



Head Teacher Recruitment Pack



Hazel Community Primary School

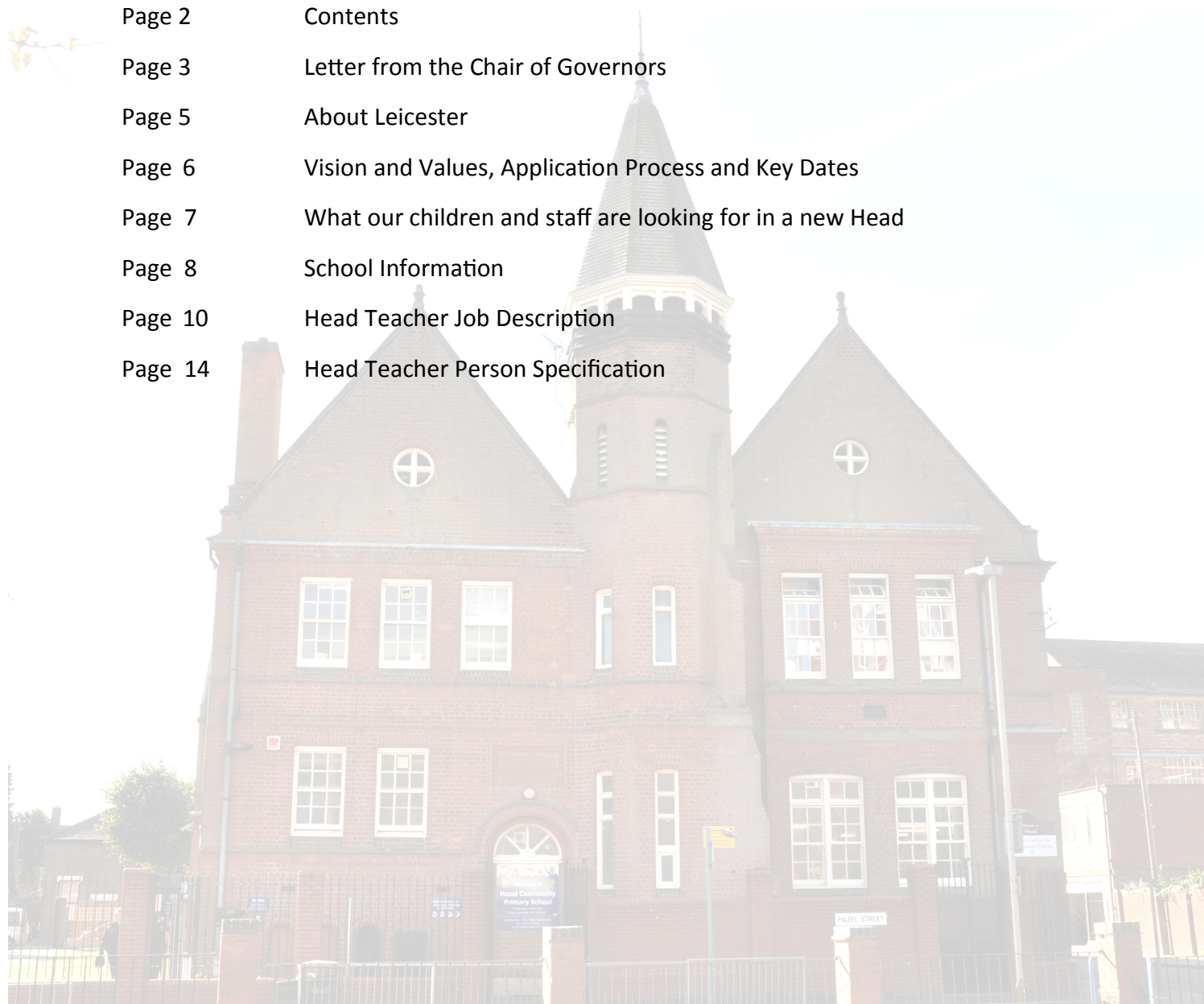
June 2018





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Letter from the Chair of Governors

Dear Applicant.

Thank you for expressing an interest in joining us as the new Headteacher at Hazel Community Primary School. This vacancy has arisen because our longstanding, successful and experienced Head is moving on.

