

APPLICATION PACK

HEAD TEACHER

Glebe House School and Nursery,
Hunstanton, Norfolk PE36 6HW

- Independent preparatory school for girls and boys 6 months – 13 years
- Day and weekly boarding
- IAPS



For September 2018



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HEAD TEACHER

Glebe House School,
Hunstanton, Norfolk

Thank you for reviewing the position of Head Teacher of Glebe House School as your next career move.

Glebe House School is located in the small seaside town of Hunstanton on the North Norfolk Coast, 16 miles from King's Lynn. It is blessed with a thriving school community of actively participating parents and supportive, ambitious Governors.

The school has recently succeeded in taking true independence and control of its destiny by purchasing its estate and the freehold from the Diocese. This purchase will be the appropriate legacy of the outgoing Headmaster, John Crofts, after a 12-year tenure in office and provides an exciting trajectory for the school's future development under the stewardship of a new Head Teacher. The Governors have a clear plan for the school and will welcome the additional, inspirational thinking from the new incumbent to the Head Teacher role.

The school has an 'outstanding' EYFS provision with three nursery classrooms taking children from 6 months to 4 years of age, Pre-Prep years 1 and 2, and years 3 to 8 for the Prep school classrooms. The school roll is good, with latitude for growth, and when the time comes pupils regularly move on to Gresham's, The Leys, Oundle, Uppingham, Wisbech Grammar, Langley and Rugby.

We have an active and well-supported weekly boarding house for boys and girls having reinvigorated the boarding philosophy about four years ago. The boarding proposition provides an excellent opportunity for pupils to experience independence and staying



away from home and with a range of activities, sports and an 'excellence in education' ethos our standards are high, as our recent ISI inspection reports.

We are looking for an individual with a strong understanding of the independent sector. You will be supported by dedicated staff and an inclusive Governing Body and we aim to provide the assistance you need to lead Glebe House School to the next level of outstanding education.

I wish you every success with your application.

Adam Poulter
Chair of Governors

KEY DATES:

Closing date: 31 October 2017
Shortlist interviews: Wednesday 8 November
Final interviews: Wednesday 15 November

Glebe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.



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JOB DESCRIPTION

Position:	Head Teacher
Reporting to:	The Governing Body
Main Purpose:	To provide professional leadership for the school which secures its success and improvement from early years through to year 8, ensuring high quality education for all its pupils and excellent standards of learning, achievement and pastoral care.
Accommodation:	This is a 'live in' position where there is an expectation that the Head Teacher will occupy the school accommodation during term time.

MAIN TASKS

Strategic direction and development of the school

1. Provide inspiring and purposeful leadership for the staff and pupils.
2. To work in partnership with the governing body, staff and parents generating the ethos and values which will underpin the school.
3. To continue to implement a Development Plan which will secure continuous school improvement.
4. To monitor and evaluate the performance of the school and respond and report to the governing body as required.
5. To be proactive in the recruitment and retention of pupils.
6. To ensure that management, finances, organisation and administration of the school supports its vision and aims.
7. To ensure that school policies and practices take account of national, local and school requirements.

8. To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
9. To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.

Teaching and learning

1. Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
2. Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
3. Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
4. Determine, organise and implement a policy for the personal, social and moral development of pupils.
5. Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.



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6. Determine and implement policies which promote:
 - a) Positive strategies for developing good relations with pupil and parents/carers.
 - b) Equality of access for all.
7. Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline with a strong emphasis on the history of Glebe House.
8. Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
9. Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
10. Promote extra curricular activities in accordance with the educational aims of the school.

Leading and managing staff

1. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
2. Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
3. Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
4. Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headmaster.
5. Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to

participate in the identification of areas in which the Headmaster would benefit from further training and undergoing such training.

6. Ensure that a deputy or suitable person, assumes responsibility for the discharge of the headmaster's function at any time when absent from school.
7. Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

Efficient and effective deployment of staff and resources

1. Work with governors and senior colleagues to recruit and retain staff of the highest quality.
2. Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
3. As authorised by Governors and in conjunction with the School Business Manager set appropriate priorities for expenditure, allocation of funds and effective administration and control.
4. Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
5. Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
6. Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.



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Accountability

1. Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
2. Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the local community, inspection authorities and others to enable them to play their part effectively.
3. Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
4. Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
5. Carry out any such duties as may be reasonably required by the Governing Body.

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

Actions

The Head Teacher should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to satisfactory references being obtained, suitability to work with children and young people checks and agreement with the Governors on pay and conditions of employment.



