

Crowmoor Primary School



Headteacher

L15 - 21

Recruitment Information Pack





Crowmoor Primary School Overview

Crowmoor Primary School is situated in Shrewsbury and is a true community school, supporting local children and their families. Having received an Inadequate Ofsted judgement in January 2023, the school has been supported by SHINE Academies and a skilled and experienced IEB, and has already started to make great strides in its journey to be at least 'Good' again.

Crowmoor is a one form entry school, and currently has 193 pupils on roll. There is currently a private nursery on site, offering spaces for up to 56 pupils and providing an income to the school. The school site is vast, with ample outdoor space to encourage outdoor learning and classrooms are bright and spacious. The school and its site offer lots of potential for a creative leader.

Crowmoor has a loyal and dedicated staff, who want the best for the pupils in their care. They support the journey that the school is on, and they are committed to improving the outcomes for all pupils. The school has been led by an experienced leader from SHINE Academies since October 2023, and we are now in a position to seek a permanent Headteacher.

There is a strong sense of community and ethos. At Crowmoor, we believe that all children should be provided with a wide range of opportunities to develop and grow as an individual, who shapes their own future. Crowmoor aims to equip its children with the skills, knowledge and self-belief to flourish and seize the opportunities the world offers.

We aim to ensure that pupils at Crowmoor experience some success in school and have positive attitudes about themselves, becoming socially aware and become caring members of society

Crowmoor is expected to join the SHINE Academies family in March/April 2024. This is an exciting time to join the team as a Headteacher, on the SHINE Executive Leadership team, driving the strategy of both the school and the Trust forward, with the support of likeminded colleagues.

.



Trust Overview

SHINE Academies is a growing, successful multi-academy trust of four schools based in the West Midlands, across three local authorities; Wolverhampton, Walsall and Shropshire. Originally converting in January 2015, in April 2018, the SHINE Academies brand was established to identify that there is no flagship school and all are treated equitably.

SHINE Academies has a successful track record of school improvement. Lodge Farm Primary School was sponsored in 2016 and progressed from Inadequate to Good within 20 months. Our capability for school improvement has grown since the Trust established and we boast many successful leaders, including subject leaders within our schools, who all add to the capacity of other schools, including those outside of SHINE Academies. Following the success of our first Inadequate school, SHINE Academies sponsored Busill Jones Primary School in December 2019.

Following an Inadequate Ofsted rating in January 2023, Crowmoor Primary School is due to become the fifth school in our Trust and we are already working closely as the school begin to adopt our policies and procedures to drive rapid school improvement.

Our schools serve some of the most deprived areas within the West Midlands, with an average of 42.3% of pupils in receipt of Pupil Premium. Our ethos is driven by our personal values and the desire for ensuring an equitable education for all of our pupils. We have high aspirations and standards for all of our stakeholders, and we are responsible for ensuring that our pupils become the best that they can be.

The SHINE Academies Central Team offer expertise in all business support functions including HR, Marketing, Data Protection, Estates, Finance and Governance. They are enablers to our schools, allowing leaders and teachers to offer the highest standard of educational provision. We recognise that while our schools have similar characteristics, they are contextually different and therefore our schools retain their identity and our Headteachers retain much autonomy which ensures that SHINE Academies is an attractive proposition for our leaders. All of our schools add capacity to our school improvement offer. Perhaps most importantly, our staff describe the Trust as having a 'family feel', with staff at all levels working together to ensure our pupils receive the best deal. Collaboration is evident at all levels and strong networks allow our staff to flourish.

We are currently responsible for the education of over 1800 pupils in the West Midlands, soon to grow to over 2000. In the coming years, we hope more schools will join the SHINE Academies family so that collectively we can grow in strength and ensure that even more children receive the same quality education. The Trust is well placed to support schools in the process of becoming academies by joining our Trust. Our experience of the academy sector means that we can make the transition to academy status as smooth as possible and offer support every step of the way.

In 2024, we are re-establishing our Trust values and vision. This project will be launched at our first ever whole Trust conference in September 2024 and will involve all of our stakeholders.



Mission Statement

We are a family of schools whose sole purpose is to ensure that all stakeholders within the Trust SHINE.

We are relentlessly **STRIVING** to work together as a family in **HARMONY**, ensuring that we **INSPIRE** and **NURTURE** all pupils and staff within the Trust creating opportunities to **EXCEL**.

Our Commitment:

We are a team of staff who together, all commit to achieving our mission. Because our mission is our collective responsibility, we will work collaboratively to support any part of our family who needs help and be quick to celebrate each other's successes.

For SHINE Pupils

We will ensure they reach their full potential within a safe, happy, nurturing environment.

We will ensure they receive a rich, broad and balanced, creative curriculum.

