



Mighty Oaks  
Academy  
Trust



Head of School  
Candidate Pack



Mighty Oaks  
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Trust

## Letter from the Executive Leader.

Dear Prospective Head of School,

Thank you for showing an interest in Mighty Oaks Academy Trust (MOAT) and its search for a Head of School. You will be joining at a very exciting stage in our development. The Trust currently consists of two primary school and has ambitious plans to grow in the future.

Our Trust values the strengths of the two schools and effectively encourages collaboration at all levels. We aim to provide wider opportunities and an improved local offer to the families and children we serve. Each school maintains its own culture and identity so that our families still recognise their school as they know it and for what it provides to their community, but each school benefits from being part of the larger group.

Our Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. We invest in CPD for staff ensuring we deliver the very best practice for our pupils, whilst offering career pathways for our staff. The two schools work closely together, the Heads and Trust Leaders work strategically and collaboratively and subject leaders work across the Trust to further develop the curriculum.

This is an exciting opportunity for an experienced senior leader who is ready for the next step of their career. Buildwas Academy is set in a traditional Victorian building in the beautiful countryside close to the Ironbridge Gorge World Heritage Site and Ironbridge Museums. Our position, overlooking the River Severn, adds to the charm.

Our school has a strong tradition, educating children since 1855, using the community and extensive local resources provided by the local and wide Shropshire area.

Children are taught in four mixed-age classrooms with our Pre-School provision seamlessly fitting into in our mixed Reception/Pre-School class. We offer education for 3 – 11 year olds within the Buildwas, Leighton and Eaton Constantine parishes and the surrounding Telford & Wrekin and Shropshire areas.

Buildwas Academy is a school that endeavours to make each child feel valued as an individual, within a community that cares. At Buildwas we realise the importance in equipping children with the appropriate academic and physical skills. We try to instil in them correct social and moral values and, most importantly, stimulate and motivate them to achieve the highest levels of confidence, enjoyment and success in all that they do.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)



Our curriculum has been designed with our children and the local area in mind. As a staff we thought about our school's ethos, the community and links we have already established or our plans and hopes for the future.

Our thematic curriculum has been designed with the children and our local context in mind. It aims to enrich the lives of our pupils, giving them skills and opportunities that will help them in later in life and take up their roles as global citizens. We hope that the children are as excited about the themes they will be covering as we are. We endeavour to bring these themes to life through the local links, visits and immersion activities to help create life-long memories.

Children from Reception to Year 6 at Buildwas are given realistic and progressive opportunities to enable them to develop into mature, responsible, confident, sensitive, respectful and trustworthy individuals.

*"A small school with a huge heart."*

**H**appiness

**E**nabling

**A**spire

**R**esilience

**T**rust

These words are pivotal to all that we do. We aspire to ensure that the happiness of the whole school community is our priority. We put our trust in each other, enabling us to provide ambitious, creative learning opportunities, that build resilience and nurture our children to evolve into the best versions of themselves.

Our new Head of School will need to be an enthusiastic, proactive and strong leader who will be able to guide an experienced staff forward to deliver an ambitious curriculum for the pupils.

If you feel you have the right drive and ambition to lead Buildwas Academy forward, we welcome you to come and have a look round and apply for this exciting position.

With best wishes,

Steve Tilley

Executive Leader, MOAT



Mighty Oaks  
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## OUR TRUST

Mighty Oaks Academy Trust began in 2011, initially as a single academy at Priorslee in Telford. We joined with Buildwas Academy, which converted in 2016. Our aim was to develop a strong, collaborative MAT which focussed on primary education. Our MAT employs talented and experienced leaders and practitioners who provide the highest quality school experience possible for each and every one of our children. We have a strong proven track record of strong teaching and learning which is overseen by a team of senior leaders. We are a small, but growing Trust, which enables us to know our schools personally.

