



Candidate Recruitment Pack

**Executive Headteacher
Federation of Grove House Infant and
Nursery and King's Park Infant
Schools**

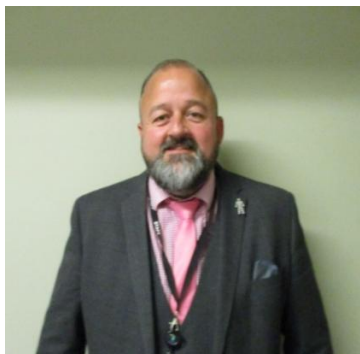
Applications considered upon receipt

www.unityeducationtrust.uk

pcrane@unityeducationtrust.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.



Our School – The Federation of Grove House and King’s Park Infant Schools

I wish you a warm welcome to The Federation of Grove House and King’s Park Infant Schools. We hope that parents, carers, children and our community enjoy our schools and what they offer to all. Grove House Infant and Nursery School and King’s Park Infant School are situated either side of Dereham town centre and are within walking distance of the town centre itself. The schools being federated means that they share the same Executive Headteacher and as a result many of the staff work within both schools and the children take part, frequently, in Federation activities including sports and curriculum led events.

Our vision at The Federation of Grove House and King’s Park Infant Schools is to guide children to become lifelong learners and responsible citizens, who are prepared to face a challenging world, by offering experiences that promote the value and enjoyment of education and learning both inside and outside of the classroom.

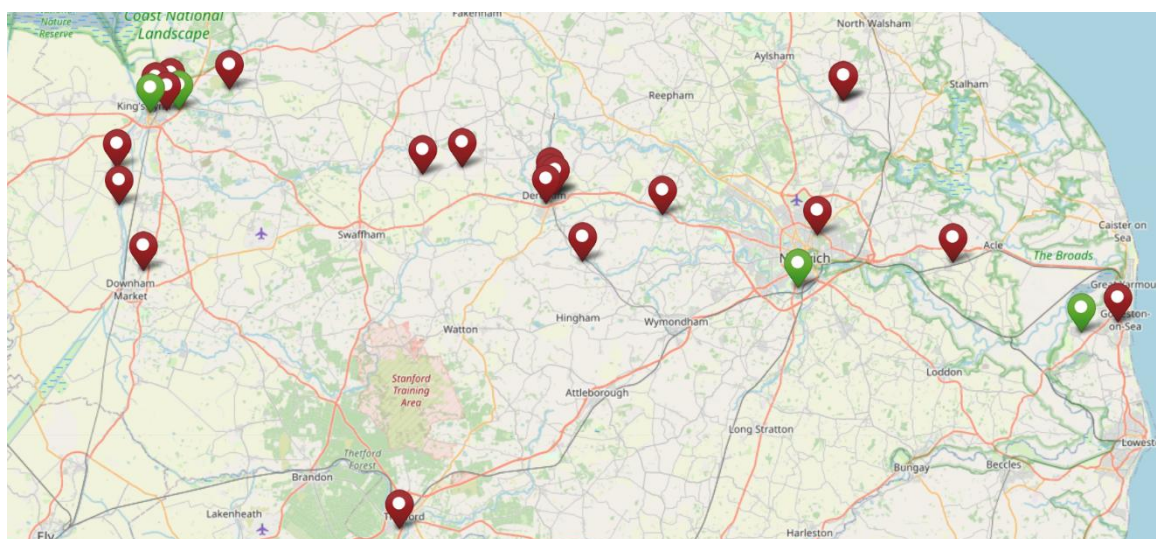
I am excited to be the Executive Headteacher of these two successful schools and am very proud of our achievements. All members of the community work diligently to ensure that every child is challenged and reaches their true potential in all aspects of their learning. This is through high quality teaching, a creating and engaging curriculum and a team of professionals who put the needs of children first. The children are at the heart of every decision that we make, to ensure that they are enthused, confident and enjoy all aspects of school life. We ensure the opportunities that are provided for them are relevant to their individual needs, with the balance of instilling not only the school learning powers, but UET Trust Pledges.

