



HEADTEACHER CANDIDATE PACK



WELCOME LETTER

Welcome

Thank you for showing an interest in our pupils, King Offa, and our successful and growing Trust. We are determined to provide the best possible standard of education to pupils in our 7 academies, all of whom are unique and reflect their own communities. As CEO of our Trust, I am committed to doing everything I can to support our schools and pupils to achieve personal excellence.

King Offa Primary Academy and Nursery is a welcoming primary school located in the heart of Bexhill. The school opened in 1907 and has a long and proud history of serving the pupils and families from the local community. It was one of the founding schools in Aurora when it joined the trust in 2012. In recent years the school has seen significant improvements in its facilities. As well as boasting extensive grounds the school is located within walking distance of parks, woods and the beach. Our purpose-built early years classrooms house the nursery and foundation age pupils whilst the main school building has seen significant improvements over the last few years.

Pupils at King Offa achieve well thanks to the well-designed curriculum and the quality of teaching. Ofsted judged the school to be good in all areas in February 2020 and we look forward to welcoming inspectors back to show off the continuing progress the school is making. As a founding Aurora school, King Offa has played a key role in developing the supportive and collaborative culture that Aurora is so proud of. Our mission and vision document clearly sets out the way Aurora works and what is important to us. Our school improvement strategy explains how we go about supporting each other to make sure that all Aurora schools are excellent places for pupils to learn and thrive. I would

encourage you to read both documents to help you understand what it's like to lead an Aurora school. As well as being part of a strong academy trust, King Offa is also a member of the local cluster of primary and secondary schools and enjoys strong links with colleagues across the town.

This is a great opportunity for a dynamic and successful senior leader- to become the next leader of an Ofsted rated 'Good' school within a trust where support and collaboration are not just soundbites. The new Headteacher will lead the staff team to continue to drive school improvement and collaborate with families and the wider community to provide the best opportunities for our children. The successful applicant will have the opportunity to further impact the lives of our pupils, leading a dedicated team to encourage success and inspire enjoyment in learning for life. Aurora has significant experience in supporting senior leaders to take the next step in their careers. We welcome applications from those with existing headship experience but are also confident that we can support ambitious leaders making the move into Headship for the first time.

Thank you again for your interest in Aurora Academies Trust and in becoming the next Headteacher of King Offa Primary Academy and Nursery. If you are interested in finding out more about this exciting opportunity, please get in touch to arrange a visit.

I wish you all the very best with your application.

James Freeston
CEO

Aurora Academies Trust

The Aurora

APPROACH

We asked our school leaders, staff and local academy boards what sort of trust we are and what it was like to work at Aurora, and this is what they said:

WE HAVE A STRONG RECORD OF IMPACT.

All our schools have good or outstanding Ofsted judgments. We have developed agreed key elements of our school improvement approach that have worked in supporting our schools to improve.

WE BELIEVE IN DEEP AND PURPOSEFUL COLLABORATION.

We work together and learn from each other to make things better for our pupils, communities, and staff. We learn from other schools and trusts and our schools are all part of local partnerships.

WE ARE STRONGLY COMMITTED TO SUPPORTING AND DEVELOPING ALL OF OUR STAFF.

Including growing our own teaching assistants, teachers and leaders and there are lots of professional development opportunities for staff at all levels

WE ARE AMBITIOUS AS A TRUST.

We all share an aim to get better at what we do – this is shared by all staff working across the trust and driven from the top by trustees.

WE FOCUS ON THE CHILDREN AND COMMUNITIES WE SERVE.

We are a civic institution that makes a strong contribution to all the communities we serve from towns and cities to rural areas and coastal communities. We strive to provide fantastic pastoral care and extra-curricular opportunities to help pupils achieve excellence in all that they do.

WE HAVE DEVELOPED SHARED AND EFFECTIVE PRACTICES.

In key areas like the curriculum, this common practice is reinforced through shared professional learning and development. At the same time, we recognise and respect the unique characteristics of our schools and they have lots of freedom to decide what works best for them.

WE SUPPORT AND CHALLENGE EACH OTHER TO IMPROVE.

We share a collective responsibility for the outcomes for all our schools and pupils; what goes with that is a genuine willingness to offer help and support whenever it is needed

WE ARE PART OF A GLOBAL PARTNERSHIP.

