



**MOSSBOURNE  
FEDERATION**



**DIRECTOR OF PRIMARY EDUCATION  
Recruitment Pack**



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# A Message From The Chair of Mossbourne Federation

Dear Candidate,

I am so pleased that you are interested in applying for the post of Director of Primary Education at the Mossbourne Federation.

As you may be aware, the Mossbourne Federation consists of four Hackney schools, two primary and two secondary.

The Executive Principal will report to the Federation's Chief Executive Officer, Peter Hughes, and will be accountable both to him and to the Federation Board, currently chaired by myself.

**The current challenges and priorities for this role include:**

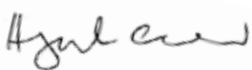
- The expansion of the primary school cluster
- A shared vision for the primary schools
- Improving and maintaining the academic results for Mossbourne Parkside Academy
- Supporting the growth of Mossbourne Riverside Academy
- The drive to achieve excellence for all, regardless of background, and programmes to address underachievement
- The attraction, development and retention of high-quality staff.

I do hope this gives you a taste of some of the initiatives we are currently implementing, and the challenges we face.

I believe that the Mossbourne Federation continues to be an exciting and stimulating place to work; we are now looking for an exceptional leader and educator to take us forward.

I look forward to meeting you.

Best of Wishes



Henry Colthurst  
Chairman  
Mossbourne Federation



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## Our Mission

The Mossbourne Federation's mission is to establish exceptional schools.

## Our Vision

Mossbourne schools:  
**lead, transform and excel.**

Our vision and mission is underpinned by **three core values**, upheld by all pupils, parents, staff and governors.

**Excellence:** doing everything as well as we can, always

**No Excuses:** believing that anything is possible, we never give up

**Unity:** working together towards our goals, with integrity.





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## The Federation's Primary Schools

Mossbourne Federation schools provide a unique, ready to learn environment, and the two primary schools, Mossbourne Parkside Academy and Mossbourne Riverside Academy, are no exception.

We strive to provide fantastic teaching; the facilities are first class and our pupils are polite, hard-working and impeccably behaved. We are working hard to develop an exciting range of extra-curricular groups, choirs, bands, debate, sports and drama clubs for pupils to join, and our music specialism provides an outstanding range of musical opportunities to develop talent and potential. None of this is easy. Staff at the Federation work hard, and we expect the pupils to work hard too – something they will be supported in doing every step of the way.

We care deeply about all pupils, so we never accept anything less than their best in terms of effort, attitude and behaviour. Our learning environment is calm and safe; it is a place where pupils can truly fulfil their potential.

Our pupils will leave with the confidence, skills and qualifications to choose the kind of life they want to lead, and to lead it guided by the values of excellence, no excuses and unity.

This was the vision and passion of the late Sir Clive Bourne, who firmly believed that all children can succeed, regardless of background or circumstance. Although his vision was founded at Mossbourne Community Academy, school leaders have used this vision to shape the ethos of our primary schools, believing that the same values can be even more valuable to younger pupils, giving them the best start to their education and enabling pupils to achieve more in life.

We want our children to believe in themselves, to have learning experiences that give them knowledge and have life experiences beyond the national curriculum and classroom.

With you as our inspirational Director of Primary Education, our staff will consistently be outstanding practitioners to build further on our achievements, and expand our primary school cluster.



## The Area

The Mossbourne Federation is based in one of the capital's fastest-growing and most diverse areas. Hackney attracts people from all over the world with its creativity and vibrant urban life. It's where high-end luxury fashion meets the edgy innovation of Box Park, and Michelin-starred restaurants sit alongside street-food stalls where you'll find the culinary stars of tomorrow.

It's this kaleidoscopic mix of innovative business, alternative entertainment and a wide variety of restaurants that makes Hackney so appealing. As a member of staff, you will receive local benefits and discounts to make the most out of working in our lively borough.

