

Chief Executive: **Mr Brian Crosby**, B.Ed (Hons) NPQH, NLE

Rawcliffe Drive, Clifton (Without), York YO30 6ZS

Tel: 01904 560006

Email: hello@hlt.academy

www.hopelearningtrust.org

Dear Applicant,

Hope Learning Trust, York is a successful multi-academy trust situated in the beautiful historic city of York. The Trust is a Church of England trust set up to serve both church and community schools. Our motto is “serving others, growing together, living life to the full”. We are committed to servant leadership in each of our schools and we are dedicated to the journey of growing together as a family of schools. We want all of our children to have a rich educational experience which will develop them as young people and allow them to flourish.

The trust is growing rapidly; at the present time, we have five primary and five secondary schools and the Trust is looking to expand further in the next academic year. We have schools of different sizes, age ranges and we serve different socio-economic communities, within York and across North Yorkshire. As a family of schools, we are delighted to be able to serve the community around us and strive to ensure we provide a secure and thriving environment for learning for all children in our care.

As an organisation we recognise that exceptional leadership is the key to transforming children’s lives through education. However, we also recognise that leaders are developed through their experiences and the support of colleagues with whom they work. The Trust is predicated upon collaboration and sharing, forming a family of schools. Leaders who join the Trust enjoy the support and camaraderie of other principals, leaders and colleagues. Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organisation at all levels; you will never feel unsupported or alone in our Trust. We have a dedicated primary consultant and central education support team, comprising of experienced leaders and SLEs who work with each of our schools.

This is an exciting time in our development as we continue to work hard to drive improvement in our schools and academies. Through strong and purposeful leadership and high-quality teaching and learning we are confident that we can have a positive impact upon the lives of young people, ensuring that all students achieve their potential, realise their aspirations and are well prepared for the next stage of their lives. If you are interested in becoming Head of School at Skelton Primary School, we would welcome hearing from you and exploring further your vision for school leadership.

Yours sincerely

Brian Crosby | Chief Executive Officer



Skelton PRIMARY SCHOOL

Head of School (interim): **Michaela Carney**

Brecksfield, Skelton, York YO30 1YB

Tel: 01904 555170

Email: psskelton@york.gov.uk

www.skeltonprimaryschool.org

Dear Applicant,

Thank you for your interest in applying to become our next Head of School.

As governors of Skelton Primary School, we are extremely proud of our beautiful village school and the children within our care. We have for some time now maintained our 'Good' as graded by OFSTED and have achieved excellent results. However, we are not complacent and are keen to continue pursuing new, engaging and innovative ways to help our children learn whilst enjoying their time with us. Although sad that Mrs Carney is leaving, we are very excited about the future of the school and look forward to working with our new pioneering leader to see it develop further.

I believe the opportunity to lead our school during this next phase, with the support of Mrs Atherton our Executive Lead, presents a brilliant opportunity for a Head of School who is passionate about education, keen to innovate in teaching and learning and who can develop an ambitious vision and strategy for the future of Skelton Primary School.

Whilst we place a high value on previous experience, we are open-minded about who our new leader will be and are eager to find somebody with exceptional leadership skills, energy and commitment.

As a governing body you can be assured that we are very dedicated to the school and highly supportive of our leadership team and all our staff. We believe that our ethos and traditions, our constant desire to seek improvement and openness to innovation will form the bedrock of our support to you as Head of School.

If you have any questions that you would like to ask me, please do not hesitate to get in touch. In the meanwhile, I look forward to receiving your application.

Yours sincerely

Mrs Judy MacDermot
Chair of Governors | Skelton Primary School
judy.macdermot@gmail.com

An opportunity has arisen for a highly motivated emerging leader to join our team in the position of Head of School and the Trust is now seeking a candidate with a clear vision for the future and the skills and resilience to implement that vision.

Those appointed would need to have the flexibility to work across different schools within Hope. The successful candidate is being appointed to work for Hope and not a specific school context. If the candidate is asked to work in a Church school, they will need to fulfil the specific duties in relation to the Trust Church schools (see below).

Head of School: Skelton Primary School

Hope Learning Trust, York

Start date: September 2020

Reporting to: Principal with overall responsibility for the school

Salary: L4-12 to be negotiated dependant on experience, to include a teaching commitment

Key facts

Closing date for applications: May 15, 2020

Shortlisting for interview: May 18, 2020

Interviews scheduled for Thursday May 21 and Friday May 22, 2020

Our ideal candidate will:

- Practice servant leadership
- Strive to be the best and achieve the best for all Hope Trust
- Have an understanding of both community and church school education
- Have an understanding of the accountability through both Ofsted and SIAMS
- Be a strong team player
- Have a clear focus on teaching and learning
- Demonstrate strong communication skills
- Be bold in tackling underachievement
- Be creative and innovative
- Encourage teamwork
- Promote environments that supports positive behaviour for learning
- Be committed to their own and others' professional development
- Welcome the opportunity to work in close partnership with schools within the Hope Trust

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Head of School: Skelton Primary School

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In return we can offer:

- A professional and caring trust where all stakeholders work together for the benefit of the children
- Primary Leaders who want the best for the Heads of School under their care
- A high level of support from the Hope Learning Trust Central Team
- A commitment to professional development and advancement opportunities within a growing MAT
- An opportunity to make a difference to learners from a range of socioeconomic backgrounds
- The opportunity to shape a rapidly growing and changing trust
- The opportunity to step into significant leadership responsibility while being supported by another senior colleague
- A place to learn in a supportive environment

We are looking for someone who can make a significant contribution to the life of the primary schools within Hope Trust, who can transform primary education and the life chances of many young people.

