

# LDBS Academies Trust

*Excellence and Equality for All Children in a Christian Context*



## *Headteacher Information Pack (L18-24)*



## Welcome

Dear Candidate,

Thank you for your interest in the post of Headteacher at Millbrook Park Primary C of E School (an LDBS Academies Trust School). The Trustees and Local Governors are looking for an inspirational leader and Headteacher to build on the great work of the outgoing Headteacher, Nicola Dudley.

Millbrook Park Primary C of E School has grown successfully since opening in September 2014. It achieved a Section 48 SIAMS grading of outstanding in 2017, *"...the leaders have high aspirations for the children and a relentless drive towards achieving them."*

The school's current Ofsted grading of Good, was achieved in 2017. *"Parents, pupils and staff are rightly proud of their school. Standards are high, pupils are happy and there is a strong sense of teamwork, togetherness and determination shared by all."*

The next phase of the life of the school is really exciting. As an LDBS Academies Trust school, staff take an active role across the Trust to develop their own and others' professional expertise and standards. We are looking forward to working with a new Headteacher who will bring further innovation, optimism, resilience, courage, and creativity to the school and the Trust.

At the LDBS Academies Trust, we are committed to meeting all staff development needs, making sure that staff are happy, inspired and challenged. In this spirit, the successful candidate will receive a high-quality induction and regular leadership coaching, as part of the Trust and wider school team.

We look forward to meeting you at one of our welcome visits. In the meantime, if you have any questions about the role, please get in touch with us (contact details at the end of the pack).

We look forward to receiving your application.

Yours faithfully,

*C. Jamil*

Christalla Jamil  
CEO of LDBS Academies Trust

## A Message from the Chair of our Trusts

Dear Applicants,

As Chair of the Board I would like to thank you for your interest in this position. The LDBS Academies Trusts is proud of its Christian heritage and of the schools that make up its family. Quality education has the power to transform lives. Our family of schools work hard together and in their communities to ensure positive outcomes for all of our children. We recognise that this is never easy work and therefore we seek dedicated, enthusiastic staff who can share their passion for learning in others, inspiring our young people in the pursuit of excellence.

If you feel that your mission and vision for Education fits ours and you have the energy and drive to make that special difference, then we would love to hear from you.

Please read through the Job Description and Person Specification for the role and complete the application form

Application forms should be submitted online via [the LDBS site](#) by the closing date.

If you would like to visit our school, please contact:

[admin@millbrookparkschool.lubsact.org](mailto:admin@millbrookparkschool.lubsact.org)

Telephone number:

020 3137 5924

Closing date: Wednesday 22nd June 2022 at 12:00pm

(any applications received after this time will not be accepted)

Interviews will take place at the school on Monday 27th June 2022.

We look forward to hearing from you.

Very best wishes,

David Cumberland

## ABOUT US

The LDBS Academies Trust ('LAT') was created in 2012 with five schools spread across the London Borough of Haringey. Our mission is to establish, maintain, carry on, manage and develop Church of England Schools across the Diocese of London. Our aim is that every child should have the opportunity to flourish and develop into a rounded adult who can live life to the full.

Since then, the LAT family has grown to 10 schools spread across the London Boroughs of Barnet, Brent, Enfield and Haringey.

Continuous growth and interest in joining our family of schools led to the creation of LDBS Academies Trust 2 ('LAT 2'), which has allowed us to expand and deliver our mission and aim in West London. We currently have two schools in LAT 2, based in London Boroughs of Hounslow and Surrey.

Our desire to continue to provide an excellent start in life to young people in a Christian context remains ever popular and we expect to include further schools in the future.



## OUR BOARDS

We have two Multi-Academy Trusts, LDBS Academies Trust and LDBS Academies Trust 2. Both Trusts have separate Boards of Directors which oversee twelve schools across the Diocese of London. Each school within our Trusts has its own Local Academy Committee which operates under the powers delegated to it under the Scheme of Delegation.



# TRUST VISION STATEMENT

## Excellence and Equity for All Children in a Christian Context

Our schools aspire to provide '**excellence and equity in a Christian context**', where every child is valued as a unique individual treasured by a loving God.

*'I have inscribed you on the palms of my hands.'* Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full.

*'I have come that they may have life and may have it in all its fullness.'* John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis. Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.



# About Millbrook Park C of E Primary School

## Key Facts:

The school opened its doors for the first time in 2014 to two reception classes and has grown since then to become a popular two-form entry school and nursery to over four hundred children. Classes have a maximum of thirty pupils in them. The school has the capacity to expand to three-forms of entry, to meet future needs in the area.

## Introduction:

The school has an open admissions policy and welcomes children from the local community. Millbrook Park serves as a hub which has helped the community, in their newly built local homes, to make links with each other.

