

# Headteacher

---

# Hawbush Primary School

## Application & Information Pack



*Start date: January 2025*

---

Outstanding  
pupil experience

---

Excellence  
in education

---

Impactful  
teaching

---

Effective  
partnerships

'All pupils  
achieve the  
highest standard  
of educational  
outcomes  
regardless of  
circumstance or  
background'

## Contents

1.	Welcome from the Chief Executive and Chair of Trustees	<i>Page 4</i>
2.	About drb Ignite Trust	<i>Page 6</i>
3.	Our Family of Schools	<i>Page 8</i>
4.	About Hawbush Primary School	<i>Page 11</i>
5.	Our Vision, Values and Operating Principles	<i>Page 12</i>
6.	One Trust One Organisation	<i>Page 16</i>
7.	Employee Benefits	<i>Page 20</i>
8.	Disability Confident Committed Employer	<i>Page 20</i>
9.	Job Description	<i>Page 21</i>
10.	Person Specification	<i>Page 25</i>
11.	What you need to do next	<i>Page 28</i>
12.	Any Questions?	<i>Page 30</i>

# 1

## Welcome from the Chief Executive and Chair of Trustees

Thank you for your interest in joining drb Ignite Multi Academy Trust as the Headteacher of Hawbush Primary School.

This is an exciting and unique opportunity for a highly effective and inspiring school leader to move this school forwards and improve outcomes for all pupils.

The recruitment of dynamic, committed, and inspirational staff is at the heart of our Trust's vision to ensure:

*'All pupils achieve the highest standards of educational outcomes regardless of circumstance or background'*

At our Trust, we believe that every child is a special individual, capable of extraordinary things. All schools support and challenge every child to do what they think they cannot, to persist, to work hard and to be their best.

A defining feature of the Trust is that it is a specialist primary phase Trust. This means that our work is driven by the distinctive needs of primary schools.

The Trust currently operates twelve primary schools across the Birmingham and Dudley areas of the West Midlands and intends to grow further over the coming years.

We value excellence through shared effort whilst respecting the identity of every Trust school, ensuring each reflects both context and community. We promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise across our schools. Our values reflect a commitment to operating in a spirit of professional generosity.

We are looking for a Headteacher who shares our values and has the vision, drive, and resilience to lead Hawbush Primary School, securing rapid improvement whilst also bringing leadership capacity that supports other Trust schools to learn from each other and beyond.

We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.

Interested candidates are encouraged to contact the Executive Director of School Improvement to discuss the opportunity in more detail.

This information pack has been developed to provide you with a summary of all of the information you need to consider when applying for this position. Within the pack, you will find a Job Description, a Person Specification, a brief summary of the Trust and details of how to apply for this post. We hope it will inspire you to join us.

We wish you every success with your application.

Best wishes,



**Rob Bowater**  
Chief Executive Officer



**David Sheldon**  
Chair of Trustees

# 2

## About drb Ignite Trust

*'All pupils achieve the highest standards of educational outcomes regardless of circumstance or background'*

drb Ignite Multi Academy Trust is a vibrant and growing charitable organisation. As a unique family of twelve primary schools, our vision and values are shared and constantly lived across all schools.

The Trust was founded in October 2014 and is an ambitious and dynamic multi academy trust with a dedicated mission to drive educational improvement across its group of schools.

We see ourselves as a new civic structure committed to advancing education for the public benefit. The Trust places significant importance on strong school leadership and collaborative endeavour in achieving and sustaining this ambition for all pupils.

We are a specialist primary phase Trust operating twelve schools across Birmingham and Dudley (eleven community schools and one Church of England school) across the age range from nursery to year six.

The close proximity of our schools enables staff to easily travel between schools to collaborate, share resources and provide school improvement support. This capacity to work together and get to know each other's schools and communities is an important and central feature of our system design.

