



BDMAT
Birmingham Diocesan
Multi-Academy Trust

BDMAT Executive Leader Candidate pack

A unique opportunity for an experienced, outstanding school leader

**Initially based at St Michael's C of E Primary School,
Handsworth.**



Welcome message from the CEO

Thank you very much for requesting the details for the post of BDMAT Executive Leader, initially based at St Michael's Church of England Primary School in Handsworth.

We are looking for a highly experienced, enthusiastic and inspiring school leader to initially lead this small and delightful school in Birmingham. Once the school is clearly on the path to being a good to outstanding school we will utilise your skills set across the Trust to either support special projects or to give leadership capacity in other BDMAT schools. We are looking for a candidate that can revolutionise provision at St Michael's and has the vision to replicate this across the Trust, in time.

St Michael's has in the last few years been through a 'tricky period' but throughout that time it has retained a core of dedicated staff and pupils at the school who really are a delight. This is a school where the right leader will be able to transform the provision in a relatively quick period of time as it has secure foundations.

Currently, the school is judged as requires improvement by Ofsted but achieving a 'good' outcome at its next inspection is certainly possible with the right leader at the helm.

We are seeking to appoint a person who is able to develop and lead a strong Christian vision and who fully understands the Christian distinctiveness of a Church of England school. We are therefore looking for a leader who will actively support and promote our Christian ethos in every aspect of school life.

I hope that the following pages will give insight into our vision and ambition for the work of the Trust as well as practical details about the post itself. An information pack can only partly reflect the role and therefore I encourage prospective candidates to contact me to discuss the post in greater detail.

Yours faithfully,

Christopher Mansell

Dr Christopher Mansell (CEO)



The recruitment process

Post: BDMAT Executive Leader

Salary: L21 to L27 (dependent on experience)

Location: Initially, St Michael's C of E Primary School (Handsworth, Birmingham)

Start date: September 2021 or as soon as possible after

Closing date: 12 noon Wednesday 10th March 2021

Interviews are scheduled for Tuesday 23rd March 2021

To arrange an informal enquiry, please contact BDMAT's Chief Executive Officer, Christopher Mansell through his PA, Sheila Benbow who can be contacted at s.benbow@bdmatschools.com or telephone 0121 426 0449.

Further details of the school, Trust and post, including application form can be found at <https://bdmatschools.com/> and also on the school's website <https://www.stmich21.bham.sch.uk/>

Applications should be made by completing a BDMAT application form which can be found on the TES and the websites above or by contacting Sheila Benbow. All completed applications must be submitted to s.benbow@bdmatschools.com by 12noon Wednesday 10th March 2021.

Visits to the school are very much welcomed and encouraged and can be arranged through the Sheila Benbow (details above).

Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. BDMAT is a Disability Confident employer.



Information about St Michael's Primary



The successful candidate will initially be based at St Michael's Church of England School in the vibrant area of Handsworth. Whilst the school is a Church School, it is a school for the whole community and the proportion of pupils who class themselves as Christian is relatively low. By admitting children on the basis of the proximity of their home to the school, St Michael's Academy is fully inclusive and welcomes children and families of all faiths and none.

The school serves local children, parents and the community by providing an education of the highest quality within the context of Christian belief and practice.



The school is set within a disadvantaged community and is fortunate to serve a multi-cultural population. Although the school is in the heart of the city, they offer a small village school ethos which celebrates diversity.

St Michael's has been through a period of transition since joining the Trust and is now ready for the next stage of its journey to 'good'. The leadership team have worked hard to stabilise the staffing and to ensure that the curriculum is ready to enable the pupils to achieve to their fullest. However, there is still much to be done to ensure that the pupils leave the school achieving national expectations. The new school leader will be supported by the Trust to achieve the very best outcomes for the pupils and to create a school that is the first-choice school for parents.