We are extremely proud of the journey the school has taken to become the warm, inclusive, successful, aspirational establishment you will see before you if you choose to come and visit. The school and its staff engage with pupils and their families on a range of levels, to provide a focal point for this diverse community. The school is two-form entry and provides for the education and needs of families with a range of languages, religions and ethnicities.

The school is housed in a beautiful Grade 2 listed Victorian building, which adds character and a certain unusual quality to the learning environment. Leicester is a thriving city and the school is close to Leicester University, De Montfort University and the Richard III centre.

We are a motivated and interested body of Governors who are looking for an outstanding educational leader to take this school onto its next phase. Ours is an inner-city, multi-cultural school that demands energy, vision and tenacity. We are looking for a new Headteacher who will be strategic and creative; dedicated to providing children with the opportunity to discover themselves through their learning and achieve their true potential. They will provide strong leadership and inspire the whole school community by dint of personality, experience and a strong sense of future.

The successful applicant will work alongside a forward-thinking Governing Body, many of whom have experience in the field of education and who are a valuable asset. The school leadership is committed and hard-working and will provide enormous and dependable support for a newly appointed Head. We have a highly skilled and well-established work force with a Deputy and three Assistant heads, two of who are leaders in KTC and Maths respectively and regularly deliver training across the city. Three school staff are LA moderators for their areas. All staff are committed to, and responsible for, the inclusive ethos of the school.

We support the development of our children as young citizens through an enriched curriculum which includes Eco schools and Food for Life; Sporting activities with Leicester Tigers and Leicester Cricket Club; playing brass instruments, working with the Philharmonic orchestras, Dosing with Leicester Cathedral and Athletics at DMU. We also participate in the Lego League, the Health and Wellbeing Festival the Loving Laughing Comedy Festival, which we won in 2018!



Hazel Community Primary School

A Learning Community; Where Everyone Can Achieve.

Our Good OFSTED rating was awarded in May 2016 and the report stated that

“Leaders, including Governors, show determination in improving the quality of teaching and outcomes for pupils, which are now good.”

I hope you will find everything you need in this information pack. I strongly encourage you to come and visit us in June when we will be happy to show you around. This will truly be the best way for you to experience first hand who we are and what we do at Hazel Community Primary School.



Yours faithfully

Lynda Callaghan

Chair of Governors





About Leicester

Situated in the heart of the East Midlands, Leicester is a vibrant, bustling city with a population of nearly 350,000 people. The final resting place of Richard III, it is steeped in history and culture. In fact, one of its strengths, and something of which it is rightly proud, is its cultural diversity.

For history lovers, Leicester Cathedral, The Guildhall, New Walk and Newarke Houses Museums are a must while for those of a sporty nature, the city has some excellent facilities and some top teams – Leicester City FC, Leicester Tigers RUFC and the Leicester Riders Basketball team.

The city has two primary shopping 'malls', Highcross and The Haymarket, but is well served by smaller, more specialist shops in St Martin's Square and the Leicester Lanes area, as well as the largest covered market in Europe. Within these areas and the surrounding streets there are plenty of bars and restaurants. National chains are well represented but there are also many smaller, more individual eateries serving food that reflects the multicultural nature of the city. This is also exemplified through the annual Caribbean Carnival and parade, the largest Diwali celebrations outside of India, the Leicester Comedy Festival (part of a thriving music and arts scene) and a Pride Parade.

But it's not just about history, culture and sport. Leicester is a thriving city with the largest economy in the East Midlands. A number of regional and national companies have their principal offices or significant sites here and the surrounding area. There is an excellent road and rail infrastructure. Leicester is at the midpoint of the M1 motorway (Junctions 21, 21A and 22), less than an hour and 15 minutes away from London St Pancras by train (and the Eurostar service to Europe). There is also quick and easy access to East Midlands Airport off Junction 24 of the M1 and to Birmingham Airport, less than an hour away by car.

The city's housing stock reflects its history: mediaeval, Georgian, Victorian, 1930s and onwards. Increasingly, disused industrial mills and factories are being converted into apartments and new developments are being built on brownfield sites and in suburban areas. Therefore, there is a range and style that will appeal to everyone, often served by well-maintained parks and other open spaces. More importantly, many houses are significantly more affordable than elsewhere!