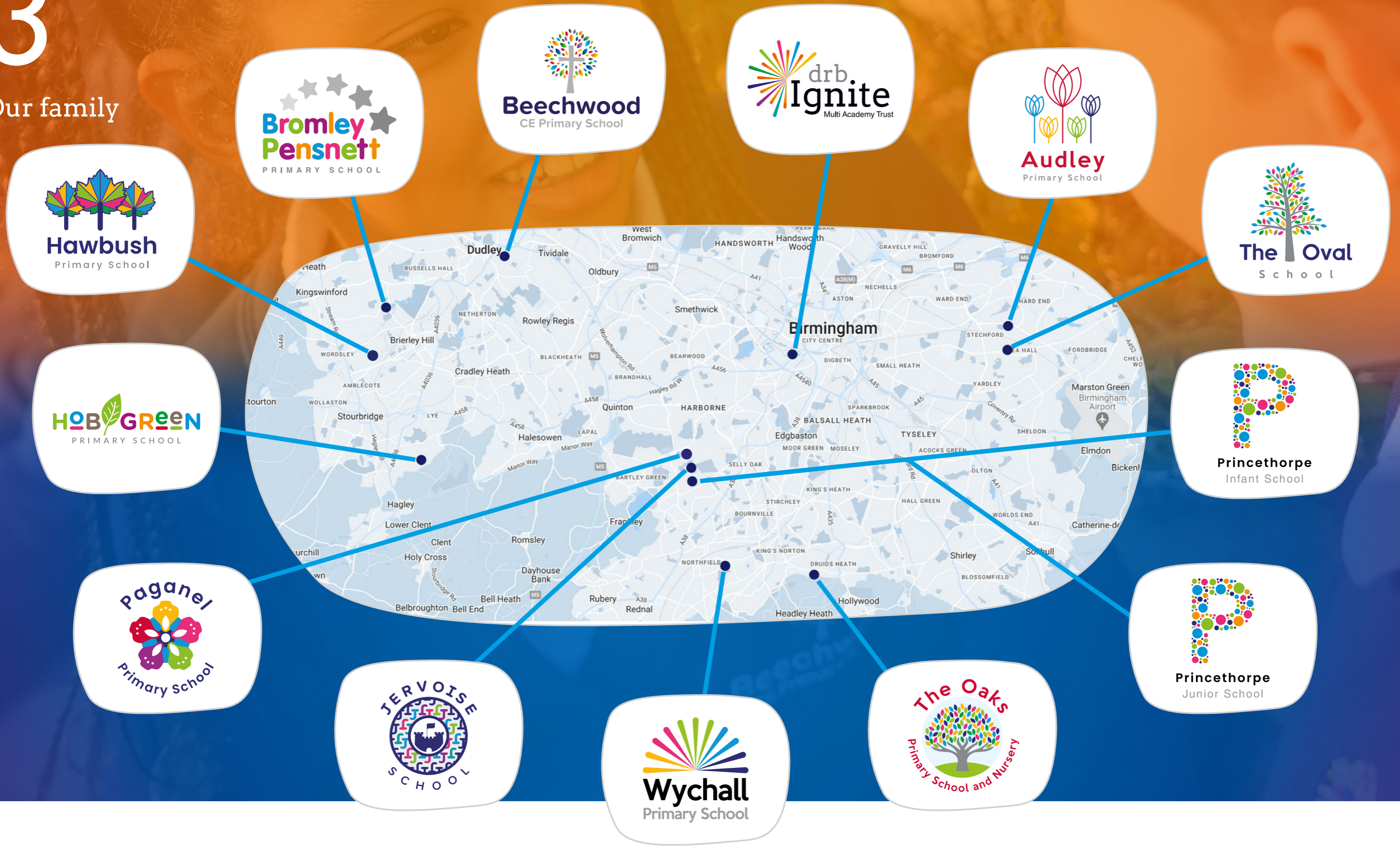
Our Trust operates with an annual budget of £29.1 million which is provided by the Department for Education (DfE) through our Funding Agreement. We use our funding carefully to maintain a consistently high standard of education for over 4,500 pupils.

As an established Trust, we have a clear vision and plans for further growth within the West Midlands area.