We work closely with our schools providing support and structure, where necessary, whilst developing independence and creativity in schools to empower their leaders to imaginatively ensure they provide the very best quality learning opportunities for their children.

### Our Vision and Values

At Mighty Oaks Academy Trust, we put the community at the heart of everything we do. This means that in our Trust we aim to:

- Be focussed on the children making sure we provide an engaging, stimulating, and fun environment where our children can thrive
- Have talented and dedicated staff, who put the children at the centre of all they do and go the extra distance to ensure their needs are met
- Value, celebrate and promote difference for all members of our community
- Form strong working partnerships with our parents to ensure that we are partners in our children's education
- Prepare our children for life and enable them to make a positive contribution to their community
- Enable and support schools to provide a unique curriculum that recognises and addresses the characteristics, history, and future of the community we serve
- Work closely with community leaders
- Commit to providing an outstanding education for all our children.

We aim to provide an outstanding learning experience for all our children, which will enable them to become the best possible version of themselves, within the community in which they live and grow.



## Our other School

Our Trust currently consists of two Primary Schools. We value working with other schools, so each of the Trust's schools is developing wider connections through a range of networks and actively seeks opportunities to work in collaboration with others.

## **Priorslee Academy**



*Mrs J Cooper, Head of School*



Priorslee is a Primary Academy that is passionately committed to individual achievement, personal growth and the pursuit of excellence for every child. We are firmly committed to providing an inclusive education which meets the needs of all children in our care – ensuring all can achieve the best they can, and all can shine.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Priorslee is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Priorslee, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. Priorslee Academy is a truly exciting place to learn. No day is ever the same and there is always something new to discover.

We believe that children's happiness and emotional wellbeing is vital and is the foundation for children to be able to thrive and contribute to society. We aim to give children positive initial experiences of learning and relationships, which will help to make them responsible, responsive citizens who appreciate the value of community.



Our core values underpin daily life (ACORNS). We teach our children to **Aspire**, be **Community-Minded**, to always remain **Optimistic**, to show **Respect** and to **Nurture** ourselves, our passions and others in our school community.

We have a passionate and big-hearted staff team who work hard to provide our children with a huge range of opportunities, carefully designed to spark their interests and enthusiasm, inspire them, and enable them to realise their full potential.

We pride ourselves in our strong home/school relationships. We encourage an open-door policy, allowing parents and staff to meet whenever a need arises. We place a high value on establishing close links between home and the school so that we can effectively work together to achieve the best for your child.

We have worked hard on creating our new curriculum, in which we aim to provide a lively, creative curriculum to challenge and motivate our pupils and enable them to participate in a range of high-quality learning opportunities and experiences. We encourage parental involvement and parents certainly enjoy sharing in.

The recent improvement in the school's environment has enhanced the quality of the children's education and we are committed to an on-going programme of refurbishment to ensure the children learn in the very best learning spaces. However, our greatest resource is our skilled and dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. We actively seek to secure highly skilled staff to the school so that our provision is continually improving and kept up to date.

We want our pupils to enjoy coming to school and to be enthusiastic about learning. We expect high standards of behaviour from all our pupils, and we will nurture and encourage pupils and inspire them to be active participants in their own development and education. We encourage them to be responsible, thoughtful, polite, and to play an active part in all aspects of school life. Our School Council gives the children a voice where their thoughts and ideas can be expressed and put into practice.

As a school, we are fully committed to developing each child's unique potential not only academically, but also socially, emotionally and physically. Our children are happy and enthusiastic learners, who work hard to reach the challenges set by their teachers.

We focus on making all aspects of our school a safe and secure learning environment where children feel confident to try out new skills and are encouraged to 'have a go' even if they find something difficult or challenging.

Our pastoral care arrangements are extensive and highly effective and enable children to feel safe and secure during every part of the school day, so that they have the confidence to achieve their full potential both academically and personally.



