



Horizon
multi academy trust



Executive Headteacher Candidate Pack

Letter from the Chief Executive Officer

Dear Applicant,

I would like to take this opportunity to thank you for looking into the opportunity of joining Horizon MAT as Executive Headteacher.

We are a Multi Academy Trust in Plymouth currently consisting of nine schools which include, primary, infant and junior schools. These are Elburton, Ford, Hooe, Hyde Park Infant, Hyde Park Junior, Plaistow Hill Infant and Nursery, Pomphlett, Victoria Road and Widewell academies. Our schools come from across the City of Plymouth with a varied demographic.

We see Horizon as being a Trust determined to celebrate and promote the diversity that is Plymouth. The links and partnerships that the Multi Academy Trust has in the UK and worldwide supports and enhances this.

Horizon is committed to providing outstanding experiences for all pupils through a commitment to collaboration and co-operation. We believe in learning from each other and growing through the strengths that each academy has. Central to our structure is a Learning Board, where this commitment is embodied and enacted by our Headteachers.

Fundamentally, we strive for success for all and will not let social disadvantage be an obstacle to everyone succeeding. We know that with great leadership, inspirational teaching, caring pastoral and emotional support, hard work and determination, every child in every one of our Horizon family of schools will succeed. Our ambition is for every child to be nurtured, supported and developed to provide a range of opportunities enabling them all to thrive. One of our key strategic aims links to being a Trusted Employer. Within this we expect all of our staff to be nurtured for their future professional development providing opportunities to fulfill their career aspirations. We are also committed to supporting the well-being of our staff members.

We are looking to recruit an exceptional leader who has the skills, knowledge, experience and understanding to bring these two community schools together. These schools are at the heart of the Hyde Park community and are looking for a dynamic leader who will work with the Federated Governors, Trust and School Leaders to align practices. This is a truly exciting opportunity for the right person. We need to find a leader who has the experience and knowledge to run an exceptional school, together with the ability to bring two committed teams of staff together. There are two teams of committed, highly skilled, dynamic and passionate people who will take on board the opportunities that this new structure offers.

Due to the retirement of one of the Headteachers the Trust are in a position to recruit an Executive Headteacher to lead the alignment of the infant and junior school, leading to the feeling of an all through primary at Hyde Park. The vision is to realise a whole school vision with policy and practice consistent from foundation to year 6. We want the stick of rock to clearly say 'Hyde Park' throughout. While doing this it will be critical to bring the teams together at the schools, and the leader must have the skill set to do this. Strong communication skills will be key with this role as it is essential that the leader communicates with all stakeholders. As part of the consultation to move to this model the school community has been made aware that there might be the need to fully amalgamate if this phase of alignment does not lead to full collaboration of approach. There would be no need to restructure the leadership teams at this point, and this has been stated in the business base.

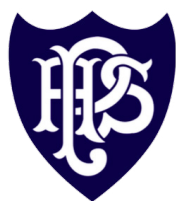
As part of a nine school Trust we would expect the leader of the school to embrace the opportunities that this gives. Our leaders work very effectively together and this is key to the direction of the Trust. It is vital that all of our Headteachers work collaboratively sharing their expertise and knowledge. We want to appoint a leader who brings other skills and knowledge to our team.

We would value the opportunity of exploring your application with us further. If you require any further information on the Trust or our schools, please go to our website www.horizonmat.com. As we will have all processes for application if there are any specific questions you have please do contact us, as it is vital that you have all the information.

Once again thank you for taking an interest in this position, we look forward to receiving your application.

Best wishes

Maria Anderson
Chief Executive Officer of Horizon MAT





Chair of Trustees – Stuart Jones

I am delighted that you are requesting the details for the post of Executive Headteacher with us at Horizon MAT.

The Trust is committed to enabling pupils to achieve in all areas. A vital part of ensuring this is outstanding governance, and as such we are committed as a Trust to ensuring that the whole is stronger than the sum of the parts.

We do this by working collaboratively across the Trust and ensuring that we are held, and hold ourselves accountable to a very high standard. The structures and functions of governance are vital in ensuring that pupils are kept safe and make progress both academically, socially and emotionally and that the Trust provides good value for money.