Our engaging and creative curriculum enables children to recognise and celebrate success, develop their own passion for learning and our team of professionals enable children to develop high aspirations which can be carried with them onto the next stage of their educational journey.

I believe that education is about the whole child and that active partnerships between home and school enable the develop of learning to be successful. Our relationships with parents, the community and other schools within Unity Education Trust is something we are proud of.

The Federation team look forward to working with you and your child to enable them to strive to reach their full potential and develop the lifelong learning skills needed to succeed. We welcome any questions and visits to see our schools in action.

Mrs Rachel Creed – **(Executive Headteacher)**



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Executive Headteacher

JOB DESCRIPTION	
Job Title	Executive Headteacher
Location	Unity Education Trust - The Federation of Grove House Infant & Nursery School and King's Park Infant School
Grade	Leadership Scale L15 – L21
Responsible to	Chief Executive Officer
Responsible for	The post holder is required to carry out duties in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document. This job description will be reviewed in response to School Development Improvement Priorities.
Effective Date	September 2026
Role and Context	
Job Purpose	<ol style="list-style-type: none"> 1. The post is in place to secure outstanding outcomes for all pupils in Grove House and King's Park Infant Schools by providing effective day to day leadership and management of the schools. 2. To lead the schools' responsibility to provide and monitor opportunities for personal and academic growth. 3. To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students 4. To monitor and support the overall progress and development of all staff and students. 5. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. 6. Working with UET Executive the Executive Headteachers strategic leadership responsibilities will ensure all financial and personnel arrangements are effectively managed and maintained in line with Unity Education Trusts Vision and ethos. 7. The Executive Headteacher will promote and develop the work of the Nursery and Early Years provision and support the vision and direction of Unity Education Trust. 8. The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Headteachers Standards It may be modified by the Chief Executive Officer in consultation with the post holder to reflect or anticipate changes in the job as part of the evolution of Unity Education Trust.

Other Job Information	The Executive Headteacher needs to meet the National Standards and conform to the contractual framework as laid out by the DfE pay and conditions document
------------------------------	--

Summary main Duties / Responsibilities

LEADERSHIP

Accountable for ensuring the vision of the Academy Trust is implemented and embedded effectively within the school.

Accountable for the effective day to day leadership, management and internal organisation of the schools & College.

To ensure in completing the requirements for appraisal of staff performance in line with National Teachers Standards

Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.

Liaise with the Chief Executive Officer and central executive leadership in the recruitment and selection of teaching and support staff.

Ensure the creation and maintaining good working relationships amongst all members of the school community.

To effectively implement UET 'Peoples Strategy'

Manage the school's delegated budget in line with UET financial procedure, school improvement plan and strategic vision.

Ensure the effective and efficient use of existing resources, and the securing of additional resources, for the Academy Trust / School as part of Unity Education Trust.

Ensuring all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and students and reviewed in line with UET ethos and protocols.

Manage the implementation of change sensitively, taking responsibility for the induction and integration of new pupils and members of staff.

Attend Unity Education Strategic Executive Leadership Meeting to ensure planning for continued school improvement planning.

Keep up-to-date with Ofsted and disseminate any relevant information to members of staff.

Undertake any relevant professional duties for Unity Education Trust delegated by the Chief Executive Officer.

Ensure that the school remains fully compliant with all Trust, National and local expectations and protocols.

LEADING TEACHING AND LEARNING

Accountable for leading on teaching and learning across the school, promoting high quality learning opportunities and the highest possible outcomes for children.

Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum.

Ensure that all children make optimal progress even where there are barriers to learning, through excellent systems and provision for all.

Ensure that the system for monitoring and developing the quality of teaching and learning is embedded and increases accountability and improves learners outcomes.

Ensure that assessment, recording and reporting children's progress towards targets and outcomes are effective and rigorous. Support teachers in improving results and ensure that underperforming areas are both challenged and supported to bring about sustained improvement and achieve the highest progress measures.

Support staff to monitor the progress of students within 'vulnerable groups'. Introduce strategies to ensure that they make the best possible progress and close any gaps in attainment. Put in place intervention strategies to ensure that any underachieving student is supported in order to reach their potential.