This gives opportunities to staff and students - our sponsor, Pansophic Learning, runs schools internationally in the US, Dubai, Switzerland and Africa. This provides opportunities for professional and cultural development for our staff and students.

About

KING OFFA PRIMARY SCHOOL



King Offa Primary Academy was formed in September 2012, when the former King Offa Primary School became an Academy under the Aurora Academies Trust banner.

King Offa is a period building situated in the heart of Bexhill, we are able to provide the community with the space, technology and equipment it needs to enrich children's learning opportunities. In May 2014 we opened our Early Years facility with enriching outdoor learning spaces, situated behind the main school building. The children from Years 1 to 6 learn in fourteen beautiful, high-ceilinged classrooms. We have a number of additional facilities, including a fully equipped library and a number of bespoke, additional learning spaces used for small group work. We also have a purpose built room which houses our breakfast and after school clubs; this is used in the daytime as an additional teaching space. King Offa is also very lucky to have its very own swimming pool which is used in the summer months.

We are proud of our reputation as a popular and successful school in the local area with 440 children on roll. Across our 15 mixed ability classrooms from Nursery to Year 6, our two form entry school prides itself on its inclusive approaches and its commitment to ensuring equity for diverse student body. We have a reputation for being an inclusive school and always strive to ensure every child achieves their best.

At King Offa, we have used the freedom we have as an Academy to design and implement a curriculum which is broad, balanced, rigorous and provides our children with the skills to become literate, numerate, successful learners. Our skilfully designed curriculum follows the National Curriculum for England, to ensure our pupils are well prepared for success in the next phase of their education with a wide range of knowledge and skills in all of the foundation studies.

We run a range of after school extra-curricular clubs including football, multiskills, karate, computer club, art club, musical theatre club, cross country club, country dancing and netball. At different times of the year we provide different activities for children to take part in after school. We also have a very popular breakfast and after school club. This means we can provide wrap around care from 7:45am until 6:00pm

Being part of Aurora Academies Trust means that staff and pupils experience a range of additional benefits not available at all schools. Collaboration between our schools is something we are particularly proud of. We share best practice which means we are always looking to innovate and be the very best we can be.





VISION & VALUES

At King Offa Primary Academy we have four key value. These are:

- **Knowledge**
- **Opportunities**
- **Pride**
- **Achievement**

We believe that these four values underpin everything we do, and belong to every single pupil, member of staff and the wider community. We explore these values through learning each day and through interactions that we have with each other.

At King Offa we teach children to embrace Knowledge; to see opportunities in difficulty and challenge, to take pride in themselves and to achieve their very best. We teach our children to shine!

King Offa Primary Academy believes that every child should be inspired to achieve their potential while having memorable experiences in a safe and nurturing environment.

At the heart of our school are happy, thriving children and staff who are focussed on developing a healthy culture of learning and to prepare our pupils for successful futures.

We believe that time in school should be rewarding and fulfilling. We, therefore, pride ourselves on creating an exciting and inspirational learning environment, through the implementation of a wide-ranging and challenging curriculum that meets the needs of the whole child and enables each individual to develop high self-esteem and experience success in both education and in their personal growth.

Qualities the pupils at King Offa would like in their new Headteacher:

- Encouraging and funny
- Trustworthy
- Wise with their words
- Committed to making our school the best
- Friendly

Qualities the parents at King Offa would like in their new Headteacher:

- Strong communicator
- Approachable and visible
- Values pupil well-being
- Strong decision-making
- Understanding and supportive

Qualities the staff at King Offa would like in their new Headteacher:

- Clear and decisive leader
- Excellent communication skills
- Approachable and visible
- Supportive and present
- A passionate and honest leader



Headteacher

JOB DESCRIPTION

JOB TITLE:

Headteacher

ACCOUNTABLE TO:

Director of School Improvement

SALARY RANGE:

Group 3: Paid on Leadership Scale L18 - L24 (315-500 pupils)

PURPOSE:

- Provide outstanding leadership which ensures continuing improvement and success with a focus on accelerating and sustaining pupil progress.
- Lead through high expectation and aspiration; being prepared to challenge mediocrity and under-performance.
- Show fidelity to the vision, values and ethos of Aurora Academies Trust.
- Model the agreed vision and values through own behaviour and language.
- Manage resources to ensure the best outcomes.
- Promote and secure engagement and involvement with staff, parents and community.

