

# The Learning Federation

Broadford Primary School | Mead Primary School

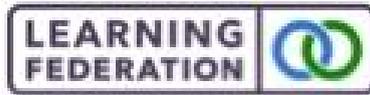


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FEDERATION

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Dear Applicant

Thank you for your interest in the position of Executive Headteacher of The Learning Federation.

The Learning Federation currently comprises of two large maintained primary schools located within a quarter of a mile of one another in Harold Hill, Romford, Essex in the London Borough of Havering. Both schools have been judged as 'Good' by OFSTED.

We have been established as a Federation since 2016 and have already established an excellent partnership working with a shared vision and strong values. Broadford Primary School has Teaching School status delivering highly successful CPD and improvements in pupil outcomes with partner schools.

Children are at the centre of what we do: specifically encouraging children from some of the most disadvantaged communities in the area to achieve their true potential and enable them to succeed. The vision of The Learning Federation is:

- No pupil's educational success should be limited by their socio-economic background
- Our pupils should be reading confidently by age 6 so that they can access a rich curriculum
- We work closely with our community to achieve high standards in all we do

We want to help build a world where all children and young people are given the opportunity to succeed, aspire and reach their own potential. Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults.

We are now looking for an Executive Headteacher who can refresh our ambition to take forward the excellent work that has been done on developing our two primary schools in recent years.

To learn more about us, visit our websites:

Mead Primary School <http://www.mead.havering.sch.uk/>

Broadford Primary School <http://www.broadford.havering.sch.uk/>

Visits to our schools are welcomed and we would be delighted to show you around. To make an appointment to visit our schools, please do not hesitate to contact Christine MacPherson, Federation School Business Manager on 01708 343616 or email [cmacpherson@learningfederation.havering.sch.uk](mailto:cmacpherson@learningfederation.havering.sch.uk)

Yours sincerely

*A Kemp*

Alan Kemp (Chair of Governors)

## Broadford Primary School & Mead Primary School

Our aim at The Learning Federation is provide a safe and happy environment in which children can flourish both academically and socially. We appreciate that a Primary school forms the hub of the local community and we take this responsibility very seriously. Our dedicated staff work closely with families and the wider community to ensure that the children's educational experience is a positive one and that no child is limited in their success by their socio economic background.



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Both schools have been judged as 'Good' by OFSTED.

Both schools have expanding rolls and future plans will take them both to four forms of entry (Mead is currently fully 3 forms of entry and Broadford is moving towards 3 forms of entry). Broadford will be holding an opening ceremony in September for the fantastic new building which has recently been completed and houses six new state of the art classrooms, a superb sports hall and beautiful new nursery. Mead has also recently opened a newly refurbished nursery and in addition to the main school has a newly built Additional Resource Provision to provide specialist care and education for up to 12 pupils on the autistic spectrum.

Both schools have truly superb provision for outside learning and extensive grounds. Mead has its own woodland area where 'Forest Schools' sessions are held for both schools and uniquely also has its own farm providing an incredible learning resource for the children of The Learning Federation.

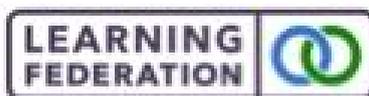
Being close neighbours, the families and children at both schools share a similar socio economic demographic profile. Around a third of our pupils are in receipt of pupil premium funding.

## Our Vision

- No pupil's educational success should be limited by their socio-economic background
- Our pupils should be reading confidently by 6 so that they can access a rich curriculum
- We work closely with our community to achieve high standards in all we do

## Our Values

- Our pupils take responsibility for turning up to school, on time every day
- Our pupils take responsibility for doing their very best in every lesson
- Our pupils show politeness and kindness to everyone that they meet