There is a lot to see and love about Leicester. Maybe it's the change you've been looking for.



Vision and Values, Application process and Key Dates

Hazel Community Primary School is a successful and growing primary school with a good academic and pastoral reputation. It is one of the oldest schools in the vibrant, multicultural city of Leicester and through careful financial management enjoys a healthy budget. This appointment has arisen because our longstanding, successful and experienced head is moving on.

We have talented and professional staff, motivated and happy pupils and a well-informed and supportive Governing Body.

Our friendly, welcoming school provides a wonderful start to our children's education. It creates an aspirational climate that cultivates habits and attitudes enabling them to become independent citizens fully equipped for their life ahead.

We are looking for an outstanding individual who can lead us into the next stage of our exciting journey and build on the successes we have all worked hard to achieve. You will be passionate about the progress and success of every child and be an inspirational leader for all stakeholders of the school.

The governing body is seeking to appoint:

- An inspirational leader with high expectations of staff, pupils and governors
- A visionary leader who can rise to the changing challenges within the educational landscape and drive our school forward
- Someone who demonstrates commitment and enthusiasm for valuing individuals
- A leader who understands the differing cultural needs of a multi-cultural school

Visits to the school on June 13 or 14 2018 are welcomed and may be arranged by contacting the Chair of Governors, Ms Lynda Callaghan via the school office on 0116 23338411.

If you feel you have the qualities to ensure the continued success of Hazel Community Primary and wish to apply for this post please download the candidate pack and application form via the website or complete your application online. Please send completed application forms to schools.hr@leicester.gov.uk by the closing date. Further information may be obtained from

Human Resources Team, Leicester City Council, First Floor Sovereign House, 17 Princess Road West, Leicester LE1 6TR, email schools.hr@leicester.gov.uk or telephone 0116 454 4388.

We are committed to safeguarding and promoting the welfare of all children. The post is subject to Enhanced Disclosure and Barring Service checks. Applicants will be required to undertake pre-employment checks, which include a declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (disqualification) regulations 2009 as well as other necessary checks. Hazel Community Primary School is an equal opportunities employer.

Closing date: Midnight June 24, 2018

Shortlisting: June 29, 2018

Interviews: July 10 and 11, 2018



What are we are looking for in a new Head Teacher

Honest, generous, kind,
patient and a little funny

Approachable to children,
staff and parents.

Determined, hardworking
and adventurous

Clever, cool and
able to sing

Someone that understands that, for
our children, school isn't just about
academia, but that it is also about
giving them life experience, role
models and positive relationships, all
of which they may not get at home.

Kind, friendly and
not naughty

Proud of us

Understands that
mistakes are OK.

Friendly, thoughtful,
caring and supportive
to all.

Resilient, in touch
with parents and
the community

Courage to challenge behaviour
and not afraid of confrontation

A good head teacher is fair but
strict, nice, calm and funny

Care about well being of
staff and children and the
environment

Treats staff fairly and
equally with a respect
and a listening ear

Has to be kind,
know all the golden
rules and nice to
the children

I want a kind, funny, helpful
head teacher who is worthy
of looking after this school

Somebody who listens to
idea's and helps the children
have a great time at school

A head teacher
should play games
with children

To be visible and available to
staff, children and parents

Decisive, strong, passionate
empathic, resourceful, driven
and determined

Empathic and willing to drive
the school forward in the
right direction

A head teacher
should be wise
and understand
what the children
need.

I'd like my head teacher to be
nice, wonderful, kind, intelligent,
clever and super

A good head teacher leads by example and
never asks you to do something they wouldn't
do themselves.



School Information

Age range :	4—11
School group size :	3
Gender :	Mixed
Faith :	All
Location :	Hazel St. Leicester. LE2 7JN
Phone Number :	0116 2338411
E-mail :	office@hazel.leicester.sch.uk
Website :	www.hazel.leicester.sch.uk
Date established :	1882
OFSTED Rating :	Good
Number of children :	394 (PAN 420)
SEN :	22%
Pupil Premium :	23%
EAL :	74%

Mobility is around 50-60% per year

We are a 2 form entry school.



