

**St Matthew's C of E Primary School and Nursery
Headteacher Recruitment Information Pack**
Salary Leadership Scale: L17 – L23 (£69,970 - £81,070)
Start date: 1st September 2024 or ASAP



“Growing together, we learn, succeed and shine brighter”

Opening date:	Friday 19 th April 2024	Tour dates	w/c Monday 29 th April 2024
Closing Date:	Monday 13 th May 2024 at 9.00am		w/c Monday 6 th May 2024
Shortlisting Date:	Wednesday 15 th May 2024		
Interview Day 1	Monday 20 th May 2024		
Interview Day 2	Tuesday 21 st May 2024		

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Dear Applicant

On behalf of the Governors of St Matthew's CE Primary School and Nursery and BDAT we would like to **thank you** for showing an interest in the Headteacher post at our school.

St Matthew's Primary school and Nursery is to become a part of Bradford Diocesan Academies Trust (BDAT). Conversion is due to complete early 2025.

Set in the heart of Bradford, St Matthew's Primary School and Nursery is a bustling and lively school packed full of **amazing children** who show tremendous respect towards each other. The school prides itself on serving a diverse community, with children from a wide range of backgrounds, ethnicities, faith and life experiences, representing the community it serves. **It is exactly this rich tapestry which makes our school so special.**

We are looking for an equally special Headteacher to lead St Matthew's Primary school and Nursery. That person will have the skills, the track record and the personality to drive our school forward to be **amongst the best in Bradford**. It will be **your vision** which will lead our school through the next exciting stage of its journey.

The good news of course, is **you won't be doing it alone**. We already have a dedicated staff body at St Matthew's Primary school and Nursery, including a developing and committed leadership team who will be able to support you. The school also has an experienced governing body who will support you in every stage of your induction and next steps.

And of course, you will be a Headteacher within the **BDAT Family of Schools** which means you will have other colleagues to work alongside and a **peer network** to lean on.

If you are a **dynamic leader with energy, drive and ambition**; if you feel you can **build on our many strengths** and give each one of our children every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged. Please contact Jill Geering (BDAT) on jill.geering@bdac-academies.org to make an appointment to see our school at work

Thank you again for your interest in our school. We hope the enclosed information is helpful and encourages you to apply. We look forward to meeting you and reading your application.

With best wishes,



Ros Garside
Chair of Governors, St Matthew's C of E Primary school and Nursery

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St Matthew's CE Primary School and Nursery Vision and Values

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St Matthew's CE Primary Vision Statement

Rooted in our Christian foundation, we hold high expectations and ambitious aspirations enabling everyone to flourish, living life to the full with courage and hope. We want all children to enjoy coming to school and to develop a love of reading and learning, in a culture of excellence and respect, so that everyone can be the best they can be.

Jesus said, *I came to give life, life in all its fullness* (John 10:10).

Our key values are:

Hope for the future,

Courage to face challenges,

Respect for ourselves and one another as we become the best we can be.

At St Matthew's our children and families always come first. We grow together in a safe, welcoming community where:

- caring, compassionate individuals respect people of all faiths and none.
- we are inspired to learn, succeed and flourish, becoming the best version of ourselves.
- As God's children we shine brightly.

St Matthew's C of E Primary School and Nursery is committed to serving its community. We recognise the multi-cultural, multi-faith nature of the UK and understand the important role our school plays in promoting British Values.

The foundation of our vision, principles, educational approach, and interpersonal connections is rooted in our belief in God and His boundless love for all of us. While we are a Christian school, we embrace students from diverse faith backgrounds and those without a faith, valuing and respecting the beliefs of each individual.

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About BDAT

General Information and Background

St Matthew's C of E Primary School and Nursery will become part of the Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer from the date of conversion.

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 19 schools in Bradford. We are a Trust which prides itself in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "**to provide education of the highest quality within the context of Christian belief and practice.**" We strongly believe every child only has one chance at a good education.

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England as well as Church of England schools. Therefore, we welcome applications for this role from people who understand and can promote the values which we share.

BDAT is a large Trust. However, we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org

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BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