JOB DESCRIPTION

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers, The National Headteacher standards and the School Government Regulations. The Headteacher will be responsible to the Trustees for the conduct, management and administration of the school, subject to any policies which the Department for Education and employment and the Trust may make. The job description is subject to annual review.



Headteacher

JOB DESCRIPTION

continued

KEY AREAS OF RESPONSIBILITY

STRATEGIC LEADERSHIP AND DEVELOPMENT

- Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all pupils.
- Provide leadership in the development of innovative teaching and learning; including acting as a role model for all staff.
- Ensure that the vision of the school is clearly articulated, understood and acted upon effectively by all staff.
- Be involved with other leaders at our academies to embed a shared and distributed approach, including pupils.
- Collaborate with other Aurora Academies to pursue and attain shared goals.
- Contribute to the development of the school and the Trust shared objectives and vision.
- Ensure that all statutory requirements are met.

LEADING PROVISION

- Determine, implement and review the curriculum, making effective use of the Aurora Academies Trust model, to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
- Keep alert to the most recent developments in teaching and learning, including new technologies, in order to ensure that practice is up to date and, where possible, cutting edge.
- Monitor and evaluate teaching to ensure best practice, effectiveness and value for money.
- Ensure that self-evaluation is effective and is used to monitor progress against improvement targets, identify strengths and areas for development and ensure a continuous cycle of school improvement.
- Use data to set rigorous and challenging targets for improvement, including those for attainment, progress and attendance.
- Develop and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self-managing, including the management of pastoral care, pupil welfare and effective anti-bullying procedures.
- Maintain effective assessment, recording and reporting systems; both internally and externally and adhere to the Aurora Academies Trust assessment calendar.

LEADING PEOPLE

- Provide leadership and direction for the Senior Leadership Team.
- Ensure high standards of teaching.
- Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions.
- Work in partnership with the Executive Team to appoint high quality staff, in line with the Trust Scheme of Delegation.
- Create, maintain and sustain effective and professional working relationships with staff, including consultation with professional associations, as appropriate.
- Embed effective line management and reporting mechanisms, compliant with the Aurora Academies Trust Employment manual.
- Embed an ethos of high expectation and aspiration which results in a staff setting and modelling challenge and expectation through teaching and interaction with pupils and parents.
- Ensure that all staff engage with performance reviews with and create a culture of continuous professional development for all staff.
- Where necessary, challenge under-performance through the use of transparent and fair protocols.
- Ensure that the professional development programme meets both whole academy and individual needs.
- Involve all staff in decision-making, as appropriate, in order that all who work in the academy are committed to its development.
- Develop the leadership skills of staff at all levels and of pupils.

MANAGING THE ORGANISATION

- Take responsibility for the internal organisation, management and control of the academy.
- Advise the Executive Team and Local Academy Board on the annual priorities and formulation of the school improvement plan and budget to ensure that the school achieves its objectives.
- Monitor policies and procedures within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control.
- Monitor the use of accommodation and site efficiently and effectively to ensure that it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive and safe learning environment for all.
- Take overall responsibility for the management of all the school's financial resources.
- Determine short, medium and long-term priorities for the school having regard to any financial implications and the ability to meet these from foreseen income.

Headteacher

JOB DESCRIPTION

continued

ACCOUNTABILITY

- Work collaboratively as appropriate with the Executive Team, other Trust Leaders, Members of the LAB and Trustees, to enable them to fulfill their monitoring, statutory and wider responsibilities.
- When required, produce regular and timely reports and provide information, support and objective advice to Aurora Academies Trust on the educational, financial and community aspects of the academy.
- Develop and sustain an organisation where all stakeholders recognise they are responsible for the success of the school; ensuring that individual accountabilities are clearly defined, understood, agreed and acted upon.
- Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.

STRENGTHENING COMMUNITY

- Ensure and encourage good relations between the school, nursery and its local community.
- Collaborate with parents/carers and with other agencies to ensure that the academy meets the wider needs of its pupils, staff and the local community.
- Ensure that the school works closely with other academies, the local authority and organisations in the business, public, private and voluntary sectors to meet the needs of pupils.
- Develop the school and nursery as an asset for the local community, in line with Aurora Academies Trust's vision.