Applications should be submitted by email to hr@hlt.academy

Closing date for applications: May 15, 2020

Shortlisting: We will be finalising our shortlist May 18, 2020

Interviews: Scheduled to take place on Thursday May 21 and Friday May 22, 2020

Applications will be acknowledged by email so please provide an email address.

You are encouraged to accompany your application form with a letter of no more than two sides of A4 demonstrating how you fulfil the job description and person specification in the application pack.

Hope Learning Trust York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.

Job description 1/2

Accountabilities/ Main Responsibilities

Church School Duties

If appointed to be Head of School in a Trust Church school the candidate must be able to:

- confidently articulate, live out and work with the Principal to promote a vision for the school rooted in distinctively Christian teaching.
- support and work with the Principal of the school to articulate an explicitly Christian vision that impacts positively upon standards of achievement, the distinctively Christian character of the school and the well-being of the whole school community.
- work under the direction of the Principal to secure the impact of an explicitly Christian vision through evaluation and strategic planning.
- prepare self and support the Principal to prepare others for future leadership across church schools.
- ensure that arrangements for religious education and collective worship meet statutory requirements under the leadership of the Principal
- support the Principal to promote effective relationships with all pupils, staff, governors, parents, the church, parish and the Diocese, the local community, the Local Authority and other external bodies to further enhance the positive image of the school and the Trust.
- Under the leadership of the Principal, work closely with the local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures.

Key Responsibilities

- To deputise for the school Principal in their absence.
- To formulate and achieve the aims and objectives of the school as agreed with the school Principal.
- Under the leadership of the Principal:
 - Rapidly raise the educational performance of all pupils to a level consistent with expected benchmarks.

- Ensure the effective teaching and learning of pupils of all ages and abilities with a focus on diminishing the difference between our disadvantaged and non-disadvantaged pupils.
- Monitor and evaluate staff performance and to hold staff to account in order to raise standards.
- Ensure that staff wellbeing is embedded into the culture of the school.
- Manage the internal operations of the school through the clear formulation and implementation of policies, plans and practices, and the direction of staff.
- Ensure that all learners are effectively cared for and supported, with due regard to safeguarding and other relevant legislation.

Strategic Development

- Build relationships with agencies which can help and support our school community.

Teaching and Learning

- Under the leadership of the Principal:
 - Provide a sound foundation for pupils' learning and monitor progress carefully.
 - Ensure a wide range of activities for pupils to give them confidence in their ability to take on new challenges, raise aspirations, increasing self-belief and resilience.
 - Provide a safe and healthy environment in which pupils' happiness and welfare can be nurtured.
- Ensure all teachers within the school:
 - Have good subject knowledge;
 - Present subject matter clearly;
 - Use assessment well;
 - Create environments that allow the learner to focus on learning;
 - Have high expectations of learner's behaviour;
 - Create a positive learning environment;
 - Ensure learners attendance is high and they are punctual to all lessons;
 - Prepare learners for life in modern Britain.

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Job description 2/2

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Leading and Managing Staff

- Under the guidance of the Principal:
 - Engage all staff in the process of meeting those standards, encouraging ownership and involvement.
 - Ensure and enhance effective working relationships with other schools and agencies as well as those within the Trust.
 - Facilitate the sharing of best practice across partner schools and across the Trust.
 - Encourage continuous professional learning, monitoring the induction and professional development of all staff through regular performance appraisal.

Safeguarding

- Under the leadership of the Principal, ensure the primary school has effective safeguarding.

Data Protection

- To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Flexibility

- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Policies and Procedures.

Customer Service

- The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- Understand your own role and its limits, and the importance of providing care or support.

Person specification 1/2

We are looking for someone who can make a significant contribution to the life of the primary schools within Hope Trust, who can transform primary education and the life chances of many young people.

*Please note: If **DESIRABLE** skills are not attained, development may be provided for the successful candidate.

Knowledge and experience

ESSENTIAL

- NPSL qualification
- Up to date understanding of the Ofsted and SIAMS framework
- Commitment to supporting preserving and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures.
- Up to date knowledge of what research and inspection findings tell us about effective leadership, teaching and learning in primary education
- Ability to identify own learning needs and to support others in identifying their learning needs
- Experience of phase leadership or other whole school leadership as a minimum
- A proven track record of securing improvement in the quality of teaching and learning
- Experience of using all relevant data to drive school improvement
- The ability to analyse and interpret complex information and explain key elements in simple terms
- Strong understanding of statutory requirements relating to the curriculum and assessment
- Experience of developing a curriculum which is personalised to the needs of the children
- High expectations when managing, developing, inspiring, challenging and motivating staff
- Commitment to working with other trusts, organisations and agencies
- An understanding of the legislation relating to SEND and to Keeping Children Safe in Education, including Prevent and British Values.

