



**Osborne**  
Co-operative Academy Trust

# Headteacher

Candidate Pack  
for Thames Park Secondary School





# Osborne

Co-operative Academy Trust

# Welcome Letter

Dear Candidate

Thank you for your interest in the post of Headteacher at Thames Park Secondary School. The successful candidate will benefit from being part of a forward thinking, innovative Trust Leadership Team. You will need strategic leadership skills to lead the school improvement at Thames Park Secondary School and work in partnership with the Executive Headteacher Secondary, the Deputy CEO and myself as CEO of the Trust.

Following the 'good' Ofsted inspection in January 2023, Thames Park Secondary School is now oversubscribed and will have a 'bulge' year group of 210 pupils in September 2023. The current post holder has secured a promotion and therefore, your role will be to continue the journey towards outstanding at Thames Park Secondary School. This is an exciting opportunity for an experienced Deputy Headteacher who is ready to take on their first Headship within a supportive and inclusive Trust.

In addition to the school improvement support offered by the Trust, you will also benefit from strong central services, including Estates, Education Welfare, Finance, Health and Safety, HR and ICT. Being part of our Professional Development Process (PDP), you will be supported to reach your full potential within our Trust, and beyond.

We hope you feel your skill set makes you a good fit for this unique opportunity and we look forward to receiving your application.

Yours sincerely,

Paul Griffiths  
**Chief Executive Officer**  
Osborne Co-operative Academy Trust







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## About Osborne Co-operative Academy Trust

### A shared mission to improve education.

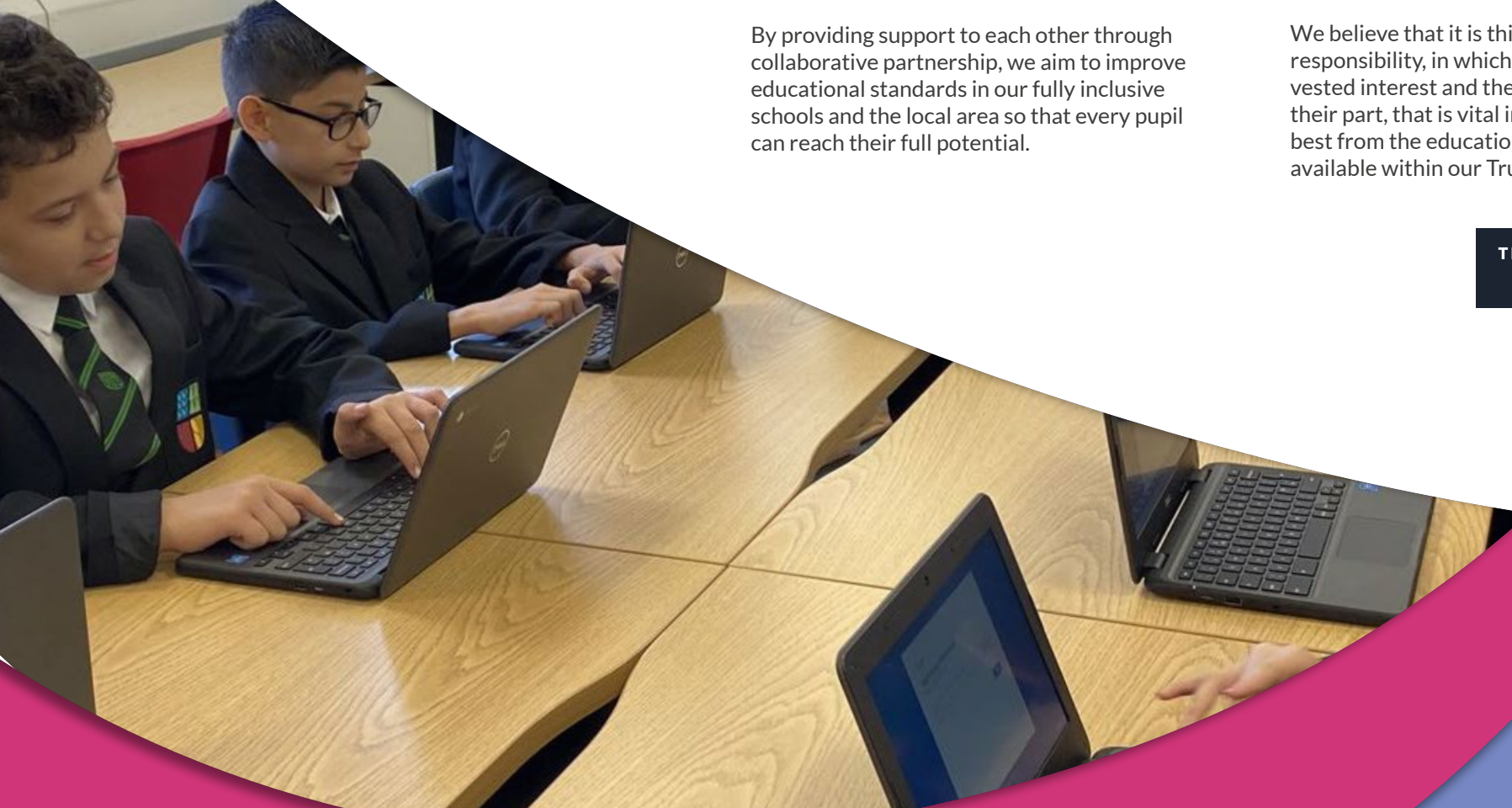
Our Trust members include East Tilbury Primary School, Stanford-le-Hope Primary School, Thameside Primary School, St Clare's Secondary School, Arthur Bugler Primary School, Brentwood County High School, Horndon-on-the-Hill C. of E. Primary School, Doddinghurst C. of E. Junior School, Little Thurrock Primary School, Thames Park Secondary School, Warren Primary School and Bonnygate Primary School.