## Job Description: Executive Headteacher - The Learning Federation

<b>Role</b>	Executive Headteacher The Learning Federation
<b>Reports to</b>	Federation Governing Board
<b>Salary Range</b>	L29 - 35 (outer London) £84,979 - £96,957
<b>Core purpose</b>	<p>The core purpose of the Executive Headteacher is to provide strategic leadership and be accountable for the direction, standards achieved and quality of teaching and learning for the schools within the Federation in order to:</p> <ul style="list-style-type: none"> <li>● Give every pupil a high-quality education, and promote the highest possible standards of learning and achievement;</li> <li>● Ensure that there is full and effective collaboration across the Federation schools and that this translates into real benefits for pupil outcomes, professional development and efficiency savings.</li> <li>● Build a strong and resilient leadership capacity and team ethic within the schools</li> </ul> <p>The successful candidate will occupy an influential position within the local community and will work collaboratively to fulfill the aims of our existing vision:</p> <ul style="list-style-type: none"> <li>● No pupil's educational success should be limited by their socio-economic background</li> <li>● Our pupils should be reading confidently by age 6 so that they can access a rich curriculum</li> <li>● We work closely with our community to achieve high standards in all we do</li> </ul>
<b>Characteristics of the post</b>	<p><b>The Executive Headteacher will be required to assume the role of substantive Headteacher in either of the Federation schools to cover the temporary or permanent absence of the existing Headteachers (as directed by the Board of Governors).</b></p> <p>The ability to regularly attend meetings outside normal school hours as required by the Governing Board, including those which take place in the late afternoon/evening.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> <li>● Evidence of entitlement to work in the U.K.</li> <li>● Evidence of essential qualifications</li> <li>● Two satisfactory references</li> <li>● Confirmation of medical fitness for employment</li> <li>● Registration with appropriate bodies (where applicable)</li> <li>● Evidence of a satisfactory safeguarding check e.g. Enhanced DBS</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Work with the Governing Board to deliver the strategic vision for primary education within The Learning Federation schools and promote this to staff, pupils, parents/carers and the wider community.</li> <li>● Lead, support and promote the success of the Havering Teaching School Alliance in providing exciting, broad and balanced initiatives to enhance teaching and leadership</li> </ul>

	<ul style="list-style-type: none"> <li>● Support the Headteachers to translate the strategic vision of the The Learning Federation into agreed objectives and a robust school improvement plan.</li> <li>● Ensure the agreed objectives and school improvement plan priorities are consistently and effectively implemented across the schools.</li> <li>● Accountable for performance, pupil progress, standards and the academic results across the Federation.</li> <li>● Motivate others to develop a culture of high expectations, shared learning and resilience, leading by example and through the distribution of leadership within each school and across the Federation.</li> <li>● Support the Headteachers to put in place effective communication mechanisms to ensure that all staff across the schools understand how to implement the strategic vision and school improvement plans.</li> <li>● Ensure both schools develop and maintain effective strategies for staff professional development and performance management.</li> <li>● Ensure evidence-based improvement plans and policies promote continuous school improvement, linked to each school's SEF.</li> <li>● Develop positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.</li> <li>● Work with financial astuteness to plan for the future development of The Learning Federation</li> </ul>
<b>Educational provision and standards</b>	<ul style="list-style-type: none"> <li>● Develop a culture within the Federation's primary schools where pupils and staff feel safe, confident, can attain maximum educational outcomes.</li> <li>● Drive a continuous and consistent focus on pupils' achievement and progress, using robust data to monitor and to evaluate the effectiveness of the performance of all pupils in their schools.</li> <li>● Keep abreast of educational developments and identify best practice both inside and outside the Federation which can be shared across the Federation's schools.</li> <li>● Establish creative, responsive and effective approaches to improving teaching and learning.</li> <li>● Set high expectations and challenging targets for sustained success and improvement within each school, tackling underperformance at all levels.</li> <li>● Provide inspiration and strong strategic leadership to ensure that the schools deliver the highest standards of teaching and learning.</li> <li>● Create a culture and ethos of challenge and support within the schools where all pupils can achieve success and are engaged in their own learning.</li> <li>● Present a coherent and accurate account of each school's performance in a form appropriate to a range of audiences, including the Board of Governors, parents/carers and the local community.</li> <li>● Collaborate with other agencies to ensure pupils' needs are met.</li> <li>● Actively promote the schools as centres of excellence for education and achievement to families in the local community.</li> </ul>
<b>Health, safety and compliance</b>	<ul style="list-style-type: none"> <li>● Promote the safety and wellbeing of pupils and staff in The Learning Federation schools.</li> <li>● Oversee the implementation of Federation policies and procedures, ensuring consistent application and monitoring for impact.</li> <li>● Ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to.</li> <li>● Ensure that all activities across the schools comply with current regulations regarding safeguarding and that safeguarding and child protection policies are operated rigorously.</li> </ul>
<b>Management of resources</b>	<ul style="list-style-type: none"> <li>● Ensure that all resources are organised and managed to provide the best possible outcomes for pupils.</li> <li>● Comply with the financial, health &amp; safety, HR and other processes and procedures of the Federation.</li> <li>● Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of probity.</li> <li>● Working with the SBM to ensure the effective deployment of resources across the Federation's schools to ensure maximum effectiveness.</li> </ul>

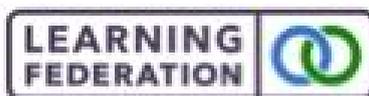
- Work with the Headteachers and SBM to produce balanced annual budgets for each school for recommendation to the Federation Board.
- Work with the Headteachers to recruit, lead and develop a committed, effective and diverse workforce across the Federation's primary schools that understands its role in enabling and promoting high quality learning.
- Develop leadership capacity across the school through coaching and other appropriate methods, supporting the development of effective middle leadership roles within each school.



