



Candidate Information Pack

Headteacher



L.E.A.D. Academy Trust



Rainbow Forge Primary Academy
A L.E.A.D. Academy



CANDIDATE INFORMATION PACK

Headteacher

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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust comprises of:

24
primary

..... and

3
secondary
academies

..... across

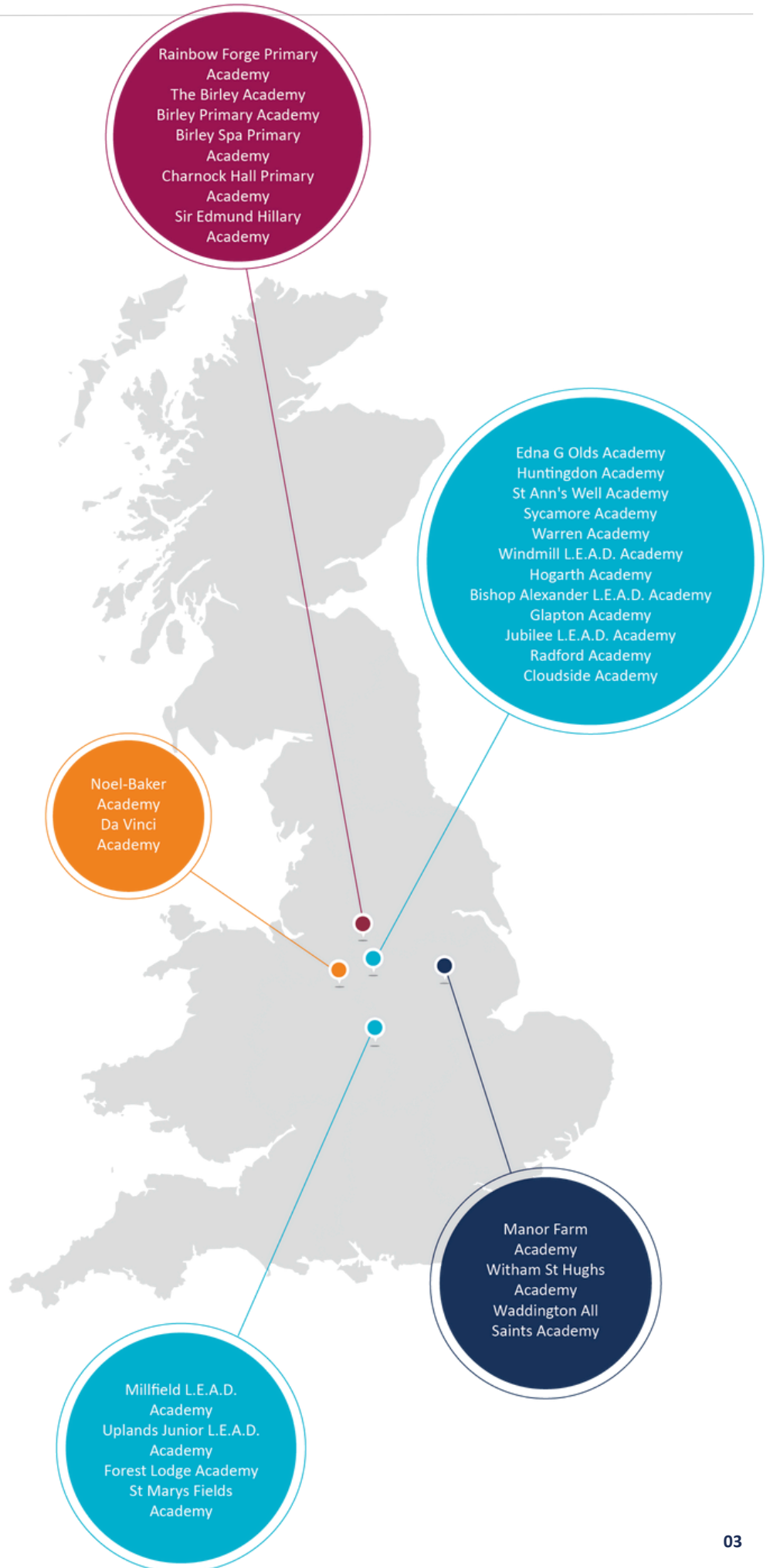
5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"School leaders, the Trust and governing body are united in giving pupils the best experience in school."

