



# Head of School Recruitment Information Pack

Tall Oaks Academy Trust



White's Wood Academy  
White's Wood Lane, Gainsborough  
DN21 1TJ

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01427 613097

# Contents

Information from CEO and Headteacher

Job Advert

Contextual Data

Vision and Values

Information about Tall Oaks Academy Trust

Castle Wood Academy

Mercer's Wood Academy

White's Wood Academy

Employee Wellbeing and Mental Health

Employee Benefits

Recruitment Process

Applying for one of our roles

Job Description and Person Specification



## Letter from the CEO and Chair of Trustees

Dear Candidates,


Thank you for expressing an interest in working for Tall Oaks Academy Trust. We hope that you will find the following information useful, along with the information to be found on our Trust website, <https://www.talloaksacademy.co.uk/web>.

Tall Oaks Academy Trust is very proud of its schools and the commitment of everyone within the Trust to achieve the very best outcomes for all the children. Our vibrant, warm and friendly team of professionals always put the children at the heart of everything they do. The team works extremely hard and staff support each other to achieve those outcomes.

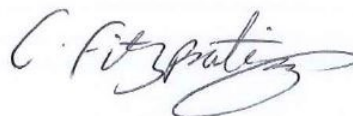
We are looking for two inspirational Heads of School who can work with parents, staff, local governors and most importantly the children to lead our inclusive schools in their next phase of development. We look forward to receiving applications from enthusiastic candidates who share our vision, values and aspirations for the future.

Once again, thank you for your interest and we look forward to hearing from you.

Yours faithfully



Sue Wilson  
Chief Executive Officer (CEO)  
Retiring August 2025



Chris Fitzpatrick  
Headteacher  
CEO from May 2025

# Job Advert

**Tall Oaks Academy Trust is recruiting two Heads of School to be based at Mercer's Wood Academy and White's Wood Academy.**

**Full Time, Permanent Position on L6 – L10.**

An exciting opportunity has arisen at Tall Oaks Academy Trust to appoint two motivated and committed Heads of School to join our hard-working, dedicated team.

Tall Oaks Academy Trust is a Multi-Academy Trust responsible for three (one junior and two primary) schools in Gainsborough, Lincolnshire. The schools are united by their commitment to the principles and values of the Trust and a common belief that collaboration and co-operation benefits pupils, parents, staff and the wider community.

We are proud of our school's inclusive and aspirational ethos. We work hard to provide a supportive and stimulating environment where every child can reach their potential and develop independence, confidence and self-esteem.

## **The successful candidate:**

### *Vision and Values*

- Aligns with our Trust values.
- Is committed to the Trust vision of Transforming Lives.
- Is committed to inclusion and ensuring the success of every child in the Trust.

### *Strategic Leadership*

- Can establish a clear vision and has the strategic approach to achieve it.
- Has experience of leading whole-school improvement.
- Understands school improvement tools, such as self-evaluation, monitoring and development planning.

### *Collaboration and Accountability*

- Understands the collaborative nature of working in a small, established Trust.
- Builds positive working relationships with all staff.
- Demonstrates an ability to hold staff to account effectively.

### *Personal Commitment*

- Is committed to fostering a positive, inclusive and high-achieving culture across the school.

### **In return we can offer:**

- Commitment to support staff workload, well-being and staff benefits
- School improvement support
- Business support (policies, HR, payroll etc.)
- Finance support and budget planning
- A team around the school to support with behaviour, attendance, safeguarding and SEND
- Premises and estates management
- Governance support
- A place as a valued member of the Executive Leadership Team
- Above all, a school full of enthusiastic children and hard-working, dedicated staff

If you are interested in this position please contact Paula Dexter on [paula.dexter@talloaksacademy.co.uk](mailto:paula.dexter@talloaksacademy.co.uk) to arrange a visit to our schools. Visits are available on:

- 24<sup>th</sup> February 2025 (AM)
- 25<sup>th</sup> February 2025 (AM or PM)
- 26<sup>th</sup> February 2025 (AM or PM)
- 27<sup>th</sup> February 2025 (AM or PM)
- 28<sup>th</sup> February 2025 (AM or PM)

*Tall Oaks Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.*

### **How to apply**

Interested candidates can download the Recruitment pack, including job descriptions, person specifications and application forms at [www.talloaksacademy.co.uk](http://www.talloaksacademy.co.uk). This includes information about Tall Oaks Academy Trust, what we offer and how we can support you as well as a how-to guide on completing the application form.

