



Alderman's Green  
Primary School

Where everyone believes in us and we believe in ourselves

# Recruitment Pack



Our core purpose is putting learners first





# Application Information



## Grade L20 – L26 September 2021

Do you have the vision, passion and determination to lead our school into the next exciting stage of its development? If so, we would like to hear from you!

We are looking to appoint a permanent Head Teacher who can bring leadership skills and an innovative approach to this role. There is currently an Acting Headteacher in post following the departure of the substantive Headteacher autumn term 2020.

Alderman's Green will become part of Triumph Multi-Academy Trust from the 1st April 2021. You will be joining a Trust who believes in a collaborative and cooperative way of working. We believe in partnership and harnessing our collective talents to bring about the best opportunities and outcomes for our children.

Currently a school on its journey of improvement for ages 3 to 11, we are looking ahead to the next stage in our development to ensure that the learning experiences are the best that they can be.

We are looking for a skilful leader who will: -

- Support the vision and values of the Trust and the school, to ensure the school's improvement.
- Be child focused in their approach, putting children at the heart of everything they do.
- Have a successful track record of achieving improvement in a primary school setting.
- Be able to communicate their ideas clearly.
- Be a strategic thinker who can communicate their vision for the school clearly to all stakeholders.
- Have the ability to problem solve and to creatively resolve issues along the way.
- Be able to develop and build co-operative relationships within the whole school community.
- Is able to lead and inspire others and influence motivation, self-esteem, and teamwork.
- Have a positive approach to innovation and change and has the ability to make change happen.

Triumph Trust will offer:

- A leadership and coaching development programme;
- Happy, considerate and enthusiastic pupils who contribute fully to school life;
- Dedicated and hard-working team who are determined to provide our children with the best education;
- Opportunity to be part of an established and growing MAT;
- Leadership support and partnership across the schools within the trust, with a strong commitment to mutual development.
- Excellent opportunities for continuous professional development through collaborative working and mentoring

Triumph Trust Board of Directors and the Local Governing Board warmly welcome your interest. Potential candidates are welcome to arrange a tour of the school and to discuss the post. Please contact Sarah Malam at [malams@courthousegreen.coventry.sch.uk](mailto:malams@courthousegreen.coventry.sch.uk)

**Closing Date 8th April (12pm) 21    Shortlisting date 9th April 21    Interviews: 19<sup>th</sup> April (pm) and 20th April 21**

Please return applications to [malams@courthousegreen.coventry.sch.uk](mailto:malams@courthousegreen.coventry.sch.uk) we are committed to safeguarding and promoting the welfare of all pupils. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment check.



# Dear Applicant



Dear Applicant,

On behalf of the Governing Board I am delighted that you have shown an interest in the vacancy for Headteacher of Alderman's Green Primary School. We hope that you consider making a formal application for the post.

We are an Ofsted rated 'requires improvement' school with a determination for improvement. We know we can do better.

We are looking for an inspirational Headteacher who will lead the schools' improvement journey, enabling staff to actively contribute to the positive outcomes for our children. We need an individual with the drive and passion who will ensure that all children achieve their full potential, combined with strong leadership, management and interpersonal skills. We have a positive, caring ethos and we are very proud of our school.

The school moved into the new building in 2011 which provides the children with a bright and spacious environment in which to learn. Starting as a three form entry it is now being reduced to a two form entry due to falling rolls. Our 12 place enhanced resource base is a high quality provision for children across the city with an EHCP for autism and offers an enhancement to our school.

We believe in the value of partnership and working with others in order to bring about school improvement; we are delighted to be joining Triumph Multi Academy Trust on the 1<sup>st</sup> April 2021 and believe this will support our journey of improvement.

We ensure that the necessary funds are available to enhance the quality of education that our children receive and are currently in the process of improving our technology offer; providing all pupils from Y2 upwards with their own iPad to support their learning.

Further information is available on the school website <https://www.aldermansgreen.com>



Thank you for considering this post. I look forward to hearing from you.

Yours sincerely

Hayley Shortt  
Chair of Governors





# From The Trust



Dear Applicant

Thank you for considering the submission of your application for the vacancy for the post of Headteacher at Alderman's Green Primary School.

From the 1<sup>st</sup> April 2021, Alderman's Green is going to be part of Triumph Multi Academy Trust. Triumph is a small trust, based in Coventry with a core purpose of putting learners first. The Trust's growth is as a result of working in close partnership with the staff and governors of Alderman's Green and Courthouse Green to ensure the very best educational opportunities can be provided for all children in both schools. As a result of the departure of the previous Headteacher, this vacancy has arisen at Alderman's Green school. The school is currently judged as requiring improvement (December 2018) and progress against the key priorities following this inspection has been slower than expected.

