

# Headteacher Recruitment Information Pack



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'Partnership in Learning'

Avenue Road  
Lymington  
Hampshire  
SO41 9GP

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Email: [j.lavis@lymington-jun.hants.sch.uk](mailto:j.lavis@lymington-jun.hants.sch.uk)

Headteacher: Mr Dan Lambert

Deputy Headteacher: Mrs Nikki Moossun

Assistant Headteacher: Mrs Helen Fletcher

**20<sup>th</sup> October 2016**

Dear Candidate,

Thank you for your interest in leading Lymington Junior School.

Our current Head Teacher is leaving at the end of this calendar year after three very successful years at our school. We are looking for a new Head to continue to develop the potential of all our children both academically and in personal growth and to provide a learning environment that will both support and challenge them.

We have the privilege and responsibility of our children's education during four of their most formative years. We need to enable them to become enthusiastic, self-confident and inclusive learners equipped in every way for the challenges that they will meet in life. Are you that person that can provide the spark that will light them up for the rest of their lives?

We are looking for a truly inspirational leader who can take our professional and motivated team to new heights of teaching and learning excellence. We also want someone who can confidently engage with and involve parents in the life of our school and their children's learning and development and continue to build links with the local community. Do you have the personality and drive to do this?

What we can offer you is, an engaged and supportive Governing Body with committed, creative and professional staff. There are established and developing partnerships with our local Infant school, Secondary school and schools in our local pyramid.

Visits to the school are warmly welcomed.

I look forward to meeting you.

*Marion J Crowcombe*

Marion Crowcombe  
**Chair of Governors**  
**Lymington Junior School**



## Job Advertisement

Lymington Junior School,  
Avenue Road,  
Hampshire.  
SO41 9GP  
Tel: 01590 674383  
[www.lymingtonjuniorschool.org](http://www.lymingtonjuniorschool.org)  
[headteacher@lymington-jun.hants.sch.uk](mailto:headteacher@lymington-jun.hants.sch.uk)

NOR – 255 (based on September 2016 Census)

# Head Teacher

Starting at £ 56,513.00

**Pay Scale L31-L43 - Hampshire Leadership Scale**

**Required for start of Summer Term 2017**

**Year 3 to Year 6**

***“This is a good school- The school has many outstanding features already. The behaviour and safety of pupils are excellent.” Ofsted 2014.***

**Our current Head Teacher is leaving to progress his career.  
Are you the one to take our Children and School forward?**

- Our Children are looking for a Head Teacher who will inspire them to learn and prepare for future education and life.
- Our Teachers are seeking to expand on a positive working environment, where staff are valued as individuals and high expectations are encouraged for teaching.
- Our Parents want a continued partnership, to feel valued and have a share in the responsibility for their children's learning development.
- Our Governors offer support and challenge to obtain the best for the School and the Children in their search for an outstanding all round education.

We welcome visits to our children and school from Monday 31st October 2016.

Closing Date for applications – 12<sup>th</sup> December 2016.

Interview Dates 24th & 25th January 2017.

Please contact our administration officer Jane Lavis on 01590 674383  
or [j.lavis@lymington-jun.hants.sch.uk](mailto:j.lavis@lymington-jun.hants.sch.uk) for further details.

Lymington Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect



this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## **LYMINGTON JUNIOR SCHOOL – Partnership in Learning**

**Our school promotes high standards of achievement and behaviour working with children to fulfil their potential within an inclusive ethos where every individual is valued.**

### **What we provide for our children**

- Teaching of the highest standard, presented through a broad and balanced curriculum
- A positive ethos of support, praise and encouragement in which all can develop intellectually, physically, emotionally, socially and spiritually
- A stimulating, safe and secure learning environment that enables children to develop independence and confidence in all they undertake
- High expectations in relation to learning and behaviour that challenge all children to do their best
- A social, moral and spiritual awareness that enables all children to develop an understanding of their rights and responsibilities within the school and the wider community
- An enriching programme of extra-curricular activities, visits and visitors
- A school where children are valued as individuals and their talents and creativity promoted

Our children say..."We have amazing equipment and opportunities at this school", "This school has the most caring grown-ups and lovely children."

