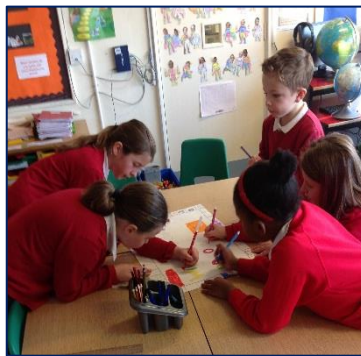




# Watling Lower School



## Headteacher Information Pack





## Advert for Headteacher

Required from: September 2018

Salary: Group 2 L15 to L21

NOR 210

Watling Lower School & Forest Club are seeking to appoint a committed, passionate and inspirational Head teacher to lead the school. Our current Head teacher will be retiring at the end of the 2018 Summer Term and the Governing Body is looking to recruit an outstanding school leader to guide the school through the next stage in its development.

Watling Lower School is an oversubscribed and successful school, rated 'Good' by Ofsted in 2015, where children and staff thrive, where every member of our community is valued and, where innovation and creativity are actively encouraged.

Watling Lower School is committed to a 'values' based education which underpins our curriculum and ethos.

### What we offer:

- A creative and hard-working staff who have a strong sense of commitment to the school, its vision and its children.
- Happy, engaged and enthusiastic pupils who exhibit excellent behaviour for learning.
- A dedicated and supportive Governing Body
- Further leadership development opportunities

### We are looking for:

- A leader who will continue to put our values at the centre of their practice.
- A strategic and creative thinker, and a successful school leader, with the drive and enthusiasm to continue to promote and develop further the highest quality of teaching and learning across the school.
- An individual with a strong and proven commitment to school improvement and a clear determination to achieve and maintain educational excellence and promotes inclusion and diversity.
- An excellent communicator who works inclusively with all staff, governors, pupils, parents and the wider community, promoting an inclusive and aspirational school culture.
- An individual who sets high standards and expectations and a commitment to maintain and develop these through continuous school improvement.

Visits to the school by prospective candidates are very welcome. Please contact Ms Dunnell on 01582 662232 to arrange an appointment.

Completed application forms should be returned to Ms Dunnell, Bull Pond Ln, Dunstable LU6 3BJ or emailed to:

[watling@cbc.beds.sch.uk](mailto:watling@cbc.beds.sch.uk)

For further information about our school please visit our website [www.watlinglower.org.uk](http://www.watlinglower.org.uk)

Closing date: 8<sup>th</sup> January 2018     Interviews 17<sup>th</sup> /18<sup>th</sup> January



# Welcome from the Chair of Governors

5<sup>th</sup> December 2017

Dear Applicant

Thank you for your interest in the post of Head teacher at Watling Lower School and Forest Club. As our current Head teacher is retiring, we are looking to appoint an enthusiastic, inspirational leader for our school.

Watling is a thriving, happy and friendly school, rated good by Ofsted in 2015, where pupils make good progress, both academically and in their personal development. Our children are hardworking well behaved and enthusiastic and are supported by a team of staff dedicated to achieving the best outcomes for every child. The school leadership team is supported by a proactive governing body that is well-informed about all aspects of school life.

However, we are not complacent and are constantly striving to improve the education we provide our young people. This is a time of challenge and opportunity in Central Bedfordshire, as there is a current move towards a two tier education system which the new Head teacher and Governors will need to make important strategic decisions about along with our partnership schools.

Our selection process, which is outlined on the following pages, will involve a number of activities, including a competence-based interview. The enclosed Person Specification indicates our key requirements and your application should emphasise the main areas where you possess relevant skills/experience.

We would encourage visits to Watling Lower before applying. Please contact Ms Dunnell on 01582 662232 to arrange a visit.

I look forward to receiving your application

Yours sincerely

*Siân Muggridge*

Siân Muggridge

Chair of Governors



## Person Specification

### Head Teacher Person Specification

*Your application will be judged on its direct relevance to the following person specification;*

