management skills, including performance management
Professional Knowledge and Understanding	<ul style="list-style-type: none"> Awareness of the implications of the EYFS, National Curriculum and assessment processes. Sound understanding of recent educational developments. Knowledge and understanding of personnel management issues. 	<ul style="list-style-type: none"> Familiarisation and understanding of the current OfSTED framework and its implications
Personal Qualities	<ul style="list-style-type: none"> A strong leadership style committed to effective team building Ability to lead the school through changes, and to meet new challenges with enthusiasm, vision and flair. Self-motivated and hardworking. Ability to maintain and forge strong links with parents and the whole community. A positive approach to discipline. Ability to work closely with the CEO, Trust Board and Local Governing Body. Integrity and professionalism Emotionally intelligent and resilient Positive, passionate, enthusiastic, self-confident and able to help others be the same Reflective practitioner 	<ul style="list-style-type: none"> A willingness to take a lead in an area of Trust development A passion and commitment to work collaboratively in partnership with the Horizon family of schools and other schools outside of the Trust.



How to apply

Application deadline

Completed applications must be received by 10th May 2021 12noon.

Please submit your application to **Anna Pearce** at office@horizonmat.com

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

Discussion and visits

Confidential and informal discussions with the Chair of Governors are welcomed, as well as visits to the school. Please arrange a suitable time with **Lucy** by e-mailing: admin.elburton@elburton.plymouth.sch.uk or tel: 01752 404489.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Horizon Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed.

Horizon Multi Academy
Trust Unit 21,
81 Sisna Park Road
Plymouth, PL6 7AE