The school is within easy reach of the A38, M6, M5 and M42. In addition, it is a short walk away from the tram stop, linking the area to Wolverhampton and the centre of Birmingham. The school is approximately a 10 minute drive from the centre of the City.

Ofsted: The last inspection of the school was in January 2019 where the school was judged as 'requires improvement' although Early Years was awarded a 'good' judgement. The school's Ofsted report can be located at:

<https://reports.ofsted.gov.uk/provider/21/138433>

SIAMS: The school's last church school inspection (SIAMS) was in March 2018 when the school was awarded a 'good' judgement. The report can be located on the school's website at <https://www.stmich21.bham.sch.uk/key-information/siams>

Number on roll: The school currently has 191 pupils on roll, taught in single age classes (7 classes within the school).





Information about the post of: BDMAT Executive Leader

The successful applicant will be based initially at St Michael's Primary School in Handsworth. Your first role as BDMAT Executive Leader will be to transform this school, which we expect will be your focus for a while. As the school begins to repair and you have systems in place, with mutual agreement, we will start to use your skill-set across the Trust in a limited manner to support special projects – which may include you supporting leadership in other BDMAT schools. For the time-being though, your focus will be on St Michael's!

In your wider role supporting colleagues across the MAT you will be supported by the CEO and our Chief School Effectiveness Officer (Mrs Sam Cosgrove).

This really is an exciting job for the right candidate – which you will be able to shape with the BDMAT executive team over time.

Candidates wishing to discuss the wider role of the post should ask for a conversation with Christopher Mansell.



Job description: BDMAT Executive Leader

Responsible to the Chief Executive Officer

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

The Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document and would be expected to have considered these in relation to the school where you are based.

The Headteacher is initially accountable to the Local Academy Body and the CEO for ensuring the educational success of the school within the framework of the school's and BDMAT's strategic plans. The Headteacher will provide professional leadership and management to the school and must establish a culture that promotes excellence, equality and high expectations of all pupils. The Headteacher will support and promote the Christian distinctiveness of the school and the aims of BDMAT. In their wider role across the Trust, the BDMAT Executive Leader will be accountable to the CEO.

Responsibilities

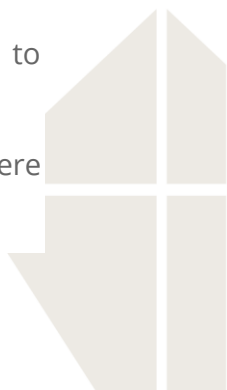
To be accountable to the CEO for:

- Supporting and promoting the school's Christian distinctiveness and preparing the school for SIAMs inspections;
- Supporting and promoting BDMAT's vision, values, aims and goals including our specific strategic aims;
- Ensuring a daily act of Collective Worship takes place, seated in the Christian tradition;
- Working towards meeting all key performance indicators set for the school by the BDMAT board and the Local Academy Board (LAB);





- Ensuring the effective implementation and embedding of the agreed vision, principles and policies within the school;
- Providing leadership across all aspects of the internal organisation: professional leadership, management, and control of the school.
- Creating a culture of constant improvement and being an inspirational leader, committed to the highest achievement for all in all areas of the school's work.
- Having the line management responsibility for the Deputy Headteacher and Assistant Headteacher.
- Promoting excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (whole person as well as academic);
- Ensuring that a high-quality educational experience is available for all children.
- Creating a positive culture of support and high expectations, in order to achieve the school's and BDMAT's Strategic School Development Plan, raise standards and improve the quality of teaching.
- Ensuring that teaching in all year groups is at least 'good'.
- Ensuring that all children make good progress including where there are barriers to learning, through clear, consistent, and excellent systems and provision for all, actively promoting inclusion.
- Ensuring effective and appropriate pastoral support is available to children and staff in the school, including for their mental well-being.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Keeping informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant, and inspirational and contributes to outstanding educational and whole person outcomes.
- Ensuring creativity, innovation, and the use of appropriate new technologies to achieve excellence.
- Developing an inclusive and supportive approach so that the school is a place where all children and the wider school community feel welcome.



- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the allocation and use of accommodation within the school provides a positive learning environment that promote the highest achievement for all.
- Following the requirements of the latest version of the Academies Financial Handbook.
- Promoting, embedding, securing and monitor all agreed school and BDMAT policies.

Leading Learning and Teaching

- Drive and inspire a passion for learning in every member of the school's community.
- Provide a model of outstanding practice to all staff in teaching and school leadership.
- Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups;
- Build a collaborative learning culture within the school and actively engage with other schools within the wider BDMAT family to build effective learning communities, especially those in the Central Birmingham Hub.
- Work with all staff to build effective teams.
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal as below.



- Ensure the effective and consistent implementation of the Teachers' Appraisal Policy and other systems of quality assurance and professional development of teachers.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school and the wider BDMAT family.
- Develop capacity, through coaching and mentoring members of the SLT.
- Keep abreast of educational developments and best management practice to introduce appropriate innovation and contribute to joint practice development.

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and their facilities.
- Advise governors on the formulation of the annual budget in order that the school secures its objectives.
- Receive and approve the school budgets to ensure that the school meets their objectives.
- Manage the financial and human resources effectively and efficiently to achieve the educational goals and priorities.
- Seek opportunities to invite parents and carers, community figures and those from the wider BDMAT family, business, or other organisations into the school to enhance and enrich the school and value to the wider community.

Developing Self and Working with Others

- Treat everyone within the school and the wider community fairly and equitably.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under-performance in accordance with Trust / school appraisal and capability policies and procedures.





- Ensure a high standard of professional development for all staff and for self, including attending all mandatory training events.
- Work with the SLT to recruit and retain staff of the highest quality, in line with Trust policy and safer recruitment procedures.
- Work with senior colleagues to deploy all staff effectively to improve the quality of education provided.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Regularly monitor the budget for the schools and the use of resources.

Securing Accountability

- Work with the Local Academy Body (LAB) to enable them to meet their responsibilities.
- Ensure that individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
- Develop school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

- Build school cultures and curriculum which takes account of the richness and diversity of the school's community.
- Ensure learning experiences for pupils are linked into and integrated with the wider community and within the BDMAT community of schools.



- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Shaping the Future (Strategic Leadership)

- Work with the SLT, LAB, and Trust to develop the shared vision and strategic plans for the school, which is responsive to the community it serves. At the core of this should be the educational and personal development of the pupils.
- Work with the Trust, Governors, and staff to define and implement the school's vision and strategic direction so that it is understood and acted upon by all stakeholders.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will drive forward and sustain school improvement.
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong educational environment.
- Ensure the school achieves its performance targets.
- Demonstrate the vision and values of the school in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Promote the school and develop effective and productive relationships with a wide range of stakeholders.
- Secure the commitment of parents and the wider community to the vision and direction of the school.

Equal opportunities

- Take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and BDMAT, in line with national requirements.



- Ensure that all policies and procedures adopted by the LAB and BDMAT are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated persons and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure that 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

- Work in compliance with the school'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;
- Ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

Data Protection

- Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act (2000).

Additional, wider responsibilities as BDMAT Executive Leader

To be accountable to the CEO for:

- Leading on specific projects that will impact upon either a group of schools, one of our hubs or across the whole trust;
- Delivering school improvement advisor services across the Trust, as required;
- Supporting school leaders through a number of school improvement initiatives such as modelling behaviours, reviewing provision and signposting to exemplary practice across the Trust;
- 'Talent spot' staff within the Trust who have potential to raise standards across the Trust;