<b>Closing Date for Applications:</b>	<b>Wednesday 5<sup>th</sup> March 2025</b>
<b>Shortlisting Date:</b>	<b>Tuesday 11<sup>th</sup> March 2025</b>
<b>Interview Date:</b>	<b>Monday 17<sup>th</sup> and Tuesday 18<sup>th</sup> March 2025</b>

*Completed application forms should be emailed to [recruitment@talloaksacademy.co.uk](mailto:recruitment@talloaksacademy.co.uk) (please note: CVs will not be accepted as additional information or a replacement for any part of the application provided and only Tall Oaks Academy Trust application forms will be accepted).*

*Receipt of applications and unsuccessful applications will only be confirmed by email.*

*References will be requested prior to interview and an Enhanced DBS check and Right to Work in the UK evidence will be required for successful applicants.*



## Contextual Data

	Mercer's Wood Academy		White's Wood Academy	
	Number	Percentage	Number	Percentage
<b>Capacity</b>	210		240	
<b>Number on roll</b>	176	84% full	200	83% full
<b>Pupil Premium</b> <i>(National 24.6%)</i>	135	77%	129	64.5%
<b>SEND</b> <i>(National SEND 18.4 %)</i> <i>(National EHCP 4.8 % Primary)</i>	36 SEND 10 EHCP 46 total	20.4 % SEND 5.7% EHCP <b>26% total SEND</b>	31 SEND 11 EHCP 42 total	15.5% SEND 5.5% EHCP <b>21% total SEND</b>
<b>EAL</b> <i>(National 37.4 %)</i>	9	5.1%	17	8.5%

# Vision and Values

## The Trust Vision 'Transforming Lives'

### Our Trust Mission

Tall Oaks Academy Trust has a relentless commitment to the wellbeing and development of our children, our staff, our families and our community. We offer an engaging, challenging curriculum that nurtures resilience in the face of challenge. Our aspirations for our children and the Gainsborough community shine through everything we do. The high standards we have are possible because of our commitment to collaboration at every level in our organisation.

*We are Tall Oaks Academy Trust.*

### The Trust Values



Our four core values are important to us, as they are the areas that are so vital for our children, families, staff and the community to develop. We strive for everyone to have the highest aspirations and reach their potential, by engaging fully in their learning and school life. Life can be hard and so we want everyone to develop resilience and not to give up, whilst having the people around them to support their well-being.



## Information about Tall Oaks Academy Trust

Our Trust was formed in March 2013 when White's Wood Academy supported and sponsored what was North County Primary (now known as Mercer's Wood Academy). From that union, the Trust started and in 2015 Castle Wood, a brand-new school came on board too. From that point onwards, we have been working hard to establish leadership structures in both the Trust and the schools, ensure that we have happy and stable staff and to develop our systems and structures so that the schools and any business functions run smoothly. We have had our fair share of challenges but we have an amazing team and a real commitment to go the extra mile for our children, families, staff and the community.

Gainsborough in Lincolnshire, where the schools are situated, is a small town that has high pockets of deprivation and needs. As a result of this, we have dedicated teams and professionals, with expert knowledge and specialisms to support the Heads of School. This means that they can focus their work on leading happy, effective schools, improving teaching and learning and meeting the needs of all of our children. We are an inclusive Trust with above average percentages of pupil premium recipients and children who have special educational needs and EHCPs. With the help of our dedicated inclusion team, consisting of safeguarding, SEND, attendance and healthcare experts, we make sure that our children get the very best they can.



In 2025, we are now an established Trust that has a stable staff team, the right processes in place and aspirations to grow. We are outward facing and benefit greatly from our work with other local schools, Trusts, Lincolnshire local authority, local universities and LEAD teaching school hub.