# 3

## Our family



## About Hawbush Primary School



Hawbush Primary School is a 1 form entry primary school with pupils age ranging from 2-11 years, situated in Dudley. We also have a SEMH Unit providing specialist provision and support to pupils with identified social, emotional and mental health needs.

Our school is deeply committed to helping support parents and respond to the diverse needs of our local community.

Strong and robust governance is a key asset in securing high standards of educational achievement. We work closely with Trustees and executive Trust leaders to shape learning opportunities and experiences available to our children, ensuring they add value as we work towards our strategic vision and improvement priorities.



# 5

## Our Vision, Values and Operating Principles

### Our Vision

*'All pupils achieve the highest standards of educational outcomes regardless of circumstance or background'*

The Trust supports the concept of simplicity over complexity and uses this as a principle to drive improvement. In essence this means:



- children are at the centre of all thinking at all times
- inclusion, equity, and equality matter
- respectful partnerships with parents, carers and the local community make a real difference
- staff wellbeing and professional development are central to effective school improvement
- compassionate leadership by all senior leaders provides inspiration to act and motivation to hold each other to account
- collaboration within and between schools is supportive and drives rapid improvement
- no school is an island
- sustainable school improvement is underpinned by effective governance and financial systems and processes

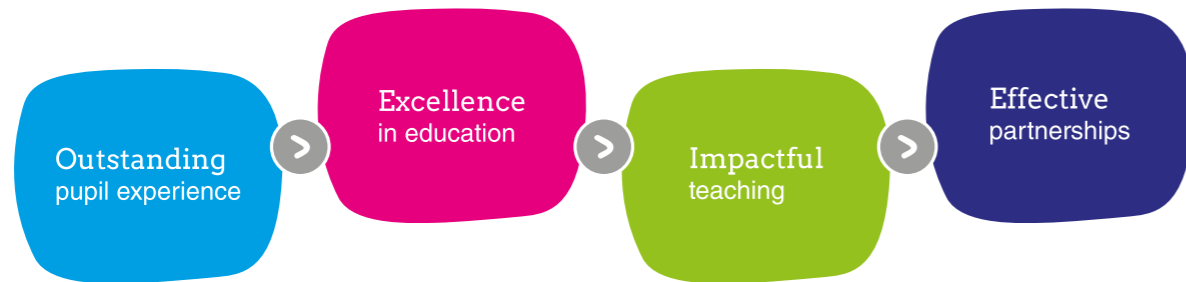
### Our Values

As a family of schools, we have a set of shared values which are central to our vision and approach. They articulate how we respect pupils, work together, and develop effective partnerships within and beyond the Trust.



## Our Operating Principles

Our vision and values are supported by four operating principles which shape our planning and create the conditions for deep collaboration, helping us to retain a strong focus on our intended outcomes:



### Outstanding pupil experience

#### Indicators of success

- ✓ Pupils enjoy coming to school and learning
- ✓ Pupils make good progress and achieve well
- ✓ Pupils are safe and well
- ✓ Pupils develop as confident, responsible social and community citizens

### Impactful teaching

#### Indicators of success

- ✓ The Trust has a leading reputation and increases its profile and impact steadily over time
- ✓ Teacher development is strongly embedded and leaves a tangible footprint on curriculum and teaching
- ✓ Teaching is consistently good across all phases
- ✓ Teachers enjoy their work and want to develop their knowledge, skills and understanding

### Excellence in education

#### Indicators of success

- ✓ The curriculum is current, relevant, and exciting
- ✓ Pupils develop transferable skills, rigour of thought, resilience, and a positive outlook
- ✓ Pupils are engaged by the cutting-edge learning experiences and opportunities
- ✓ Learning environments are safe, welcoming and enticing
- ✓ Teachers and pupils have great learning relationships

### Effective partnerships

#### Indicators of success

- ✓ The Trust is a partner of choice for parents through its compelling school improvement work
- ✓ The Trust understands the complexity behind achievement gaps and responds by working collaboratively with others
- ✓ Collaboration is at the heart of the Trust's school improvement model
- ✓ Our outward facing approach sustains a range of enhancing partnerships beyond the Trust



# 6

## One Trust One Organisation

To achieve great outcomes for pupils and sustain effective performance over time we keep our strategic design model simple:

### *'One Trust One Organisation'*

We strongly believe that more can be achieved by working together than individual schools can achieve by working alone. This involves building a deliberate system that is fit for purpose, robust, and flexible enough to face both immediate and future challenges.