- Analyse data for each of the schools that you support in detail, especially regarding attainment and progress of vulnerable groups and present this information to school leaders and the CEO;
- Produce records of visit for your visits to schools, as required;
- Prepare and support school leaders with Ofsted inspections;
- Support leaders in preparing their school improvement plans and summary self-evaluations;
- Deliver CPD training at a school and MAT wide level including for leaders, teachers, support staff and governors;
- Follow the correct school / MAT procedures for reporting any safeguarding concerns that you have within one of BDMAT's schools.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



Person specification: BDMAT Executive Leader

<i>Category</i>	<i>Essential</i>	<i>Desirable</i>
1. Christian ethos	<ul style="list-style-type: none"> To actively support and develop the schools' and Trust's Christian ethos 	<ul style="list-style-type: none"> Experience of effective senior leadership in a primary Church of England school
2. Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status A 'good' degree from a recognised university 	<ul style="list-style-type: none"> NPQH Post graduate qualification
3. Experience	<ul style="list-style-type: none"> Van evidence their impact on improving standards and teaching Proven track record of successful Senior Leadership in a primary school as Headteacher or Head of School Has transformed other schools Has a record of significantly raising standards Experience of providing high standards of pastoral care Experience of successful curriculum development that has led to improved teaching and standards 	<ul style="list-style-type: none"> School leadership experience across the Academy/maintained sectors
4. Professional Development	<ul style="list-style-type: none"> Ability to identify own learning needs and to support others in identifying their learning needs Experience of working with other schools/organisations /agencies Experience of leading / co-ordinating professional development opportunities 	
5. Strategic Leadership	<ul style="list-style-type: none"> Ability to articulate and develop the Trust's vision and Christian ethos Evidence of having successfully translated a vision into reality at whole-school level Ability to inspire and motivate staff, pupils, parents and governors to achieve the Trust's aims and meet their high expectations 	<ul style="list-style-type: none"> Understanding of and compliance with the Financial Handbook



	<ul style="list-style-type: none"> • Evidence of successful strategies for implementing whole-school plans • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards challenging targets • Knowledge and experience of what constitutes quality in primary provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils • Understanding of and commitment to leading on the safeguarding of pupils and staff • Ability to build and maintain good relationships with a range of stakeholders 	
6. Teaching and Learning	<ul style="list-style-type: none"> • Knowledge and experience of successful teaching and learning strategies in order to meet the needs of all pupils at the school • A secure knowledge of different pedagogical routes to improving teaching and learning • A secure understanding of assessment strategies • Experience of effective monitoring / evaluation of, and intervention in, improving teaching and learning • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management • High quality teaching skills • Up to date knowledge of current external accountability frameworks 	<ul style="list-style-type: none"> • Experience as a provider of professional development to other teachers
7. Managing Staff	<ul style="list-style-type: none"> • Ability to delegate work and support colleagues in undertaking responsibilities • Experience of working with governors/trustees to enable them to fulfil their responsibilities 	<ul style="list-style-type: none"> • Understanding of effective budget planning and resource deployment as enablers in terms of achieving educational priorities





	<ul style="list-style-type: none"> • Experience of using performance management as reviewer supporting CPD needs of colleagues to improve performance • Successful involvement in staff recruitment, appointment /induction 	
8. Accountability	<ul style="list-style-type: none"> • Had previously led school(s) through an Ofsted inspection • Ability to communicate school performance effectively, orally and in writing to a range of audiences • Evidence of using whole-school self-evaluation and improvement strategies leading to impact • Ability to provide clear information and advice to staff and governors • Awareness of DfE performance measures applicable to the school 	<ul style="list-style-type: none"> • Experience of leading sessions to inform parents and carers on aspects of school performance • Experience of SIAMS
9. Personal Attributes	<ul style="list-style-type: none"> • Ability to diagnose and intervene wisely when solving problems • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively including in relation to the work of others • Empathy with pupils/pupils • Excellent communication and negotiation skills • Excellent presentational skills • Stamina and resilience 	<ul style="list-style-type: none"> • Ability to manage public relations effectively including high profile contexts

