

‘Together we are an Achieve, Care and Enjoy School’



Long Lawford Primary School

Head Teacher
Candidate information



Welcome



Dear Prospective Applicant,

Thank you for showing an interest in becoming our new Head Teacher. The Governors are seeking to appoint a Head Teacher committed to building upon our existing achievements to further improve our rapidly growing school.

We would welcome hearing from anyone who believes that they can take our School forward with continued development and growth, ensuring that we build on our strengths and achieve excellence in all that we do. The successful candidate will work closely with a supportive and effective Governing body that will ensure that you are provided with the resources you need to secure the collective School vision.

I hope that you will find this information pack helpful and informative and that it enables you to appreciate both where the school is now and our vision for the future. Please consider carefully both the job description and the specifications of the person we are looking to appoint to the role.

Yours faithfully,

Lisa Haggan
Chair of Governors

About Our School

Long Lawford Primary School is located in the growing village of Long Lawford, on the outskirts of Rugby. We are a highly popular school and have doubled in size since our last Ofsted inspection in 2012. We are in consultation with the local authority to extend our school to 3 forms and some 630 pupils.

Our school serves a mixed socio economic area with increasing numbers of children coming from minority ethnic groups. We view this as one of our strengths and we have a strong record of integrating pupils with English as an additional language.

Long Lawford Primary is a warm and friendly school where every child is cherished and encouraged to give their best. We promote and encourage children to be creative in their learning and offer enriching, meaningful learning experiences in our curriculum.

Long Lawford Primary School aims to have the highest possible quality of teaching and learning to enable all children to achieve their full potential. So that:

**‘Together we are an
Achieve,
Care,
Enjoy School
or ACE’ for short.**

We have a distinctive set of values which underpin all we do at school. Our key values which we look to foster in all our children are:

To take pride in your school and community

To do your BEST.

To be honest.

Respect yourself and others.

To show good manners.

To care for others.



Key Information

Age range	3 – 11 years
School group size	3
Type of school	Community.
SLT structure	Head teacher, 2 Deputy head teachers, Phase leaders for EYFS, KS 1, Lower KS 2 and Upper KS 2.
Number of teaching staff	16 FTE, 9 PTE plus Head teacher, teaching assistants and premises / support staff.
Number of children on role	470
Average class size	28
Attendance	95.3
% of children on FSM	22
% of children with SEN	9.8
% of children from minority ethnic groups	31.2
% of children with EAL	20.8
% stability	72.6
School deprivation indicator	0.18

Key priorities 2016 / 17

By July 2017 significantly raise attainment across the school in reading: Ensuring that pupils make outstanding progress towards their end of year expectations and challenging targets.

By July 2017 significantly close the gap in attainment between vulnerable / disadvantaged pupils and their peers in reading, writing and maths.

All staff to be accountable for their responsibilities and meet their targets for 2016-17, fulfilling their standards.

Budget

The delegated budget for 2016/17 is £1,620,078 with additional funding being provided through elements such as Pupil Premium and Sports Premium along with devolved capital funding. The total budget is £1,798, 602. The school does not have a deficit budget



Head Teacher • Group 3, ISR L20 –L26

Job description

Job Purpose

- Provide strong, professional leadership and management of the school.
- Raising standards and ensuring the achievement is of the highest possible outcomes in all areas of the school's work.
- Ensure personalised learning for all pupils so that every child is supported in achieving their fullest potential.
- Provide equal opportunities for all.
- Work highly effectively with the school's governing body and staff.
- Retain and develop the distinctive ethos of the school whilst having a clear vision for its future.

Main Duties and Responsibilities

Leadership

- Experience of leading a school through a period of strategic and operational change, whilst at the same time improving the level of education for our children.
- Build upon and monitor the overall school aims and the development of a strong vision, ethos and identity that unites staff and pupils and establishes a culture of self-evaluation that will lead to continuous improvements.
- Effectively lead and develop the school's Leadership Team members and successfully delegate responsibilities to bring about high standards in all areas.
- Ensure that effective school policies are implemented, complied with and reviewed regularly in order to maintain equal opportunities.
- Maintain the effective management of staff, including their performance management, in order to achieve high standards and harmonious and positive relationships.
- Build strong relationships with pupils, parents, staff, governors and other stakeholders to develop and enhance the achievements and good reputation of the school. This includes actively supporting a well-established PTA.
- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- Carry out those responsibilities defined by statute with specific reference to Conditions of Employment of Head Teachers in the current DfE publication School Teachers' Pay and Conditions including the educational standards, internal organisation, management and control of the school.
- Communicating and supporting the Governing Body, attending meetings and providing such information as is necessary for the effective exercise of the governing body's responsibilities.



Curriculum

Maintaining a broad and balanced curriculum which is up to date, meeting all statutory requirements relevant to all pupils and is sufficiently flexible to accommodate changing needs and the requirement of the National Curriculum.

Ensure that the curriculum promotes each pupil's well-being and prepares each pupil for secondary education.

Monitor and evaluate standards of teaching, learning and assessment across the school to raise and maintain high standards.

Ensuring provision of effective professional staff development and in-service training programmes together with adequate support for staff on their responsibilities and careers.

Determine policies and organisation of multi-agency support and the holistic care of all pupils, including those who are vulnerable.

