



Working

With Us

Together we **Exceed**

RECRUITMENT INFORMATION PACK

Position: Headteacher at Cottingley Village Primary School

Grade: L18 to L24 (£71,728 to £83,081)

April 2024

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MESSAGE FROM THE CEO

Dear Candidate,

We would like to thank you for your interest in joining Exceed Academies Trust as a Headteacher.

I am delighted that you are interested to see how Exceed Academies Trust can support you in your career. You may already know a little bit about our amazing schools and organisations, and we hope that after reading the enclosed pack that you will consider applying to be part of our fabulous team.

Exceed Academies Trust is an educational charity that runs schools on behalf of the Department for Education (DfE). We are a cross phase Trust comprising of 14 schools: ten primaries, one all-through (3-16), a specialist SEMH academy and two alternative provision academies. Our family of schools are all located within the Bradford district and predominantly serve communities with some of the highest levels of social and economic challenges in the city. Our schools are inclusive, community focused, and supportive. We make no excuses for outcomes and a number of our schools have traditionally been some of the highest performing both locally and nationally. Our Sponsored Academies are being supported on their journey to Outstanding; our first two sponsor projects have had a positive journey to date, with one achieving an outstanding judgement and one being rated Good for the first time in its history.

Exceed Academies Trust recognises its moral purpose to support schools and academies across the city and the region. Exceed Academies Trust is responsible for and runs the [Exceed Teaching School Hub](#) on behalf of the City of Bradford and our partners. The Trust is also responsible for a [SCITT \(School Centre for Initial Teaching Training\)](#) and is an approved Apprenticeship Training Provider. Exceed SCITT working with its partners delivers high-quality school-led Initial Teacher Training (ITT) across Bradford, Keighley, Craven and Leeds and is an accredited provider able to award Qualified Teacher Status (QTS). The Ofsted 'outstanding' SCITT trains approximately 50 primary school teachers each year and will begin delivering a secondary programme from September 2024.

As a Trust, we are determined to be an 'Employer of Choice' where our staff are seen as the key and the most important resource. Our staff are supported through professional development and an active wellbeing strategy. We believe in supporting staff to achieve a healthy work life balance, for the benefit of the children in our schools, as well as to support them to enjoy their personal lives, family and social time. We are keen to support initiatives that build healthy teams, support personal resilience and we provide opportunities to seek support for staff mental health and general wellbeing. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities we serve.

I would like to thank you once again for your interest in Exceed Academies Trust and the position of Headteacher. I hope the information provided gives you a sense of and feel for our organisation. If you believe that your own values are a good fit with our Trust, we would be delighted to receive your application and look forward to working with you to support the children and young people of Bradford.

Duncan Jacques, CBE
Chief Executive Officer,
Exceed Academies Trust





ABOUT US



Exceed Academies Trust believes that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

We are a cross phase Trust of 14 academies; ten primary, one all-through, one specialist SEMH academy and two alternative provision academies; we also support a maintained nursery school through a service level agreement. It is our aim and determination to be as inclusive as possible.

Each academy has its own website, please visit these websites to find out more about them.



Together we Exceed

OUR PURPOSE AND ETHICAL GOALS

Our core educational vision is to provide an **outstanding school experience for all.**

Our schools aim to be inclusive, high achieving and ones in which our learners, staff and the wider community strive to **'see what's possible'**.

Our schools retain their individuality, own identity and local governance.

The Trust recognises its moral purpose to support schools and academies across the city and the region.

Children and students are at the heart of everything we do

Our tagline is simple: **Together we Exceed**

All of our work is underpinned by our ethical goals:



ETHOS & VALUES

To improve outcomes and life chances for the learners in its schools

To impact positively on the communities that are served

To ensure that all Trust schools become 'good' or better

To ensure that all learners are prepared and contribute to life in modern Britain

To contribute to system wide improvements in education

COTTINGLEY VILLAGE PRIMARY SCHOOL



Cottingley Village Primary School is a warm and friendly 2 form entry primary school with excellent facilities. The age range of children attending is 3-11 and the school includes a 52-place nursery provision and a school-led resourced provision for primary aged children with Social Emotional and Mental Health needs (SEMH).