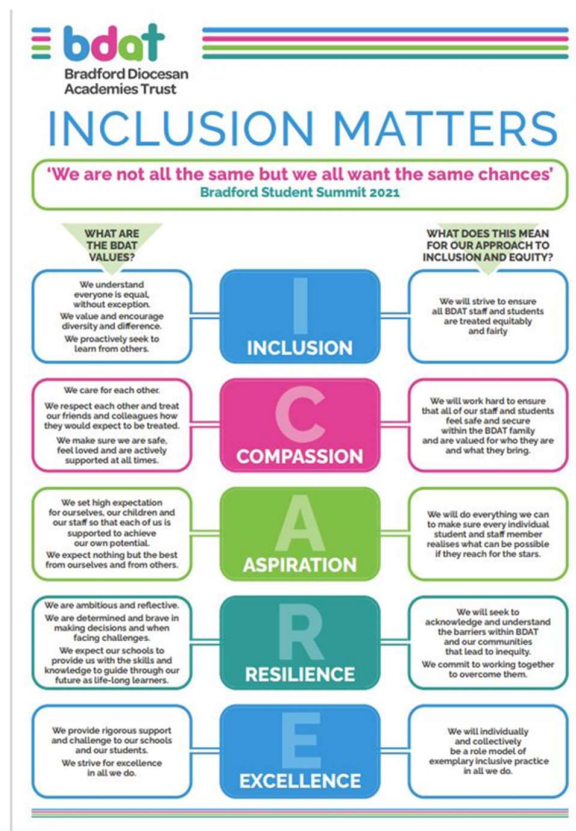
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey.

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:



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St Matthew's C of E Primary School and Nursery

Ivy House Road, West Bowling, Bradford, BD5 8FG

Over 400 children require an exceptional Headteacher to lead their school from September 2024.

Could you be their perfect candidate?

Full Time, Permanent, Required for September 2024 or ASAP

L17 – L23 (£69,970 - £81,070)

We are looking for an inspirational Headteacher to join our vibrant, bustling Church of England school filled with incredible children. We would like a strong leader and team player who will build on the existing strengths of the school and support us on the next steps of our journey. If you think you can be our exceptional candidate, we can't wait to meet you.

The successful candidate will have:

- A commitment to ensuring our children achieve their biggest and bravest ambitions.
- A commitment to the distinctive nature of Church of England schools.
- A love of teaching and learning.
- A passion for developing your team.
- Strong, innovative and strategic leadership and management.
- A firm commitment to achieving success through partnership and teamwork.
- Excellent interpersonal and communication skills.
- Drive, ambition and high expectations.
- Commitment to the vision and values of the school and Trust.

We can offer you:

- A supportive and forward-thinking Leadership Team in an inclusive Academy and Trust.
- A stimulating, attractive and welcoming learning environment.
- An approach that supports and stimulates professional growth, with a bespoke CPD package.
- Cross-Trust opportunities for collaboration and development.
- The opportunity to make a positive difference to the lives and careers of pupils and colleagues.
- The opportunity to work in a diverse and inclusive school.
- A career in a forward-thinking Trust.

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can.

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For the full job details please visit: [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/vacancies)

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website [BDAT Policies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/policies)

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Headteacher St Matthew's C of E Primary School and Nursery Job Description

Job Title:	Headteacher
Accountable to:	Chief Executive/Primary Director and Chair of the Academy Local Governing Body Chair of the Local Governing Body
Grade:	<u>Salary L17 – L23</u>

The Headteachers is expected to lead and manage their school in line with the current Headteacher Standards which can be accessed here: [Head teacher standards](#)

Overall purpose of the post:

Provide leadership and strategic direction for the management of their Academy, in order to:

- Develop a collaborative school vision in line with the Trust values and the individual needs of their school community.
- Provide every child with a high-quality education and life experience, which promotes the highest possible standards of achievement and ensures that every pupil leaves school ready for the next stage in their academic/life journey.
- Maximise potential through the skills and resources available from within the school and across the Trust.
- Build leadership and staffing capacity in their Academy reflecting the BDAT ambition to be an employer of choice.
- To prepare, lead and support internal and external audits including Ofsted, SIAMS (if church school) and other audits e.g. health and safety, safeguarding etc.

Main Duties and Responsibilities

Leadership:

- Overall responsibility for all delegated management and operational activity of the Academy.
- To translate the vision and needs of the school into an improvement plan and ensure this is implemented successfully.
- To provide enthusiastic, innovative and consistent leadership to the Academy staff and all other stakeholders e.g., parents, community, the wider BDAT family.
- To work positively with the community to ensure the best possible outcomes for all students, especially those who are the most vulnerable.
- To ensure that students are healthy, stay safe, enjoy and achieve their maximum potential, and achieve economic and personal well-being once they leave the Academy.
- Act as an ex-officio member of the Governing body and actively support the Governing body to understand its role and deliver its functions effectively.

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- Provide reports as required to the BDAT Trust Board and/or Executive.
- To act as an ambassador for BDAT as a member of the extended Trust leadership team.

Education Provision and Standards:

- Ensure that a modern broad and balanced up to date curriculum is developed and implemented and that curriculum delivery is translated into effective learning and assessment practice.
- To ensure that curriculum provision leads to every child meeting their full potential in terms of both academic attainment and progress.
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the Academy can meet changing needs and demands consistent with government guidelines and requirements.
- Ensure that high quality education provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Develop and sustain a culture where students feel safe, confident and can attain their maximum educational outcomes.
- Develop, support and sustain a culture of positive student attendance, engagement and behaviour across the Academy.