### **What we provide for our parents**

- A strong home-school partnership, built on mutual trust and respect
- Good communication that supports each child in their learning
- Recognition of the important role parents play in their child's education
- Development of the shared responsibility that school and parents take in ensuring each child is able to do their best
- A school where all parents are valued

### **What we provide for our staff**

- A positive, supportive working environment
- Continuing professional development opportunities for staff
- High expectations in relation to teaching and learning
- A school where all staff are valued as individuals

Our staff say..."We are very proud of our school, teachers and children take pride in their work. There is great sportsmanship, charity work and environmental awareness."

### **We serve the local community by**

- Working in partnership with local residents
- Establishing and maintaining purposeful links with other local schools
- Developing the school's extended provision to make facilities available to the local community
- Encouraging all members of the school to take an active and responsible role in community activities and events

**At Lymington Junior School we are committed to developing 'Partnership in Learning' with our whole school community.**

## Our School

Lymington Junior School is located in the heart of the town. Lymington is a beautiful, Georgian market town (population 14,330) situated on the southern edge of the New Forest, between Southampton and Bournemouth and at the western end of the Solent. Lymington is surrounded by outstanding natural beauty; to the north are the ancient woodlands and heathlands of the New Forest, covering an area of about 145 square miles, and to the south, the Solent and the Isle of Wight



The school was built in 1972 to serve the local community on a pleasant site close to the centre of town. As of September 2016 there are 255 pupils. The school is always full with a waiting list for all year groups. Each year group has two classes.

Accommodation on the school site currently includes:

- 8 classes
- A communal area outside each year group
- A library
- An ICT suite
- A music room/After School club

In addition the school is located within extensive grounds that are continually being developed for the children's benefit.

Recent improvements have included our outside classroom, vegetable beds, new changing rooms and play trail. The children are encouraged to take pride in the school grounds and help suggest future improvements.



## The LJ Way

### ***As members of the LJ Way we:***

- Take responsibility for our actions and choices
- Try our best in everything we do
- Are kind and helpful
- Show respect for everyone and everything
- Help others to follow the LJ Way

To help all members of our school community understand what we expect of them in school we have developed 'The LJ Way'. This states in clear, simple terms what we expect of all members of the school in relation to the way we respond to and respect each other.

The 'LJ Way' will be reviewed on a regular basis with all members of the school. It is clearly displayed throughout the school as a reminder for all.

High standards in relation to behaviour depend upon the example set by all who work in the school. All members of the school community have a contribution to make and we work hard to provide a positive working environment.

## Admission and Transfer

The move from one school to the next is a major step in a child's life. We work closely with all schools to ensure that this transition is as smooth as possible.

We welcome visits from any parents considering our school and have an open day in October. Pupils from Year 6 take pride in showing potential parents around the school and have their own unique insight to school life.

The school currently has an admission number of 60 pupils.

Hampshire County Council will consider all applications in accordance with their latest Admissions Policy.

LJS welcomes applications from children with special educational needs through the same policy. The school liaises closely with parents and other professionals.



### **Transfer from Infant School**

The majority of our children come from Lymington Infant School (situated on the same site) and we have a strong relationship with the Infants as both schools are committed to the children experiencing a continuous education experience. Events are planned through the academic year so that the children can confidently and quickly settle when starting in Year 3.

For example:

- Intake Visits where the children are able to meet their teachers and experience the school environment and routines
- Opportunities to come and watch school productions and take part in musical exchanges
- Shared use of our field at play and lunchtime in the summer
- Year 5 children visit the infants regularly during the summer term
- A buddy system enables each year 2 child to get to know the Juniors through their year 3 buddy
- Liaison visits between teaching staff to plan and moderate work together
- Intake meetings for parents.

**Transfer to Secondary School**

Children transfer to secondary school at the end of Year 6. The local secondary school for the majority of our children is Priestlands School with whom we have good links. During the course of Year 6 the children will be involved in a range of visits and activities as part of our commitment to ensuring that all our children get off to the best possible start in Year 7.

## The School's Curriculum

The National Curriculum covers a wide range of subjects. The curriculum guidance is clear and precise. At Lymington Junior School we present the National Curriculum within the school's own broad and balanced approach. The subjects within the National Curriculum are:

- English
- Mathematics
- Science
- Computing
- Design and technology (DT)
- Geography
- History
- Art and design
- Music
- Physical Education (PE)
- Modern Foreign Languages (MFL)
- Personal, learning and development (PLD)
- Religious Education (RE)



The Key Stage 2 (KS2) curriculum builds upon the skills and experiences gained at Key Stage 1 (KS1) but with greater depth and precision. The children continue to develop their English and maths skills. They become increasingly independent in planning their own learning and are expected to take further responsibility for this. Teaching takes place both within the class base and in smaller, focused groups to ensure all children are working at a level that is appropriate to their need.