SAFEGUARDING

- Ensure that the school complies with all national and local safeguarding requirements.
- To undertake the role of Deputy Designated Safeguarding Lead for King Offa Primary Academy and Nursery, as described in the Child Protection and Safeguarding Policy.
- To follow all statutory guidance with regard to Keeping Children Safe in Education 2024 and subsequent updates to this policy.
- To deputise for the Designated Safeguarding Lead in their absence.
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks).

EQUALITY

- Ensure that the school reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination.

The list of duties in this job description should not be regarded as exclusive or exhaustive and may be changed at any time to meet the changing requirements of each Academy or Aurora Academies Trust. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.



Headteacher



PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified teacher status	■	
NPQH (NPQ for Headship)		■
Further relevant professional studies		■
EXPERIENCE		
Experience of and a proven track record of effective senior leadership	■	
Senior leadership and management experience in more than one school		■
Proven track record in bringing about improvement in pupil outcomes	■	
Use of effective approaches to teaching and learning	■	
Successful involvement with, and management of, self-evaluation, planning and target setting	■	
Experience of Ofsted processes	■	
Leadership in staff professional development	■	
Leadership in pastoral/pupil personal development	■	
Successful partnership working with other schools and/or academies, external agencies and stakeholders	■	
Track record in working with, and impacting on, parental engagement	■	
Successful experience of human and financial resource management	■	
Experience of effective collaboration with other education providers and agencies, including cross-phase partners	■	
KNOWLEDGE & UNDERSTANDING		
Thorough knowledge and understanding of national priorities and current developments	■	
In depth knowledge of best practice in teaching and learning, including the use of ICT to support pupil achievement	■	
Knowledge of curriculum and best practice in relation to EYFS and KS1 & 2	■	
Understanding and application of school improvement principles	■	
Knowledge and understanding of the principles and practices of performance management of all staff	■	
Understanding of issues related to schools in challenging or vulnerable contexts	■	
Knowledge of current leadership issues and developments that could be adopted from educational and non-educational settings	■	

ABILITIES & SKILLS	ESSENTIAL	DESIRABLE
Demonstrable ability to manage change effectively	■	
Ability to plan strategically and to monitor, evaluate and review all aspects of the school and nursery provision	■	
Ability to lead, motivate, develop and inspire staff and encourage pupil and parental engagement	■	
Ability to analyse and evaluate pupil data in order to set aspirational and challenging targets	■	
Ability to develop an ethos and structure for managing behaviour which enables pupils to become independent and self-managing	■	
Ability to work effectively as part of the school team and with Local Academy Board (LAB) members, trustees, pupils, parents/carers, stakeholders and partners within, and beyond, the education sector	■	
Ability to secure the commitment of all stakeholders to the vision and values of Aurora Academies Trust	■	
Ability to work effectively with members of the local community in developing the school as a community resource	■	
Ability to think strategically, creatively and to prioritise	■	
Excellent communication (written, oral and presentation skills)	■	
Excellent interpersonal skills	■	
Excellent self-awareness and ability to manage self	■	
Ability to proactively engage with other Aurora Academies Trust academies and a range of external partners and networks	■	
Willingness to learn from others and both seek and take advice	■	
EQUALITY		
Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	■	
Ability to integrate equality policies into action	■	
Demonstrable commitment to equality of opportunity and inclusive education	■	
Experience of organising collaborative partnerships with other service providers to meet the needs of individuals and groups of pupils		■
SAFEGUARDING		
Knowledge of local and national safeguarding requirements	■	
Evidence of complying with and securing highly effective safeguarding procedures	■	
Ability to develop an appropriate environment which ensures the safety of all users of the school	■	
OTHER REQUIREMENTS		
Resilience, the ability to work under pressure and to meet deadlines	■	
Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	■	
A commitment to Aurora Academies Trust's vision, values and ethos	■	
A commitment to the academies programme	■	



HOW TO APPLY

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on nmassie@academicis.co.uk or by phone on 07818 875514/01223 907979

Closing Date: Monday 20th January 2025 at Noon

Shortlisting: Wednesday 22nd January 2025

Interviews: Monday 27th & Tuesday 28th January 2025