## Governance:

As part of the LDBS Academies Trust, Millbrook Park continues to have its own Local Governing Committee with delegated authority to govern the school. Many of the governors, including the founders of the school, have been involved with Millbrook Park since it opened in 2014 and continue to serve with the Trust.

## Our Schools Vision Statement:

To enable everyone within our community to flourish and enjoy a life filled with meaning, purpose and loving relationships, underpinned by Christian values. We aim to instill a passion for seeking wisdom and knowledge, a keenness to develop individual God-given talents and an eagerness to make a positive contribution to community.

## Our Biblical Text:

Jesus said, "I have come in order that you might have life- life in all its fullness."

**Our Values:** Our four values support the school vision

**Respect   Resilience   Courage   Kindness**

The catch word RRoCK has been created for the values to remind us that they are the rock we are building on and they thread through everything like Blackpool rock!

# About Millbrook Park C of E Primary School

## School Team:

At Millbrook Park we pride ourselves on our dedicated and highly motivated teachers who are committed to providing the best education to all pupils. Positive relationships between teachers and pupils build on the high quality of teaching and a central focus on discipline, respect and responsibility. Teaching is in mixed-ability classes, with a focus on personalised learning and regular assessment so that each student is appropriately supported and challenged.

The rest of the team at Millbrook Park ensure that the pupils and teachers are fully supported in all aspects of learning and in the holistic development of our pupils, and are essential to the smooth running of the extended day.

The current senior leadership team has formed excellent relationships with the school community. The school has successfully recruited and developed talented and committed leaders, teachers and support staff to meet the needs of a growing school and is evolving its staffing structure to meet its changing needs.

## The Millbrook Park Way:

Millbrook Park regularly invites external consultants to work with staff, and quality assurance advisors to audit aspects of the school to ensure that all of the school improvement actions are highly focussed.

The school has been designated as an accredited Read, Write Inc school, in light of the quality of phonics teaching and achievement for several years, and recently the school has also been awarded the 'Primary Quality Science Mark' and the 'Primary Quality Music Mark'.

Millbrook has a real passion for keeping children healthy and uses two key strategies for doing so. Children take part in a daily kilometre run, they rightly feel proud that they run 5k every week. The school has also employed an industry trained chef, rather than having a catering contract, which means that children have high quality, freshly cooked meals every day. The school has been awarded the London Healthy Schools Award in recognition of its commitment to keeping children healthy.

# Job Description

## MAIN PURPOSE

To provide professional leadership to ensure the school delivers a high-quality inclusive, education for all its children and to build upon the existing good standards of learning and achievement.

To be committed to promoting the aims and ethos of a Church of England school including attending up to three Sunday services a year

The Headteacher shall perform his/her responsibilities in accordance with the Trust's Funding Agreement, Memorandum and Articles of Association and all relevant statutory requirements.

## 1. Strategic

To provide inspiring and purposeful leadership for staff and children.

To work in collaboration with the Local Academy Committee, staff and parents to maintain the ethos and values which underpin the school and those of the Trust.

To continue to implement an Improvement Plan to secure continuous improvement.

To monitor and evaluate the performance of the school and respond/report to the Local Academy Committee and CEO as required.

To ensure that the management, finances, organisation and administration of the school support its vision and values.

To monitor and evaluate the school's policies and practices to ensure that these reflect the national agenda and local conditions.

To ensure that all those involved in the school are committed to its aims, motivated to achieve them and are participant in meeting long, medium and short term objectives to secure educational success.

To work professionally and collaboratively with the Trust schools, adopting the LDBS Academies Trust template where appropriate and without compromise to the distinctiveness of the school.

# Job Description

## 2. Teaching and Learning

To continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.

To determine, organise and implement an appropriate curriculum for the school.

To monitor, and adjust where necessary policies, for the personal, social and moral development of children, good race relations and equality.

To monitor and evaluate the quality of teaching and learning and standards of achievement of all children.

To monitor and evaluate strategies for good behaviour/discipline and provide clear guidance on exclusions.

To continue to maintain an effective partnership with parents and the wider community to support and improve children's achievement and personal development.

To promote extra-curricular activities and additional educational support programmes in accordance with the educational aims of the Trust.

## 3. Leading and Managing staff

To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

To implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.

To manage the arrangements made in accordance with the regulations for performance management and threshold/progression assessment.

To promote and monitor the continuance of professional development of staff, including the induction of newly qualified teachers.

To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of employment.

To ensure that a Deputy Headteacher, or another suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from the school.

To continue the development of good working relationships with Local Governors, staff, children, parents/carers and the community.

# Job Description

## 4. Deployment of Staff & Resources

(The effective and efficient management in collaboration with the School Business Manager as appropriate).

To work with Local Governors and senior colleagues to recruit and retain staff of the highest quality.

To make arrangements for the security and effective supervision of the school's buildings, their contents and the grounds.