Our two primary schools are in prime locations to benefit from all that Hackney has to offer. Mossbourne Riverside Academy is based in London's exciting and vibrant Queen Elizabeth Olympic Park. Surrounded by some of the biggest attractions the Capital has to offer the school is based directly opposite the Here East tech hub and easily accessible by public transport.

Mossbourne Parkside Academy is easy to get to from all parts of London; it is located a short walk from Hackney Downs Station which connects to north, east, west and south London on the Overground network.

With the expansion of our primary school cluster, a primary focus for this role, we envisage the local area and vibrancy of Hackney to play an integral part as we expand the primary Mossbourne family.



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Job Title: **Director of Primary Education**

Salary: **Competitive (dependent on experience)**

Contract term: **Permanent, full time**

Responsible to: **Chief Executive Officer**

Responsible for: **Mossbourne Riverside Academy & Mossbourne Parkside Academy**

## The Director of Primary Education Role

As Director of Primary Education, you will be leading the two primary schools in the Federation, providing first class leadership and management in all areas of school life.

The Director of Primary Education will have oversight of strategic leadership and management, defining and delivering the vision and objectives of the Federation.

They will provide first class leadership and embed the ethos of aspiration, success and high standards across each school. They will ensure that each school has a robust school improvement plan and support is in place and evaluated.

They will create and support a collaborative, aspirational and innovative culture of learning across the Federation, creating a climate for learning and a system of monitoring and intervention that enables all pupils to thrive.

The four main challenges for this newly created role will be to:

- Actively lead and manage on the expansion of the primary school cluster
- Produce, share and implement a strategic vision for the primary schools
- Lead, manage and support MPA to produce and maintain outstanding academic outcomes
- Support MRA to continue to produce outstanding academic outcomes as the school increases in pupil numbers.

The role will be to provide a strategic vision and leadership through embedding the ethos of aspiration, success and high standards.

As Director, you will be expected to develop a happy, nurturing, exciting and vibrant learning environment. The postholder will ensure that the vision and values underpin the leadership, management and organisation of the Academy, including not only its goals and targets, but also its day to day practices and routines.





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## Shaping & Growing The Federation's Primary Cluster

- Work with the governors and principals at each school to ensure the vision and values agreed are clearly articulated, shared and acted upon by staff and pupils, and are understood by parents and the wider community
- Implement an organisational structure which reflects the Federation's values, and enables the management systems, structures and processes to work effectively
- Work closely with the senior staff to ensure a coherent, holistic approach to all aspects of Federation life
- Produce, in collaboration with governors and staff, clear evidence based improvement plans and policies for the development of the Federation
- Build on the Federation's approach to equal opportunities by ensuring all pupils are nurtured to grow to their full potential, and that particular attention is paid to supporting underachieving individuals and groups
- Champion Mossbourne Parkside Academy, Mossbourne Riverside Academy and future primary academies' active commitment to equal opportunities and the needs of all its pupils
- Plan creatively and systematically to embed The Mossbourne Federation brand
- Report and advise the governing body on the formulation of policies, their implementation and evaluation
- Identify strengths and weaknesses of both schools and work with senior staff to deliver the best outcomes for each school.





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## Leading, Teaching & Learning

- Develop further the high quality primary teaching and learning already achieved across the Federation
- Continue to monitor, review and evaluate classroom practice intensively to promote improvement, taking swift action where teaching that falls below Mossbourne's very high standards, is identified
- Embed a culture of nurture and support so that barriers to learning are broken down
- Articulate high expectations and set challenging targets for success year-on-year, to develop all pupils academically and socially
- Implement strategies, routines and procedures to secure high standards of behaviour and attendance
- Determine and organise a balanced and flexible primary curriculum appropriate for all pupils
- Engage actively with other schools to strengthen learning and achievement across the primary phase of the Federation.



