

Manor Park Primary School and Nursery



Headteacher
Recruitment Pack
July 2024





Welcome from the CEO

Dear Prospective Candidate,

On behalf of Cheshire Academies Trust and the Manor Park community, I am pleased to welcome you as you consider the role of Headteacher at Manor Park Primary School and Nursery.

Manor Park Primary School and Nursery stands as a model of excellence and innovation within Knutsford. Their thoughtfully crafted curriculum and supportive environment are committed to fostering the growth and potential of our pupils, guiding them to become ethical and inquisitive individuals. Their vision strives to provide limitless dreams enabling endless opportunities and this could not be more apt in an ever changing and challenging world.

The position of Headteacher at Manor Park is not just a job; it is a unique opportunity to shape the future of our pupils and staff. We are seeking a dynamic and visionary leader who embraces our school's collaborative culture, creative methodologies, and passion for learning. Your leadership will be pivotal in driving Manor Park towards continued success through strategic direction and an ability to galvanise and lead a wonderful staff team.

With the promotion of our current Headteacher, we are looking for someone to step into this role by January 2025 or earlier. We are eager to welcome a leader who is dedicated to making a meaningful impact on the lives of our pupils and the wider community. Your guidance will be essential in upholding high educational standards and aligning with the overarching objectives of Cheshire Academies Trust.

Thank you for considering this exciting opportunity. We look forward to the possibility of working together to continue the legacy of excellence at Manor Park Primary School and Nursery.

Warm regards,

Steve Ellis
CEO





Welcome from the Chair of Governors.

Welcome to Manor Park Primary School from the Governing Body. Our school sits at the heart of our community here in Knutsford and is a successful, dynamic and happy place. We are seeking a gifted, caring and experienced individual to join our team and to lead us into the future with passion and commitment.

The Headteacher we seek would be expected to strive to further improve the achievements and aspirations of all our children, to lead and develop an established and talented staff and to foster strong relationships with our families and the wider community.

Thank you for taking your time to learn about our school and we look forward to potentially sharing more with you as part of the application process.

Warm regards

Bridget Wall

Chair of Governors



Headteacher Vacancy at Manor Park Primary School and Nursery

Cheshire Academies Trust is delighted to announce an exciting opportunity for an inspirational Headteacher to join our team at Manor Park Primary School and Nursery. Manor Park prides itself on upholding the highest standards of academic excellence, with a strong team culture that promotes character, creativity, and innovation. We are in search of a strategic, confident leader who is committed continuing the school's excellent progress and development. With the promotion of our current Headteacher, we are seeking someone to begin in January 2025 or sooner.

Key Responsibilities:

- **Strategic Leadership:** Spearhead the development and implementation of innovative educational strategies that align with the school's vision and the broader objectives of the Cheshire Academies Trust.
- **Academic Excellence:** Uphold and enhance the academic standards at Manor Park Primary School, ensuring that all pupils achieve their fullest potential.
- **Wider School Outcomes:** Foster a holistic and creative approach to education that encapsulates not only academic success but also the personal, social, and emotional development of our pupils.
- **Culture and Values:** Embody and promote the school's ethos of 'crew' - a commitment to community, resilience, empathy, and working together to achieve common goals.
- **Innovative Learning Approaches:** Employ creative and innovative approaches to learning and teaching, encouraging staff and students to explore new ideas and methodologies.

The Ideal Candidate Will Possess:

- A proven track record of effective, strategic leadership within an educational setting.
- A robust understanding and experience of raising educational standards and school improvement.
- The ability to engage, inspire, and motivate pupils, staff, and the wider school community.
- A commitment to inclusive education and the ability to foster a supportive, empowering environment for all.
- Strong communication and interpersonal skills, with the capacity to build and maintain positive relationships with students, staff, parents, and the wider community.
- A creative and innovative mindset, with the ability to implement forward-thinking educational practices.

We Offer:

- The opportunity to lead a vibrant, high-achieving school
- A supportive, committed school community
- An opportunity to be a key part of Cheshire Academies Trust's ambitious senior leadership team
- A culture that values and nurtures leadership and professional growth
- A permanent contract
- Annual salary progression within a national pay scale (performance-related)
- Membership of the Teacher Pension Scheme
- An annual flu vaccination
- Access to our 'green schemes' including cycle to work, electric cards and white goods

Application Process: Interested candidates are invited to submit an application and a covering letter, outlining your suitability for the role and how you would contribute to the vision and values of Manor Park Primary School and Nursery. Details of the application process and deadlines can be found on the Cheshire Academies Trust website.