**Miss M Ryan**  
Headteacher



**Mrs C Taylor**  
Assistant Headteacher



**Mrs S Fitzpatrick**  
Assistant Headteacher

Castle Wood Academy was opened in September 2015 and has gradually grown over the years to the point where we have had three year six cohorts leave us. It is in an impressive, new, light and spacious building with two playgrounds, ample outdoor space and an outdoor learning area. There are housing developments wrapping around the school and so it is anticipated that this will increase numbers from our current NOR of 281 with 12 classes.





**Mr D Coleman**  
Assistant Headteacher



**Mrs A Allenson**  
Assistant Headteacher

Here at Mercer's Wood Academy, we are more than just a school.

Our team of hard-working, dedicated, committed and caring professionals all work together to make sure our school is a happy and safe place for all of our pupils to make memories and to prepare them for the next stages of education.

Our school values drive everything we do: well-being, aspiration, engagement and resilience. These values are developed through our unique and creative curriculum and as a result, we have amazing children who are enthused and excited with a real thirst for learning and who push themselves to be the best version of themselves.







**Mr C Fitzpatrick**  
Headteacher



**Mrs J Street**  
Assistant Headteacher



**Mrs K Ward**  
Assistant Headteacher



**Miss G Cartwright**  
Assistant Headteacher

Under the guidance of our dedicated, caring and highly skilled staff, the children learn to embrace the many challenges they face both individually and collectively, aiming high in their ambitions. Ultimately, our curriculum is driven by this approach and our pupils articulate their achievements by referencing one or more of our four key values: Aspiration, Engagement, Resilience and Well-being.

We believe in positive, sustainable and honest relationships between school staff, pupils and families and building these relationships begins immediately. Our team includes family support for special educational needs, safeguarding, healthcare and attendance, as well as a trained pastoral team who support children's mental health and emotional literacy. We believe that if a child is safe, happy and healthy, they are in the best position to learn and therefore, ensuring this is our first priority.



## Employee Well-being and Mental Health

We believe that the mental health and well-being of staff is key to the success and sustainability of our organisation.

We aim to promote and maintain the mental health through workplace practices and encouraging employees to take responsibility for their own well-being.

The Trust is committed to:

- Developing an ethos that drives positive mental health
- Promoting an open culture around mental health by increasing awareness, challenging stigma and empowering employees as champions and role models
- Increase organisational confidence and capability through mental health literacy and school based 'Mental Health Champions' trained in all aspects of mental health

Tall Oaks Academy Trust has its own 'Well-being Charter' with a range of benefits and signposts for staff to take advantage of.

## Employee Benefits

When working for Tall Oaks Academy Trust, you will have access to the following benefits:

- Competitive salary in line with Standard Teachers' Pay & Conditions
- Generous Local Government (support staff) and Teacher Pension schemes
- Ongoing continual professional development (CPD) opportunities
- Confidential employee assist helpline, to assist with a range of issues such as family, money, bereavement etc.
- Discounted wraparound childcare for children of staff who attend our schools
- Free eye tests
- Social events organised throughout the year
- Flexi-PPA for teachers
- No meetings weeks
- Salary sacrifice schemes
- Well-being Day for all employees



# Recruitment Process

Discover the straightforward path through the recruitment process at Tall Oaks Academy Trust! From applying to being hired, we have simplified every step. Explore how your skills align with our vision and kick-start a rewarding career in education with us.

## **Application**

Once the closing date has lapsed for the vacancy, the application documents are forwarded to the interview panel for shortlisting. The shortlisting panel do not have access at the time of shortlisting to your name, address, contact details, any sensitive information or equal opportunities monitoring information.

## **Shortlisting**

Shortlisting is carried out by comparing the application to the key criteria listed on the Person Specification. Applications are anonymised to avoid any bias during the selection process.

The strongest application forms from candidates who have demonstrated that they meet the requirements of the post are selected. These candidates are then invited for interview. The interview date will usually be published on the bottom of the advert.

Invitations to interview will be via the email address provided on your application form.

Any applications not shortlisted will be notified via email.

## **Interview and Selection**

The invitation will include details of where the interview will take place and state, which documents you, must bring along with you.

Details of any additional selection methods will also be notified at this stage, for example testing or a presentation. At the interview, candidates will be asked questions that relate to the post as detailed in the Job Description and Person Specification.