A proudly inclusive setting, the school ensures a secure, caring and happy environment for all pupils. Located in Cottingley Village, on the rural outskirts of Bradford between Shipley and Bingley, the school (which joined Exceed Academies Trust on 1st February 2021) is committed to significantly improving attainment at all levels and providing the best possible educational outcomes for all pupils.



“Cottingley Village Primary School have high expectations of all pupils’ achievement and pupils try their best to realise these expectations”

“pupils, including those with special educational needs and / or disabilities (SEND), achieve well”

Ofsted, 2023

Demographic Context

The school is situated in the village of Cottingley close to Bingley and Shipley.

The school receives Pupil Premium funding for 17% of pupils. 29% of pupils have English as an Additional Language (EAL) and 18% are in receipt of SEND support.

The school serves pupils from a range of ethnic groups, made up largely of Pakistani 42% and White British 40%. The next largest groups are Other Asian Background 4% and Indian 3%.

Progress score in reading, writing and maths ?

The academic progress that pupils make from the end of key stage 1 to the end of key stage 2.

Reading

The banding for this school is 'average' because the confidence interval spans both above and below 0.

Banding	AVERAGE
Score	-0.5
Confidence interval ?	-2.1 to 1.1

[Show score details](#)

Writing

The banding for this school is 'average' because the confidence interval spans both above and below 0.

Banding	AVERAGE
Score	1.0
Confidence interval ?	-0.6 to 2.5

[Show score details](#)

Maths

The banding for this school is 'average' because the confidence interval spans both above and below 0.

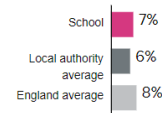
Banding	AVERAGE
Score	0.1
Confidence interval ?	-1.4 to 1.6

[Show score details](#)

Pupils meeting expected standard in reading, writing and maths ?



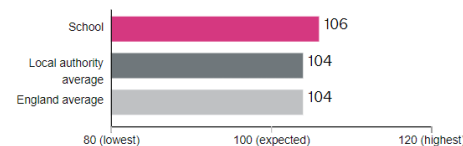
Pupils achieving at a higher standard in reading, writing and maths ?



Average score in reading ?



Average score in maths ?



JOB ADVERT

Headteacher Cottingley Village Primary School, Bradford L18 to L24 (£71,728 to £83,081) From 1st September 2024

Following the retirement of the current Headteacher, Exceed Academies Trust is seeking to appoint an enthusiastic and dynamic Headteacher to lead Cottingley Village Primary School on a permanent and full-time basis, from 1st September 2024.

Cottingley Village Primary School is a Bradford based 2 form entry primary school for children aged 3 to 11 years old, with 448 pupils currently on roll. A proudly inclusive setting, complete with a Resourced Provision, the school ensures a secure, caring and happy environment for all pupils. Located in Cottingley Village, on the rural outskirts of Bradford between Shipley and Bingley, the school (which joined Exceed Academies Trust on 1st February 2021) is committed to significantly improving attainment at all levels and providing the best possible educational outcomes for all pupils.

Exceed Academies Trust consists of 14 academies; 11 primary schools, an all-through primary-to-secondary academy, 2 alternative provision academies and a specialist SEMH setting. The Trust has a proven track record of supporting rapid school improvement across Bradford and this post is a unique opportunity for an outstanding and ambitious, existing senior leader with extensive primary teaching experience to join the team at Cottingley Village Primary School and ensure the school continues to be the primary school of choice within the local area.

Working as part of Exceed Academies Trust, all staff at Cottingley Village Primary School are committed to supporting pupils and the local community, going above and beyond to provide an environment for learning and personal development which enables individuals to overcome challenges and allows opportunities for children to become successful learners, confident individuals and responsible citizens.

