



Headteacher Candidate Information Pack



Hill View Junior Academy

part of Vision Learning Trust



Dear Applicant,

Thank you for your interest in becoming Headteacher of Hill View Junior Academy, a part of Vision Learning Trust.

The Trust, together with the Local Governing Body of Hill View Junior Academy, are seeking to appoint a Headteacher to further develop and grow the success that has been achieved by all members of the existing team. As Headteacher you will take full responsibility for the leadership, management and development of Hill View Junior Academy working with the full support of the Trust.

Directors and Governors are looking for a dynamic Key Stage 2 leader who can deliver excellence in a challenging and demanding educational environment. A leader who has vision and initiative to build on current successes and to continue to drive Hill View Junior Academy forward.

Our Headteacher will be highly visible and approachable an excellent communicator who will be at the heart of our school community.

Vision Learning Trust is a multi-academy trust that strives to provide an outstanding educational experience for all of its pupils in the Hill View community. At present there are two strong schools in the Trust: Hill View Infant Academy and Hill View Junior School. Hill View Infant Academy is graded 'outstanding' and Hill View Junior Academy is graded 'Good' by Ofsted and has many outstanding aspects. The Headteachers of both schools work closely together. Autonomy at academy level is supported by the unique voluntary role of the CEO at Vision Learning Trust; a Director with a significant background in education.

I look forward to receiving your completed application, and would encourage you to take the opportunity to visit the school, which prides itself on being an integral part of the community, providing excellent teaching and learning facilities in a most pleasant working environment.

Please contact Mrs Helen Howat on 0191 5947982 to arrange a visit.

Thank you for your interest in our academy.

Yours faithfully,

A handwritten signature in black ink, appearing to read "M. W. Foster".

Mike Foster
CEO - Vision Learning Trust



Job Title: Headteacher
Location: Hill View Junior Academy, Sunderland
Pay Range: L19—L25
Start Date: September 2020
Contract Type: Permanent

In preparation for the retirement of our respected and long serving Headteacher we are seeking to appoint an outstanding leader to take our school forward.

The successful candidate will have a strong sense of purpose and direction that will inspire staff and pupils.

We have high expectations and aspirations for further improved outcomes for our pupils and looking for a leader who:

- Has proven track record of school improvement
- Is able to develop strong relationships with staff, pupils, their families, Governors, outside agencies and the wider community
- Is approachable, reflective, forward thinking and will relish taking us to outstanding
- Has a passion for and experience of Key Stage 2

Our school has:

- A vibrant and attractive learning environment
- Pupils who are exceptionally well behaved and keen to learn
- Opportunities for further professional development as part of a unique multi academy trust

Hill View Junior Academy safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Visits to the school are strongly encouraged and warmly welcomed. For an application pack please contact the school office on 0191 5947982 or at office@hvj.org.uk.

Closing date: 15th November 2019 at 4pm
Shortlisting: 18th November 2019
Interviews: 3rd and 4th December 2019

Completed applications should be returned to Lauren Reeves, Business and Finance Manager at the school address or to Lauren.Reeves@visionlearningtrust.co.uk by the deadline stated above.

JOB DESCRIPTION



Job title:	Headteacher
Scale:	L19-L25
Job Location:	Hill View Junior Academy, Sunderland
Job Purpose:	To provide professional leadership for the academy which secures its success and improvement, ensuring quality education for all and high standards of learning and achievement in line with the ethos of VLT

CORE PURPOSE:

- To fulfill all the requirements and duties as set out in the School Teachers' Pay and Conditions document relating to the Conditions of Employment
- To lead and manage the academy in full accordance with the policies determined by the Directors of VLT and the Local Governing Bodies and in conjunction with the CEO
- To promote and safeguard the welfare of children at all levels
- To secure the realisation of the educational vision of the Academy as determined by the Directors of VLT
- Create a high quality learning experience for the communities served by VLT academies and through its range of services.