To set appropriate priorities for expenditure, allocation of funds and effective administration and control.

To manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations.

To work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve children's achievements, ensure efficiency and secure value for money.

## 5. Accountability

To continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.

To present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Local Governors, CEO, SIAMS, OFSTED, Regional School Commissioner, Local Authority body, the local community and others, as appropriate.

To ensure that parents/carers and students are well informed about the curriculum, attainment and progress.

To provide information, objective advice and support to the Local Academy Committee to enable it to meet its responsibilities including, but not limited to, the monitoring of effective teaching and learning, standards of achievement and value for money.

To carry out any such duties as may be reasonably required by the Local Governing Board.

# Job Description

## 6. Safeguarding Children & Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

### **The Headteacher will ensure that:**

The policies and procedures adopted by the Local Academy Committee and the Trust Board are fully implemented and followed by all staff.

Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.



# Performance (Outcomes 2019)

## RECEPTION 2019 (% WHO PASSED)

	Millbrook Park	Barnet	National Average
Good levels of Development	82%	72%	74%

## YEAR 2 PHONIC SCREENING CHECK DECEMBER 2021 (% WHO PASSED)

	Millbrook Park	National Average	Barnet Average
Screening Check pass rate	95%	Not yet published	Not yet published

## YEAR 2 END OF KEY STAGE ASSESSMENTS 2019 (% who reached or exceeded age related expectations)

	Millbrook Park	National Average	Barnet Average
Reading	83%	75%	79%
Writing	81%	69%	74%
Maths	85%	76%	80%

## YEAR 1 PHONIC SCREENING CHECK 2019 (% WHO PASSED)

	Millbrook Park	Barnet	National Average
Screening Check pass rate	91%	82%	86%



# Person Specification

Essential	Desirable	Method of Assessment
<b>Qualifications</b>		
Qualified Teacher status  National Professional Qualification for Headship (Awarded or Working towards - Recommended) OR Existing Headteacher OR  Recently served as a substantive Headteacher OR  Substantial impact as a senior leader demonstrating Headteacher attributes	Either evidence of further study - this could be ongoing and/or Further Professional Qualifications        Higher degree or equivalent	Application form  Selection Process Certification
<b>Experience</b>		
Successful substantive experience at Senior Leadership level within a school including Assistant Headteacher and/or Deputy Headteacher and/or Headteacher experience  Experience of leadership in a variety of contexts, preferably in more than one school  Proven track record in leading and managing staff to support successful outcomes for a wide ability range of children  Proven teaching ability  Experience of the successful leadership of significant change within an establishment in a constructive and sensitive manner  Experience of improving teaching and learning  Experience of the analysis of qualitative and quantitative data to inform school improvement	Experience in more than one school	Application form  Selection Process  References
<b>Skills/Knowledge</b>		
Proven effective leadership and management skills  Proven ability to encourage and motivate through positive management		Application form

# Person Specification

Essential	Desirable	Method of Assessment
<p>Proven ability to performance manage staff and promote professional development and accountability</p> <p>Ability to develop a clear vision for the future and its implementation</p> <p>Ability to communicate effectively in a variety of situation</p> <p>Ability to account to stakeholders and hold others to account</p> <p>Ability to undertake robust self-evaluation processes and use pupil performance data to identify and set relevant school improvement targets</p> <p>Curriculum management - planning, delivery and assessment</p> <p>Effective financial management skills</p> <p>In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues</p> <p>Evidence of successfully developing teams of professionals, delegating effectively and managing change</p> <p>Ability to work with and advise the Trust Board and Local Governing Board to fulfil their respective roles and statutory obligations</p>		<p>Selection Process</p> <p>References</p>
<b>Personal Qualities</b>		
<p>Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school</p> <p>The ability to think and plan strategically to promote the school's vision, ethos and values</p> <p>Is well organised, able to plan, prioritise and delegate effectively</p> <p>Is articulate and approachable with excellent communication skills both verbally and in writing</p> <p>Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships</p> <p>Has proven sound decision- making skills combined with the ability to lead, influence, empower and manage change</p>		<p>Application form</p> <p>Selection Process</p> <p>References</p>

# Person

# Specification

Essential	Desirable	Method of Assessment
Has presence and visibility as a leader, demonstrating optimism, resilience and a well-developed sense of proportion  Has the ability to tackle difficult situations and make difficult decisions, conveying outcomes clearly and with sensitivity  Is able to relate well to parents/carers, staff, governors, partners and the wider community		

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## Contact details

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**MILLBROOK PARK**  
Church of England Primary School

Email:

[admin@millbrookparkschool.lubsact.org](mailto:admin@millbrookparkschool.lubsact.org)

Telephone number:

020 3137 5924

Address:

**Millbrook Park CE Primary School,**  
School House Lane,  
London,  
NW7 1JF