



Marton Manor Primary School

Head Teacher Recruitment Pack



Dear Applicant,

Thank you for your interest in the Head Teacher position. You will find all the relevant information associated with the post within this pack. However, if you do have any further questions or issues, then please do not hesitate to contact me via the email address below. I look forward to the possibility of receiving your application.

Kind Regards,

Emma Watson

Chief Executive Officer
The James Cook Learning Trust
ceo@jcft.org.uk



Head Teacher – Marton Manor Primary School

Salary Scale: L15 – L21

Start Date: Easter 2023 or as soon after

Status: Permanent; full time

Employment Location: Marton Manor Primary School, Middlesbrough

Closing Date: Wednesday 2nd November 12 noon

The James Cook Learning Trust wishes to appoint a Head Teacher at Marton Manor Primary School due to the retirement of the current Head Teacher. This is an exciting professional opportunity to lead a school which is supported by parents, governors, trustees and the local community. As the Head Teacher of Marton Manor, you will be part of the wider James Cook Learning Trust Leadership Team.

Marton Manor is a one form entry school serving children in the south of Middlesbrough. The school also has a support base for pupils with autism. This caters for pupils from Reception to Year 6 and provides support with learning, communication, interaction and social skills. Children in the base also have access to their mainstream classes each day with support from staff.

You will be able to offer:

- Dynamic leadership to a successful school.
- A proven track record of successful whole school leadership and management.
- Expertise to continue to develop the highest standards of teaching and learning.
- A commitment to promoting and developing the inclusive ethos and values of the school, including maintaining strong partnerships with parents, governors and the community.
- The skills, vision and determination required to secure further improvement for an effective school.
- Excellent communication and interpersonal skills.

Our trust schools benefit from very close working partnerships, therefore the ability to develop strong working relationships through collaboration with other trust colleagues will be essential to this role. As our trust develops, it is of great importance that the successful candidate is able to share best practice and develop professionally with other Senior Leaders.

Disclosure

James Cook Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates for this post will be subject to an online search in line with KCSiE 2022 requirements.

The school's Child Protection Policy can be found via the following link:
<https://www.martonmanorprimary.co.uk/policies/child-protection/>

Closing Date: Wednesday 2nd November 12 noon

Applications to be emailed to: ApplicationHead@martonmanorprimary.co.uk

Shortlisting: Wednesday 2nd November

Interviews: Monday 21st and Tuesday 22nd November

We strongly encourage you arrange to look around the school prior to your application and also schedule a telephone conversation with the Trust CEO, Emma Watson. Please contact the school office to arrange to visit the school and Emma Watson via email to arrange a telephone call.

School contact – Marton Manor Primary School 01642 285001

CEO contact email – ceo@jcft.org.uk

Key School and Trust information

Marton Manor is a one form entry school serving children in the south of Middlesbrough. The school also has a support base for pupils with autism. This caters for pupils from Reception to Year 6 and provides support with learning, communication, interaction and social skills. Children in the base also have access to their mainstream classes each day with support from staff.

The James Cook Learning Trust

Discovering, learning and achieving together.....

Academy History

James Cook Learning Trust is a group of four primary schools in the south of Middlesbrough which includes The Avenue, Marton Manor, Captain Cook and Lingfield. The schools work very closely together but still retain their unique identities.

We have a common aim, to provide the very best educational experiences for the children we serve. By working together, we strive hard to develop each child's academic, personal, social, moral, spiritual and physical development.

Vision

James Cook Learning Trust is committed to providing excellence; we aspire for our academies to be outstanding in all that they do. We want our schools to be well led and staffed by valued teams who provide excellent teaching and care. We believe that by working collaboratively we will enhance the quality of education in our schools and ensure that every child has the skills, knowledge and understanding to be successful as they continue their learning journey.

Mission

- Through excellent partnership with our parents and carers, home and school work together to develop well rounded, young people who are keen to learn, understand the need to care for others and to contribute positively to their communities.
- Our academies are exciting places to learn, they are well-resourced and managed through a clear framework of sustainability.
- Our academies are outward facing, we work with others to develop and share our expertise across Middlesbrough and beyond.

Values

- We make a positive difference to the lives of our children and families.
- We value and respect the diversity of our schools and wider community.
- We help and support each other in times of challenge.
- We understand that every decision made is in the best interest of all the children across our schools and Middlesbrough.
- We believe that everybody has the right to succeed with the appropriate support.

Main purpose

The Head Teacher will:

- Establish and sustain the school's ethos and strategic direction together with the Local Governing Body, Trust Board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate 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.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Work as part of the wider Trust.

Qualities

The Head Teacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties and responsibilities

School culture and behaviour

The Head Teacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

The Head Teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- 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.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The Head Teacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Manage the Support Base within the school.

Managing the school

The Head Teacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional development

The Head Teacher 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 meet needs.

Governance, accountability and working in partnership

The Head Teacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- 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 inside and outside the Trust.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

- Be willing to undertake wider Trust work.
- Lead a Trust area of priority.
- Report to the JCLT Trust Board.

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE	EVIDENCED Application A Reference R Interview I
Qualifications and training	• Qualified teacher status	✓		A
	• Degree	✓		A
	• National professional qualification for headship (NPQH)		✓	A/I
	• Evidence of other leadership training and professional development	✓		A/I
Experience	• Successful leadership and management experience in a primary school	✓		A/I/R
	• Teaching experience in more than one setting		✓	A/I
	• Have held non-teaching role (part or full time)	✓		A/I
	• Involvement in school self-evaluation and development planning	✓		A/I
	• Demonstrable experience of successful line management and staff development	✓		A/I
	• Working in a setting with a Support Base or specialist SEND provision		✓	A/I
	• Working as part of a Multi Academy Trust		✓	A/I
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓		A/I/R
	• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	✓		A/I/R
	• Understanding of school finances and financial management		✓	A/I/R
	• Effective communication and interpersonal skills	✓		A/I/R
	• Ability to communicate a vision and inspire others	✓		A/I/R
	• Ability to build effective working relationships	✓		A/I/R

Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times 	✓		A/I
	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 	✓		A/I
	<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively 	✓		A/I
	<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times 	✓		A/I
	<ul style="list-style-type: none"> • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 	✓		A/I