

The people behind
the magic.



JOIN OUR TEAM

Head of School

Linthwaite Clough Junior, Infant and Early Years School

Leadership Scale: L12 - L16 £61,882- £68,400

Closing date: MONDAY 15 APRIL 9AM

Interviews will take place w/c: 22 APRIL 2024

Start date: SEPTEMBER 2024



THE SCHOOL



A community of confident, creative learners.

Linthwaite Clough Primary School is home to just under 300 eager minds, aged 3-11, at the heart of the village community in Linthwaite. The school values, Honesty, Creativity, Inclusion, Confidence and Respect are a cornerstone, shaping a nurturing environment where every child can flourish. It's a happy and vibrant place which values every single pupil and puts success for all at the heart of everything. The vision is to be a community of confident creative learners thriving in a rich, inclusive environment that raises the aspirations of each unique child.

The school received an inadequate Ofsted report in September. Despite this, it has the strong support of parents and the community who are proud of the school's inclusive and child-centred ethos. Linthwaite Clough has so much going for it, making this a fantastic opportunity for the right leader to shape a truly remarkable school.



EXPLORE MORE

www.linthwaiteclough-kirklees.org.uk/



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience, and expertise of our staff. Being part of the Trust opens new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing, and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students, and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- Liz Woodfield, Head of School,
Meltham Moor Primary School/
Executive Director for Primary Education**

EXPLORE MORE



www.togetherlearningtrust.co.uk

THE JOB

An exciting journey

At Linthwaite Clough Primary School, we're embarking on a new chapter, and we're seeking a leader with commitment, energy, and passion to join us as our new Head of School. Our fantastic staff and pupils are keen to find someone who shares our values and is ready to lead with inspiration and collaboration to build a magical place to learn together.

This is an excellent opportunity for a current or aspiring Head of school to lead, shape and influence Linthwaite Clough's future. With strong foundations, a great staff team, the support of the community and the expertise of the trust, you can help this school fly.

Do you believe that creativity, nurture, and community are as important as academic achievement? Do you understand how to raise aspirations and drive excellence at all levels? Do you believe that you can secure outstanding outcomes for all students in a safe, vibrant, and happy school? Then we'd love to hear from you.

As part of the Together Learning Trust, you will benefit from fantastic support from the central team, the school improvement team, and your fellow leaders of the other schools in the trust. With expertise on hand to support you in areas such as curriculum design, behaviour and culture, finance, operations, and communications, you're free to do what you do best: lead and nurture the brilliant staff and students at this wonderful school. This is a challenging time for every school in the country, but you'll find a strong foundation where you can make a real difference to the lives of children and our local community.

JOB DESCRIPTION

Head of School

Responsible to:	Trust Executive Team and Chief Executive Officer
Scale/Salary	L12 - L16
Main Purpose of the role	<p>In the role of Head of School, you will:</p> <ul style="list-style-type: none">• Provide vision, leadership and clear direction;• Be accountable to the Governing Board and The Chief Executive Officer / Executive Director of Primary Education for the effective administration, management and performance of the school;• Assume overall responsibility for the day-to-day running of the school;• Effectively manage teaching and learning;• Promote excellence, equality and high expectations for all pupils and staff ;• Evaluate school performance and identify priorities for continuous improvement;• Effectively secure, manage and deploy resources to achieve the school's aims;• Develop strong distributed leadership;• Maintain and develop a safe and productive learning environment that is engaging and fulfilling for all pupils;• Continue to grow our parental and local community engagement.
Main Duties	<p>You will lead on Leadership and Management by:</p> <ul style="list-style-type: none">• Provide inspiration and strong leadership to the teaching team to ensure that the school delivers the highest standards of teaching and learning across the board;• Work within the school community to ensure the school's vision is translated into agreed objectives and plans which will promote school improvement;• Lead by example in communicating and embodying the school's vision and values, ensuring they are clearly articulated, understood and acted upon effectively by all;• Ensure that strategic planning takes account of the diversity, values and experience of the school and community;• Distribute leadership throughout the organisation; forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making;• Lead in formulating, implementing, monitoring and reviewing policy and practice together with the Governing Board. <p>You will lead on Behaviour, Attendance, Personal Development and Welfare by:</p> <ul style="list-style-type: none">• Lead and implement strategies to ensure exemplary standards of behaviour, attitudes and attendance;• Review and develop these strategies so that the behaviour, character and attendance is constantly improving;• Lead effective procedures to safeguard children at all times;• Lead and liaise with appropriate external agencies to protect children, ensure their development, health and well-being;• Ensure and promote effective partnerships with parents and carers to