## Our Central Team

At the heart of our Trust is a highly skilled and experienced team of professionals who ensure that all aspects of Trust operations are managed to a high standard. Ensuring efficiency and alignment is the key. The team continually review systems and enhance processes to ensure that school leaders are able to focus on the quality of education for pupils.



Steve Tilley  
Executive Leader and  
Accounting Officer



Jo Hart  
Trust Operations and  
Finance Manager



Geraldine Lough  
Trust Administrative Lead

We are currently a small Central Team, but are highly effective. Under the leadership of the Executive Leader and the Operations and Finance Manager, the team works from an office, currently based at Priorslee Academy in Telford. The Trust currently outsources MAT Finance, HR services, payroll and contracts, H&S, building maintenance and catering. All schools use Bromcom as their Management Information System, as well as the tool for Safeguarding communications.

## Governance and Management Structure

The MOAT governance structure consists of three key layers. Members, Trustees and Local Academy Committees. There are currently five trustees, including the Executive Leader, with a wide range of skills and experience both in and outside education.

There are two Local Academy Committees (LAC). Each LAC takes responsibility for oversight of its school's individual performance and holds the Head of School to account, whilst providing support and valuable community engagement.

Our school leaders have become a well-established support network for each other. Regular weekly briefings ensure that information sharing is facilitated. Peer review across the trust is currently in its infancy. When embedded, this will enable a cycle of evaluations to take place so that each school has a monitoring visit with an agreed focus.



Regular group strategy meetings and 1-2-1s with the Executive Leader also take place and these serve to ensure that good communication and shared practice is given the important focus it requires.

Under the successful appointment of the new Executive Leader, we expect the current Trust structures will be shaped and further developed by the successful candidate.

### **MOAT Growth Plans**

The Trust has currently grown organically with the existing two schools. We are expecting that the new Executive Leader will continue to grow our organisation. Our recently reviewed strategy for external growth is to:

- Proceed with care
- Ensure that growth does not adversely affect the existing schools and their pupils
- Implement a robust due diligence framework
- Develop and implement an operational plan to execute the growth strategy, covering both recruiting additional schools and developing partnerships (try before you buy)

A due diligence framework is currently being put into place to assist and guide this process. This will support conversations with prospective schools.

The Trust has ambitious plans to grow no greater than 10-12 schools over time with approximately 5000 – 6000 pupils. It has recognised that growth brings economies of scale, an opportunity to provide system leadership on a wider scale and the capacity to enhance teaching and school development on a Trust-wide basis to benefit the pupils, staff and their schools. The Trust recognises the importance of building relationships over time, whilst managing the internal growth and the development of its existing schools as a MAT.





## **Mighty Oaks Academy Trust**

### **Head of School Job Description**

**Salary:** Seven-point scale – L4 – L10 (£45,434 - £55,360), to be negotiated with the successful candidate.

**Accountable to:** Executive Leader (CEO)

**Reporting to:** Executive Leader (CEO)

#### **Job Purpose:**

##### With the substantive Executive Leader:

1. Implement the vision of Mighty Oaks Academy Trust (MOAT) and provide effective leadership for a member Academy, inspiring and motivating those engaged in the activities of teaching and learning;
2. Create and maintain a culture of continuous improvement and success, and a high standard of education for all;
3. Represent the Academy and act as an advocate for its mission and values, forming and developing effective partnerships within and beyond the Trust;
4. Promote and model the Academy mission, vision and values, and successfully implement the Board of Trustees' policies;
5. Create a learning environment in which the resources of the Academy are effectively managed to secure the achievement of both children and staff.
6. Work with the Executive Leader/CEO of the Trust, providing high quality professional leadership, ensuring the highest standards of teaching, learning and achievement;
7. Day-to-day management of children, staff, resources and buildings;
8. Contribute to the wider success of the Trust through membership of the Senior Leadership Team