## Working With Others

- Work to the strengths of the current principals and senior leadership team, which has contributed to the success of the Federation
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Embed a demonstrable understanding of the needs of children from a diverse community
- Maintain good working relationships among members of the Federation and its wider community
- Ensure good pastoral care operates as an essential support for behaviour and learning
- Promote and implement strategies and procedures that secure good order, discipline and high morale
- Build on the strong learning culture within Mossbourne to ensure that professional development continues to be prioritised to achieve the vision and goals of each current and future academy
- Ensure that new staff are recruited appropriately, inducted effectively into Mossbourne's culture and that all staff are supported to grow and develop their careers within the Federation
- Ensure effective planning, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Set high personal standards which include regular reviews of his/her practice and an active commitment to personal development
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Work closely with governors, both formally and informally, to enable the governing bodies to meet their responsibilities and to ensure the continuing success of the Federation.



## Managing Resources

- Be accountable for the management and use of the primary academies' resources, ensuring regularity and propriety at all times and reporting regularly to the governing body
- Ensure the range, quality and use of all available resources, including staff, are monitored, evaluated and reviewed to achieve both maximum benefit for pupils and value for money
- Maximise the Federation's resources by seeking additional funds from a range of sources
- Manage budgets in accordance with delegations from The Mossbourne Federation, ensuring effective financial control at all levels
- Ensure effective administration and audit control
- Use and integrate a range of technologies effectively and efficiently to manage the primary cohort of the Federation
- Ensure all primary academy sites provide a safe environment which promotes happiness and well-being
- Advise the governing body on premises requirements, involving governors as appropriate
- Be accountable for the primary academies' health and safety arrangements
- Ensure the effective safeguarding and protection of children.





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## Strengthening Community

- Ensure each primary academy builds a Mossbourne culture and curriculum which takes account of the richness and diversity of the Federation's communities
- Present a coherent and accurate account of the performance of the primary academies within the Federation and their success to a range of audiences, including the media
- Continue to ensure that pupils have access to a wide range of people and experiences, including building on Mossbourne's extensive enrichment activities, its community based learning and its extra-curricular activities
- Maintain an effective partnership with parents to support and improve each student's achievement and development
- Encourage and develop good relations between the Federation and the local families it serves
- Promote strong links with the local community: in particular, education, business and the voluntary sectors
- Secure good links with other key partners interested in supporting Mossbourne's development
- Contribute to the education system by sharing effective practice and working in effective partnership with other schools
- Co-operate and work with relevant agencies to protect and safeguard children.



## Developing The Ethos & Vision

- Act as an effective ambassador and spokesperson for Mossbourne in the local community and in the local media
- Communicate effectively to ensure that all parts of the Mossbourne community (including parents) are kept informed about, consulted on, and have an understanding of the Federation's aims, its policies, procedures and future direction
- Develop strong relationships and collaborative ways of working with all stakeholders, including community leaders, the local authority, the DfE and EFA, and local and national educational partners
- Create a culture where all members of the Federation's community respect and support others and their physical surroundings
- Provide appropriate systems of pastoral care to support the personal development of all pupils and create a caring climate in which self-confidence and social responsibility are encouraged
- Epitomise the Federation's vision and values (as outlined in our 'Vision and Values Statement') and at all times adhere to the staff code of conduct
- Undertake other leadership responsibilities or duties commensurate with the post, as directed by the CEO.



## Generic Responsibilities

- To lead by example and to express continually the Federation's vision, values, aims and priorities
- To contribute to management decisions on all aspects of policy, strategy, development and organisation
- To evaluate the effectiveness of each primary academy in terms of overall provision, including pupil achievement, attainment and teaching and learning
- To maintain and develop effective relationships with all stakeholders, including parents, governors, the local authority and other bodies outside the Federation
- To attend leadership team meetings as required and to report to staff and governors as necessary.