Join us in shaping a bright, innovative future for Manor Park Primary School and its pupils. Become a part of a school where every member of our community is valued and supported to achieve their best.

Cheshire Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS check and satisfactory references.

For more information and to apply, please visit contact School Improvement Director, Kate Doyle, katedoyle@cheshireacademiestrust.co.uk



Job Description

Abridged Job Purpose

Post:
Headteacher

Salary:
L13-L21

Location:
Manor Park Primary
School and Nursery

Reports to:
School
Improvement
Director

- Collaborate effectively as a driving member of the school's senior leadership team, ensuring the smooth and safe daily operations of the school.
- Lead and guide the school's educational and strategic objectives, ensuring the efficient and effective management of teaching and learning activities.
- As the educational leader, work within our academic framework to provide strategic educational advice to the Senior Leadership Team (SLT) and the Local Governing Body. This involves developing and implementing educational strategies, monitoring and reviewing the school's performance, and reporting to the School Improvement Director and Local Governing Body on the school's strategic educational position, progress, and development plans.
- Oversee the school's human resources functions, including staffing, professional development, and welfare, to ensure that all staff are effectively supported and managed.
- Act as the lead for GDPR & Cyber Security within the school, ensuring compliance with the Trust's data protection and cybersecurity policies.
- Lead, inspire, develop, and train the teaching and non-teaching staff, ensuring their effective contribution to the school's success.
- Engage with external organisations, contractors, and suppliers to facilitate the provision of resources and services to the school, ensuring the best use of resources and value for money.
- Oversee the care, maintenance, and development of the school's facilities, technology, equipment, and grounds, in collaboration with the Health and Safety Representative, to safeguard the well-being of the school community.
- Work with the local community including parents and wider community partners to build a beacon school which serves a wider civic purpose.
- Engage in continuous professional development to maintain and enhance skills and knowledge relevant to the role and actively participate in the Trust's wider educational network.
- Participate in relevant local governing body and professional meetings, reporting on the school's educational performance and initiatives, and supporting the Headteacher in strategic matter.

Person Specification

	Essential	Desirable	Assessment
Your qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Right to work in the UK. • Qualified to degree level. • Evidence of recent, relevant professional development. 	<ul style="list-style-type: none"> • NPQH or equivalent or desire to complete • Master's degree level or equivalent. • SEND qualification at graduate/postgraduate level 	<ul style="list-style-type: none"> • Application. • Interview.
Your experience	<ul style="list-style-type: none"> • Experience of successful strategic leadership and management experience as Head or Deputy Head of a school. • Significant experience and knowledge of working with pupils with special educational needs. • Experience of working with higher levels of Pupil Premium children. • Knowledge and experience of school self-evaluation, development, implementation and evaluation in line with the OFSTED framework. • Ability to manage change successfully within a collaborative and developmental journey. • Evidence of experience in the development and implementation of an area of school improvement. • Knowledge and experience of line management and staff development. • Ability to build effective relationships with governors and parents/carers. • Ability to enhance the value of the school to the wider community (including parents and carers and other schools) and involve that community in enriching the learning experiences of pupils • Experience of successful multi-agency working with educational, health and social care teams. 	<ul style="list-style-type: none"> • Have worked in more than one school. • Experience of providing school to school support through outreach and training. • Clear understanding of SEND provision • Experience of leading and formulating a Pupil Premium Strategy that has led to improved outcomes • Understanding of the local context of the school and the local community. 	<ul style="list-style-type: none"> • Application. • Interview.