By providing support to each other through collaborative partnership, we aim to improve educational standards in our fully inclusive schools and the local area so that every pupil can reach their full potential.

Allowing students, parents and carers, staff, and other stakeholders to share their expectations, expertise, resources and experience, our trust helps deliver a progressive and effective curriculum – one that is continually improved through mutual co-operation.

The ethos of all schools in our Trust is centred on the co-operative values of self-responsibility, self-help, equality, equity, democracy, solidarity and the ethical values of openness, honesty, caring for others and social responsibility.

We believe that it is this sense of shared responsibility, in which everybody has a vested interest and the opportunity to play their part, that is vital in getting the very best from the educational resources available within our Trust.





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# Job Description

**Job Title:** Headteacher (Secondary 11-16)

**Salary:** Leadership Point 25 (£81,173) - Leadership Point 31 (£93,825)

**Location:** Grays, Essex

## **Main Purpose and Responsibilities:**

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the Trust (including its annual budget) and the instrument and articles of governance of Osborne Co-operative Academy Trust.

The headteacher, working with the Local Governing Body, senior leadership team and school staff, will provide overall strategic leadership for the school. The headteacher will:

- Lead, develop and support the direction, vision, the Co-operative values and priorities of the school.
- Develop, implement and evaluate the schools' policies, practices and procedures.
- Lead and manage teaching and learning throughout the school.
- Ensure accurate school self-evaluation to inform school improvement planning.
- Have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school.

*The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.*

# Job Description

## Continued

### School culture

Headteachers:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.
- Ensure that the Co-operative values are embedded within the school.

### Teaching

Headteachers:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

### Curriculum and assessment

Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.



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Co-operative Academy Trust





# Job Description

## Continued

### Curriculum and assessment

Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

### Additional and special educational needs and disabilities

Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure that the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

### Professional development

Headteachers:

- Ensure staff have access to high-quality professional development opportunities, in line with the Trust's Professional Development Process (PDP).
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.



**Osborne**  
Co-operative Academy Trust

# Job Description

## Continued

### Organisational management

Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

### Continuous school improvement

Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

### Working in partnership

Headteachers:

- Forge constructive relationships beyond the school, working in partnership with Trust Headteachers, parents, careers and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.



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# Job Description

## Continued

### Governance and accountability

Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.



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# Person Specification



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REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
	Qualified teacher status and appropriate degree level qualification Evidence of continuing professional development	NPQH (or alternative suitable academic and professional qualifications)
<b>EXPERIENCE</b>		
	Experience across the secondary age range Proven record of successful classroom teaching Proven record of successful experience as a Headteacher or Deputy Headteacher Competent ICT skills and knowledge	Experience in other key stages Liaison with external agencies
<b>LEADERSHIP AND MANAGEMENT</b>		
	Proven leadership and management skills Understand the Co-operative values and work effectively as part of the Trust A clear vision of excellence in secondary education A proven ability to raise educational standards and a commitment to high standards of achievement Understanding of school improvement planning and subsequent budget planning Understanding of the strategic role of the Local Governing Body and ability to work effectively with Governors. Ability to delegate, monitor and evaluate information Evidence of good working relationships with parents and the wider school community Highly visible in and around the school Experience of Professional Development of both teaching and support staff Commitment to the continuing professional development of all staff Ability to lead by example and inspire others to achieve positive results Ability to initiate and manage change sensitively in pursuit of strategic objectives A commitment to the protection and safeguarding of young people and an up-to-date knowledge of Child Protection procedures Knowledge of current Health and Safety Regulations	Experience of project management and dealing with finance and premises issues

# Person Specification

## Continued



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REQUIREMENT ESSENTIAL	DESIRABLE
<b>KNOWLEDGE AND SKILLS/ TEACHING AND LEARNING</b>	
<ul style="list-style-type: none"> <li>Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li> <li>Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li> <li>Commitment to inclusion and equality of access to educational provision for all pupils</li> <li>An understanding of consistent approaches to behavior management</li> <li>Clear understanding of what is effective teaching and learning</li> <li>A high regard for the personal achievement of each student</li> </ul>	<ul style="list-style-type: none"> <li>Innovative and creative approach to teaching and learning</li> </ul>
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills</li> <li>Engage effectively with staff, children and the community</li> <li>Desire to promote respect between children, staff, parents and governors</li> <li>A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>Ability to recognise and utilise staff strengths</li> <li>Ability to build, support, motivate and work as part of a high performing team</li> <li>Ability to inspire children</li> <li>Resilient, hardworking and calm in a crisis</li> <li>Lead by example in extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a Co-operative environment</li> </ul>





## How to apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Victora Bari at Academicis, our recruitment partner, on [vbari@academicis.co.uk](mailto:vbari@academicis.co.uk) or by phone on **07340 010860/01223 907979**

**Closing date:** 15th May 2023

**Shortlisting:** 17th May 2023

**Interviews:** 24th and 25th May 2023



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