Current staffing

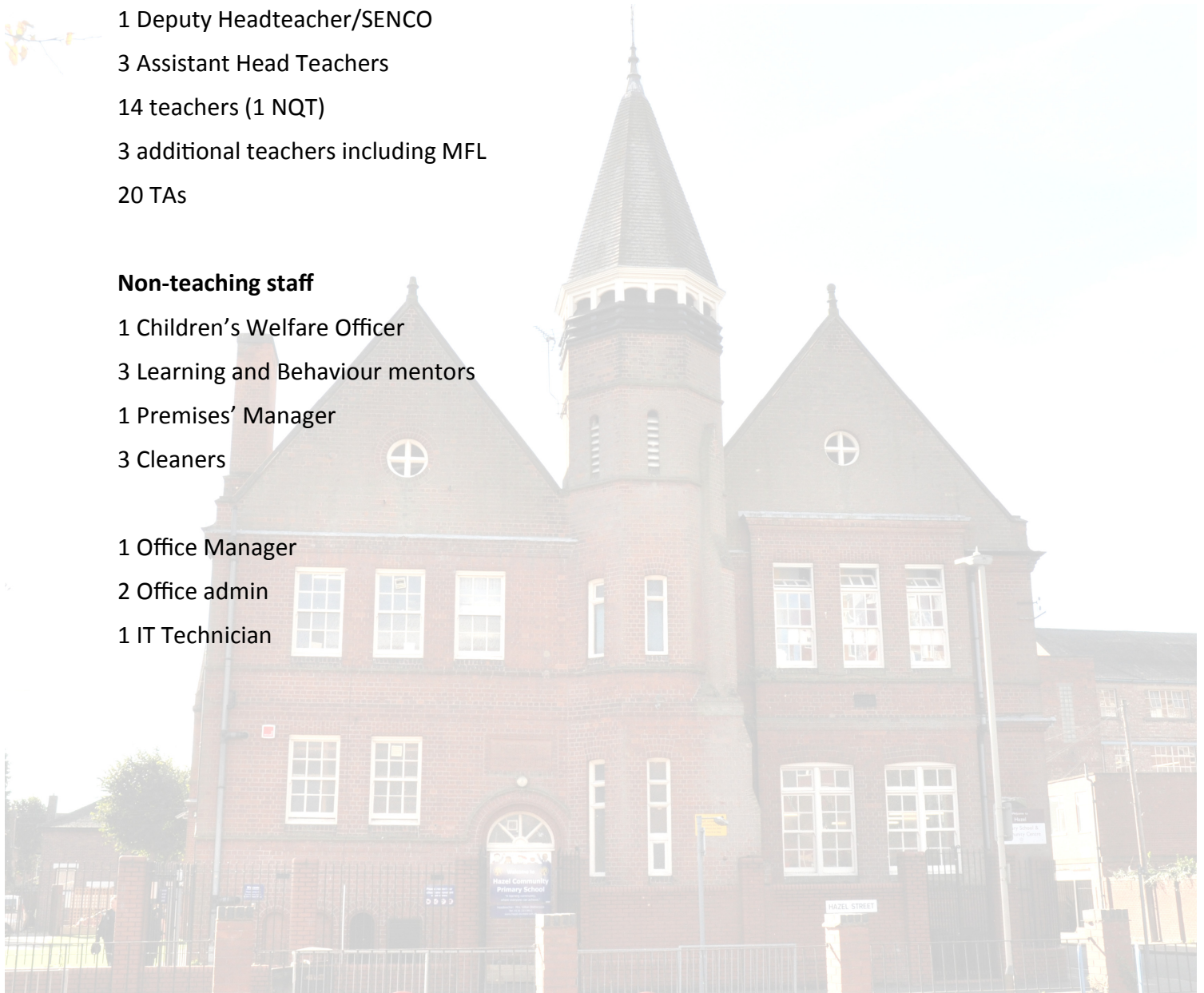
Current teaching staff

- 1 Deputy Headteacher/SENCO
- 3 Assistant Head Teachers
- 14 teachers (1 NQT)
- 3 additional teachers including MFL
- 20 TAs

Non-teaching staff

- 1 Children's Welfare Officer
- 3 Learning and Behaviour mentors
- 1 Premises' Manager
- 3 Cleaners