KEY RESPONSIBILITIES:

Strategic Planning

- Working with the CEO and those responsible for governance to develop the strategic vision for the academy
- Ensure that the vision for the academy is implemented and is understood and acted upon by all
- Work to turn the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the vision and the values of the VLT in everyday work and practice
- Motivate and work with others to maintain the shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies and other resources to achieve excellence in the academy's curriculum
- Ensure that strategic planning takes account of the values of the VLT and meets the needs of the community served by the academy
- Manage change and new initiatives in line with the VLT vision, whilst retaining and building on the academy's existing strengths

Leadership of the Academy

- Organise and implement a broad, balanced and dynamic curriculum for Key Stage 2 in line with the vision and values of VLT and which ensures differentiation and reflects the individual abilities and needs of all pupils
- Ensure a consistent and continuous academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Help to foster a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Embed the VLT's philosophy of high expectations and aspirational targets for the academy
- Challenge any under-performance at all levels and ensure effective intervention where appropriate

- Ensure that effective learning is at the heart of all strategic planning and resource management
- Implement strategies which ensure high standards of behaviour and attendance
- Closely monitor, evaluate and review classroom practice and implement improvement strategies
- Provide the inspiration and motivation to the whole academy to maximise expectations and build success
- Take action to secure rigorous self-review which feeds into improvement planning
- Maintain and develop the welcoming, caring and inclusive environment of the academy and take responsibility for safeguarding the welfare of all the children
- In line with VLT's vision promote a successful and stimulating learning environment that raises achievement and ensures excellence
- To lead the academic, spiritual, moral, social, emotional and cultural welfare and development of the children at the academy
- To operate within the VLT's framework of accountability.

As Manager of the Academy

- Ensure that the academy is conducted in line with the values of VLT and which is in line with legal requirements
- Produce and implement clear improvement plans and policies for the development of the academy for the future
- Recruit, retain and deploy staff appropriately and manage them in accordance with the scheme of delegation to achieve the vision and goals of the organisation
- Manage and organise the academy to ensure that it meets the needs of the curriculum, safeguarding requirements and health and safety expectations
- Take responsibility for the day-to-day management, control and organisation of the academy reflecting the policy of the organization
- Use and integrate a range of technologies effectively and efficiently to manage the academy
- Motivate and lead the team of professionals within the academy
- Implement successful appraisal processes with all staff
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Ensure the supervision, security and maintenance of buildings and grounds including the health and safety of all within the premises.

Accountability

- Providing appropriate information, advice and support to the Local Governing Body and Directors of VLT to enable it to meet its responsibilities
- Provision of comprehensive information to the CEO of VLT to enable him/her to fulfill their statutory responsibilities
- Ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the academy's targets for improvement
- Ensuring that the academy meets all legal requirements in relation to equal opportunities legislation and that it is conducted in accordance with legal requirements

- Ensuring that the academy complies with all statutory requirements relating to the provision of education and other relevant legislation
- Develop a culture that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes within the academy and across VLT
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Provide information and accurate accounts of the academy's performance
- Liaise and co-operate with partners on the discharge of Headteacher's functions and seeking advice where necessary.

Other

- Develop relationships to secure that the interests of VLT are actively promoted
- Secure that the vision, values and ethos of VLT are embedded and are evident in the daily life of the academy
- Ensure that the academy's management and organisational structures are fit for purpose and facilitate continuous improvement
- To deploy all resources, including staff and financial resources, in such a way that the academy's education vision is delivered
- Maintain effective financial control, securing value for money
- Maintain effective management and administrative processes and procedures at all levels
- Ensure the sufficiency, suitability and maintenance of the academy's physical infrastructure
- To be proactive in engaging the community
- To undertake risk assessment as appropriate
- Uphold provision for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Encourage close parental involvement in the day-to-day life of the academy and ensure that communication between the academy and home is effective
- Ensure a high standard of customer service to users of the academies
- To represent the academy at meetings or other events
- To carry out duties in accordance with full regard to the Trust's policies and procedures
- To undertake such other reasonable duties as may be required within the academy.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information. The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Staff Behaviour Policy, Child Protection Policy and all other Trust policies. The post holder must comply with the Trust health and safety rules and regulations and with health and safety legislation.