Ensure that links are developed and maintained with business, other schools, and voluntary and community sectors to enhance the learning opportunities of pupils and staff.

Resource/Financial Responsibility

Manage the overall school budget. Allocate funds to ensure the effective use of accommodation, facilities and resources to provide good value for money within agreed expenditure limits.

Develop appropriate staffing structures that are capable of delivering all requirements of the school.

Seek additional and sustainable funding to support and pilot new initiatives where appropriate and evaluate effectiveness.

Safeguarding

In accordance with the school's commitment to follow and adhere to the Department for Education's child protection guidance and all relevant guidance and legislation in respect of safeguarding children, the Head Teacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.

All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.

The Head Teacher is also required to know and comply with the DfE document 'Keeping Children Safe in Education' (September 2016).

The Head Teacher must understand and carry out duties in accordance with the responsibilities of being in a position of trust and must show a duty of care appropriately at all times.

The Head Teacher is expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Person specification

The Head Teacher will be required to carry out the duties set out in the current School Teachers' Pay and Conditions Document. The successful candidate will meet all or most of the following criteria. (1.Assessed from written application. 2. Assessed from interview/tests. 3. Assessed from documentary evidence.)

	Essential/ Desirable	Assessed from
Qualities and knowledge		
• Deep knowledge and understanding of meeting the needs of children aged from 3 to 11 years.	E	1,2
• Strong track record as a Head Teacher/Principal or Deputy Head Teacher/Vice Principal or Head of School.	E	1,3
• Proven track record of leadership of teaching, learning and assessing all pupils.	E	1,2,3
• Successful senior management experience of managing change effectively.	E	1,2,3
• Experience of working with school governors, other agencies, parents and the community.	E	1,2,3
• To be an excellent communicator who can adapt according to the needs of different situations.	E	1,2
• Good understanding of recent curricular and educational developments.	E	1,2
• Excellent understanding of national curriculum and assessment priorities resulting in excellent pupil outcomes.	E	1,2
• To show a commitment to their own professional development, for example – have registered for or achieved the National Professional Qualification for Headship.	E	1,2,3



	Essential/ Desirable	Assessed from
Pupils and Staff		1,2
• Successful implementation of pupils' spiritual, moral, social and cultural development and well-being.	E	1,2,3
• Evidence of successful improvement planning and target setting.	E	1,2
• To have high levels of interpersonal skills in order to involve children, parents, staff and governors fully in achieving successful pupil learning outcomes.	E	1,2
• Evidence of providing leadership, which engenders and sustains a positive working environment that brings out the best of both staff and pupils.	E	1,2
• Ability to empower and, in the pursuit of excellence, develop a strong and professional Leadership Team.	E	1,2,3
• Evidence of developing open and honest partnerships with all stakeholders.	E	1,2
• Ability to further develop pupil voice that allows children full ownership of learning.	E	1,2
• To recognize the Head Teacher's accountability to the Governing Body and their role in supporting and challenging the school.	E	1,2
• Ability to work with integrity and enthusiasm, treating people fairly, with dignity and respect.	E	1,2
• Ability to promote effective communication and engagement with pupils, parents, staff, governors and the local community.	E	1,2
• Ability to engage parents in supporting their child's learning and participation in the life of the school.	E	1,2
• Proven ability to motivate staff across all experience levels and develop cohesive high performing teams.	E	1,2,3
Systems and Process		
• Secure knowledge of safeguarding legislation and implementation of systems and practice to ensure children's safety, good behaviour and well-being.	E	1,2,3
• Thorough understanding of tracking and monitoring pupil attainment and progress against age related expectations.	E	1,2,3
• Strong evaluative skills to conduct rigorous school self-evaluation together with Staff and Governors, planning effectively for improvement.	E	1,2,3
• Comprehensive understanding of financial management with a proven ability to optimize use of resources to support learning successfully.	E	1,2,3
• Experience in the development and robust application of performance management, staff professional development and learning improvement programmes.	E	1,2,3
• Proven ability to monitor and evaluate the quality of teaching and learning across the curriculum in order to raise standards and maximize pupil progress.	E	1,2,3
• To be able to use IT effectively in all aspects of school life.	E	1,2
• Strong analytical skills that identify trends and gaps in outcomes or pupil groups.	E	1,2
The Self-improving School System		
• Inspirational and dynamic leadership, with the ability to create a vision and strategy which builds in existing strengths and values behind which the whole school community can unite.	E	1,2
• To be able to demonstrate a commitment to working in partnership with other schools, the local community and relevant agencies.	E	1,2

How to apply

Please complete all sections of the application form and include a covering letter.

The covering letter should explain why your career to date has prepared you to lead Long Lawford Primary School.

Your application form will be copied and distributed to the appointing panel. It is important that all information is clear and concise.

Visits to the school are warmly welcomed and you are invited to contact the School Business Manager, School Office on 01788 543332

School visits: 5th December 2016 - 10th January 2017

Closing date: noon on 11th January 2017

Interviews: 26th & 27th January 2017

Please address your application to:

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School Business Manager,
Long Lawford Primary School
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Long Lawford
Rugby
CV23 9AL

Telephone: 01788 543332

E-mail: admin2405@welearn365.com