- 1 Office Manager
- 2 Office admin
- 1 IT Technician





Head Teacher Job Description

Post title: Head Teacher

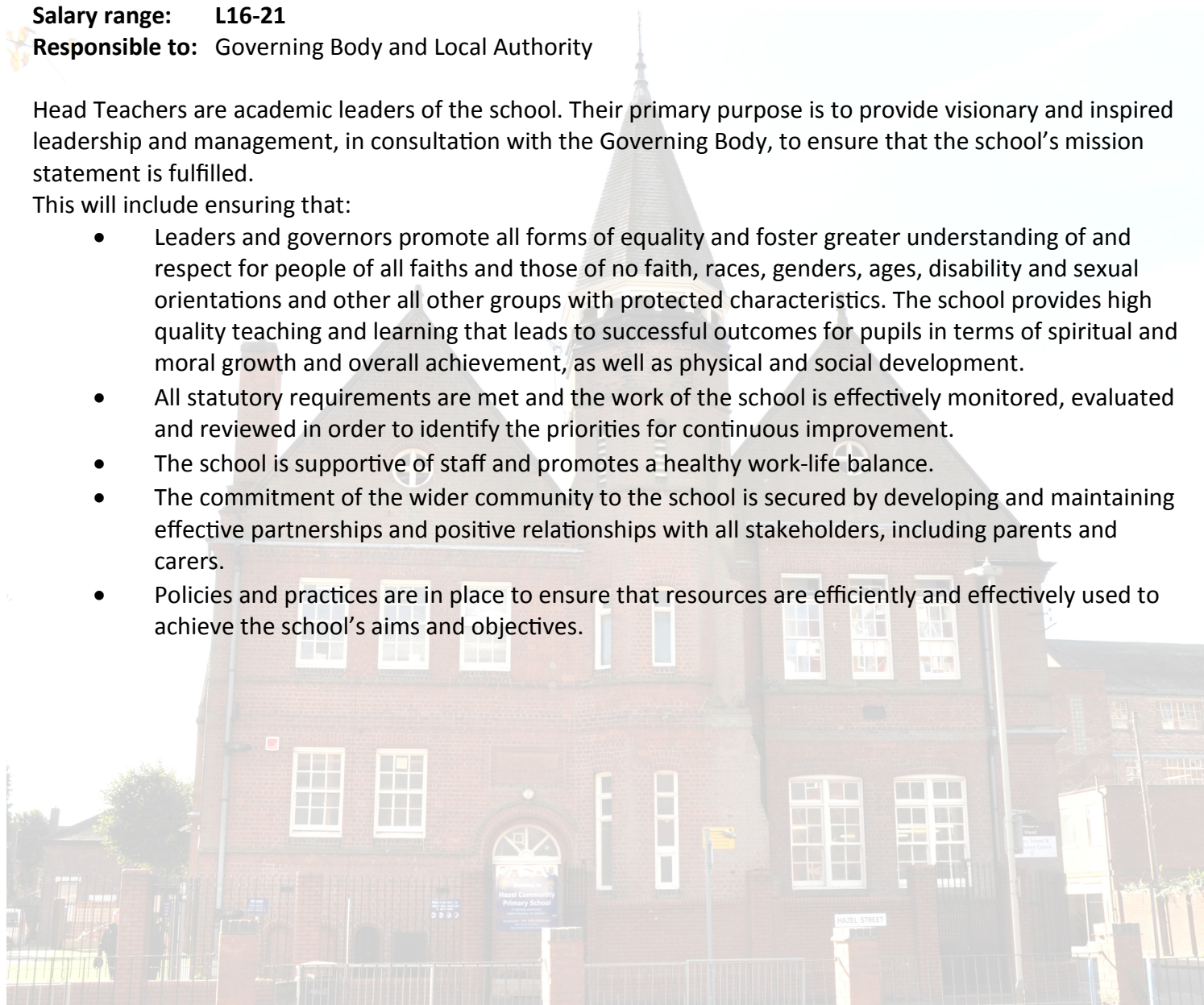
Salary range: L16-21

Responsible to: Governing Body and Local Authority

Head Teachers are academic leaders of the school. Their primary purpose is to provide visionary and inspired leadership and management, in consultation with the Governing Body, to ensure that the school's mission statement is fulfilled.