Following the involvement of Triumph Trust in September 2020 the progress against the school's priorities has accelerated and through partnership with Courthouse Green and the appointment of a substantive Headteacher to the post, we expect it to continue to do so with a key focus on developing and improving teaching and learning.

We seek to appoint a Headteacher who will embrace our vision and values, will work closely with senior leaders and lead the school to excellence and beyond, embracing our core purpose of 'putting all learners first'. There are many opportunities across Triumph trust to work collaboratively in order to drive improvement.

Please find enclosed a range of information that will assist you in the preparation of your application, please make contact with us if you would like to discuss this post further.

We welcome your application.

Yours sincerely



Sarah Malam  
CEO Triumph Trust



Carmen Hibbert  
Chair of Triumph Trust



# Aims and Visions



**Alderman's Green Primary School, Nursery and Resource Base is situated in the north-east of Coventry approximately four miles from Coventry City Centre.**

The school has a fully inclusive ethos. We believe that every child at Alderman's Green can achieve. By inspiring each other and encouraging positive relationships, children will thrive, using every moment so that they can all be the very best they can be. In November 2020 the Alderman's Green staff team worked together to review the vision and values of the school to ensure that they reflected our ambition for our children and our drive to ensure that the climate and ethos promoted the very highest expectations.

**Our vision statement reflects this:**

**Alderman's Green where everyone believes in us and we believe in ourselves.**

We seek to ensure that children leave school with a secure love of learning, curiosity that will inspire success and independence for the future.

**Our Core Values** of Resilience, Responsibility, Pride, Kindness and Collaboration support us in ensuring that our school is a happy, safe place to learn where children grow both personally and academically.







# Why You Should Apply



Alderman's Green Primary School is a larger than average primary school. It is a three-form entry school (reducing to a two form entry), with a 26 place Nursery, with currently 520 pupils on roll.

The school serves a diverse and disadvantaged area and pupils start Foundation Stage with attainment below national expectations; over 35 community languages are spoken, with over a quarter of pupils speaking English as an additional language. While many families face many social, economic and financial challenges (36% receive FSM), our school motto '**Where everyone believes in us and we believe in ourselves**' reflects our belief that all of our children can, and will, succeed. The Leadership Team consists of Head Teacher and 2 Deputy Head Teachers. The extended leadership of the school includes 3 Assistant Head Teachers. This experienced, largely non-class based leadership team supports staff and children, with a clear drive on raising standards.

Although currently judged as a school requiring improvement, the staff team and Governors are focused on improving the quality of education for all pupils through working together to raise standards and expectations as a whole school team.



We believe that every child at Alderman's Green can achieve. By inspiring each other and encouraging positive relationships, children will thrive, using every moment so that they can all be the very best they can be. We are very proud to be a school that has embraced the Thrive approach which gives us the tools to develop healthy, happy confident children who are ready to learn and cope with

challenges in their learning and lives. Thrive is based on the latest advances in neuroscience, attachment theory and child development with a strong focus on helping children identify and express their emotions in a healthy way.

We have nurtured a broad and balanced curriculum based around the Cornerstones Curriculum which is a creative and thematic approach to learning, providing and inspiring a wide range of outstanding learning opportunities for all children to learn and excel. We believe teaching and learning should be exciting and engaging. The curriculum is built on a wide variety of curriculum related experiences through trips and visits and children are encouraged to learn actively.



# Priorities



Through improving teaching and learning across school we will raise attainment across the curriculum. We believe that our children still have incredible potential to reach further, especially in higher standards and greater depth. Current school self-evaluation, grades the school as requires improvement.

## Our school Improvement Plan has three key priorities:

- To ensure consistency in the quality of teaching and learning so that all pupils, especially disadvantaged and most able make good progress.
- Ensure that all leaders are effective in their specific roles to enable others to increase % of pupils working at Age Expected standards in July 2021, diminishing the difference with national in Reading, Writing and Maths at EYFS, KS1 and KS2.
- To ensure that our core values underpin all aspects of school practice, promoting a climate of care, support and ambition enabling children to achieve their very best.