- support and improve children's achievement and personal development;
- Manage own workload and that of others to allow an appropriate work/life balance;
 - Lead the day-to-day management of the school, being a highly visible and effective presence;
 - Ensure all staff are confident and competent in maintaining a positive and calm atmosphere throughout the school and at all times;
 - Support equal opportunities for all members of the school's community regardless of gender, ethnicity, religion, sexuality or disability.

You will lead on the **Teaching and Learning** by:

- Lead in the design and implementation of a broad, balanced and ambitious curriculum which engages and supports all pupils to achieve
- Maintain a consistent and continuous school-wide focus on pupils' achievement using data, benchmarks and feedback to monitor progress in every child's learning;
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality;
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Secure excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing;
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement;
- Self-evaluate to ensure that Linthwaite Clough continues to develop a holistic approach to supporting pupil development;
- Ensure that parents are appropriately engaged in partnership with the school to support their children's development.

You will lead on **Trust, Community and Partnerships** by:

- Identify and develop opportunities, with the Chief Executive Officer, Executive Director for Primary Education and other Trust Heads of school to further involve parents, carers, Trust partners, community groups, business and other organisations to enhance and enrich children's experiences;
- Share knowledge and experience with the other trust primary schools: Meltham Moor, Netherton, Scout Road and Bolton Brow, through our "curriculum communities"
- Share knowledge and experience with other schools locally to promote innovative initiatives and contribute to the local and national issues;
- Share the school and Trust's values building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress (through parents' evenings and end of year reports);
- Maintain positive perceptions of the school through social media and community engagement projects.

You will lead on **Business Management** by:

- Take time to plan and regularly review the staffing structure to ensure its sustainability for the school;
- Agree and set appropriate priorities for expenditure, allocate funds and

	<p>ensure systems are in place for the effective administration and control of the school budget;</p> <ul style="list-style-type: none"> • Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities; • Ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity; • Ensure that all school buildings meet the needs of the curriculum and health and safety regulations; <p>You will lead on Operational Responsibilities by:</p> <ul style="list-style-type: none"> • Be a visible presence around school in and out of lesson times; • Systematically 'walk the school' to support staff in ensuring exemplary levels of behaviour and high levels of achievement; • Keep up to date with changes in legislation and disseminate this information and provide training opportunities when required; • Support Administration Staff when dealing with teachers, parents/carers and visitors; • Take a full and active role in any other appropriate activities as directed by the Chief Executive Officer and Executive Director for Primary Education • Take an active role within Kirklees Primary Heads; • Have key holder responsibility for the school.
General	<ul style="list-style-type: none"> • You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay • You will participate in training and other learning activities and performance development as required • You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking. • You will ensure strict confidentiality in all areas of work • You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR) • You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records) • You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once • You will always comply with the Trust's policies and procedures • You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
Expected Behaviours	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school • Treat colleagues, students and all members of the community with respect and consideration • Treat all students fairly, consistently and without prejudice • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance • Support the ethos of the school by upholding the code of conduct, uniform rules, etc.