The experience of the pandemic illustrated the effectiveness and benefits that can be achieved when the Trust operates as a unified and aligned organisation, especially in terms of operational efficiency, support, resilience, and clear governance.

Our 'One Trust One Organisation' approach ensures a holistic and cooperative approach that maximises the Trust's capacity to deliver high-quality education, collaborate effectively, and maintain a clear sense of purpose and accountability throughout the organisation.

We believe this is the best way to enhance levels of support, retain a focus on improvement priorities and secure appropriate accountability. Schools within the Trust are encouraged to respond to the diversity of their local context, taking decisions in accordance with the needs of the pupils and families they serve.

This collaboration is facilitated through a structured Scheme of Delegation, which provides the framework for working together with clear roles, responsibilities and accountabilities.

### Educational Improvement

Educational improvement is the Trust's core business. We are set up to run and improve schools and this must always stand out as our purpose in all decision making.

Our school improvement model reflects the centrality of great teaching that is consistent in providing high-quality learning across all schools and age groups. We are driven by passion about every detail of a pupil's experience, from school entry to transition to secondary school. We see this as central to our social justice responsibilities as a Trust working predominantly in areas facing multiple disadvantage. These challenges have been increased by the impact of the pandemic.

We have a relentless focus on what happens in classrooms every day, the practice of teaching and learning and the quality of the curriculum experiences of pupils. To enable and support this we have established a central school improvement team of senior educational leaders, each with a range of bespoke specialisms and experience.

An executive leader for school improvement has full responsibility for this team and reports directly to the Trust CEO. This has an immediate and positive impact through more effective and timely challenge, intervention and support.

### Our workforce is fundamental to our success and growth

Our workforce is fundamental to our success and growth. Attracting and retaining staff who align with our vision and goals for pupils is a top priority for leaders and Trustees.

We believe the professional capacity and capability of our leadership, teaching, and support staff are central to effective teaching and learning.

As one Trust, we work together to create an expectation of ongoing professional development, teacher enquiry and evidence based practice to support and improve the quality of pedagogy and learning for everyone.

The Trust and its schools use national, regional and local information to understand the holistic challenges facing our pupils and families.

Trustees and staff focus on expressing clear and consistent messages about the Trust's vision and ethos. This ensures a collective responsibility for the health and wellbeing of the whole school community.

# 7

## Employee benefits

Working for drb Ignite Trust has many benefits. We want only the best people to take us forwards and help us to realise our shared vision.

### Continuous Professional Development

One way we demonstrate this is by placing a significant emphasis on the continued professional development of all our staff.

We want everyone to grow and develop with us and believe that regardless of job role or career stage, there should be opportunities to develop skills and experience in order to be better and further your career.

To support chosen career pathways, the Igniting Your Potential Professional Development Programme provides a range of opportunities for networking and CPD. As a family of ten schools, we are able to provide cross Trust secondment opportunities.

### Competitive Salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role.

We are committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ('STPCD'), the Burgundy Book (for Teachers) or the NJC Green Book (for support staff).

This ensures we treat people fairly across the Trust as well as remaining competitive.

### Pension Scheme

All staff can be part of either the Teacher's Pension Scheme or a Local Government Pension Scheme (LGPS), benefits include life cover, survivor benefits, and ill health cover.

### Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

### Expenses and Travel Costs

We remunerate our staff for incurred expenses and travel costs when asked to work outside of the normal work environment. This is in line with our Staff Expense Policy.

### Employee Assistance Programme

As part of our commitment to the wellbeing, everyone has free access to the Employee Assistance Programme.

This is a confidential counselling service which has been developed to support the physical, emotional, and psychological wellbeing of employees, as well as offering legal advice.