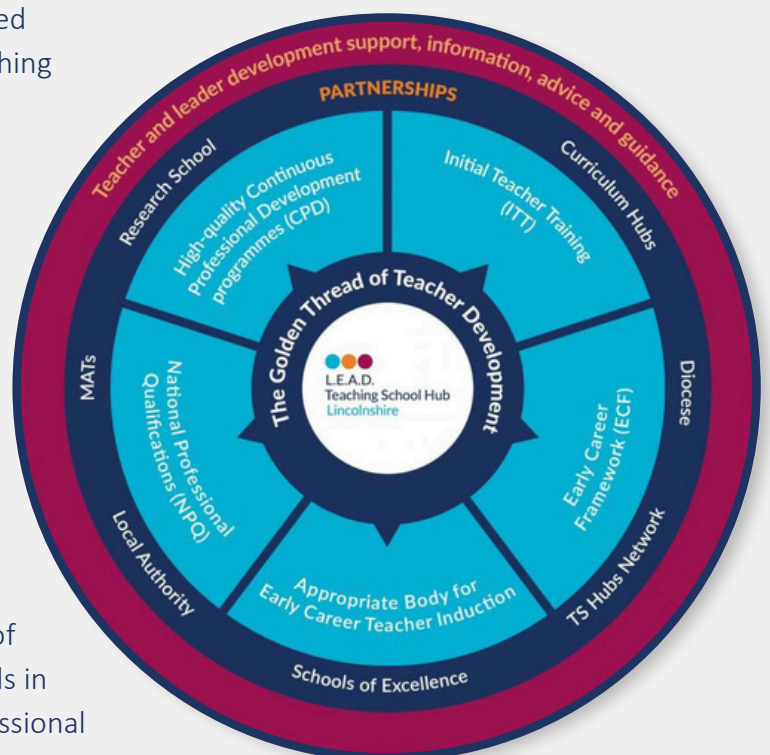
Ofsted Report, 2023

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.





A message from the Director of Schools

This is an exciting time for Rainbow Forge Academy and a fantastic opportunity for a new Headteacher to take things forward following the rating of GOOD by OFSTED in December.

Rainbow is an amazing place to work, grow and thrive – the pupils are all eager and motivated about learning and the staff are fully committed and positive about providing the very best for their pupils. Everyone has the highest expectations for themselves and others and, whilst so many wonderful things are in place already, we are all thrilled about the prospect of a new headteacher to drive things forward to even greater excellence.

If you are that person, we would love to work with you in the next stage of Rainbow's exciting journey of development!

Karole Sargent, Director of Schools

Our school

Rainbow Forge Primary Academy is a larger than average sized primary school with approximately 360 children on role. We offer a nurturing, caring learning environment for children aged 2-11 years.

Our Nursery provision is divided into three separate rooms based on age and stage of development with each having its own specifically designed outdoor learning area. On leaving nursery children enter the reception class which also has its own specially designed outdoor learning area and dining room.

We offer a before and after school club for all children aged 2 - 11 years in two separate spaces for the younger and older children.

We are fortunate to have extensive outside areas where children can safely learn and play. Other facilities include a gym, art studio, library equipped with computers, laptops and i-pads, a separate dining hall and an assembly hall with a stage equipped with a sound and lighting rig.



Creativity is an important part of life at Rainbow and we are proud to have been awarded the Silver Artsmark in recognition of our work.



Developing staff, developing leaders

Learning and success is at the heart of our culture, so we invest in the development of our staff as learners and developing leaders. There is a rich programme of CPD which include leadership opportunities, NPQs, in house training, National College courses and working with the L.E.A.D. Teaching School Hub.

As a Headteacher, within the Trust, you also have access to high quality professional development and a wealth of support from the Trust Director of Schools for Lincoln and amongst the Lincoln Hub headteachers.

The academy is fortunate to have a strong and supportive governing body, who share our commitment to further strengthen teaching and learning and ensure that all children reach their full potential.

Applications are invited from those with appropriate leadership experience and we would encourage you to visit the school to meet our children and staff.