We will ensure they leave our Trust, secondary ready and prepared for the challenge they face beyond the security of SHINE Academies.

We will enable pupils to access a wide range of experiences beyond the curriculum to further enhance future opportunities.

We understand and value each pupil, recognising their unique potential and promoting their individual talents so that they achieve success in many different ways.

We support the well-being of every pupil so they grow as well-rounded, responsible individuals.

We ensure that every pupil is proficient in reading, writing and mathematics and have a strong foundation on which to build future learning.

We will expose all pupils to high quality Performing Arts and sports provision giving them unforgettable memories that will raise self-esteem and increase confidence in all areas of the curriculum.

We equip each pupil with the skills they need to live in an ever-evolving, technological world.

We believe that inclusion and diversity are fundamental to our culture and values. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation.

As a SHINE Team

We endeavour to harness the attributes of everyone, using a variety of approaches to Teaching and Learning.

We celebrate achievements in all areas of academic and personal development.

We act with honesty, integrity and fairness in everything we do.

We have positive, can do attitudes and we are 100% committed to every pupil.

We can access shared expertise, resources and create possibilities which significantly enhance our work.

We act as role models to our pupils demonstrating excellence in all we do.

We invest in our team in order to support their development and equip them to achieve excellence.

We commit to on-going self-evaluation to drive us forward.

We hold each other accountable to the achievement of our mission.



We act with a sense of urgency to address any areas that do not contribute positively to the achievement of our mission.

For the SHINE Community

We treat all stakeholders with understanding and respect and always listen to feedback in order to help us to continually improve.

We seek to be at the heart of our communities, liaising with families, local services and business for the good of our pupils.

We are outward facing and seek to find excellence through external partnerships in order to support us in achieving our mission.

In short, SHINE Academies looks to provide the best possible experience for all stakeholders by **STRIVING** in **HARMONY** to **INSPIRE**, **NURTURE** and **EXCEL**.



Crowmoor Primary School - Headteacher

We are looking for a skilled and experienced leader who will be dedicated to ensuring that Crowmoor flourishes and returns to the excellent school the community deserves.

This will be an exciting opportunity for you to make an impact in a growing Trust where opportunities are plentiful. If you are someone who enjoys working at pace and adopts a flexible attitude to work, this could be the opportunity for you. The successful candidate must be able to rise to the operational and strategic challenge, as well as being able to communicate effectively with Trustees, Governors, senior leaders and colleagues, enabling the best possible outcomes for children.

Contact details and how to apply

Visits to the school are encouraged and welcomed. Visits will take place at Crowmoor Primary School, Crowmere Road, Shrewsbury, SY2 5JJ

Contact to arrange a mutually convenient time to attend, or to arrange an informal conversation with SHINE's CEO, call Zoe Bradburn on 01902 558715 or email jobs@shineacademies.co.uk

Closing Date: Tuesday 12th March 2024 at 12pm

Interview Date: Wednesday 20th March 2024 (1st interview)
Thursday 21st March 2024 (2nd interview)

Please complete the schools application form and return it electronically to the email address above. **CV's will not be accepted.** Please include a letter explaining how your experience to date equips you to successfully carry out the core responsibilities outlined in the job description.



Job description – Head Teacher

Pay Range:	L15 - 21
Responsible for:	School Team
Responsible to:	SHINE CEO / Director of Primary Education
Overall purpose of the role	
<p>The Head Teacher is responsible for managing the daily operation of the school, the supervision of all pupils and staff, and the school premises.</p> <p>They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.</p> <p>The Head Teacher will work alongside SHINE’s Director of Primary Education, who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality.</p>	
Specific responsibilities	
Professional Duties	
<ul style="list-style-type: none"> Promote the Trust’s vision, values and ethos to pupils, staff governors, parents and the wider community Create a shared learning culture and positive climate through distribution of leadership through teams and individuals, working across the Trust as appropriate. Translate the vision into agreed objectives and operational plans for the Trust and across each school. Develop a Partnership ethos with the other Heads of schools within the trust, which enables everyone to work collaboratively. Ensure individual staff accountabilities are clearly defined, understood and communicated. Ensure compliance at every level with school policies and procedures. Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment Create and promote positive strategies for challenging inequality and prejudices. Ensure a range of community-based learning experiences are available. Actively promote community cohesion and the extended services, working with other parties as appropriate. Create and maintain effective relationships with parents to support and improve pupils’ achievements and personal development. 	

- Build a school culture that takes account of the richness and diversity within the School's community.
- Actively promote the schools as centres of excellence for education and families in the local community.
- Collaborate with other agencies to ensure pupil and community needs are met.
- Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.