# Director of Primary Specification

	Essential	Desirable
Will have demonstrable experience of working as a Headteacher	●	
Experience of having led and managed a high-performing team	●	
Proven record of significantly raising achievement across age and ability ranges and of helping pupils achieve impressive academic outcomes	●	
Experience of developing effective school strategy and policies	●	
Experience of impact in a substantive role	●	
Experience of having worked in a high-performing school	●	
Experience of teaching pupils from backgrounds of socio-economic disadvantage in at least one urban, multi-cultural setting		●
Experience of having delivered school-wide learning / curriculum / assessment innovation and inspiring others to subscribe to it		●
Experience of having worked on the SLT of a non-LA school (an Academy, Free or Independent school)		●
Experience of leading the development of a new programme, enterprise or school		●
Ability to work independently and as part of a team, contributing to INSETs	●	
Ability to develop and maintain positive relationships with senior leaders, teachers, support staff and parents	●	
Understanding of the demands of leading high-performing and turn-around schools, including excellent knowledge of current educational developments and initiatives relating to the leadership of learning and teaching	●	
An understanding of the strategies needed to establish consistently high aspirations in a school setting, and a commitment to relentlessly implementing these	●	
A proven understanding of how to coach other staff to achieve outstanding outcomes and how to implement effective strategies to raise standards	●	
Knowledge and experience of Safeguarding and Child Protection	●	
Deep knowledge of developments in educational policy and pedagogic developments at local, national and international levels	●	



# Director of Primary Specification

	Essential	Desirable
A sound understanding of school finance and the budgetary aspects of running a school		●
A proven ability to oversee resource management efficiently and effectively		●
A thorough grasp of the legal and regulatory framework within which academies operate		●
A proven ability to lead, enthuse and inspire a committed and highly effective staff body at all levels		●
An effective leadership and management style that encourages participation and innovation	●	
<b>Qualifications</b>		
Educated to degree level	●	
Able to demonstrate a commitment to personal learning	●	
Qualified teacher status either in the UK or in own country, combined with a desire to achieve English QTS	●	
<b>IT knowledge</b>		
Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)		●
Ability to swiftly adapt to and utilise new/various systems/software		●
<b>Behavioural Competencies</b>		
Excellent interpersonal skills – and effective oral / written communication skills with children, staff and parents	●	
A proven ability to confidently use data to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment	●	



# Director of Primary Specification

	Essential	Desirable
The ability to lead, coach and motivate staff within a performance management framework, supporting their development and effectively challenging and managing any underperformance	●	
The ability to skilfully develop and maintain positive relationships with pupils, parents, the CEO, principals, governors, colleagues and other stakeholders	●	
Sound judgment and problem- solving skills at a strategic and operational level	●	
The ability to be articulate and persuasive in championing the Federation	●	
A proven ability to easily jump between 'tactical' problem solving and 'strategic' thinking about the Federation's future	●	
Excellent communication skills	●	
Strategic approach, ability to see the 'big picture' and think 'outside of the box'	●	
Ability to meet ALL deadlines internally and externally ensuring output is consistently of an exemplary standard	●	
Have the upmost integrity as well as high levels of motivation and commitment	●	
Proactive approach and efficient time management and prioritisation skills	●	
Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of The Federation	●	
<b>Applicable to all staff</b>		
Undertake training as required to in order to fulfil the requirements of the role	●	
Support The Federation's efforts both verbally and non-verbally, (i.e. via actions and attitude), including adjusting performance and practice in accordance with The Federations initiatives and findings	●	
Recognise your role as part of the succession of The Federation	●	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the pupils are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.





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## Application Process

### Application deadline

Completed applications must be received by **Monday 21st October**

Please submit your application through our website:

[www.mossbourne.org/vacancies](http://www.mossbourne.org/vacancies)

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

### Discussion and visits

Confidential and informal discussions with the CEO are welcomed. Please arrange a suitable time with Jennifer Clarke, PA to the CEO on [jclarke@mossbourne.org](mailto:jclarke@mossbourne.org). Candidates are also welcome to arrange a visit to Mossbourne Parkside and Riverside Academy to observe what makes Mossbourne so unique.

### Selection procedure

Shortlisted candidates will be invited in to complete proficiency assessments, and to interview with a panel. We hope to appoint for this position by Friday 1st November. Shortlisted candidates will be given more details. Please note a January start is preferred, however a later start will be considered

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

*Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.*