At Lymington Junior School we are committed to ensuring that all children experience the full richness of an exciting, varied curriculum that enables them to develop their ability to work co-operatively, communicate clearly and solve problems effectively.

Our SATs results are consistently above national average. The school received recognition from the DfE in 2013, 2014 and 2015 for being in the top 250 schools for progress between KS1 and KS2; and in 2014 and 2015 for being in the Times top 500 schools based upon high attainment levels at the end of Year 6. Value added measures of 100.8 for 2015 placed the school in the 21<sup>st</sup> percentile rank nationally. The school received a letter from David Laws MP 17<sup>th</sup> December 2014 identifying the school as 'one of the most improved schools in the country in terms of attainment and progress of disadvantaged pupils' with further recognition from Sam Gyimah in 2015.

### **Spiritual, Moral, Social and Cultural Development**

All areas of teaching and learning provide opportunities to promote a child's spiritual, moral, social and cultural development. To enhance this, specific opportunities are planned within the school curriculum. Much of this is achieved through religious education, personal, social and health education and citizenship. A significant contribution is also made by the school ethos, effective, positive relationships throughout the school, assemblies and class circle times.

### **Sport**

Lymington Junior School has a very strong culture of inclusivity and success in sport locally and regionally. As keen participants of the New Forest Sports Partnership we provide children of all abilities with the opportunity to try, develop and represent the school in a very wide range of sports.

### **Environmental**

Lymington Junior School has been a member of the Eco-Schools programme for some time now and have held both Bronze & Silver awards as well as the highly accredited Green Flag. The team of Eco Warriors meet regularly and encourage the whole school to take part.

### **Clubs**

We are able to offer a very wide range of clubs and activities in school. Information is given to children each term about the clubs that will be available. Most clubs offered by school staff are free.

### **Breakfast/After School Club**

We run a very popular Breakfast and After School club that takes in pupils not only from Lymington Junior School but also surrounding local schools as well.

### **SATs Results 2016**

Subject	Expected Standard %	Achieved Higher Standard %	Progress Score
Reading	90	40	3.7
Writing	92	25	1.4
Mathematics	100	38	3.0
GPS	95	43	

### **Ofsted**

Unique Reference Number: 116051  
Local Authority: Hampshire  
Inspection Date: 18-19 March 2014  
Reporting Inspector: Michael Pye  
Current Grade: Good (Outstanding for Behaviour and Safety)

### **Key areas for future improvement**

- Close the gaps in attainment and progress which exist between some pupil groups and their classmates, in some subjects and in some year groups, by: broadening the mathematics curriculum so that pupils, especially the more able, have an even wider range of skills and knowledge that will prepare them well for the next stage of their education ensuring all teachers have high expectations of pupils' work in all subjects.
- Expand the responsibilities of subject leaders and ensure that the leadership of all subjects is as effective as that in English.

## Our School Organisation

### The School Governors

We have a committed governing body. There are 12 governors in total, including parent, co-opted, Local Authority and staff who work with the Headteacher to help manage the school. Governors are involved in monitoring the work of the school and ensuring that the highest standards are achieved.

To enable the governors to function in an efficient and appropriate manner, the whole governing body meets twice a term. In addition, there are two committees that meet at least once per term. The governors on these committees are able to make decisions relevant to the needs of the school.

### Senior Leadership Team

**Deputy Headteacher**  
**Assistant Headteacher**  
**Middle Leader**  
**Middle Leader**

Mrs Nikki Moossun  
Mrs Helen Fletcher  
Mr Richard Dando  
Mr Ed Page

### Teaching Staff

Mrs Teresa Davies  
Mrs Tracy Beusmans  
Mrs Helen Murt  
Mrs Lauren Daniel  
Mrs Theresa Magner  
Miss Emma Gutsell  
Mr Liam Burton  
Mrs Clare Colmer