### Flexible and Family Friendly Policies

The Trust has generous policies for maternity leave, paternity leave, flexible working and discretionary leave. All staff have the right to request flexible working as soon as they have worked for at least 26 weeks (continuous service).

We include an informal stage in our flexible working policy to ensure that any concerns or worries can be discussed and explored with a senior manager before having to proceed to a formal stage.

### Collaborative Working

As a family of ten schools in a close geographical area, we have the ability of being able to work collaboratively with those doing similar roles in different schools, picking up best practice and sharing great ideas.

To support our schools to develop the best curriculum possible, we believe in collaborative planning and sharing ideas and best practice. We have a team of School Improvement Practitioners which include subject specialists who support this collaborative approach and are up to date with the latest subject developments.

All of our School Improvement Practitioners have been appointed from within the Trust. They meet regularly to share best practice and discuss the latest curriculum thinking to develop our Trust curriculum. They also lead on specialist school improvement projects to help the Trust develop its expertise and share best practice and support staff professional development.

### Flu Vaccines

We offer free flu vaccinations to all staff on an annual basis to help make it easy to be immunized.

### Cycle to work scheme

We offer a discounted cycle scheme to enable staff to save money when purchasing a bicycle, with payments deducted from salary each month.

### Childcare Vouchers

The Trust offers a Childcare Voucher scheme in partnership with a preferred provider to help staff make savings in paying for childcare. Childcare vouchers are Tax and NI exempt and can be used to pay for childcare aged up to 15 (16 if they are disabled).

They can be used for a wide range of childcare, with the only condition that the provider is registered with the appropriate body.

# 8

## Disability Confident Committed Employer

drb Ignite Trust is proud to be a Disability Confident Committed employer. By signing up to the accreditation we have agreed to commit to the following five commitments:

1. Ensuring our recruitment process is inclusive and accessible, communicating and promoting vacancies
2. Offering an interview to disabled people who meet the minimum criteria for the job
3. Anticipating and providing reasonable adjustments as required
4. Supporting staff who acquire a disability or long-term health condition, enabling them to stay in work
5. At least one activity that will make a difference to disabled people



We are pleased to have been awarded the accreditation and see this as a really positive step forward for the Trust. It shows our commitment to supporting current staff and recruiting and attracting candidates in the future.

It is important to note that if we receive a high volume of applications, we may limit the numbers of interviews offered to both disabled people and non-disabled people.

# 9

## Job Description

<b>Job Title:</b>	Headteacher
<b>Location:</b>	Hawbush Primary School
<b>Hours of work:</b>	Full-time
<b>Reporting to:</b>	Executive Director of School Improvement
<b>Reporting for:</b>	All pupils, teaching and non-teaching staff
<b>Leadership Scale:</b>	L15-L21 (£70,293 - £81,441) <i>subject to nationally agreed pay award</i>

**Core Purpose:** The Headteacher is accountable for ensuring the educational success of their school. They provide professional leadership and management of their school and must establish a culture that promotes excellence, equality, and high expectations of all pupils.

While the following job description represents the focus of the role and associated accountabilities it should not be seen as exhaustive. The Trust Board expect the successful candidate to develop the role further and support wider school leadership in imaginative, innovative ways.

The Job Description reflects the **National Standards of Excellence for Headteachers** (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Trust CEO, the Trust board, school staff, pupils, and carers.

*(Continued)*

## Key Responsibilities:

### Strategic direction and development of the school

- ensure a strong culture of safeguarding which is fully compliant and highly effective.
- be responsible for the implementation and management of Trust policies with full compliance with Trust procedures.
- recruit staff, ensuring the statutory requirements, the decisions of Trustees and the needs of the pupils, their parents and the community are met.
- manage a complex organisation effectively and ensure the successful implementation of effective school improvement quickly.
- work in harmony with Trustees, the School Improvement Team and other schools to lead rapid school improvement.