Our vision

At Rainbow Forge Primary Academy our aim is to provide our children with the best knowledge available to ensure that they are ready for the next stage of their education.

We ensure our children learn about the world around them and develop values and skills to become active and engaged citizens through our well planned exciting curriculum.



We also offer wider opportunities such as Job Shop; a system that enables all the children in Years 1 - 6 to have a job for which they are paid in 'Rainbow Pounds'. They are then given opportunities to buy treats such as breakfast with the headteacher, movie afternoon, craft afternoons and extra playtime.



Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

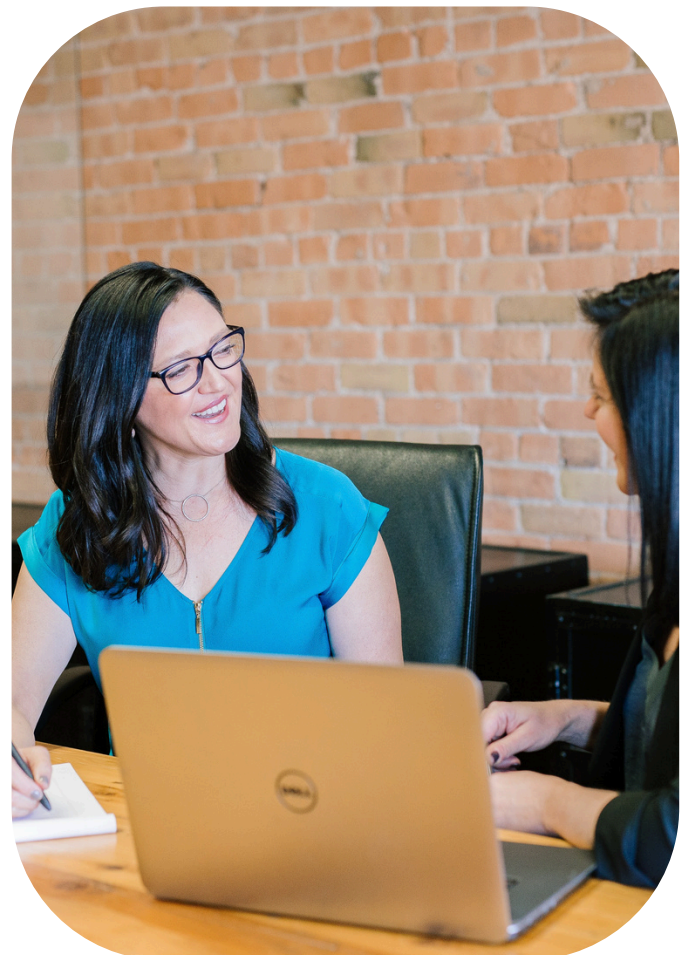
Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022



“The school has high expectations of pupils. Pupils enjoy their learning and the curriculum enables them to learn in depth. Pupils behave well in lessons and at social times.”

Ofsted report, Dec 2023





How to Apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: HR@leadacademytrust.co.uk

Closing date
Wednesday 15 May 2024
at 12 noon

Interview dates
Day 1: Wednesday 22 May (Rainbow Forge Academy)
Day 2: Thursday 23 May (L.E.A.D. Academy Trust head office, Nottingham)

Candidate visiting dates

To arrange a visit to Rainbow Forge Academy call 0114 2487342. Please choose from the following dates:

- Tuesday 7 May at 2.00pm
- Thursday 9 May at 1.30pm
- Monday 13 May at 4.00pm

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, or to book a visit and meet the children and staff, please email Karole Sargent, Director of Schools at KaroleSargent@leadacademytrust.co.uk or call 07458 024 598.

For more information please visit our website: www.rainbowforgeacademy.co.uk/





Job Description

Key responsibilities and accountabilities

Headteacher

Salary: Group 3

Responsible to: Director of Schools

Job purpose

This vacancy has arisen due to the retirement of the current Headteacher.

As Headteacher, you will be required to:

- Provide inspirational, creative and professional leadership and management for the academy.
- Ensure the pupils/students are at the heart of every decision and action within the academy.
- Establish high quality, effective systems and policies in all areas of the academy's work.
- Establish high quality education and outcomes through effective leadership of teaching and learning.
- Establish a culture that promotes excellence, equality and high expectations of all pupils.
- Ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- Establish and develop genuine partnerships to support the work of the academy and Trust.
- Ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- Ensure there is an ethos of safeguarding and that all safeguarding and child protection policies are adhered to by a staff team that is confident to keep pupils safe.