### Teaching Assistants

Mrs Pam Hutchings (Senior Teaching Assistant)  
Mrs Heidi Rose  
Mrs Karen Bithell  
Mrs Pauline Ketley  
Mrs Juliet Collings  
Mrs Kirsty Gostt  
Mrs Michaela Staines  
Miss Danielle Renouf  
Miss Sara Brown  
Ms Marinella Lazzeri  
Ms Penny Mitchell  
Ms Sarah Onions  
Ms Jo Pink  
Mrs Bridget Stewart

### Administrative Staff

Mrs Jane Lavis  
Mrs Mel Backer-Dirks  
Ms Emma Bulman

### Caretaking and Cleaning

Mr Brian Woodford  
Mrs Agnes Michalowski  
Mrs Theresa Black



## **Job Description**

The job description should be read in conjunction with the duties of the Headteacher; as set out in the current edition of the National Standards of excellence for Headteachers Document. (January 2015)

Lymington Junior School is looking for an individual to provide inspirational, dynamic and effective leadership of the school. Set out in the four "Excellence as Standard" domains

- 1: Qualities and knowledge
- 2: The Pupils and Staff
- 3: The self-improving school system
- 4: Systems and processes

### **General Functions**

In carrying out his/her duties, a Headteacher shall consult, where this is appropriate, with the Authority, the Governing Body, the staff of the school and the parents of its pupils.

### **Professional Duties**

The professional duties of a Headteacher shall include:

#### ***School Aims***

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Appointment of staff.
- Participating in the selection and appointment of the teaching and non-teaching staff of the school.
- Management of staff.
- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Liaison with staff unions and associations.
- Maintaining relationships with organisations representing teachers and other persons on the staff of the school.

#### ***Curriculum***

- Determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

#### ***Review***

- Keeping under review the work and organisation of the school.

#### ***Standards of teaching and learning***

- Evaluating the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and improved.



***Performance management, training, development and induction of staff***

- Supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school.
- Ensuring that all staff in the school has access to advice and training appropriate to their needs, in accordance with the policies of the maintaining Authority and Governing Body.

***Threshold/advanced skills teacher assessment***

- Contributing as required to the assessment of threshold and advanced skills teacher standards.

***Management information***

- Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

***Pupil progress***

- Ensuring that the progress of pupils of the school is monitored and recorded.

***Pastoral care***

- Determining and ensuring the implementation of a policy for the pastoral care of the pupils.

***Discipline***

- Ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises.

***Relations with parents***

- Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.

***Relations with other bodies***

- Promoting effective relationships with persons and bodies outside the school.

***Relations with the Governing Body***

- Advising and assisting the governing body of the school in the exercise of their functions.

***Relations with other educational establishments***

- Maintaining liaison with other schools and further education establishments with which the school has a relationship.

***Resources***

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the headteacher.

***Premises***

- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

**Absence**

-Arranging for a deputy Headteacher or other suitable person to assume responsibility for the discharge of his/her functions as Headteacher at any time when he/she is absent from the school.

**Teaching**

-Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification

Requirement	Essential	Desirable
<b>Our Head teacher will have:</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Other relevant qualifications including degree level</li> </ul>	And evidence of significant and relevant continued professional development that prepares you for this post
<b>Our Head teacher's Experience will include:</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience across all of Foundation stage, KS1 &amp; KS2</li> <li>• A proven record of successful classroom teaching</li> <li>• A proven track record successful experience as a Head teacher, Deputy Head teacher or Assistant Head</li> <li>• A proven track record of developing outstanding teaching and learning.</li> <li>• Evidence of competent ICT skills and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>-Liaison with external agencies</li> <li>-Partnership working across groups of schools and with other community agencies.</li> <li>-Experience of effective of preparation for OFSTED inspections</li> </ul>
<b>Our Thoughtful and inspirational leader - will have:</b>	<ul style="list-style-type: none"> <li>• Proven leadership and management skills</li> <li>• A clear vision of excellence in Primary School education</li> <li>• A proven ability to raise educational standards and a commitment to high standards of achievement including the ability to drive the School Improvement Plan and School Evaluation Plan</li> <li>• Effective listening skills; be a good communicator, be able to inspire our children, parents, carers, staff, governors and the community to embrace and put into practice the schools vision and values</li> <li>• Work in partnership with the Governing Body in an open and transparent manner to ensure statutory responsibilities are met, and to enable the Governors to play their full part in the strategic planning, challenging and support of the school</li> <li>• Ability to delegate, monitor and evaluate information cascading from all educational or government sources</li> <li>• Deliver effective performance management working with, motivating and holding to account all staff whilst supporting the continued professional development of staff in order to secure improved outcomes for our young people</li> <li>• Commitment to the continuing professional development of all staff</li> </ul>	<ul style="list-style-type: none"> <li>-Experience of project management and dealing with finance and premises issues.</li> <li>-Experience of strategic and financial management.</li> <li>-Experience of developing and managing effective middle leaders</li> </ul>
<b>Your Knowledge and Skills of Teaching and Learning will:</b>	<ul style="list-style-type: none"> <li>• Have a deep personal understanding of how children and adults learn and the benefits of a rounded curriculum</li> <li>• Be experienced in delivering an inclusive provision which effectively reduces the barriers to learning and meets the needs of pupils of all abilities, physical needs and backgrounds</li> <li>• Embrace the environment and diversity of the school, its grounds, the local community and the resources and partnerships this brings as an opportunity to enrich the learning of our young people</li> <li>• To demonstrate a good understanding of how to construct an interesting, stimulating broad and balanced curriculum, which inspires all pupils to widen their thinking and to engage in depth with</li> </ul>	-Innovative and creative approach to teaching and learning