## **Offer of Employment**

Following the interview, a member of the interview panel will contact the successful candidate to make an offer of employment. The offer will be conditional until all pre-employment checks have been completed.

This will follow up by an offer letter sent and an accompanying email detailing the steps to complete the pre-employment process.

At this stage, unsuccessful candidates will be advised, with feedback provided on request.



## Pre-Employment Checks

Pre-employment checks will take place, which include:

- Checking of references
- Confirmation of qualifications/licences required.
- Confirmation of eligibility to work in the UK.
- Medical Clearance
- Disclosure & Barring Service (DBS check)
- Overseas check (if applicable)
- Teacher Services checks (prohibition and section 128 if applicable)
- Online checks

## Appointment

Once the pre-employment checks are complete, the candidate will be contacted to confirm the offer of employment and arrange a suitable starting date.

On your first day working for Tall Oaks Academy Trust, you will have an induction and you will receive a copy of your contract.

*We will ask you for originals of all documentation to complete the pre-employment checks. These are requested to be brought at interview. If you do not have access to any original documents or certificates (birth certificate, marriage certificate, deed poll, any relevant qualifications etc.) you will need to contact the relevant organisations to request these.*



# Applying for one of our roles

Please fill in an application form, ensuring all details are completed. Incomplete applications may not be taken forward to shortlisting and instantly rejected. The information below will help you complete the form and explain why we ask for the information that we do.

## Personal details

Please include any previous names. We will ask for proof of any name changes through marriage or deed poll.

## Employment Details

Please add details of your employment history, starting with the most recent. Please also account for any gaps in employment within this section (raising a family, career break, travelling etc.). We will need to contact your current employer for a reference.

## Education Details

Please add details of the qualifications you hold (GCSEs, A Levels, Degree etc.). Please ensure that you refer to the qualification requirements in the person specification, as only candidates who meet or exceed the minimum qualification will be eligible for shortlisting. Please note that if you are successful you will be required to produce the original certificates for the relevant qualifications. Any other qualifications or courses that you have undertaken that are relevant to the job role please also note down and provide original certificates for.

## Personal Statement

This is your chance to shine and show us why you are the best candidate for the job! Read the job description and person specification carefully and think about how your knowledge, skills and experience match the criteria listed for the job. Make full use of this section and where possible give examples to show how you match the criteria we are looking for.

## References

References of shortlisted candidates will be requested before interview (unless stated otherwise on the application form). Referees will be contacted via email and may be contacted by telephone.

At least one referee should be your current employer and you should provide a referee at your last post working with children if not currently doing so.

Two satisfactory references must be received before we confirm any offer of employment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references addressed 'to whom it may concern' will not be accepted. Relatives or friends will also not be accepted as suitable referees. An official employment email address must be provided; personal email addresses will not be contacted.

On receipt of your references, your referees will be contacted to identify their identity, relationship to yourself, any discrepancies, anomalies or relevant issues as part of our safer recruitment process.

### Online Checks

Online Checks will be completed before the interview for shortlisted candidates. The purpose of completing an online check is to see if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check is completed before interview so that any issues or concerns can be explored further at interview.

### Declaration

Signing this section declares that you have read, understood and agreed to Tall Oaks Academy Trust's Privacy Notice and the information you have given in your application is to the best of your knowledge, true and correct and may be stored and used in accordance with the Trust's GDPR Policy.



## Recruitment and Selection Statement

1. The Trustees are committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social, and cultural development, of
- children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and
- circumstances are appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and
- tolerance for those with different faiths and beliefs;

and expects all staff, volunteers, and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trustees recognises the value of and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be based on merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality, and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- Satisfactory social media checks
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands, which were disclosed in error. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis considering the nature, seriousness, and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).
- This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling, and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;
- to verify employment history.

Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Policy is available upon request.



# Job Description

**Job Title:** Head of School

**Purpose of the Post:** The Head of School will take responsibility for the leadership and management of the school. They will be supported by an experienced team to provide high quality professional leadership, ensuring the highest standards of teaching, learning and achievement.