## Person Specification: Executive Headteacher - The Learning Federation

	Essential	Desirable
<b>Qualifications / Training</b>	<p>Qualified Teacher Status</p> <p>Evidence of CPD</p>	<p>Ofsted Inspector trained</p> <p>LLE/NLE accreditation</p> <p>NPQH or equivalent</p> <p>Safer recruitment training</p>
<b>Experience</b>	<p>Significant experience as a Headteacher with a sustained and proven track record of leading school improvement</p> <p>Strategic leadership and management</p> <p>Developing and managing partnership and learning between schools</p> <p>Experience of managing resources and funding effectively and ensuring best value</p>	<p>Experience of driving and delivering a clear vision</p> <p>Developing business planning and raising revenue streams</p> <p>Experience of securing successful funding bids</p> <p>Experience of delivering successful buildings and premises projects</p> <p>Teaching School leadership and development</p>
<b>Knowledge</b>	<p>Detailed knowledge of the current OFSTED framework: what constitutes a 'good' school, how to support a school to become 'outstanding' and how this can be interpreted into practical development plans</p> <p>Deep and detailed knowledge and clear understanding of educational legislation, the statutory framework for education, new innovation and developments</p>	<p>New technologies, their use and creative impact such as Google apps, Google classroom, drive etc</p> <p>A good understanding of the processes and resources needed to create bespoke learning journeys when working with children with SEND and ASD (Autistic Spectrum Disorder)</p>

	<p>Detailed knowledge and understanding of the primary phase of education, including tracking and monitoring pupil progress</p> <p>Knowledge of successful strategies for raising pupils' achievement and models of teaching and learning</p> <p>Strategies for communication, both within and beyond the school</p> <p>How to interpret financial information and set an effective and sustainable budget</p>	<p>How to oversee and provide for the highest quality of care and educational environment to nursery aged children from 2 - 4 years</p> <p>Models of attendance and behaviour management</p>
<p><b>Skills and competencies</b></p>	<p>An enthusiastic and motivational leader who is outward-looking, innovative and prepared to explore new ideas to drive improvement</p> <p>Ability to forge positive relationships with a range of stakeholders in order to promote the success of The Learning Federation</p> <p>Ambitious for all pupils, with a commitment to ensuring the best possible outcomes for pupils and the community which the schools serve</p> <p>Ability to articulate clear visions for the schools providing a clear direction and shared purpose for all pupils, staff and stakeholders</p> <p>The ability to be resilient, robust and calm under pressure and demonstrate integrity at all times</p> <p>Able to build, support and sustain a workforce of high quality staff and leaders</p> <p>The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance</p> <p>The ability to create a positive culture of high performance and ambitious expectations, using the full range of leadership skills and qualities.</p>	



## Important dates and information

The Learning Federation is committed to safeguarding and the welfare of children and expects all staff and visitors to share this commitment. This post will require an Enhanced Disclosure and Barring check

Leadership salary range	£84,979 - £96,957 (inclusive of outer London allowance)
Pay range	L29 – 35 (subject to experience)
To start	September 2020
Closing date	Midday 12.00 <i>Tuesday 31st March 2020</i>
Interview date	<i>Thursday 23rd April 2020</i> (full day)
Visits are warmly welcomed and encouraged, please contact Christine MacPherson, SBM to arrange an appointment.	Telephone 01708 343616 Email cmacpherson@learningfederation.havering.sch.uk

## Completing your application

### Application Form

Please use the standard application form provided. CVs are not accepted. Please ensure that you include your full work history since leaving full time education with no unexplained gaps. Include all the training you have completed with particular emphasis on training completed in recent years which has prepared you for Executive Headship.

### Person specification and personal statement

Please ensure that you provide evidence relating to the person specification. A candidate will only be considered for shortlisting if they demonstrate that they meet the criteria in the person specification and so it is essential that you provide full and relevant information on the areas that we have included in the person specification.

### References

Please ensure that your referees are aware of your application and that they are able to provide a swift response. Preferred referees are your last two employers and you should provide an organisational email and contact details – we are not able to accept personal contact details. One referee is likely to be your most recent or current Line Manager. We are only able to accept professional referees.