	<p>subjects and topics</p> <ul style="list-style-type: none"> <li>• Have a sound understanding of the relevant school related legislation and its impact on leadership and management within a Primary setting</li> <li>• Be up to date with current safeguarding legislation, prevent guidance and best practice</li> <li>• Demonstrate experience of using a variety of different tools including two-way pupil feedback, performance data and external evaluations, to monitor, evaluate and improve learning for individual and groups of pupils to support continuous whole school improvement</li> <li>• Have experience of recruiting, inducting, developing and retaining staff</li> <li>• Have an understanding of consistent approaches to behaviour management</li> </ul>	
<b>Our exceptional Head teacher will have:</b>	<ul style="list-style-type: none"> <li>• The ability to inspire our children</li> <li>• Strong interpersonal and communication skills</li> <li>• Adaptable and flexible approach</li> <li>• A desire to promote respect between children, staff, parents and Governors</li> <li>• Ability to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>• Ability to recognise and utilise staff strengths</li> <li>• Ability to build, support, motivate and work as part of a high performing team</li> </ul>	

## Key Tasks

The Governors of Lymington Junior School have listed the following areas as main priorities for the first period of appointment:

To:-

- Ensure that teaching is never less than good and outstanding practice is developed within the school.
- Review the School Improvement Plan and develop a new three year long-term development plan by November 2017.
- Maintain the strong ethos within the school and partnership between the school parents and governors.
- Further develop the Quality of teaching and learning through regular, timetabled collaboration, mentoring and coaching.
- Maintain and develop systems for improving outcomes for disadvantaged pupils so they achieve comparably or above other pupils nationally.

## Application Procedure

Candidates should complete the application form and return it so that it is received no later than **noon on Monday 12th December 2016**.

Education Recruitment Solutions  
Education Personnel services  
2<sup>nd</sup> Floor  
Hampshire House  
84-98 Southampton Road  
Eastleigh  
SO50 5PA  
Telephone 02380 383533

E-mail address [eps-recruitment@hants.gov.uk](mailto:eps-recruitment@hants.gov.uk)

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

### Selection Procedure

The shortlist will be drawn up on **Wednesday 14<sup>th</sup> December 2016** and the selection process will take place **on Tuesday 24th & Wednesday 25th January 2017**. Further details will be sent to those candidates called for interview.

Applicants will be advised within 3 working days after the shortlisting date whether they have been successful or not.

Failure to send your application form to the above address may invalidate your application.

### Equality Monitoring

All applications will be required to complete an Equality Monitoring form.

### Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

### Postage

Insufficient postage occasionally leads to application forms being received after the closing date for application has passed. To avoid this, please ensure that you attach the correct postage to your application.

*Please be aware we are unable to receive hand-delivered mail outside normal office hours 9:00am -5:00pm (4:30pm Friday). Emailed applications are acceptable, but **please do not send both paper and electronic applications**.*

### Safer Recruitment

Lymington Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks."

**Data Protection Act 1998** – You should be aware that the information you have provided will be stored on Hampshire County Council's secure database and will only be used to process your application. It will not be passed to any other organisation.



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Lymington  
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