Effectively implement and frequently review the school behaviour policy / attitudes to learning policy to ensure a safe and harmonious learning environment.

Directly line manage the Unity SENCO / Learning Support Manager (whilst in schools) and TA's to ensure the school is compliant with all procedures and that arrangements for our learners are full met as part of the learning support and SEND Code of Practice.

Assist staff in interpreting pupil data, including attendance, punctuality and overall attainment. To translate effective tracking and monitoring into effective classroom intervention and practice.

ASSESSMENT & DATA

Oversee assessment and tracking.

Support staff with data analysis.

SAFEGUARDING

Ensure compliance with safeguarding policies.

OTHER DUTIES

Attend leadership meetings.

Keep up to date with Ofsted.

Undertake CEO-delegated duties.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Qualifications	<ul style="list-style-type: none"> • Education to degree level • Teaching Qualification • Evidence of continuing professional development (minimum 2 years)
Experience	<ul style="list-style-type: none"> • Minimum 5 years teaching experience • Minimum 2 years experience in whole school senior leadership position (Headteacher / Executive Headteacher / Deputy Head with substantial experience) • Minimum 2 years experience of working with pupils with SEMH • Recent Ofsted experience (last 2 years) in a senior leadership position

	<ul style="list-style-type: none"> • Has experience of working in more than one school in the Primary, Secondary and/or Special Education sectors • Has led whole school developments and/or successfully managed projects • Experience of working with governing bodies/management committees • Budget and financial management experience • Successful experience of working with schools in close partnership • Recent experience of working with a range of agencies in partnership to support the most vulnerable students in challenging circumstances
Skills/Knowledge	<ul style="list-style-type: none"> • Strong leadership skills and an ability to effectively manage performance especially during periods of change • Good working knowledge of and can implement, latest legislation and guidance in relation to Education including Ofsted, behaviour management and inclusion • Good knowledge of legislation, national policy and guidance in relation to services for children and young people. • Knows and is able to implement the requirements for performance management in schools • Can secure a learning environment which values and contributes positively to the progress of all pupils • Ability to develop and implement systems and structures, which meet the educational, behavioural and social needs of pupils across all phases/key stages • Can demonstrate a strong commitment to raising standards of achievement and attainment for all pupils • Able to articulate the vision of Unity Education Trust to students, parents/carers/staff and all stakeholders. • Is able to challenge, influence , hold staff to account, and motivate staff and pupils to attain high goals and improve performance • Ability to work with a wide range of people and organisations, being aware of and using restorative approaches appropriately. • Strong commitment to integrated working as a means of delivering positive outcomes for children and young people. • Evidence of commitment to equality and diversity issues affecting the operation and delivery of public sector services. • Ability to offer flexible and pragmatic approaches to problem-solving, securing creative solutions to complex issues. • Effective oral and written communication skills with a proven ability to influence others and meet deadlines

	<ul style="list-style-type: none"> • Can analyse a range of data and evaluate it in order to improve performance • Evidence of successful budget monitoring and control.
Personal Qualities	<ul style="list-style-type: none"> • Positive attitude, solution-focused outlook • Flexible • Good interpersonal skills with parents/carers, pupils and staff • Ability to work to deadlines and have good organisational skills • Willingness to promote and contribute to the wider curriculum • Emotionally resilient • Reliable, good time keeping, punctuality and attendance

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at Grove House Infant and Nursery and King's Park Infant Schools. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Leadership Group 2 points 15 – 21 - £73,105 - £83,860.

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August

The Autumn Term from 1 September to 31 December

The Spring Term from 1 January to 30 April

NOTICE PERIODS

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give three months (and in the Summer Term four months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme

- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

HOURS OF WORK

This post is 1.0FTE and is governed by the provisions of the School Teachers' Pay and Conditions Document

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Priscilla, Deputy Director of Education by emailing pcrane@unityeducation.uk



Unity Education Trust
C/O Dereham Sixth Form College
Crown Road
Dereham
Norfolk
NR20 4AG