We aspire for;

- all schools to be rated Good and aspiring to Outstanding
- our schools to reflect the diversity of Plymouth, learning from and celebrating the differences of each school
- all pupils to have broad, balanced and enriched opportunities
- all schools to aspire for attainment measures above national averages and positive progress indicators

I started by being a governor twelve years ago at Hooe primary school and being part of its transition from LEA to a stand alone academy. Five years ago I was asked if I would be part of the governance team that helped create the Horizon MAT. I was asked to be chair of the organising board and subsequently the Trust board.

Tony Greenfield – Hyde Park Junior School, Chair of Federated Governing Body

The Hyde Park area is a unique and welcoming area of Plymouth, in which the Infant and Junior School are the beating heart of the Community; both schools reflect the local ethos of a solid, outward looking and inclusive Community. As a parent and local resident, it has been my absolute pleasure to have been a member of the Federated Board of Governors over the past four years and Chair for the past two years. During this time, the board has helped to guide both schools into the Horizon MAT and constructed a much more solid working relationship between the schools; we are dedicated to excellence in the quality of teaching and recognise and support the different approaches both schools have taken in the past in producing outstanding results. At this time of opportunity, our aims are to reduce the challenges of running two separate schools, for parents, teachers and especially the children. As such, we welcome the trust's proposal to create a leadership team which will provide a "whole school" approach, whilst keeping the outstanding aspects of each different school in place. It is our sincere hope that the right candidate will be able to seize the considerable opportunity in creating a great hub for the community that provides a consistent and outstanding education for our children.



About Horizon MAT

The appointed Executive Headteacher will be expected to be an enthusiastic and active advocate of the vision of the Trust and committed to collaboration and co-operation with their colleagues.

Horizon Multi Academy Trust consists of nine academies:

- Elburton Primary School Academy
- Hooe Primary Academy
- Pomphlett Primary School
- Widewell Primary Academy
- Ford Primary
- Plaistow Hill Infant School
- Hyde Park Infant
- Hyde Park Juniors
- Victoria Road Primary School

Horizon MAT's principle aim is:

To provide outstanding educational experiences for each pupil. We are determined to raise aspirations, opportunities and the standards of learning for all pupils.

This will be achieved as members of the Trust share the following values:

We believe that even better progress and attainment can be achieved through strong collaboration between schools across the city. In the Horizon MAT school leaders and governors will come together to share strategic thinking and expertise. By combining talents and skills we will support each other during challenging times.

Expertise will be shared across the schools ensuring that all schools have access to outstanding practice. The Horizon MAT will look to fund specialist teachers to work across all schools to provide richer curricular experiences for our pupils.

There will be opportunities for shared professional development, whether led internally or inviting in outside bodies. We would use professional development time to moderate between the year groups of the differing schools and shared subject expertise.

We believe that the Horizon MAT will enable the schools to tackle recruitment challenges and retain and develop staff from Initial Teacher Training to senior leadership. The MAT will encourage retention of staff through providing new opportunities, and plan effectively for succession.

As a Trust we will benefit financially as school budgets shrink. We will look to economies of scale, collective purchase and other financial efficiencies to achieve this.

All of this will be achieved while retaining and celebrating the unique ethos and nature of each Trust school.

Vision, Aims and Objectives

The Trust is committed to providing outstanding educational experiences for each pupil. We are determined to raise aspirations, opportunities and the standards of learning for all pupils.

- We believe that even better progress and attainment can be achieved through strong collaboration. In the Horizon MAT school leaders and governors will come together to share strategic thinking and expertise. By combining talents and skills we will support each other during challenging times.
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The Strategic Aims of the Trust



1. Educational Excellence

- Our pupils value learning with high quality teaching provided for all
- All schools to be judged at least good OfSTED judgements
- Achievement indicators for Horizon Trust in attainment and progress show a trajectory of improvement for all groups over time

2. Support and Challenge

- Ensure effective and robust governance structures at all levels supporting and challenging school performance

3. Trusted Employer

- Our staff are nurtured for their future development
- The well-being of all staff is ensured

4. Efficient and Effective

- "To have the right people in the right place at the right time"
- Resources are used effectively and shared to achieve best value in creating a positive and sustainable learning environment.