This will include ensuring that:

- Leaders and governors promote all forms of equality and foster greater understanding of and respect for people of all faiths and those of no faith, races, genders, ages, disability and sexual orientations and other all other groups with protected characteristics. The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth and overall achievement, as well as physical and social development.
- All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed in order to identify the priorities for continuous improvement.
- The school is supportive of staff and promotes a healthy work-life balance.
- The commitment of the wider community to the school is secured by developing and maintaining effective partnerships and positive relationships with all stakeholders, including parents and carers.
- Policies and practices are in place to ensure that resources are efficiently and effectively used to achieve the school's aims and objectives.





Strategic Direction and School Improvement

Our Head Teacher will maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:

- Positive improvements to continue successful learning and good pupil achievement
- Good teaching
- High standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life in modern day Britain.

Strengthening Community

Our Head Teacher will draw on experience and best practice, working together with the Governing Body and School Leadership team, to build a strong strategic direction and an on-going School Improvement Plan which:

- Identifies priorities and targets that support high standards, enabling and empowering pupils to make progress and maximise achievement
- Supports continuous improvement in the school environment and teachers' effectiveness
- Is underpinned by sound financial planning
- Ensures the management, finances, organisation and administration of the school and supports its vision and aims
- Encourages all those involved in the school to be committed to its aims, to be motivated to achieve them and involved in establishing the short, medium and long term objectives and targets which will secure educational success
- Stipulates that policies and practices take account of national, local and school guidelines and reflect best practice
- Monitors, evaluates and reviews the effectiveness of the school's policies, priorities and targets with the Senior Leadership Team and the Governing Body

Safeguarding and Equality

Hazel Community Primary School is committed to safeguarding the welfare and wellbeing of all children. Our Head Teacher will uphold this commitment through:

- Promoting the welfare of all pupils by following the child protection procedures adopted by the Governors and to act as the designated Safeguarding Lead for the school
- Actively promoting, implementing and monitoring equal opportunities across all aspects of the school
- Enabling and empowering all pupils so have a voice and to be heard
- Valuing all members of the school community; to celebrate diversity and promote social inclusion; implementing the Governing Body's policies for people of all faiths and those of no faith, races, genders, ages, disability and sexual orientations and other all other groups with protected characteristics.



Leadership and Accountability

Our Head Teacher will:

- Lead by example with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills, and that of those around them
- Be highly visible and approachable to all members of the school community
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community
- Hold and articulate clear values and moral purpose
- Inspire, develop and manage a highly effective team with enthusiasm and a continuous drive towards excellence
- Identify and nurture talent to enable effective leadership development and succession planning
- Maximise the contribution of staff and ensure effective working relationships are in place throughout the school
- Implement and sustain effective systems for management of staff performance, incorporating appraisal systems and targets for all staff, ensuring those for classroom staff relate to pupil achievement
- Continue to develop successful links with the schools in the development group and consider other opportunities to further raise the school's reputation
- Provided nurturing and strong pastoral care for all pupils

Developing Teaching and Learning

The Head Teacher will:

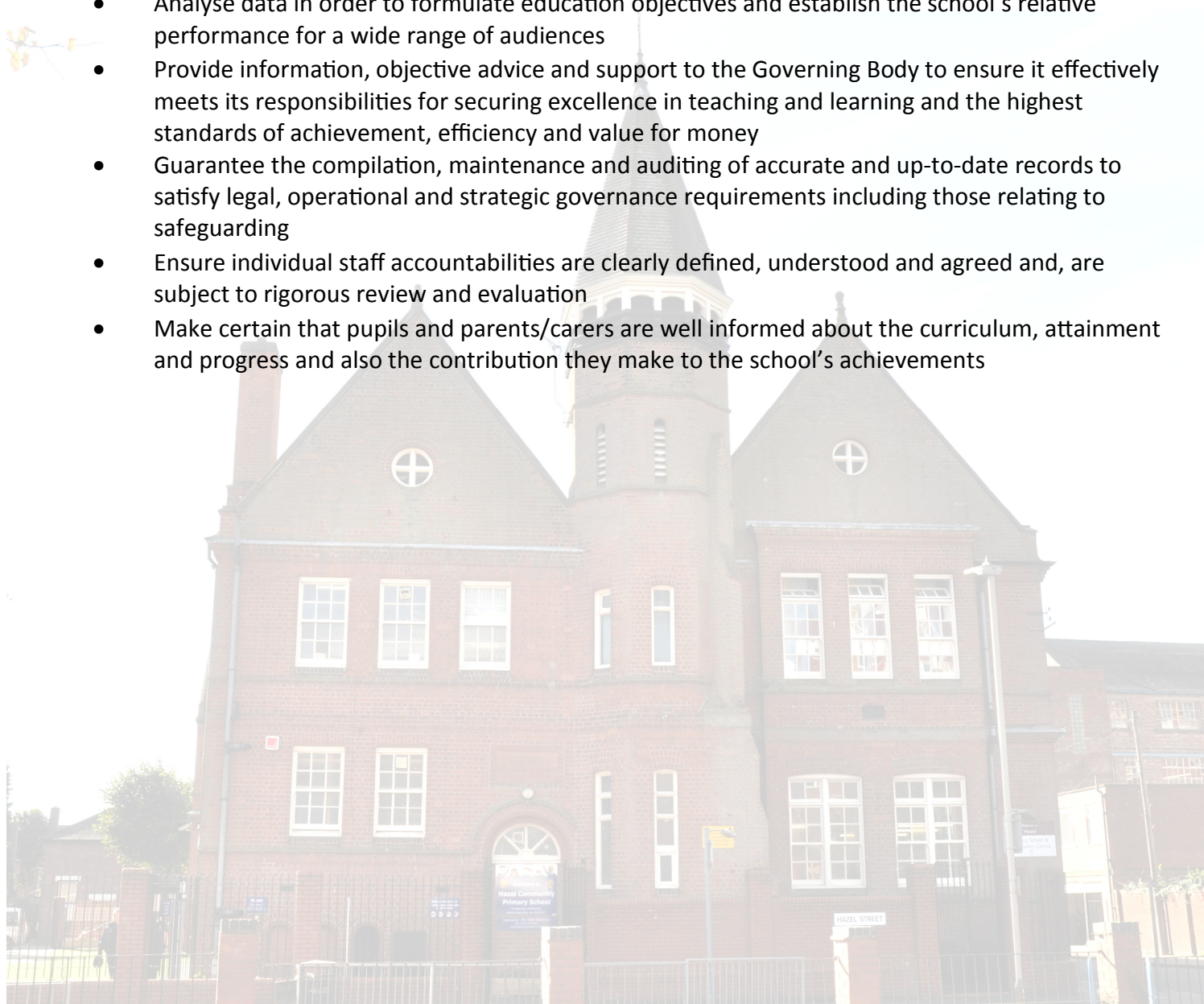
- Create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement and behaviour and, a passion for learning
- Work with the Governing Body and Senior Leadership Team to continue to develop a rich curriculum that engages pupils of all abilities and sustains effective teaching and learning throughout the school
- Regularly assess, monitor and evaluate in order to identify effective teaching and learning and ensure it is evidenced across the full curriculum
- Be willing to spend time in the classroom and model good practice
- Monitor and evaluate the standards of teaching and learning and achievement of all pupils across the school, in order to set challenging, realistic targets
- Use benchmarks and evidence based best practice to set targets for service delivery and improvement
- Maintain and develop effective links with wider education institutions and the local community, to extend and enhance the curriculum with economic, social, moral and cultural experiences
- Enhance the school's effective partnerships with parents and carers that support and improve pupil achievement, personal development and the closing of attainment gaps in specific groups
- Recruit staff of the highest quality, complying at all times with best and safer recruitment practice
- Create an effective staff structure to facilitate the development of high quality education
- Set appropriate parameters for expenditure and the allocation of funds in order to safeguard effective administration and control in line with the Schools Value Financial Standard to meet the short, medium and long term plans of the school



Developing Teaching and Learning (continued)

The Head Teacher will:

- Set and review budgets that maximise pupils' potential for learning and achievement
- Organise the school environment efficiently and effectively to ensure the needs of the curriculum and statutory requirements are met at all times
- Analyse data in order to formulate education objectives and establish the school's relative performance for a wide range of audiences
- Provide information, objective advice and support to the Governing Body to ensure it effectively meets its responsibilities for securing excellence in teaching and learning and the highest standards of achievement, efficiency and value for money
- Guarantee the compilation, maintenance and auditing of accurate and up-to-date records to satisfy legal, operational and strategic governance requirements including those relating to safeguarding
- Ensure individual staff accountabilities are clearly defined, understood and agreed and, are subject to rigorous review and evaluation
- Make certain that pupils and parents/carers are well informed about the curriculum, attainment and progress and also the contribution they make to the school's achievements





Head Teacher Person Specification

		Measured By				
Personal Qualities, Qualifications and Experience		Essential	Desirable	Application and other reports available	Interview Process	References
Qualifications and Training						
1	Honours degree or equivalent	✓				
2	Qualified teacher status	✓				
3	Relevant higher degree or equivalent		✓			
4	Evidence of continuous professional development	✓				
Professional Experience and Knowledge						
1	Substantial, successful teaching experience	✓				
2	Successful recent strategic leadership experience	✓				
3	Successful experience of raising standards for all with measurable outcomes	✓				
4	Proven track record of managing successful school self-evaluation and accountability for school improvement	✓				
5	Ability to lead, manage and inspire the whole school	✓				
6	Has experience of developing staffing models which are responsive to the changing needs of the school	✓				
7	Experience of working in collaboration with governors, internal and external stakeholders, other educational bodies, parents and families and the wider community to develop positive relationships and achieve strategic objectives	✓				
8	Proven track record of establishing effective communication mechanisms to enable statutory responsibilities to be fulfilled	✓				
9	In-depth knowledge and understanding of the wider educational agenda including current national policies					
10	Successful experience of effective strategic financial and resource management including setting priorities for expenditure,		✓			
11	Experience of working with pupils in early years and primary education	✓				
12	Knowledge of OFSTED inspection procedure and the post OFSTED leadership planning process	✓				
13	ICT skills relevant to leadership		✓			
14	Successful experience of leadership in a multi-cultural diverse community	✓				



		Measured By				
Personal Qualities, Qualifications and Experience		Essential	Desirable	Application and other reports available	Interview Process	References
Professional Experience and Knowledge (continued)						
15	Evidence of highly developed skills in performance management, recognising high performance, tackling underperformance through to resolution and supporting continuous professional development	✓				
16	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and well-being	✓				
17	A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment	✓				
18	An understanding of the requirements and a willingness to provide for pupils with particular special educational needs and or disability	✓				
Leading Teaching and Learning						
1	A proven track record of ensuring the highest possible standards in teaching and learning with the ability to model excellent classroom practice	✓				
2	Sustained experience of managing, monitoring and evaluating student progress through robust data analysis	✓				
3	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success	✓				
4	Experience of using data analysis to translate information into assessment for learning and effective intervention strategies	✓				
5	Experience of sustaining positive outcomes and improved life chances for all pupils	✓				
6	Successful experience of curriculum development	✓				
7	Experience of staff recruitment and retention		✓			
8	Experience of delivering excellence through a broad and balanced curriculum within a primary setting	✓				
9	Implement strategies that secure the highest levels of attendance					



		Measured By				
Personal Qualities, Qualifications and Experience		Essential	Desirable	Application and other reports available	Interview Process	References
Personal Qualities						
1	Is passionate about creating a rich inclusive learning environment where every individual member of the school community is known	✓				
2	Has high expectations and personal integrity and can embed and sustain the values ,vision and ethos of the school	✓				
3	Is articulate and approachable with excellent interpersonal communication skills both in conversation and written	✓				
4	Can articulate the vision to inspire, motivate, encourage and support staff by creating a culture of aspiration and high expectations	✓				
5	Is able to prioritise and demonstrate personal organisation, time management and strong leadership skills especially under pressure	✓				
6	Is able to run the school efficiently and effectively on a day to day basis whilst maintaining a good work life balance for themselves and enabling this for all	✓				
7	Is an outstanding, reflective practitioner who demonstrates evidence of learning from experience	✓				
8	Has high expectations for pupils' learning and achievement through creating an aspirational culture	✓				
9	Is able to delegate strategically where appropriate and demonstrate excellent time management and ability to manage workloads	✓				
10	Has a strong commitment to ensuring equality and celebrating diversity	✓				