Person Specification

<p>Your skills & knowledge</p>	<ul style="list-style-type: none"> • Be able to communicate a clear vision and inspire others, accompanied with strong interpersonal skills and emotional resilience - including the ability to persuade and influence. • An understanding of what high-quality teaching and learning looks like, and the ability to support improvements in teaching and learning. • Experience of effective monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils. • Ability to communicate effectively both verbally and in writing with a wide range of audiences. • Capacity to build effective working relationships. • Knowledge of Safeguarding legislation / practice and the SEND Code of Practice. • An understanding of how to promote a love of learning across all abilities. • Ability to self-manage your own workload and able to support staff so they can achieve an appropriate work-life balance. • To have well established information technology skills. 	<ul style="list-style-type: none"> • Knowledge of Human Resource legislation and best practice. • An understanding and knowledge of school financial management. • Experience of working with a Local Governing Body to ensure the effective leadership of the school; including constructive challenge and support. • Experience of appraisal processes, to set targets and to hold staff accountable where necessary. 	<ul style="list-style-type: none"> • Application. • Interview. • Tasks. • Presentation.
<p>Your Personal qualities</p>	<ul style="list-style-type: none"> • A clear passion and enthusiasm for teaching and learning, engaging with pupils and having an active interest and involved with their learning. • An investment in the school community and to be an ambassador for this community and what it represents. • A commitment to getting the best outcomes for all pupils. • Have strong interpersonal skills and emotional resilience, able to work under pressure, and prioritise tasks effectively. • Have integrity and a professional manner, with a commitment to the challenges of a school improvement journey. • Hard working, caring, fair-minded and with a sense of humour. • Have a flexible and solution orientated approach to problem solving • Willingness to engage in own personal development and being a champion for the personal development of staff. 		<ul style="list-style-type: none"> • Interview. • Tasks. • Presentation.

Person Specification

<p>Shaping the Future:</p>	<ul style="list-style-type: none"> • Ability to think strategically and develop the school vision in collaboration with the Governing Body and coherently articulate it to stakeholders so that it is understood and acted upon. • Skills to adapt the vision for the school based on the needs of the community. • Knowledge of strategies to adapt SEND provision in response to the changing needs of children and young people. • Capacity to demonstrate a collaborative and inclusive way of working. • Willingness to build on the existing ethos of the school, celebrating the school's strengths and using this to plan for future developments. • Ability to develop community links and the ability to maintain the school's position within the local community. • Experience and evidence of effective data collection and analytical processes to understand the strengths and weaknesses of the school, and to identify next steps. 	<ul style="list-style-type: none"> • Experience of building effective relationships and projects with the wider community. • Experience of working with a governing body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers. 	<ul style="list-style-type: none"> • Application. • Interview. • Tasks. • Presentation.
<p>Leading Teaching & Learning</p>	<ul style="list-style-type: none"> • Ability to instill a culture of high expectation and challenge for all. • Capacity to monitor, evaluate and develop the quality of teaching and learning throughout the school. • Strategies to raise attainment and improve progress across all pupil groups. • To understand the needs of children and young people with complex special educational needs. • Have strategies to maintain high levels of attendance and behaviour and ensure an ethos of challenge and support where pupils can achieve success. • To work collaboratively to develop a rich, innovative curriculum which will motivate and inspire all learners. 		<ul style="list-style-type: none"> • Application. • Interview. • Tasks. • Presentation.

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview and any offer of employment will be on receipt of acceptable references. The school may choose to make social media checks on shortlisted candidates, in line with Keeping Children Safe in Education 2023 (KCSiE 23) guidance.

How to apply



If you believe you are the ideal candidate for our Headteacher position and would like more information or to have an informal discussion, please reach out to our School Improvement Director, Kate Doyle, katedoyle@cheshireacademiestrust.co.uk

We encourage all interested candidates to visit our school to gain a deeper understanding of the role. To arrange a visit, please contact the school at 01625 568837 or contact the school business manager by email. businessmanager@manorpark.cheshire.sch.uk.

Walk around: 4th September 4pm

To apply, kindly complete the application form and submit it alongside a letter of application (not exceeding two A4 pages) that highlights your skills, qualifications, and experience relevant to the job description and person specification. Please send these documents to our School Improvement Director, Kate Doyle, katedoyle@cheshireacademiestrust.co.uk

Note that we do not accept CVs and applications that include a CV will not be considered.

Cheshire Academies Trust is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. The recruitment process will involve safer recruitment practices, pre-employment background checks, and is subject to the receipt of satisfactory references prior to interview. Shortlisted candidates must provide proof of qualifications at the interview. An enhanced DBS check is also required and will be conducted before final confirmation of appointment.

We welcome applications from all suitably qualified candidates. Please be advised that we are unable to provide feedback on the shortlisting process. If you do not hear from us by **20th September** please consider your application unsuccessful on this occasion.

Visits to the school can be booked on an individual basis.

Closing Date: 16th September

Shortlisting: 18th September

Interview Date: 25th September all day

We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.



Cheshire Academies Trust
Inspiring hearts and minds