Duties and responsibilities

Strategic direction and development of the school

- Provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement an Academy Improvement Plan which will secure continuous improvement and support the principles of L.E.A.D Academy Trust.
- To keep up to date with current research into education, particularly teaching and learning and to contribute this academy improvement planning.
- To monitor and evaluate the performance of the academy and respond and report to the governing body and the Trust as required.
- To ensure that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To ensure that policies and practices take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.



Strategic direction and development of the school

- To regularly monitor, evaluate and review the impact of policies, priorities and targets and take rapid action to improve if necessary.
- To inspire all those involved in the academy to commit to its aims, to stay motivated to achieve them and to be involved in meeting long, medium, and short-term objectives to secure the educational success of the academy.
- Develop an outward facing academy to collaborate with other academies in the Trust, parents, the wider community and partners to champion best practice and enhance the education and safeguarding of pupils/students.

Teaching and learning

- Continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Determine and implement policies which ensure inclusion, diversity and equality of access for all pupils.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting in line with the academy's improvement plan.
- Promote and monitor the continuing professional development of all staff to support career progression and the school's succession planning.
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Ensure that a Deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent.



Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit, retain, deploy and develop staff of the highest quality.
- Make arrangements for the security and effective supervision of the academy buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control in line with the Trust's agreed financial arrangements.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, health and safety regulations and community use.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Promote harmonious working relationship among the staff team. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Accountability

- Continue to develop an academy in which all the staff recognise that they are accountable for the success of the academy. Ensuring the celebration of success as well as addressing areas of weakness.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.

Influencing and managing relationships

- Senior leadership team within the academy
- Central trust senior leadership team
- Director of Schools
- All teaching and support staff
- Parents and carers
- Other third-party organisations as required



Other academy specific responsibilities

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipated changes in the job, commensurate with the grade and job title. This includes changes to National Teacher Standards and requirements of the professional role.

At L.E.A.D. Academy Trust we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



Person Specification

The role specification listed below outlines the competencies, knowledge, and behaviour of candidates who'd be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

Section	Item Description	E	D
Qualifications and Attainments	Qualified Teacher Status	E	
	Experience of senior school leadership within the primary phase	E	
	Has undertaken recent and relevant further professional development	E	
	Higher qualification in education and/or NPQH		D
Skills and Knowledge	Ability to formulate a clear strategic vision for school improvement and translate this into strategic objective, longer term plans and specific outcomes	E	
	Knowledge of systems for school self-evaluation, effective monitoring and inspection	E	
	Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and legal framework governing the operation of an academy	E	
	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures		D
	Able to monitor performance to ensure high standards and the development of professional practice among school staff	E	
	Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	E	
	Knowledge of statutory requirements for SEND provision	E	



Continued...

Section	Item Description	E	D
Skills and Knowledge (cont.)	Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children	E	
	Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community.	E	
	Effectively communicate orally and in writing to a range of audiences including parents, governors and outside agencies	E	
Experience	Substantial experience with a record of excellent teaching	E	
	Significant experience of School Leadership	E	
	Proven track record of raising educational standards	E	
	Leadership experience at more than one school		D
	Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress	E	
	Successful experience of positive behaviour management and development of a pupil focused inclusive and effective learning environment	E	
	Experience of successfully leading change and inspiring other	E	
	Track record of working in collaboration with other schools to realise improvement and raise standards		D
	Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements	E	

**Continued...**

Section	Item Description	E	D
Personal Attributes	Approachable, enthusiastic and creative	E	
	Leads by example, demonstrating integrity, resilience and clarity	E	
	Passionate about education	E	
	Ability to work under pressure, think creatively and to anticipate and solve problems	E	
	Commitment to the encouragement, empowerment and training of all staff	E	
	Deal sensitively with people and resolve conflicts	E	
	Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	E	
Additional Requirements	This role is subject to an enhanced DBS	E	
	May be required to travel to other Trust locations or third party services as part of the role	E	
	Hold a driving licence and have access to own vehicle		D



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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