### Teaching, learning and pupils

- ensure that the quality of teaching is at least good, and that appropriate coaching, support and pedagogic development programmes are provided for staff so that teaching is constantly improving.
- ensure that thorough, timely and accurate monitoring and evaluation of the quality of teaching takes place and that timely support, intervention and capability procedures are initiated and seen through where required.
- lead the provision of a broad, relevant, and motivating curriculum.
- ensure high-quality delivery of the curriculum matched to the needs of pupils so that all are academically stretched and motivated.
- develop systems and approaches to meeting the needs of pupils who enter the school with poor levels of development, those of the more able and to those who are gifted and talented.

- involve pupils appropriately in the decision-making processes of the school and create a sense of shared ownership and responsibility.
- manage pastoral care, pupil welfare and anti-bullying procedures effectively so that standards of behaviour and self-discipline are excellent and underpin effective learning.
- maintain effective, accurate and timely assessment, recording and reporting systems for pupil progress.
- work in partnership with the Trust School Improvement Team to provide support for other schools as appropriate.

### Leading and managing staff

- advise the Trust on the recruitment and selection of teaching and support staff.
- exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- manage the effective deployment and performance of all staff by ensuring their performance management and professional development through the effective application of Trust systems and policies.
- create and maintain good working relationships among all members of the school and Trust community.
- sustain his/her own motivation and that of his/her staff.
- promote the Trust vision and values through which the highest achievements are consistently expected from all members of the school community.

### Efficient and effective use of staff and resources

- ensure full compliance with the Academy Trust Handbook and Trust Scheme of Delegation.
- work with the Director of Finance and Operations to advise the Trust Improvement Board and Trustees on the formulation of the annual budget in order that the school secures its objectives.
- recruit and retain staff of the highest quality.
- work with colleagues to deploy all staff effectively in order to improve the quality of education provided.
- plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds, and ensuring effective administration and control.
- ensure the regular monitoring of the budget and the oversight of the use of resources in line with the Trust's Financial Handbook and internal controls.
- manage and organise accommodation efficiently and effectively to ensure that it meets the need of the curriculum and health and safety requirements.
- ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all.
- monitor and evaluate overall provision for value for money.
- seek to ensure adequate resources for the school.
- share resources and expertise within the Trust to mutual advantage.

### Accountability

- ensure that a good information flow is maintained within the school.
- present a coherent and accurate account of the school's performance in a formal appropriate to a range of audiences including the Trust board.
- meet deadlines set by the Trust for the collation of information and data.

- ensure that parents and pupils are well informed about curriculum provision, attainment and progress and are able to understand targets for improvement.
- develop and encourage good relations between the school, the local community, and wider stakeholders.
- work closely and collaboratively with other drb Ignite Trust schools to lead the raising of standards.
- work closely with the CEO and Trust school improvement team.
- ensure a positive and productive working relationship with the Trust Board.
- provide information, objective advice and support to the Trust Board and its sub-committees to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- create and develop an organisation in which staff recognise that they share accountability for the success of the school.

### Safeguarding Children and Safer Recruitment

- to have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated Trust child protection and safeguarding policies.
- ensure that all policies and procedures adopted by the Trust are fully implemented and followed by all staff.
- ensure that 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.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

**Health and Safety:** To work in compliance with the Trust’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment, including training, instruction and supervision as necessary to accomplish those goals.

**Data Protection:** To ensure compliance with the Data Protection Act (1974) and the Freedom of Information Act (2000).

**Line management:** The Headteacher will be line managed by the Executive Director of School Improvement and also be required to provide reports and information to the Trust Improvement Board and Trust board.

**Our Values:** The post holder will be expected to operate in line with Trust values which are:

- Optimism and expectation
- Trust and integrity
- Every contribution counts
- Acts of kindness are noticed and matter
- Success is celebrated

**Safeguarding:** We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for this post. The post will also be subject to enhanced checks as part of our Prevent Duty.