*it will be judged, too, on the quality of its content and on its presentation.*

ESSENTIAL	DESIRABLE	MEASURED
<b>Education and Qualifications</b> <ul style="list-style-type: none"> <li>Degree and Qualified Teacher Status currently on Leadership Scale</li> <li>Evidence of recent and relevant personal professional development</li> </ul>	<ul style="list-style-type: none"> <li>NPQH</li> <li>Evidence of further degree/post graduate study/wider relevant experience</li> </ul>	Application
<b>Experience</b> <ul style="list-style-type: none"> <li>At least 5 years' experience of successful classroom teaching</li> <li>Currently a highly regarded head, deputy head or assistant head</li> <li>Experience of leading curriculum areas, key stages or initiatives</li> <li>Experience of using assessment data to inform decision making</li> <li>Experience of involvement in the planning, writing, delivering, monitoring of school development plans.</li> <li>Good understanding of all primary Key Stages</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience as a head teacher or acting head teacher.</li> <li>A working knowledge of Early Years Foundation Stage.</li> </ul>	Application Interview References
<b>Leadership / Management / Learning</b> <ul style="list-style-type: none"> <li>A creative and innovative management style, able to take measured risks and to find effective solutions</li> <li>Strong analytical ability – able to analyse data and use it to inform planning</li> <li>A strategic thinker, able to focus on 'the big picture' as distinct from practical details</li> <li>Able to lead, motivate, support, challenge and in order to raise standards</li> <li>Able to communicate effectively and give strong feedback on classroom performance</li> <li>Evidence of a strategic approach to CPD for whole staff / team / group</li> </ul>	<ul style="list-style-type: none"> <li>Experience of successful innovation or leading whole-school initiatives/managing change</li> <li>Evidence of a strategic approach to assessment for learning / personalisation</li> </ul>	Application Interview process Presentation Reference

<b>Skills</b> <ul style="list-style-type: none"> <li>• An outstanding classroom teacher with the ability to make and articulate critical evaluation</li> <li>• Excellent inter-personal skills, able to communicate and inspire trust and warmth</li> <li>• Strong presentation skills with the ability to engage others and to listen</li> <li>• Effective decision maker with good judgment on when to modify and when to maintain a position</li> <li>• Ability to take the initiative and also to build a team that will work together and support the school's shared vision.</li> <li>• Excellent time management, organisational and delegation skills and ability to manage workloads</li> <li>• Financial competence</li> <li>• Proactive attitude to ICT both to support the curriculum and as a communication and management tool</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in presenting CPD training or in performance monitoring</li> <li>• Experience of working successfully with groups such as governors / PTA / extended schools group</li> <li>• Experience of working with other professional agencies, learning networks and partnerships</li> <li>• Experience of managing budgets</li> <li>• Experience of working with fund-raisers and community project groups</li> <li>• Experience of managing building projects</li> </ul>	interview references
<b>Attributes and Values</b> <ul style="list-style-type: none"> <li>• Personal qualities of commitment, integrity, flexibility and enthusiasm</li> <li>• A commitment to a values based education</li> <li>• Able to make a positive impact, to articulate and to model core values</li> <li>• Open and approachable with a vision that inspires others but is also rooted in reality</li> <li>• Able to demonstrate good humour, adaptability and empathy</li> <li>• A robust disposition that shows energy and resilience alongside warmth and tolerance</li> </ul>	<ul style="list-style-type: none"> <li>• Able to show creativity and excitement about the curriculum and its possibilities for enhancing learning</li> <li>• A good judge of character</li> </ul>	Interview process Presentation Reference

Watling Lower 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 applicant will be subject to an enhanced DBS check



# Job Description

## Role of the Head Teacher

The Headteacher will provide effective, dynamic and inspirational leadership and management for the school which will promote a secure foundation from which to achieve high standards in all areas of the school's work and ensure that every child is able to fulfil their true potential.

They will be expected to manage and develop the integrated provision of education, child care, health, family and community support, including provision for children with special educational needs.

**Responsible to:** The Governing Body

## Key Areas of Responsibility

### Shaping the Future

The Head Teacher will be required to work with the governing body to create a clear and shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. They will demonstrate the ability to communicate that vision and how it will develop over time.

### Key actions

The Head Teacher will be expected to:

- Lead by example, providing educational vision and direction to secure the commitment of staff, parents and pupils.
- Work with the governing body and others to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Ensure the vision for the school is clearly articulated, shared, understood, acted upon and demonstrated in everyday work and practice.
- Inspire, challenge, motivate and empower others to carry the vision forward and create a shared culture and positive climate;
- Promote creativity, innovation and the use of appropriate new technologies to achieve excellence.

## Leading Learning and Teaching

The Head Teacher will have a central responsibility for raising the quality of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained. They will be expected to set high expectations for pupils' achievement and monitor and evaluate the effectiveness of learning outcomes. They will demonstrate a sound understanding of how children learn in the early years, how teachers can best teach, and how to raise standards through careful monitoring and target setting.