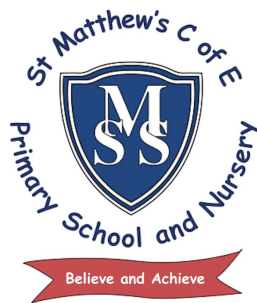
Finance, Personnel and Resources:

- Ensure that all the activities of the Academy are conducted in accordance with all legal requirements and regulations and that policies and procedures are consistent with “best practice” and recognised codes of probity.
- Implement a robust performance management framework that both supports and develops staff in line with Trust policy.
- To ensure that all staff have access to high quality CPD and opportunities to attend training in relation to their individual needs and the needs of the school.
- Recruit, manage and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning and/or high quality education provision.
- To ensure that all resources are organised and managed to provide the best possible outcomes for students.
- To ensure staff are appropriately managed and supported in line with Trust HR practice and advice.
- To ensure the school site is effectively maintained and managed in line with Trust Estates and Health and Safety practice and advice.

Additional Responsibilities:

- Deal with any immediate problems or emergencies according to the Academy’s policies and procedures.
- Respect confidential issues linked to home/students/teacher/Academy work.
- Comply with the Trust and Academy’s Child Safeguarding Procedures, including regular liaison with the Academy’s Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Comply with the Trust and Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To be self-aware and to role model continuous self-development and professional behaviours.

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Headteacher St Matthew's C of E Primary School and Nursery Person Specification

Qualifications	Essential	Desirable
Qualified Teacher Status (QTS).	✓	
National Professional Qualification for Headship (NPQH).		✓
Experience and Knowledge	Essential	Desirable
An ability to drive and deliver transformational and cultural change.	✓	
A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain that standard.		✓
Evidence of leading, supporting and delivering improvement/sustained excellence in line with accountability measures and Ofsted framework.	✓	
A deep knowledge and clear understanding of education legislation, new innovation and developments.	✓	
Supportive of and able to promote the BDAT distinctive Christian inclusive ethos and the values of the MAT.	✓	
Skills	Essential	Desirable
An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success.	✓	
An enthusiastic leader, committed to ensuring the best possible outcomes for children and the community using data, analysis, evaluation and next steps to reach this.	✓	
The ability to build a sustainable workforce of high-quality staff and leaders.		✓
The ability to provide clear direction and shared purpose for all children, staff and stakeholders.	✓	

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A commitment to working positively with all stakeholders and partners.	✓	
Excellent communication skills with all children, staff and stakeholders.	✓	
Strong negotiation skills and the ability to influence others to the benefit of the Trust.		✓
Other	Essential	Desirable
A proven ability to successfully manage resources effectively.		✓
The ability to motivate staff to ensure high performance in line with national and your own expectations.	✓	
The ability to translate a visionary/innovative concept into a practical implementation plan.		✓
An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation.	✓	
Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner.	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters.	✓	
A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD.	✓	
A deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this.		✓
An understanding of the Church of England distinctiveness agenda and how this can be interpreted and demonstrated on a day-to-day basis within a school.		✓
A proven track record as a senior leader, demonstrating improvements in raising the quality of teaching and learning, educational standards and Ofsted categories.	✓	
Effective financial planning and use of financial resources.		✓
Ability to lead school in line with the Trust and school policies.	✓	
A commitment to networking and collaboration between schools within and outside the MAT.	✓	

How to find us



St Matthew's C of E Primary School & Nursery

Ivy House Road
West Bowling
Bradford
BD5 8FG

[St Matthew's CofE Primary School and Nursery - Home \(stmatthewsprimary.org.uk\)](http://stmatthewsprimary.org.uk)

Telephone: 01274 731693

Bradford Diocesan Academies Trust

2nd Floor, Jade Building, Albion Mill,
Albion Road
Bradford
BD10 9TQ

Tel: 01274 909120

www.bdat-academies.org

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Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references at the same time that candidates are invited to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Inclusion

We are an inclusive employer. We welcome applications from candidates of all backgrounds, faiths, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed and actively encouraged. Please contact Jilly Geering on 01274 909120 or email jill.geering@bdat-academies.org to make an appointment to see our school at work

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://vacancies-bradforddiocesanacademies.org)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

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Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process.

The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to provide proof of qualifications and identity on the first day of interview.

Final Selection

Following the tasks and formal interview, the person specification will be used as a guide to select the most suitable candidate for our school. Each candidate will be contacted by telephone to inform them of the outcome. Brief feedback will be provided during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- A satisfactory online check
- Provision of proof of identity and qualifications

Timeline

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Questions

If you have any queries on any aspect of the application process please contact the Academy Trust Office on 01274 909120 and ask for Jilly Geering, PA to the Director of Primary Education or email jill.geering@bdat-academies.org

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