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HEAD TEACHER PERSON SPECIFICATION

A=Application I=Interview

CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications & Training	Qualified Teacher status	✓		A
	Evidence of further professional development relevant to the post	✓		A, I
	Evidence of ability to successfully acquire and apply new skills and knowledge in a professional context	✓		A, I
Experience & Knowledge	Recent and substantial experience in a school management post		✓	A, I
	A record of substantial teaching and curriculum experience	✓		A
	Experience in the management of personnel and/or business/financial management		✓	A, I
	Knowledge of current educational developments and their impact on Independent schools	✓		A, I



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
	Knowledge of the teaching framework and recent changes	✓		A, I
	Involvement in school improvement planning and strategic development at a senior level	✓		A, I
	Knowledge of the principles applying to EYFS, KS1, KS2 and KS3 and having worked in schools that include all phases		✓	A, I
	Experience of developing a creative curriculum		✓	A, I
	An understanding of recent developments in teaching and current pedagogical debates		✓	A, I
Personal qualities, Leadership style, Motivation, drive & commitment	A commitment to providing a learning environment which is engaging and fulfilling	✓		A, I



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
	Demonstrates emotional intelligence and self awareness	✓		A, I
	Has the strength to challenge and manage under-performance	✓		A, I
	Ability to set targets, meet deadlines, be resilient and calm under pressure	✓		A, I
	Demonstrates an enthusiastic and collaborative approach with distributive leadership	✓		A, I
	Adaptable to new ideas and changing circumstances	✓		A, I
	Firm but fair (nurturing) approach to staff and pupils	✓		I
	A excellent communicator who communicates effectively and timely	✓		I
	Ability to promote the values of Independent education	✓		A, I



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
	A positive role model and track record of leading by example	✓		A, I
	Visible to children and parents/carers	✓		A
	Demonstrates a personal impact and presence		✓	A
	Demonstrates commitment and integrity	✓		A
	Sense of humour		✓	A, I
	Excellent time keeping, attendance and attention to detail		✓	A
	Ability to build, communicate and implement a shared vision and strategic plan	✓		A
	Committed to inclusion	✓		A
	Committed to setting and challenging goals and targets	✓		A



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
Management of the school	Demonstrate an understanding of strategic financial planning	✓		A, I
	Experience of setting and managing budgets, including setting priorities for expenditure, allocation of funds and cost control	✓		A
	Experience of making professional, management decisions on informed judgements	✓		A, I
	Evidence of self CPD and supporting staff CPD		✓	A
	Evidence of undertaking staff performance reviews and supervisions and acting upon under performance		✓	A
	Evidence of working with Governing Bodies		✓	A, I



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
Community Links	Able to build and maintain effective relationships that enhance the school	✓		A, I
	Demonstrate the ability to ensure parental engagement to ensure they are involved and well informed about pupil attainment and progress	✓		A, I
	An understanding of the importance of working with partner organisations and the ability to seek opportunities for collaboration	✓		A, I
	Actively draw on the richness and diversity within the school community to enhance learning opportunities	✓		A
	Understanding of Health & Safety within an educational setting		✓	A



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CATEGORY	MEASUREMENT	ESSENTIAL	DESIRABLE	EVIDENCE
	Recognise and understand the need to produce additional income streams to support the school budgets		✓	A
	Understand the need to plan and act on required repairs to the school build, maintenance and improvements within budget		✓	A



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REMUNERATION PACKAGE

This post is offered with a competitive basic salary, performance package, pension contributions and remission on school fees (where applicable).

APPLYING FOR THIS POST

KEY DATES:

Closing date: 31 October 2017
Shortlist interviews: Wednesday 8 November
Final interviews: Wednesday 15 November

If you would like to have an informal discussion about this post or the school, please contact in the first instance, the school Business Manager on 01485 532809 opt 2 or email bursar@glebehouseschool.co.uk

If you would like to apply for the post:

- Visit the school website:
www.glebehouseschool.co.uk
- Click in the Employment section.
- Click into the posting relevant to this job.
- Download the application pack

We will be in contact with you shortly after your application has been reviewed.

If you encounter any problems with this process, please contact bursar@glebehouseschool.co.uk

References

The references you supply on your application form should be your current and previous employers/line managers.

We will need to collect full references before any position is offered and ideally we would like to obtain these prior to short listing interview however, if you would only like us to make contact if a position is offered then please state this on the application form.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of GHS safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

Glebe House School is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and employees to share this commitment.