DESIRABLE*

- Relevant experience in more than one phase
- NPQH qualification
- Previous experience of working and bringing about positive change in a challenging school
- Understanding of how a Multi-Academy Trust operates

Strategic leadership

ESSENTIAL

- Ability to articulate and share the school's Vision, Aims and Values
- The confidence and ability to inspire and motivate staff and trustees to achieve the aims of the trust
- Evidence of having successfully translated vision into reality at school level
- Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement
- Evidence of analysing data, developing strategic plans, setting targets and evaluating progress towards these
- Demonstrable success in raising standards and meeting challenging targets
- Supporting strategies for performance management.

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Person specification 2/2

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Skills, qualities and abilities

ESSENTIAL

- Lead by example, demonstrating a 'can do' approach
- Empathy with staff under them
- Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors, local authority and external agencies
- High expectation for children learning and attainment alongside high aspirations for all
- Ability to provide a safe, calm and well-ordered environment to facilitate excellent behaviour
- Ambition for our school
- A commitment to continuous school improvement
- Experience of offering challenge and support to improve performance
- Perseverance and resilience in the face of challenge
- Ability to remain calm, positive and enthusiastic when working under pressure
- Manage and resolve conflict
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- A belief in the importance of extra-curricular opportunities for all children
- Welcoming a "critical friend" approach from the governors

DESIRABLE*

- Experience of presenting reports to trustees
- Experience in seeing the whole trust picture

Qualifications

ESSENTIAL

- Qualified Teacher Status
- NPQSL
- SLE

DESIRABLE*

- Evidence of further professional qualifications
- Has achieved or is working towards gaining the NPQH

Leading and managing staff

ESSENTIAL

- Substantial experience of leading whole school initiatives or staff teams
- Ability to delegate work and support colleagues in undertaking responsibilities
- Experience of performance management and supporting the continuing professional development of colleagues
- Evidence of applying safe recruitment practices and developing a safe culture within the school
- Successful involvement in staff recruitment, appointment and induction



YORK'S TOP FIVE

YORK MINSTER

York's 800-year-old architectural wonder still going strong

CHOCOLATE STORY

An truly scrumptious journey through York's chocolate heritage

BETTY'S TEA ROOMS

Step back in time for a quintessentially English teatime experience

NATIONAL RAILWAY MUSEUM

Bringing York's rail heritage to life

JORVIK VIKING CENTRE

Celebrating York's Viking roots in all their glory



Exploring York and North Yorkshire

Hope Learning Trust has its headquarters in York, a city widely recognised as one of the most beautiful in the country and is often voted one of the most popular and happy places to live.

York is well known for its history and is renowned for its beautiful architecture with York Minster at its heart. The city has a variety of attractions such as the medieval walls which surround the city, the Jorvik Viking Centre and the National Railway Museum. The city centre itself is

compact, with many shops and restaurants found in York's medieval and Georgian streets.

The Hope schools are all located within North Yorkshire, the UK's largest county, known for its lively towns and cities, its smaller pretty villages, rolling countryside and grand coastline.

Unemployment is generally low in North Yorkshire compared to the rest of the UK with its economy primarily based in the service industries, including public sector employment, health, education, tourism, IT and finance alongside agriculture, mineral extraction and power generation. Major

employers in the region include: Persimmon, Drax, Karro Food Group, NHS, Nestle, Network Rail, Arla, Greencore and McCains.

York is one of Britain's best-connected cities being well served by road and rail links being approximately halfway between London (two hours away) and Edinburgh on the East Coast Main Line.

Leeds Bradford and Humberside Airports are easily accessible and provide flights to most major European airports and Manchester and Newcastle Airports are both only two hours away from York with flights to Europe, America, Asia and Africa.



Joining the Hope family

The following schools currently belong to the Hope family:

- Manor CE Academy
- Vale of York Academy
- Barlby High School
- Graham School, Scarborough
- George Pindar School, Scarborough
- Poppleton Ousebank Primary School
- Burton Green Primary School

- Forest of Galtres Anglican Methodist Primary School
- Baldersby St James CofE Primary School
- Skelton Primary School

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.



Benefits of working at Hope

Continuing Professional Development (CPD)

Hope Learning Trust, York is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multiacademy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From NQT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting

and nurturing, enabling all members of the Hope team to succeed, develop and aspire to the next challenge.

PENSION SCHEME

As an employee of Hope Learning Trust, you are offered membership of the Teachers' Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Learning Trust also pays into the scheme on your behalf.

■ For more information please visit: www.teacherspensions.co.uk

CYCLE TO WORK SCHEME

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Hope Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

■ For more information visit www.cyclescheme.co.uk