#### **Key Responsibilities**

##### With the Executive Leader:

1. Work with the MOAT Board of Trustees and the Local Academy Committee to develop and communicate a clear strategic vision for the successful development of the Academy;
2. Motivate and empower others to carry this vision forward;
3. Ensure sustainability is integrated across all areas, using as many of the Academy's resources as possible;
4. Model the values and vision of the Academy and Mighty Oaks Academy Trust;
5. Develop a fully costed, annual strategic plan, which drives school improvement;



6. Lead curriculum development and innovation, ensuring a creative, inspiring curriculum fit for the 21st Century.

### **Leadership of Teaching, Learning and Assessment**

#### With the Executive Leader:

1. Ensure the quality of teaching and learning is at the centre of strategic planning;
2. Ensure a planned annual cycle of assessment, monitoring and evaluation across the Academy;
3. Demonstrate and articulate high expectations, setting aspirational targets for all;
4. Ensure a consistent and continuous approach to monitoring children's progress, using data and benchmarks to identify individual and group achievement;
5. Ensure the implementation of effective intervention and support programmes, the impacts of which, are regularly reviewed and evaluated;
6. Implement approaches that develop children's understanding of themselves as active learners;
7. Implement strategies that promote high standards of behaviour and attendance;
8. Monitor, evaluate and review classroom practice, promoting strategies to ensure that the highest standards of teaching and learning are maintained;
9. Challenge under-performance at all levels.

### **Managing the Academy**

#### With the Executive Leader:

1. Develop and sustain an organisational structure, which raises standards and ensures that the Academy functions effectively;
2. Manage the Academy on a day-to-day basis ensuring that Trust policies, including those relating to safeguarding and health & safety are fully adhered to;
3. Manage the Academy's financial and human resources in line with relevant policies to ensure efficiency in achieving the Academy's educational goals and priorities;
4. Ensure that policies and practices take account of national and local circumstances and initiatives;
5. Work with the Executive Team and senior colleagues to recruit, retain and deploy staff to achieve the vision and goals of the Academy and Trust;
6. Advise the Executive Leader on the performance, competence and capacity of staff;
7. Make arrangements for the security and effective supervision of the Academy buildings, contents and grounds;
8. Undertake responsibilities as defined in health and safety policies and ensure that appropriate risk assessments are undertaken.
9. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money;



10. Undertake responsibility for promoting and safeguarding the welfare of children.

### **Financial Management**

#### With the Executive Leader:

1. Work on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and Academy improvement priorities;
2. Work with the Trust's Operations /Finance Manager to manage agreed budgets, ensuring effective administration and value for money;
3. Support the Academy and Trust in securing additional resources to aid Academy improvement.

### **Leading and Managing Staff**

#### With the Executive Leader:

1. Carry out, through line management or direct responsibility, the performance reviews of all staff and all relevant arising actions;
2. Deal effectively with staff under-performance, in line with relevant policies;
3. Liaise with the Executive Team in the recruitment and selection of teaching and support staff;
4. Provide support in creating and maintaining good working relationships amongst all members of the Academy community;
5. Motivate and support staff by identifying and addressing areas for development and building on their strengths to support Academy succession planning;
6. Promote the highest standards of courtesy and mutual respect amongst all members of the Academy community;
7. Ensure that all staff carry out their professional duties in accordance with their job description and national guidance and regulations;
8. Encourage initiative, team work and working in partnership;
9. Develop and strengthen leadership across the Academy.

### **Securing Accountability**

#### With the Executive Leader:

1. Work with the Executive Team, Board of Trustees and the Local Academy Committee, providing information, objective advice and support to enable the Trust to meet its responsibilities;
2. Develop and present a coherent and accurate account of the Academy's performance to a range of audiences including the Executive Team, Board of Trustees, Local Academy Committee and parents and carers;
3. Provide suitable reports for, and be present at, all Local Academy Committee meetings;



4. Develop an Academy ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
5. Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review;
6. Effective fulfilment of all responsibilities outlined within this document.

