**Part of the Eveleigh Link Academy Trust **

**LARKRISE PRIMARY SCHOOL**

Dorset Avenue, Gt. Baddow, Chelmsford, CM2 9UB

Tel: (01245) 471654 Fax: (01245) 473058

e-mail admin@larkrise.essex.sch.uk

**Headteacher: Ms Lisa Battersby**

Learning Together - Achieving Excellence

October 2019

Dear Applicant

We are delighted that you have shown an interest in the role of headteacher at Larkrise Primary School. Larkrise Primary is part of The Eveleigh LINK Academy Trust which is a growing and successful primary school multi-academy trust based in Chelmsford and Maldon. Both geographically and socially, Larkrise Primary is at the heart of the Great Baddow community and enhanced by supportive governors, trustees and parents through the Friends of Larkrise.

The school has extensive and well-managed facilities and grounds including a well-stocked library, bright and airy classrooms with interactive whiteboards, a large playing field and a well-resourced early years foundation stage outside classroom.

Larkrise is currently a ‘good’ primary school following its May 2019 Ofsted inspection. We strive to create a special place where all children, parents, governors, trustees and staff feel valued and respected and work together within a happy, friendly and caring learning community. We want everyone to enjoy coming to our school.

Our current improvement priorities are to:

* Ensure pupils develop a strong love of reading and immerse themselves

in books

* Enhance further the standards of teaching and learning across the school
* Review and develop our innovative curriculum so that our children, for

example, develop the skills to be scientists, historians and artists

* Further improve our EYFS provision to ensure that it is consistently good

Our current Headteacher, Ms Lisa Battersby, has successfully ensured that children at Larkrise Primary reach their full potential and that school staff have high aspirations for the children within their classes since her appointment in April 2015. The governors and academy trust are excited about the opportunity of appointing a talented and inspiring headteacher to continue to build on the excellent work in developing Larkrise into a strong primary school.

We are looking to appoint a headteacher with a proven track record of leadership and drive within his or her current/previous schools who can:

* Continue to raise the academic standards further for all groups of pupils
* Provide vision and leadership, notably in raising standards of teaching

and learning across the whole curriculum, including the EYFS

* Demonstrate excellent communication skills
* Further develop the existing strong partnerships amongst all the

members of the school community

We are of course committed to fully supporting our new headteacher in all necessary training requirements and ensuring that he or she maintains a good work/life balance.

The information in our application pack and on our website will support you in understanding the context of our school and our priorities. Please look very carefully at the job description and person specification for the relevant post. Application is via completed Essex County Council application form which should demonstrate how you meet the criteria of the post. Please also check that we have the details of your referees, one of whom should be your current employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please note that CVs will not be accepted as applications.

This position is subject to a Disclosure and Barring Service enhanced check for a regulated activity.

We encourage you to visit our amazing school prior to completing your application. Please contact Mrs Jayne Crozier, our School Business Manager, on 01245 471654 to make arrangements.

We look forward to reading your application.

 

Mrs Nicola Hills Mr Joseph Figg

Chair of Governors CEO

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Our school, which is a one form entry primary school, is situated in the heart of the parish of Great Baddow a mile from the city centre of Chelmsford. Children come from a variety of social and ethnic backgrounds and, mainly, private housing. We offer full time attendance from the start of the EYFS for all pupils.

The school was sponsored by The Eveleigh LINK Academy Trust in September 2016 after several years of poor performance. However, thanks to the strong work of the current leadership team, our staff, the academy trust and of course our fantastic children, our future looks bright.

Larkrise Primary School opened in the 1960s to serve the new housing estate in the parish. The building has been well-maintained since it opened but especially since becoming an academy. In recent years over 2 million has been spent to improve the condition of the school buildings. There are currently 181 children on roll with 56% eligible for the pupil premium grant. There is a well-maintained and well-stocked library, a large hall with gym equipment and a kitchen serving hot meals each day. Each classroom is equipped with an interactive whiteboard and a visualiser enabling ICT to form an integral part of teaching and learning. We are fortunate that we have a large playing field which allows our children to play a range of sports. Many sporting activities are offered as part of the Chelmsford School Sports Partnership and the schools extra-curricular provision.

The school has strong links with all the local pre-school groups and shares a site with Woodcroft Nursery. The EYFS teachers visit the pre-schools to introduce themselves to the children and to make the transition to our school smooth. There is a well-developed induction programme for new pupils and their parents.

Larkrise currently has 181 children divided into 7 classes. The Leadership Team currently consists of the Headteacher, Deputy Headteacher, Assistant Headteacher with responsibility for SEND, and the Senior leader for KS1 and Early Years. The Headteacher post will be non-class based and the successful candidate will have responsibility for teaching and learning across the school, safeguarding and health and safety. Currently there are 9 teachers (both full and part-time) working at the school, including the leadership team. We also employ 9 learning support staff who also cover midday supervision. There are 2 administrative support staff, a part-time ICT technician, a site manager, and a small kitchen staff.