**Reporting To:** Chief Executive Officer

## **Responsibilities**

### *Shaping the Future*

- Collaborate with the CEO to create and implement a shared vision that reflects the Trust's values and inspires all stakeholders.
- Translate the vision into clear objectives, a costed annual strategic plan and actionable operational goals.

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

- Ensure teaching quality is central to strategic planning, with high expectations and aspirational targets.
- Establish consistent systems for monitoring, assessment, and evaluation, aligning with Trust standards.
- Use data to identify progress and implement effective interventions, regularly reviewing their impact.
- Promote behaviour, attendance and attitudes that support active, engaged learning.
- Monitor and support high-quality teaching, addressing under-performance where necessary.

### *Managing the Organisation*

- Develop and sustain an efficient organisational structure that raises standards and ensures policy compliance.
- Oversee the day-to-day running of the school, adhering to safeguarding, health and safety and other statutory requirements.
- Manage resources effectively to enhance education, secure value for money and drive school improvement.
- Support recruitment, retention and staff development, advising on performance and capacity.

### *Financial Management*

- Collaborate with senior leadership on budget priorities, managing resources within the budgetary cycle.
- Work with the CFO to ensure efficient administration, value for money and the acquisition of additional resources.

### *Securing Accountability*

- Provide reports and advice to the CEO, Trustees and Governors, ensuring clear staff accountabilities.
- Present accurate accounts of school performance to stakeholders, fostering a culture of collaboration and responsibility.

### *Strengthening Community*

- Build a curriculum and culture that values diversity and fosters connections with the wider community.
- Collaborate with agencies, parents, carers and organisations to support children's holistic development.
- Encourage community engagement to enrich the children's experiences.

### *Safeguarding*

- Ensure safeguarding policies and practices align with statutory guidelines, including KCSIE (Keeping Children Safe in Education), and are fully implemented.
- Train staff in their safeguarding responsibilities and collaborate with agencies to protect children.
- Take on the role of Designated Safeguarding Lead, responsible for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).

### **Equal Opportunities**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

### **Health and Safety**

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

# Person Specification

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A = Application Form I = Interview T = Task
<b>EDUCATIONAL QUALIFICATIONS AND TRAINING</b>			
Qualified Teacher Status	✓		A
Evidence of a continued professional development		✓	A
<b>EXPERIENCE</b>			
Varied experience and understanding of teaching and learning across EYFS, KS1 and KS2	✓		A, I & T
Recent experience as a senior leader in an infant, junior or primary school	✓		A
Experience of data analysis		✓	T
Responsibility for developing, monitoring and evaluating an aspect of school provision	✓		A & I
Experience of contributing to self-evaluation and school improvement	✓		A & I
Experience of line management, staff accountability, leading training and development	✓		A & I
Experience of working in at least two schools		✓	A
Experience of coaching and mentoring		✓	A & I
Experience of working with parents and families	✓		I
Experience as either DSL or DDSL		✓	A
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Understanding of assessment and pupil progress	✓		I
A proven track record as a strong teacher	✓		A
In-depth knowledge of the professional Teaching Standards.	✓		I & T
Understanding of strategies for school improvement	✓		I & T
Up to date knowledge and understanding of current educational issues		✓	I
<b>SKILLS</b>			
Ability to motivate, lead and manage people to work both individually and in teams	✓		I
Ability to plan strategically and implement change	✓		T

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A = Application Form I = Interview T = Task
<b>SKILLS</b>			
Strong communication skills with a range of audiences both orally and in writing	✓		A, I & T
Competent in the use of ICT	✓		A
Ability to prioritise, work under pressure and meet deadlines	✓		A & T
Effective administrative and organisational skills	✓		I & T
<b>PERSONAL ATTRIBUTES</b>			
A strong belief in the value of education and its ability to transform lives.	✓		A & T
Able to take and communicate difficult decisions and deal with sensitive issues in a professional manner.	✓		A & I
Lead by example, displaying a strong, ethical approach	✓		I
Upholds the seven principles of public life.	✓		A
Demonstrates personal resilience, persistence and perseverance.	✓		I



**Tall Oaks Academy Trust**  
**Whites Wood Lane, Gainsborough**

Tel: 01427 613097

Website: <https://www.talloaksacademy.co.uk/web/>.