	<ul style="list-style-type: none"> • Ensure you abide by the teaching standards within your assigned curriculum area, highlighting outstanding practice in the classroom and acting as a role model to all staff • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence • Read and adhere to School polices and implement School improvement plans • Participate in the development and management of the school by attending various team and staff meetings • Undertake duties as prescribed within the school's policies • Undertake professional duties reasonably assigned to them by the CEO / Executive Director of Primary Education • Be proactive and take responsibility for matters relating to health and safety • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer/Executive Director for Primary Education to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Executive Director for Primary Education to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	





Head of School

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Honours degree from a recognized university	✓	
Qualified Teacher Status	✓	
NPQH		✓
Masters or equivalent in relevant discipline		✓
Experience		
Experience of Senior Leadership in a primary school as a Head of school, Deputy Head of school or Assistant Head of school	✓	
Successful experience of managing significant organisational change in a school leadership role	✓	
Experience of providing high standards of pastoral care	✓	
Experience of curriculum development	✓	
Experience of leading and managing capital projects		✓
Professional development and experiential learning		
Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning	✓	
Experience of leading/co-ordinating professional development opportunities	✓	
Ability to identify own learning needs and to support others in identifying their learning needs	✓	
Experience of working with other schools/organisations /agencies		✓
Strategic leadership		
Ability to articulate and develop Trustees vision	✓	
Ability to inspire and motivate staff, students, parents and Trustees to achieve the proposers' aims of the school and meet their high expectations	✓	
Evidence of successful strategies for implementing whole-school plans	✓	
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets	✓	
Knowledge of what constitutes quality in a primary educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students	✓	

Understanding of and commitment to promoting safeguarding of students	✓	
Evidence of having successfully translated a vision into reality at whole-school level		✓
Teaching and learning		
Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all students in the school (developing a broad and ambitious curriculum)	✓	
A secure understanding of assessment strategies	✓	
Experience of effective monitoring / evaluation of, and intervention in, teaching and learning	✓	
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	✓	
Experience as a provider of professional development to other teachers and school leaders		✓
Leading and managing staff		
Experience of working in and leading staff teams	✓	
Ability to delegate work and support colleagues in undertaking responsibilities	✓	
Experience of working with governors to enable them to fulfil their responsibilities	✓	
Experience of performance management as reviewer and reviewee and supporting CPD needs of colleagues arising	✓	
Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities	✓	
Successful involvement in staff recruitment, appointment and induction		✓
Accountability		
Ability to communicate on school performance effectively, orally and in writing to a range of audiences	✓	
Experience of whole-school self-evaluation and improvement strategies	✓	
Ability to provide clear information and advice to staff and governors	✓	
Awareness of DfE / ESFA performance measures applicable to the school	✓	
Experience of school inspection via Ofsted or Independent Schools Inspections	✓	
Experience of offering challenge and support to improve performance e.g. SIP role		✓
Experience of leading sessions to inform parents and carers on aspects of school performance		✓
Skills, Qualities & Abilities: professional and personal attributes		

High quality teaching skills	✓	
Excellent school leadership ability	✓	
Ability to diagnose and intervene wisely when solving problems	✓	
Strong commitment to the vision and ethos of Together Learning Trust	✓	
Commitment to their own professional development	✓	
Commitment to developing the whole-school team	✓	
Ability to challenge the status quo and skilled in leading change management projects	✓	
Be approachable, accessible and flexible	✓	
Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	✓	
Total commitment to the school and its future success	✓	
Ability to build and maintain good relationships with a range of stakeholders	✓	
Ability to remain positive and enthusiastic when working under pressure	✓	
Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others	✓	
Ability to delegate appropriately	✓	
Empathy with children	✓	
Excellent communication and negotiation skills	✓	
Excellent presentational skills	✓	
Excellent problem-solving skills	✓	
Stamina and resilience	✓	
Self-confidence	✓	
Demonstrate drive, energy, resilience, integrity and the ability to inspire and motivate others	✓	
Be able to articulate and deliver a clear vision for a high- quality provision	✓	
Highly developed interpersonal and organisational skills, including the ability to negotiate and consult effectively	✓	
Ability to challenge work of self and others in a constructive manner.	✓	
Ability to manage public relations effectively including high profile contexts		✓
References		
Positive recommendation(s) in professional references	✓	
Satisfactory outcomes from due diligence	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Executive Director for Primaries, Liz Woodfield via l.woodfield@melthamoor.tlt.school.

If you're ready to apply, please complete our application form and return it to recruitment@tlt.school by the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.