		Essential / Desirable	Method of Assessment
<b>Knowledge</b>	Detailed knowledge and understanding of the education sector and evidence of successful track record of leading the raising of standards and achievement in current school with a particular focus on the attainment of vulnerable and disadvantaged learners	Essential	Application Form / Interview
	Proven track record of raising educational standards of attainment for all pupils in reading, writing and mathematics (at least in line with national expectations at current school)	Essential	Application Form / Interview
	Demonstrates a clear understanding of what it takes for a school to retain a minimum of a 'Good' judgement and the competency to lead the school to this outcome	Essential	Application Form / Interview
	Has experience of leading within an 'Good or Outstanding' school	Essential	Application Form

		Essential / Desirable	Method of Assessment
<b>Knowledge (Continued)</b>	Using data (both quantitative and qualitative) to set targets and raise standards	Essential	Application Form / Interview
	Experience of managing / leading a team	Essential	Application Form
	The monitoring and evaluation process	Essential	Application Form / Interview
	Statutory testing and access arrangements	Essential	Application Form
	Working with children's services including a full understanding of Keeping Children Safe in Education	Essential	Application Form / Interview
	Demonstrable ability to work successfully with parents, families, wider partners and stakeholders	Essential	Application Form / Interview
	Engaging difficult to reach families	Essential	Application Form / Interview
	Responsible for (aspects of) the SEF and SDP	Essential	Application Form
	Demonstrates an understanding of and commitment to the development of staff, including addressing poor performance where needed	Essential	Application Form / Interview
	An understanding of school financial systems, setting a balanced budget and using financial resources well to add value and deliver improvement	Essential	Application Form
	<b>Qualification</b>	Relevant degree	Essential
NPQH or equivalent		Essential	Application Form
Qualified Teacher Status		Essential	Application Form
Evidence of proactive continuous professional development		Essential	Application Form / Interview

		Essential / Desirable	Method of Assessment
<b>Personal Qualities</b>	Hard working and resilient	Essential	Application Form / Interview
	Flexible and adaptable	Essential	Application Form
	Well organised	Essential	Application Form / Interview
	Excellent interpersonal skills	Essential	Application Form
	Supportive – able to lead and develop a team	Essential	Application Form / Interview
	Able to work collaboratively, seeking help and advice where needed	Essential	Application Form / Interview
	A commitment to equalities, diversity, and inclusion	Essential	Application Form / Interview
<b>Interest and motivation in the job</b>	Enthusiasm for children's learning	Essential	Application Form

# 11

## What you need to do next

### How to apply

To apply for this role, please complete the online application form located in the Jobs Section on the drb Ignite Multi Academy Trust website: [www.drbignitemat.org/jobs](http://www.drbignitemat.org/jobs).

[Click here to apply](#)

### Informal and exploratory conversations and School visits

Informal and exploratory conversations are welcomed and encouraged. Please contact James Hill, Executive Director of School Improvement at [jhill@drbignitemat.org](mailto:jhill@drbignitemat.org) to discuss this post in confidence and arrange a school visit.

We actively encourage all candidates to visit the school prior to interview.

Please note that all visits will be informal; they will not be part of the selection process and will not have any bearing on our shortlisting, interview, selection, and recruitment process.



### Safer Recruitment

In line with Safer Recruitment Practice, a minimum of two references will be sought for shortlisted candidates prior to interview. One reference must be the candidate's current/most recent employer.

The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes.

The Trust expects all staff and volunteers to share this commitment.

An enhanced DBS check will be required for this post. All shortlisted candidates will be subject to online searches.

### Closing date for applications

The closing date for applications is Monday 14th October 2024 at 12 noon.

### Interviews

Interviews will be held on Wednesday 23rd October 2024.

### Start date

January 2025.



# 12

## Any Questions?

If you have any questions, please contact Kirsty Woolls, Director of People at [kwoolls@drbignitemat.org](mailto:kwoolls@drbignitemat.org) or phone 0121 231 7131.

Thank you for taking the time to review our Headteacher recruitment brochure for Hawbush Primary School. We hope that this has inspired you to apply and join us at drb Ignite Trust.



0121 231 7131 | [enquiry@drbignitemat.org](mailto:enquiry@drbignitemat.org) | [www.drbignitemat.org](http://www.drbignitemat.org)  
3 Brindleyplace, Birmingham, B1 2JB