Larkrise has a small team of dedicated and enthusiastic Governors who meet four times a year and make regular visits to the school during the school day.

At Larkrise we want everyone to achieve their personal best, be happy, highly motivated lifelong learners, able to express their feelings and ideas. We want them to be confident and independent learners and thinkers, able to work independently and with others and able to use technology effectively. We want them to adopt safe and healthy lifestyles, to value and respect themselves, others and the world in which they live and to make a positive contribution to society.

In order to achieve this, we aim to provide a broad, balanced, creative and challenging curriculum, create a stimulating, active and well-resourced learning environment and provide a variety of learning and teaching styles to stimulate all. We aim to create a tolerant, caring, supportive school which promotes equality and mutual respect and provides a happy, safe and secure environment. We promote strong partnerships between home, school, other services and the local community and we strive for continuous improvement in all we do.

Our curriculum is broad, balanced and based on our principal aim, which is to enable every child to achieve their personal best. Our intention is:

* To have a curriculum which is broad enough to provide all pupils with a good general education, which will leave them well-equipped to face the challenge of life in secondary school and beyond
* To have a curriculum which is flexible enough to respond to the need for change
* To help pupils acquire knowledge, skills and practical abilities, including those of problem solving and decision making, and to foster the effective use of language
* To help pupils appreciate achievement in art, music, science, technology and literature and to encourage excellence in all its forms
* To help children understand the world in which they live
* To foster the skills and understanding needed for the children to take their place successfully in society as historians, artists and scientists etc.
* To understand respect for religious and moral values

At the end of Year 6 the vast majority of pupils move on to Great Baddow High School. This important step includes a number of visits and activities organised both in school and at the high school, in order to make the transition a smooth and stress- free process for pupils and parents. Such activities include special science days, sports days, taster days and visits by high school teachers to the Larkrise pupils.

There is a strong and active PTA known as Friends of Larkrise (FOLs), which has purchased many extra items for the school and currently pays for a number of exciting school activities. FOLs also organise social activities, which are well- attended and supported by parents/carers.

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## Job Description for Headteacher Job Title: Headteacher

**Salary: Leadership Spine Range L13 – L19**

**Responsible to: The Multi-Academy Trust & Governing Body**

**PROFESSIONAL DUTIES**

The professional duties of a headteacher shall include:

* Formulating the overall aims and objectives of the schools and policies for their implementation.
* Appointment of teaching staff.
* Participating in the selection and appointment of the teaching and non-teaching staff of the school.
* Management of staff.
* To be ultimately responsible for the deployment and management of all teaching and non-teaching staff at the school and allocating particular duties to them.
* Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
* Reporting to the Chair of Governors annually on the professional development of all teachers at the school in relation to performance related pay.
* Liaison with staff unions and associations.
* Maintaining relationships with organisations representing teachers and other persons on the staff of the school.
* To be the Lead Designated Child Protection Officer.

**Curriculum**

* Determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

**Review**

* Keeping under review the work and organisation of the school.

**Standards of teaching and learning**

* Evaluating the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained.

**Performance management, training, development and induction of staff**

* Supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school.
* Ensuring that all staff in the school has access to advice and training appropriate to their needs, in accordance with the policies of the MAT and Local Governing Bodies.

**Management information**

* Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

**Pupil progress**

* Ensuring that the progress of pupils of the school is monitored and recorded.

**Discipline**

* Ensuring the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises.

**Relations with parents**

* Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the schools, so as to promote common understanding of its aims.

**Relations with other bodies**

* Promoting effective relationships with persons and bodies outside the school.

**Relations with the Local Governing Body**

* Advising and assisting the local governing body of the school in the exercise of their functions.

**Relations with the MAT**

* Providing for liaison and co-operation with the officers of the MAT, making such reports to the MAT in connection with the discharge of his/her functions as they may properly require, either on a regular basis or from time to time. This will include regular attendance at the Executive Leadership Group and the Standards Committee.

**Relations with other educational establishments**

* Maintaining liaison with other schools within the MAT and further education establishments with which the school has a relationship.

**Resources**

* Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Headteacher.

**Premises**

* Making arrangements for the security and effective supervision of the school’s buildings and their contents and of the school grounds.

**Absence**

* Arranging for a Deputy Headteacher or other suitable person to assume responsibility for the discharge of his/her functions as headteacher at any time when he/she is absent from the school.

**Teaching**

* Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

**Safeguarding**

* In accordance with the school’s commitment to follow and adhere to the Department for Education’s child protection guidance and all relevant guidance and legislation in respect of safeguarding children, the Headteacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
* All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.
* The Headteacher is also required to know and comply with the DfE document ‘Keeping Children Safe in Education’ (Sep 2019).
* The Headteacher is required to have satisfactory Enhanced DBS clearance.
* The role requires the Headteacher to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.
* The Headteacher must understand and carry out duties in accordance with the responsibilities of being in a position of trust and must show a duty of care appropriately at all times.
* The Headteacher is expected to present a consistently positive image of the school and uphold public trust and confidence at all times.