# Job Description



## Job Description

### Main purpose of the job

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing leadership and assisting with the delivery of Triumph Trust strategic direction to ensure the achievement of the highest possible standards of education at Alderman's Green Primary School. The role will require collaboration within and beyond Triumph Trust schools and a closeworking relationship with the Executive Headteacher. The Headteacher will be accountable to the Governing Board and to the Board of Directors of Triumph Trust.

### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description is based on the National Standards for Headteachers together with the particular requirements for managing Alderman's Green Primary School in a successful collaboration with Triumph Trust.

### Ethics and Professional Conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

*Openness*  
*Integrity*

*Selflessness*  
*Accountability*

*Objectivity*  
*Honesty*

*Leadership*

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- Build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.

As leaders of their school community and profession, headteachers:

- Serve in the best interests of the school's pupils
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- Uphold their obligation to give account and accept responsibility
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- Take responsibility for their own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system.



## Headteachers' Standards

### 1. School culture

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds. Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

### 2. Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment.

### 3. Curriculum and assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

### 4. Behaviour

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen.

### 5. Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

### 6. Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## 7. Organisational management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk.

## 8. Organisational management

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

## 9. Working in partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

## 10. Governance and accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and 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.





# Person Specification



We will explore the following desired qualities through the application form and the interview process

<b>Qualifications</b>	Qualified Teacher Status
	National Professional Qualification for Headship (NPQH) or working towards or willing to undertake.
	Proven commitment to professional development.
	Proven experience of successful school improvement initiatives.
<b>Experience</b>	Headteacher, acting headteacher or other equivalent and relevant wider school experience.
	Leading and teaching across the full primary age range.
	Leading school improvement and raising standards.
	Developing and implementing a focused school improvement plan.
	Adapting and improving the school curriculum.
	Accurate self-evaluation of the impact of initiatives and school improvement.
<b>Strategic direction</b>	Ability to implement whole school policies and procedures to affect rapid, sustained school improvement
	Experience of using a range of information and evidence to raise pupil achievement, improve teaching and the curriculum.
	Experience of developing and successfully delivering inclusive practice ensuring equal opportunities for all
	Ability to identify realistic and challenging targets for improvement.
	Ability to ensure that those involved in delivery are confident to do so.
	Support the school fully in raising achievement and attainment through implementing and supporting changes.
<b>Professional knowledge, understanding and skills</b>	Proven ability as an excellent classroom teacher (as a member of staff).
	Experience of successfully managing change
	Working effectively in a team.
	Illustration of how knowledge and concepts are structured to lead to subsequent learning.
	Understanding of and commitment to the protection and safeguarding of pupils
	Proven ability to communicate clearly and effectively; engage with and influence staff, parents, pupils, the Governing Body and other partners and to provide comprehensive, accessible and professional reports
	Successful experience of outward-facing partnership work with other schools and providers
	Understanding of strategic financial management
<b>Personal attributes</b>	Proven ability to analyse and use data to raise standards
	Able to demonstrate strong leadership skills and the capacity to develop leadership in others
	Excellent interpersonal skills, including the ability to gain the confidence and trust of all members of the school community
	Able to motivate and empower staff and pupils
	Able to encourage the highest standards in all aspects of school life
<b>Personal qualities</b>	Able to promote successfully a culture wherein all pupils aspire and achieve
	Approachable, professional, Supportive, Emotionally intelligent
<b>References</b>	Open, Honest, Trustworthy
	Two unequivocal references





# How To Apply



Start date: September 2021 or earlier

Salary range: L20 to L26

*If you believe you have the skills and attributes to successfully take on this exciting new role and make a real difference to the outcomes for our children, then we warmly welcome your application.*

Application is:

- Completed application form (which includes 2 sides of A4 demonstrating your leadership skills and professional qualities and impact to date.
- Statement outlining in your opinion the greatest challenge facing education in the next 3 years (500 words).

Applications should be sent to [malams@courthousegreen.coventry.sch.uk](mailto:malams@courthousegreen.coventry.sch.uk) by 12:00pm on Thursday 8<sup>th</sup> April 2021

Interview date: Monday 19<sup>th</sup> April (pm) and Tuesday 20<sup>th</sup> April 2021 (day)

For an informal conversation or to book a tour of the school please contact Sarah Malam [malams@courthousegreen.coventry.sch.uk](mailto:malams@courthousegreen.coventry.sch.uk) or via telephone 07540473242

Referees will be asked to provide a reference for all short listed candidates. Preferred referees are your last two employers, likely to be your last Headteacher or Chair of Governors.

*Triumph Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. Relevant pre-employment checks may also include considering information shared within the public domain.*