### **Strengthening Community**

#### With the Executive Leader:

1. Build a culture and curriculum, within the context of the Academy's vision, which takes into account the richness and diversity of the local and wider communities;
2. Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families;
3. Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development;
4. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences;

### **Safeguarding**

#### With the Executive Headteacher:

1. Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are published as required;
2. Ensure all staff are fully trained and aware of their particular responsibilities;
3. Cooperate and work with relevant agencies to protect children.

### **National Standards for Head Teachers**

The Head of School will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Head Teachers, and Education and Employment legislation.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.



**Mighty Oaks Academy Trust**

**Head of School Person Specification**

Criteria	Essential/ desirable	Where will it be Assessed?
<b>EDUCATION AND QUALIFICATIONS</b>		
Qualified Teacher Status	E	Application Form
Evidence of Continuing Professional Development relating to school leadership/curriculum development	E	Application Form
NPQH or further professional qualification	D	Application Form
<b>EXPERIENCE</b>		
Successful leadership experience to at least Deputy/Assistant Head level	E	Application Form/Interview
Successful teaching experience within the EYFS/Primary age range	E	Application Form/Interview
Advanced Skills/Leading Practitioner status	D	Application Form
<b>STRATEGIC LEADERSHIP</b>		
Ability to provide clear educational vision and direction	E	Application Form/Interview
Ability to inspire and motivate all stakeholders	E	Interview
Evidence of developing effective strategies for school improvement	E	Application Form/Interview
High level of involvement with school improvement planning	E	Application Form/Interview
High level involvement in monitoring and evaluation procedures leading to clear impact	E	Interview
Ability to work in partnership with senior leaders and governors	E	Interview
Ability to set challenging targets for children and staff	E	Interview
Ability to analyse and use pupil data on attainment and progress to raise standards	E	Interview
Secure knowledge of the Ofsted Framework	E	Interview
Understand the principles of effective teaching and learning	E	Application Form/Interview
Strategic Leadership experience across EYFS, KS1 and KS2	D	Application Form/Interview
Use of assessment data management systems to improve standards	D	Interview
Successful experience of integrating British Values into school life	D	Interview
<b>LEADING TEACHING AND LEARNING</b>		
Successful experience of monitoring, evaluating and improving the quality of teaching and learning	E	Application Form/Interview
Understanding the role and impact of assessment in children's learning	E	Application Form/Interview



Criteria	Essential/ desirable	Where will it be Assessed?
Secure knowledge of statutory requirements relating to curriculum and assessment	E	Application Form/Interview
Experience of leading curriculum innovation	E	Application Form/Interview
Successful experience of developing effective learning behaviours	E	Application Form/Interview
<b>LEADING AND MANAGING STAFF</b>		
Experience of dealing with staff when performance gives cause for concern	E	Interview
Ability to establish positive working relationships	E	Interview
Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams	E	Interview
Successful experience of identifying the need for, and leading, in-service training	E	Application Form/Interview
Ability to lead, manage and motivate across the school community	E	Interview
Significant experience of taking a lead role in performance management of staff including leading lesson observations	E	Interview
Experience of working with governors	D	Interview
<b>MANAGING RESOURCES</b>		
Successful experience of managing budgets	E	Application Form/Interview
Ability to manage, monitor and review available resources, ensuring value for money	E	Application Form/Interview
Budgetary management at whole school level	D	Application Form/Interview
Experience of recruiting and deploying staff	D	Application Form/Interview
<b>PERSONAL SKILLS AND QUALITIES</b>		
Strong commitment to raising standards	E	Application Form/Interview
High expectations of self and others	E	Interview
Ability to establish and maintain positive relationships, including with parents	E	Interview
Ability to remain positive and enthusiastic, including when under pressure	E	Interview
Good communication skills	E	Application Form/Interview
Empathy with children	E	Application Form/Interview
Effective computing skills for both teaching and management	D	Application Form/Interview