5. Serving Unique Communities

- Engage with local communities, businesses and other education providers to remove barriers to learning and raise aspirations for our pupils.



Hyde Park Infant School

Our aim is to provide an inclusive, warm, caring and stimulating environment where every child can gain self-confidence and learn to become independent. It is important that the children are not only encouraged to have self-respect but that they are given the opportunity to appreciate the value of others. Each individual child is helped to develop his/her own personality within a secure environment whilst always being aware of the needs of others.

We firmly believe that children learn effectively in a secure, caring atmosphere where they have access to a wide range of first hand situations in which they can show initiative, self-reliance and consideration. Opportunities are given for working co-operatively with other children and adults as well as on individual tasks.

We have high expectations of the children and encourage them to set themselves high standards of work and behaviour. Our broad and balanced curriculum meets and extends the requirements of the National Curriculum, providing continuity and progression; this means that we are concerned with the acquisition of knowledge, the understanding of concepts, the skills of problem solving, aesthetic appreciation, physical development and the application of these to every day situations. We are committed to a child centred educational approach, which enables the individual to develop their own potential so that they may become independent, responsible, useful, thinking, confident and considerate members of the community.

Hyde Park Junior School

At Hyde Park Junior School we believe a school should be a learning community, a place where everyone has the same chance to develop and succeed, where all should aspire to excellence. At our school individuality and difference are celebrated and everyone is valued. As a 21st century school, we are preparing our pupils for a future where they may do jobs that don't exist yet, using technologies not yet invented. We are relentless in pursuing high standards in English and Mathematics but we know we must ensure that our pupils are resilient and have a positive attitude to challenge and change. We are developing a curriculum that helps them to build up the mental, emotional, social and strategic resources needed to cope well with uncertainty and complexity.

This is an exciting time for the school, in 2015 we formed a federated Governing Body with Hyde Park Infant School and in January of 2019 both school became academies and joined the Horizon Multi Academy Trust (MAT).



Hyde Park Schools' Vision

We are inclusive, confident and enterprising learners who are brave, curious, optimistic and kind. We are ready to embrace the future

Inclusive – Valuing and respecting everyone for themselves and their contribution to the team by:

- ensuring that the curriculum and resources reflect and embrace diversity
- planning and promoting opportunities for pupils to experience the diversity of Modern Britain
- encouraging all to be brave and embrace challenges through a range of opportunities

Confident – Encouraging all to be brave and embrace challenges through a range of opportunities by:

- building a secure environment to explore and experience uncertainty
- developing self-awareness and learning how to manage feelings
- promoting positive relationships by learning how to collaborate to manage conflict
- valuing effort and perseverance in all learning
- celebrating personal achievements

Enterprising – Promoting, supporting and encouraging enthusiasm and determination in our approach to learning by:

- creating opportunities for experimentation, investigation and thoughtful enquiry
- encouraging an open-minded, creative approach to solving problems
- having flexible adaptable thinking to make connections in learning and seeing unlimited opportunities for the future

Executive Headteacher Job Description

Post: Executive Headteacher

Schools: The Executive Headteacher will lead Hyde Park Infant and Hyde Park Junior Schools within Horizon Multi Academy Trust

Salary: Range 19-26

Reports to: The CEO, Local Governing Body and the Trust Board of Horizon Multi Academy Trust

Responsible for: Leadership and management of both schools, including strategic development, school improvement and the engagement with the community

Main Purpose

The Executive Head is accountable overall to the CEO and the Trustees of Horizon Multi Academy Trust for ensuring the educational success of the both school within the overall framework of the Trust's strategic plan.

The Executive Headteacher will contribute to Horizon through membership of Learning Board. They are responsible for all aspects of the internal organisation, professional leadership, and management of the schools, in line with Trust policy and expectation. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all, in all areas of the schools' work.