Author: Board of Directors
Date: September 2019

MINIMUM ESSENTIAL CRITERIA		
	ATTRIBUTE	Stage Identified
Education / Training /	QTS	AF / C
	Evidence of recent further professional qualifications	AF / C
	Experience as a senior leader	AF / R
	NPQH or working towards this qualification or experience as a Headteacher	AF
	Proven record of managing, promoting, monitoring and evaluating curriculum development	AF
	Evidence of attendance at courses covering current curriculum and management issues and implementation	AF / I
	Evidence of planning, delivering and managing staff development	AF / I
Work Related Skills and Knowledge	Clear vision and understanding of the needs of all Key Stage 2 pupils including those with special education needs and particular gifts and talents	AF / I / P
	Detailed knowledge of the structure and content of the Key Stage 2 National Curriculum	AF / I / P
	Understanding and knowledge of current issues in education	AF / I / P
	Understanding of effective classroom practice	AF / I / P
	Proven successful leadership and management skills	AF / I / P
	Curriculum management – planning, delivery and assessment	AF / I / P
	Ability in administrative and budget management	AF / I
	Ability to use a range of strategies for promoting positive behaviour	AF / I
	Ability to analyse data and to set targets leading to improvements in pupils' attainment and progress	AF / I / DT
	Excellent interpersonal and communication skills	I / P
	Ability to self-motivate and motivate children and staff	AF / I
Other Requirements	Flexibility to adapt to the many demands of the position	AF / I
	To have high expectations of achievement	AF / I / P
	Ability to manage and initiate change	AF / I / P
	Evidence of being able to sustain effective working relationships with children, staff, parents, governors and the wider community	AF / I
	Resilience to effectively manage difficult situations that may arise from time to time	AF / I
	A commitment to joining in the full life of the academy	AF / I
	Ability to communicate their vision of education within the school	AF / I / P
	Positive approach to solving problems	AF / I
	Ability to motivate all within the school community	AF / I
	Good ICT skills	AF

About Hill View Junior Academy

- Hill View Junior Academy is a larger than average sized four form entry junior school—catering for 480 pupils
- The leadership team consists of the Headteacher, Deputy Headteacher and Assistant Headteacher. There are TLR Year Leaders for each year group. TLRs also exist for English, Maths, PE and Community.
- In April 2016 Hill View Junior School converted to Academy status and joined Hill View Infant Academy in a multi-academy trust—Vision Learning Trust.
- Hill View Junior Academy also has close links with Sunderland Junior schools, facilitating in the moderation of writing and sharing of good practice.
- The percentage of pupils with SEND is below average, but increasing—particularly those pupils with ASD. There are currently 2 pupils with EHCP's and another 2 awaiting. Hill View Junior Academy prides itself on being fully inclusive.
- Pupil stability is very high.
- Attainment on entry to key stage 2 is above average.
- The percentage of pupils eligible for Free School Meals is 9.4% with 42% of our pupils coming from the 10% most deprived areas in England. 15.8% of pupils receive pupil premium funding. Our catchment is very mixed ranging from the 5% least deprived to the 10% most deprived areas in England
- The curriculum is under constant review ably led by the Deputy Headteacher. It aims to be skills based and progressive.
- 85% of children achieved expected standards in reading, writing and maths in 2019, with 22% achieving the higher standard.
- Pupils behaviour—including behaviour for learning is outstanding.
- A wide range of extra curricular activities enhance the school experience.
- Hill View Junior Academy pupils, in the main, feed to Southmoor Academy—with whom we have good links including the use of their swimming pool.
- We are a good school, whose next step is outstanding
- Hill View Junior Academy currently holds Artsmark Gold, School Games Gold and Anti-bullying Award Platinum.
- There is an active school council providing clear pupil voice.
- Hill View Junior Academy operates a breakfast club, run and managed by academy staff.
- Our school choir performs in the community and harvest festival fare is distributed to the old folk in our local community.
- Sport features very strongly at Hill View Junior Academy—our football and netball teams regularly topping local and regional leagues. Other recent successes in sport have been in skipping, athletics, swimming, tennis and cricket.
- Excellent links exist with our partner Infant Academy. A strong transition programme is in place, culminating with Year 6 pupils 'buddying' Year 3 pupils.



About Vision Learning Trust

Vision Learning Trust is a multi-academy trust based in Sunderland consisting of Hill View Infant Academy and Hill View Junior Academy.

Joining a successful Multi Academy Trust

The values of Vision Learning Trust are to create high performing schools who work in partnership to promote a co-operative working relationship between all staff, pupils, parents, directors and the wider community that results in a shared vision of excellence and high expectations of behaviour and academic standards.

Our main aims are:

- To provide a secure, caring, stimulating environment where everyone is valued and has the opportunity to achieve their potential
- To have high expectations of each other and all of our children both inside and outside of the school
- To create a school community where trust, collaboration and respect results in academic excellence
- To ensure inspiring and innovative teaching that is delivered through a broad, rich and challenging curriculum
- To have a Scheme of Delegation enabling Local Governing Bodies of Good or Outstanding Schools to continue to lead and manage the school with a focus on pupils and the quality of the pupils' education
- To create opportunities for staff from different schools to work together to share best practice, develop the curriculum and moderate work, including shared CPD opportunities
- To have access to shared services and economies of scale



Vision Learning Trust is a charitable company limited by guarantee in England and Wales (Registered No 10292875)





Hill View Junior Academy
Queen Alexandra Road
Sunderland
SR2 9HE
Email: office@hvj.org.uk
Tel: 0191 5947982