This is an exciting chance for an inspirational leader to work alongside the existing Senior Leadership Team, utilising their skills and experience to enhance education in Bradford, ensuring that all children attending Cottingley Village Primary School benefit from the outstanding learning opportunities they deserve whilst furthering their own career with Exceed Academies Trust.

Reporting directly to the CEO, the Headteacher will lead the existing Senior Leadership Team and be responsible for the day to day leadership and management of the school, working collaboratively with Senior Leaders colleagues across the Trust to ensure the school continues to strive towards becoming an outstanding provider of primary education.

Visits are welcomed however are by appointment only. Please contact Emma Hendry, Chief HR Officer on 01274086494 or 07967 390793 or email emma.hendry@exceedacademiestrust.co.uk for an informal discussion regarding this opportunity or to arrange a visit appointment.

Further details about Cottingley Village Primary School can also be found on the school website www.cottinglevillageprimary.org.uk. Application packs can also be downloaded from the trust website www.exceedacademiestrust.co.uk

Closing date for applications: Midday on Friday 26th April 2024

Interviews: Friday 3rd May 2024

Please submit completed applications to recruitment@exceedacademiestrust.co.uk

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities we serve. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.



JOB DESCRIPTION

Post Title: Head Teacher
School: Cottingley Village Primary School
Pay Range/Grade: L18 to L24
Reporting to: CEO
Line Management of: Senior Leadership Team.

Core purpose:

- To manage the school on a day to day basis and be accountable for the organisation and conduct of the school, including staff and pupils.
- Provide professional leadership and strategic direction leadership including being accountable for the standards achieved and quality of teaching and learning at the setting
- Deliver effective leadership and management strategies to enable the staff to provide every child high quality education and to promote the highest possible standards of teaching, learning and achievement
- Ensure a consistently high quality of education for all pupils through the effective delivery of the highest standards of learning and assessment in accordance with statutory requirements
- Secure the long-term success of the school by maximising potential through the skills and resource available within the schools and wider Trust
- Build leadership capacity and develop leadership capability

Duties and responsibilities:

Leadership

- Work with the CEO, senior leadership team, staff and Local Advisory Board to set the strategic direction for the school
- Lead by example and provide inspiration and motivation to the whole school community, generating an overarching ethos and associated policies for the school which promote high levels of progress and attainment within an inclusive, caring and safe environment
- Ensure the Trust's priorities are consistently and effectively implemented across the school including translating the strategic vision of the Trust into agreed objectives and operational plans for school and implementing effective communication mechanisms to ensure staff understand how to implement the strategic vision and operational plans
- Ensure evidence-based improvement plans and policies are implemented and maintained to promote continuous school improvement, linked to the school's SEF
- Ensure the development and maintenance of effective strategies for staff professional development and performance management
- Ensure an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all support and teaching staff, creating and developing an environment in which staff recognise that they are accountable for the success of all pupils
- Oversee the development of high quality curriculum provision and associated enrichment opportunities

- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
- Ensure that curriculum planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community
- Be accountable for the quality of teaching, learning and assessment for the whole school
- Direct and lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure required levels of consistency and quality
- Oversee the induction of staff new to the school and those being trained within the school
- Direct the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mind-set
- Attend and contribute to meetings of the Local Advisory Board and Board of Trustees where required

Education and Standards

- Develop a culture where pupils and staff feel safe, confident, can attain maximum educational outcomes and where the Trust's values are evident
- Create a culture and ethos of challenge and support where all pupils can achieve success and are engaged in their own learning
- Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning
- Develop and maintain a broad range of extra-curricular activities across the school
- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved
- Collaborate with other agencies to ensure pupils' needs are met
- Ensure that learning is at the heart of the school at all times and take responsibility for the quality of teaching and learning across the whole school
- Provide inspirational and strong strategic leadership to staff to ensure the delivery of the highest standards of teaching and learning across the board
- Inspire and coach every teacher to deliver quality first teaching for every pupil every time and drive a continuous and consistent focus on pupils' achievement and progress, using robust data to monitor and evaluate effectiveness
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child
- Challenge under-performance at all levels and ensure effective corrective action and follow-up, setting high expectations and challenging targets for rapid and sustained improvement
- Establish creative, responsive and effective approaches to improving teaching and learning
- Lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential
- Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection
- Build a collaborative culture which positively embraces change and progression through staff empowerment and team work
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance

Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Oversee the implementation of Trust policies and procedures, ensuring consistent application
- Maintain effective systems for safeguarding all pupils working with external agencies as required
- Ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to across the school
- Ensure that all activities comply with current regulations regarding safeguarding and that safeguarding and child protection policies are operated rigorously
- Manage and organise the school environment efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations

Management of Resources

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust
- Ensure that all the activities of the school are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Working with the Chief Executive Officer and central Trust staff, ensure the effective deployment of resources across the school to ensure maximum impact
- Produce a balanced annual budget for the school for recommendation to the Board of Trustees
- Recruit, lead and develop a committed, effective and diverse workforce across the school that understands its role in enabling and promoting high quality learning
- Develop leadership capacity across the school through coaching and other appropriate methods, ensuring the development of effective middle leadership roles within the school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

Additional Duties

- To fulfil the requirements and duties set out in the STPCD relating to Headteachers
- To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils
- Fulfil the role and duties of Head Teacher at other Trust schools if required by the Chief Executive Officer
- Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process
- Regularly review own practice, setting personal targets and taking responsibility for own development
- To undertake other duties and responsibilities as is reasonably directed by the CEO

CPD

Maximise opportunities for personal development by:

- Leading and actively participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NPQH or NPQEL or willingness to work towards • Qualified Teacher Status (QTS) • Degree level or equivalent 	<ul style="list-style-type: none"> • Specialist Leader of Education (SLE) • Safer Recruitment trained
Experience	<ul style="list-style-type: none"> • Recent experience of appropriate professional development towards the role of a Head Teacher of a school • Significant leadership experience or equivalent in a senior school position • Evidence in organisational resourcing, financial management, writing and presenting policy, effective partnership working, analysis and evaluation of data and inspirational collaborative leadership • Experience of driving and delivering transformational and cultural change • Experience of managing resources effectively 	
Professional Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of the Ofsted framework; what constitutes a 'good' school, and what needs to be done to make a 'good' school 'outstanding' • Knowledge and clear understanding of the statutory framework for education as well as new and innovative developments within education • Detailed knowledge and understanding of the primary phase of education, including tracking and monitoring pupil progress • Knowledge of successful strategies for raising pupil achievement • Up to date knowledge and strategic view of the current educational landscape • Full working knowledge of all relevant policies, legislation, codes of practice and guidance related to school leadership • A clear understanding of the essential qualities necessary for effective leadership 	
Professional skills	<p>Can demonstrate the ability to:</p> <ul style="list-style-type: none"> • Communicate effectively with a range of different stakeholders with well-developed interpersonal skills • Implement successful strategies and manage change effectively • Collect evidence and research in order to make sound judgements against set criteria • Inspire others to commit to a shared purpose and vision • Lead highly effective teams that are defined by trust, with high levels of commitment and accountability, and are focused on results • Manage finances to achieve high value of money in innovative ways that lead to positive outcomes for students and staff • Organise, manage systems and processes, make excellent use of time 	
Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Safeguarding, child protection and health and safety • Equality Act 2010 • Promoting the school's vision and ethos • Promoting high ethical standards • Relating positively to and showing respect for all members of the school and wider community • On-going relevant professional self-development • Collaborative working 	



Together we **Exceed**

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Exceed Academies Trust is a charitable company limited by guarantee and registered in England and Wales with company number 10050238. The registered office is as per the above address