The Executive Headteacher is expected to be a great teacher, leader able to motivate staff and pupils alike, so that the standards of both schools and pupil progression, as measured by the Trust improves year on year, while working within budgets agreed with the Trust.

The Executive Headteacher will be expected to carry out the professional duties of a Headteacher, as described in the School Teachers Pay and Conditions document, and Headteachers Standards 2020. The Executive Headteacher will be supported by and line managed by the Trust's CEO.

Shaping the Future (Strategic Leadership)

- Working with the leadership of each school, the CEO, local federated governing body and under the guidance of the Trust to develop the shared vision and strategic plan for the schools. At the core of this should be the educational and personal development of the pupils and staff across the Trust
- Create and implement a strategic plan, securing high quality school improvement for both schools
- Ensure that the management, finance, organisation and administration of the schools support the Trust's vision and aims
- Plan for the future needs and further development of the schools within the local and national context
- Ensure raising aspiration, achievement and attainment, is achieved through an inclusive, sustainable and innovative lifelong education environment

- Work with all stakeholders to generate enthusiasm and commitment challenge, motivate and empower others to attain ambitious outcomes
- Ensure the schools consistently achieve above national benchmark indicators
- Secure the commitment of parents and the wider community to the vision and direction of the schools
- Support and promote the work of the Trust
- Unite and fully work in partnership with the community of the schools
- Communicate with the schools' common community in an exemplary way, maintaining high quality interactions at all times

Leading Learning and Teaching

- Secure and sustain effective teaching and learning throughout the schools by monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement
- Promote excellence in teaching and learning, ensuring a continuous and consistent approach through both schools - wide focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic). Create a culture of challenge, support and high expectations
- Agree a curriculum framework with the Board of Trustees, CEO and Federated Governors to meet statutory and pupil requirements
- Determine, organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act on areas of improvement
- Develop an inclusive and supportive approach so that each school is a place where all young people feel welcome
- Ensure that effective and appropriate pastoral support is available to pupils
- Ensure the implementation and development of extra and cross curricular activities to enrich and broaden pupils experience
- Use pupil performance data to guide and inform parents/carers as required



Job Description *continued*

Raising Aspiration, Achievement and Attainment

- Ensure that the needs and aspirations of each pupil are met through personalised learning and mentoring
- Ensure that assessment data is used to inform teaching and learning needs of groups and individuals
- Challenge practice to ensure a stimulating learning environment
- Ensure school-wide priorities are consistently and effectively implemented

Developing Self and Working with Others

- Treat everyone within each school fairly, equitably and with respect
- Develop a culture of personal and professional responsibility that recognises excellence and supports appropriate strategies to deal with identified areas for development, or under performance, if relevant
- Work with all staff to build effective teams across the community
- Sustain their own motivation, and that of other staff, enabling all to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the schools
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the Senior Leadership Teams
- Co-construct any changes in the roles and responsibilities of the senior, middle leadership and administration (and other aspects that are relevant) of both schools
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation

Leading the Organisation

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the schools
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style
- Establish collaborative, exemplary and open relationships with all stakeholders
- Communicate openly with the Trust Headteacher Learning Board, Federated Governing Body and the CEO regularly
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively
- Ensure structures are in place to deliver pupil progression, attainment and achievement
- Operate a suitable recruitment and retention policy for all staff that aligns with Trusts expectations
- Implement a firm and fair performance management framework for all staff
- Ensure that both Schools' environments are of a high standard and reflects the aspirations of the community
- Ensure effective use of financial, technological and other resources

Managing the Organisation

- Work with the Central Finance Team on the formulation and implementation of the annual budget in order that the school secures its objectives, and in line with the Trust Finance Policy
- Work with the CEO, Trust's Board, local federated governors and senior school leaders recruit and retain staff of the highest quality

Job Description *continued*

- Work with the CEO and senior school leaders to deploy all staff effectively in order to improve the quality of education provided
- Ensure the regular monitoring of the budget for the Trust and the oversight of the effective and efficient use of resources
- Responsibility for the collection of data and making returns of all statutory requirements to the Department for Education and any as required by the CEO
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all
- Work with the Central Team to maximise the level of external funding that is attracted to support the Schools' development