Leadership and Management

- Effectively manage the school on a day-to-day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.
- Work with the Associate Headteacher to recruit, retain and deploy staff appropriately within own School, and with Heads of schools within the Trust to identify development opportunities across the Trust.
- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Create an inspiring professional environment consistent with the Trust's and each school's values and aspirations.
- Provide effective organisation and management for each school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Work within the Schools' Finance policy to manage the schools' financial resources effectively and efficiently to achieve the schools' educational goals and priorities.
- Use and integrate a range of technologies effectively and efficiently to manage the schools.
- Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.
- Develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the school.
- Monitor, support, and guide the activities of parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the School, including approving all fundraising activities.
- Review the impact of policies, priorities and targets of the Trust, and evaluate these with the Associate Headteacher, and Local Governing Boards as appropriate.
- Implement established school policies and collaboratively review and make recommendations for change to the Local Governing Boards/Trustees and Associate Headteacher.
- Ensure evidence-based improvement plans promote continuous school development linked to each school's Self-Evaluation.
- Keep the Associate Headteacher fully informed of any critical need, if it affects the smooth operation of the school and the educational experience of the pupils.

Teaching and Learning

- Drive a continuous and consistent Trust-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Establish creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development.
- Provide leadership to the curriculum planning process, designed and intended to assure the School's ability to provide a sound, relevant, and innovative educational experience for all pupils.
- Monitor, evaluate and review each school's practice and promote improvement strategies.
- Effectively and confidently tackle under performance at all levels.
- Create a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning.
- Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
- Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Ensure provision for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

Other duties & responsibilities

Safeguarding

- To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools.
- Act as school Designated Safeguarding Lead
- To act as the schools designated safeguarding lead.
- To ensure compliance with the schools' Health and Safety policies and the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on paper or electronic systems are compiled with.
- In addition, the Head Teacher performs and/or directs all other duties as, from time to time, may be assigned by the Executive Leadership Team.

Person Specification			
	Essential	Desirable	MOA (Docs, App form, Interview)
Education			
Educated to degree level or equivalent	✓		A, D
QTS	✓		A, D
Evidence of relevant continuing professional development.	✓		A, D
Knowledge & Experience			
Experience as a member of a Senior Management Team.	✓		A R
Experience and/or knowledge of school models and structures.	✓		I
Knowledge and experience of school finances.		✓	I
Current and relevant knowledge of school improvement processes.	✓		A I
Has successfully used a range of strategies to encourage parents to support their children's learning and realise the school's vision	✓		A I
Knowledge and experience of using a range of performance management systems to effectively manage and motivate staff.		✓	I
Has experience of working collaboratively with other schools or communities to improve outcomes.	✓		I, A
Experience of how to develop learning pedagogy through CPD, systems and learning environments.	✓		I
Experience of having contributed to policy formulation, implementation, evaluation and review.		✓	I
An outstanding teacher.	✓		I, D, A
Shows a commitment to a multi-agency approach for the well-being of pupils and their families	✓		I

Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress	✓		I
Has experience of curriculum design and management	✓		I
Demonstrates personal enthusiasm for teaching and learning and is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard	✓		I
A strategic view of school improvement		✓	A I
An ability to identify leadership potential in others. To be able to foster and develop this through the creation of creative pathways so that the school benefits from their development.	✓		I
An understanding of effective school safeguarding measures.	✓		I
Skills and Abilities			
Able to prioritise, plan and organise own workload and that of others	✓		I
Displays the ability to think creatively to anticipate and solve problems	✓		I
Able to identify, establish and sustain appropriate management structures and systems.	✓		I
Has experience of giving effective feedback to improve the performance of others.	✓		I
Has experience of dealing with conflict and managing challenging situations.	✓		I
The ability to create a united, committed and highly effective staff team.	✓		I
Understands the relationship between managing performance, professional development and school improvement	✓		I
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	✓		I

The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance.	✓		I
The ability to develop the leadership skills of others as well as to learn from others.	✓		I
Strong interpersonal, written and oral communication skills.	✓		A I
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		I
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies and other stakeholders.	✓		I
The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	✓		I
Commercial understanding and acumen.		✓	I
The ability to work well under pressure and manage conflicting demands.	✓		I
Beliefs attitudes and personal attributes			
Confidence and self-motivation.	✓		I
Optimistic, enthusiastic and flexible.	✓		I
Demonstrates high expectations for self and others	✓		I
Committed and passionate.	✓		A, I
Values diversity and equality.	✓		I
A good listener, able to communicate effectively and concisely	✓		I
Goal focussed, but willing to adapt to and develop a deep understanding of people and context.	✓		I
Other			
This post is subject to an enhanced Criminal Records Bureau disclosure.	✓		D

The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	✓		I
---------------------------------------------------------------------------------------------------------------------	---	--	---