### Key actions

The Head Teacher will be expected to:

- Demonstrate personal enthusiasm for and commitment to the learning process and articulate high expectations for the whole school community;
- Demonstrate an understanding of the content, implementation and monitoring of the National Curriculum and how this links to subsequent phases of learning and development.
- Establish creative, responsive and effective approaches to learning and teaching to ensure a culture and where all pupils can achieve success and become engaged in their own learning;
- Monitor, evaluate and review classroom practice and promote and develop relevant strategies for performance improvement;

- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress;
- Take a strategic role in the development of new and emerging technologies to extend the learning experience of pupils and enhance the quality of learning and teaching;
- Implement strategies that secure high standards of behaviour and attendance;

### **Developing Self and Working with Others**

The Head Teacher will have the ability to build, develop and maintain effective relationships with all stakeholders through excellent communication and interpersonal skills in order to create a professional learning community that enables everyone in the school to achieve. They should be committed to their own continuing professional development and have the capability to effectively support all staff to achieve high standards.

#### **Key actions**

The Head Teacher will be expected to:

- Build a positive and collaborative learning culture within the school and actively engage with others within and beyond the school to build effective learning communities, accepting support from others where appropriate including colleagues, governors and the Local Authority;
- Create and maintain an effective partnership with parents and carers, providing them with regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote a common understanding of the school's aims and improve pupils' achievement and personal development;
- Develop and maintain a culture of high expectations by challenging, influencing and motivating individuals and teams to attain high goals, acknowledging excellence and challenging underperformance at all levels;
- Regularly review own practice, set personal targets and take responsibility for own personal development.

### **Managing the Organisation**

The Head Teacher will need to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. They will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective learning environment which places the safety of children and young people at the heart of all practices.

#### **Key actions**

The Head Teacher will be expected to:

- Manage the school efficiently and effectively on a day-to-day basis in a way which reflects the school's values and create an organisational structure which enables the management systems, structures and processes to work effectively in line with legal requirements;
- Manage the school's financial resources effectively and efficiently and proactively seek further funding opportunities as required.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations, producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money;

### **Securing accountability**

The Head Teacher is legally and contractually accountable to the governing body for the school, its environment and all its work. The headteacher also must fulfil the wider accountabilities in relation to pupils, parents, carers, the Local Authority and



other relevant groups. They will be accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

### Key actions

The Head Teacher will be expected to:

- Develop and maintain a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school and ensure that effective school self-evaluation informs school improvement priorities;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- Reflect on personal contribution to school achievement and take account of feedback from others;
- Work closely with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.

### Strengthening Community

The headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools in order to share expertise and bring positive benefits to their own and other schools. They will be expected to work collaboratively at both strategic and operational levels with parents and carers and other agencies for the well-being of all children and developing extended services to meet the needs of the community

### Key actions

The Head Teacher will be expected to:

- Build a school culture and curriculum which recognises and takes account of the richness and diversity of the school's communities and challenges prejudice;
- Enhance the value of the school to the wider community by involving that community in enriching the learning and social experiences of children and actively seeking and learning from community feedback;
- Collaborate with other schools, agencies, and with parents and carers, to enhance children's achievement and personal development and provide for the spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- Co-operate and work with relevant agencies to protect children and keep them safe.

The postholder will be required to carry any other duties and responsibilities commensurate to the post of Headteacher at this school.





# Location

We are located very close to M1 and A5 main roads in Bedfordshire. ★ Watling Lower School



Dunstable is a market town and civil parish located in Bedfordshire, England. It lies on the eastward tail spurs of the Chiltern Hills, 30 miles north of London.

Within the town centre is the Grove Theatre, Priory House Heritage Centre and the Priory Church where Henry VIII formalised his divorce from Catherine of Aragon. At the heart of the town sits the Quadrant Shopping Centre, whilst across High Street North a secondary shopping community named the Eleanor's Cross Shopping Precinct hosts a modern statue commemorating the original cross. Nearby Luton has the Waulud's Bank prehistoric henge and Luton Museum & Art Gallery.

Dunstable Downs, a chalky escarpment outside the town, is a popular site for kite flying, paragliding and hang gliding, while the London Gliding Club provides a base for conventional gliding and other air activities at the bottom of the Downs. Further into the countryside are the open-range Whipsnade Zoo, a garden laid out in the form of a cathedral at Whipsnade Tree Cathedral and the Totternhoe Knolls motte-and-bailey castle.

The Icknield Way Path passes through the town on its 110-mile journey from Ivinghoe Beacon in Buckinghamshire to Knettishall Heath in Suffolk. The Icknield Way Trail, a multi-user route for walkers, horse riders and off-road cyclists also passes through the town. wikipedia

***Valuing Children, Valuing Learning, Valuing our Community***