Securing Accountability

- Ensure all staff have clearly defined responsibilities and accountabilities
- Establish strong middle leadership roles within a distributed leadership structure
- Effectively line manage the Schools' senior leaders, ensuring consistency of approach in all aspects of the schools
- Secure robust school self evaluation and quality assurance procedures
- Establish mechanisms for reporting to the CEO, Trust Board, Federated Governing body at agreed intervals

Supporting the work of Horizon MAT

- Developing and maintaining the aims of the Trust and how these align with both schools
- Creating a strong partnership with the local community, Devon Teaching School Alliance, PTSA and other organisations within and beyond Plymouth
- Develop strong, positive relationships with colleagues in the Trust, contribute to collaborative work with other schools and support other staff in participating in trust wide work.
- Participate in Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the schools and the Trust in a local and national context
- Provide advisory support to other schools within the Trust as required
- Adhering to Trust wide policies and procedures
- Promote the work and development of the Trust

Leading in the Community through Collaboration

- Strengthen both schools' positive image in the wider community
- Unite the community of both schools
- Secure high quality relationships with the wider community
- Ensure exemplary communication with the community
- Celebrate achievements and learning experiences from both schools by use of various media
- Develop effective collaborations with the community that enhances both schools' provision
- Engage and work with the community in a positive respectful manner, leading to an outstanding perception of both schools'
- Develop the extended provision for both schools'
- Actively support the diversity of both schools' communities and pupils.



Executive Headteacher Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
• Graduate with Qualified Teacher Status	*	
• Relevant Post Graduate Qualifications eg Masters		*
• Achieved NPQH or range of Headship experience	*	
• Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements	*	
• Have a thorough understanding of curriculum development	*	
• Experience of senior management at headteacher or executive principal level	*	
• Proven experience of developing good working relationships with all stakeholders	*	
• A proven track record of successful leadership and delivery of learning	*	
• Evidence of collaborative and inspirational leadership skills	*	
• Experience in the analysis of performance data for the purposes of target setting and evaluation	*	
• Experience of monitoring and improving the quality of teaching and learning	*	
• Experience of working as an Ofsted Inspector, NLE, LLE or in a School Improvement capacity		*
• Clarity of vision as to how to attain an outstanding judgement	*	
• Skills and Abilities		
• Proven ability to develop, communicate and successfully implement strategies	*	
• Evidence of raising attainment as a school leader	*	
• Proven ability to generate and deliver collective vision and shared purpose	*	
• Proven ability to create and develop effective staffing structures	*	
• Sufficient numeracy skills to interpret statistical data, and manage budgets	*	
• An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration	*	
• Excellent organisational skills	*	
• Well-developed interpersonal and communication skills	*	
• Proven ability to monitor and evaluate the work of others; to offer support and intervention where necessary	*	
• Experience of narrowing attainment gaps of vulnerable groups		*
• Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance	*	
• Proven ability to lead an organisation successfully through a period of change	*	
• Experience as Designated Safeguarding Lead taking the lead on all aspects of safeguarding in a school, demonstrating a robust system for safeguarding.	*	
• Evidence of knowledge and implementation of HR issues, relating to the management of a school	*	
Work-related personal qualities	Essential	Desirable
• Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	*	
• Demonstrate personal and professional integrity, including modelling values and vision	*	
• Proven track record in exemplary communication with the community and working with families	*	
• Demonstrates excellent inter-personal skills, has very effective relationships with a range of people	*	
• Ability to be able to manage own workload and model this to others		*
• Commitment to support the aims of the Trust	*	



How to apply

Application deadline

Completed applications must be received by Monday 18th January 2021.

Please submit your application to **Ross Laird** at **Academicis**: rlaird@academicis.co.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

Discussion and visits

Confidential and informal discussions with the Chair of Governors are welcomed, as well as visits to either school.

Please arrange a suitable time with **Ross Laird** at **Academicis** at rlaird@academicis.co.uk or **07901 585959**.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.