



# **Minsterley Primary School**

**Shrewsbury, Shropshire, SY5 0BE**

**Applications are invited for the post of**

## **Headteacher**

**Group 2, L10 – L16, (£49,199 to £57,077)**

**Required for September 2018**

**Closing date for applications - Thursday 1<sup>st</sup> March.**

**This pack includes information about:**

- **The School**
- **The Post**
- **Education in Shropshire**
- **The Future**
- **Further information**
- **How to apply**

**You would be very welcome to visit the school prior to completing your application. Please telephone 01743 791398 to arrange an appointment.**



## **Minsterley Primary School**

**Founded by the Marquess of Bath in 1843**

**We believe children learn best when they feel safe and secure. We aim to offer an outstanding education that encourages each child to be the best they can be, as preparation for life in the community and enabling them to develop individual talents and confidence.**

**We aim to ensure that every child is inspired, confident and enjoys learning and experiencing success.**

**We set high standards for our pupils with thorough school based assessment, planning and monitoring systems and we operate a pupil self-evaluation system.**

**Through careful planning and knowledge of individual children we strive to provide a broad and balanced curriculum which reflects differing needs, abilities, aptitudes and interests.**

**We encourage all who are connected to the school to take a personal pride in their achievements and their school. We are committed to equal opportunities and we encourage children and adults to value and respect their own and other cultures.**

**We recognise that the school is an integral part of the wider community, and we foster close links with the Church and other organisations and encourage parents to recognise their role as co-educators.**

**We provide the opportunity for staff and governors to develop their personal expertise and professional skills.**

**Special Aims for this academic year include:**

- **To continue to improve the quality of our work.**
- **To improve the school environment, facilities and learning experience.**
- **To continue to develop co-operation between each other through caring, sharing and mutual respect.**
- **To develop as independent learners and at every opportunity to contribute to the efficient running of the school, and to take personal responsibility for our learning, actions and belongings.**
- **To celebrate the values of British society.**

**The school environment is spacious, light and airy and we have a large, well equipped sports field and Forest School area.**

**We also enjoy close links with the on-site private Nursery School which uses many of our facilities, and which provides an excellent preparation for an easy, stress free transition to the main school.**

## **Details of the responsibilities of the post of Headteacher**

The statutory conditions of the post are as laid down in the School Teachers Pay and Conditions document. The following details summarise the major tasks expected of the Head of the school and the skills, knowledge, aptitudes and qualities they require in order to carry out the role effectively.

The post holder is directly responsible to the Governing Body of the school in the first instance in order to carry out the duties and responsibilities listed below.

The primary role of the Headteacher is to provide professional and strategic leadership of the school and of its staff. They must provide the vision which is shared by the whole school and which secures its success and improvement in order to provide high quality of provision and standards of achievement.

The Head must also effectively and efficiently manage resources to promote and secure the achievement of both pupils and staff and create an environment where they can achieve their full potential.

**Specific duties and responsibilities of the post:**

- Establishing, articulating and implementing the aims and policies of the school in collaboration with the staff and governing body.
- Preparing Development Plans for the school related to the National Curriculum, the School budget, the in-service needs of teachers, and other requirements including Ofsted.
- Maintaining an overview of the quality of the school's curriculum provision in conjunction with the School Development plan.
- Managing the quality of the learning environment of the school, including the observation and review of the performance of staff and pupils.
- All aspects of financial management.
- Developing and maintaining links between the school and the community it serves.
- Managing the communications and support networks of the school.
- Organising the appointment of staff and defining their roles and responsibilities.
- Establishing programmes for the development of both teaching and non-teaching members of staff.
- Representing the school in the community and promoting the schools ethos and achievements.
- Creating policies for monitoring and evaluation of the work of the school, its staff and pupils.
- Preparing the school for inspection by Ofsted.

**The Headteacher will need the following skills to carry out these responsibilities:**

- A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them.
- The ability to predict, plan and prioritise, together with skills of negotiation and decision making.
- The ability to lead by example in order to manage and communicate clearly and effectively.
- A clear vision of the totality and purpose of the whole school curriculum.
- The ability to set up a workable process to promote the success of pupils within the school.
- The ability to formulate, manage and monitor the school's budget and provide appropriate information to the governing body.

- The ability to understand the needs of the local community and to develop positive dialogue with a wide range of people.
- The ability to manage effectively.
- The ability to define roles and responsibilities and to make effective appointments.
- The ability to communicate a belief about the effectiveness of the school to the outside world.
- The ability to define and pursue plans, and to search for evidence to see how well these have been achieved.
- The ability to communicate all that has been achieved since the previous Ofsted inspection.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers Pay and Conditions Act 1991 and any orders made under it.
- The other terms and conditions set out in the various national collective agreements in force from time to time.
- The Local Authority's Rules and Conditions including any local agreements entered into with recognised Trade Unions.
- Statutory regulations regarding the governance and management of schools as prescribed in The Schools Standards and Framework Act.
- The conditions set out in the Job Description and the letter of appointment.

## **Pension and general conditions:**

- Details about the Teachers' Scheme may be obtained from Teachers' Pensions-

<https://www.teacherspensions.co.uk>

Unless notification to the contrary is given it will be assumed that as a full time employee the successful candidate will contribute to the Teachers Scheme.

## **Education in Shropshire**

**Shropshire is the largest inland county, bordered by Wales, Worcestershire, Hereford, Telford and Wrekin, The West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of the country.**

**The administrative centre of Shropshire Council and for Shropshire Schools is the Shirehall on the outskirts of Shrewsbury. The Local Authority's policy is that the school curriculum should help all pupils to:**

- Enjoy learning and perceive education as a life-long process.**
- Develop the attitude, understanding and skills necessary, now and in the future to exercise independence and initiative to work, participate and thrive in a democratic society.**
- To fully involve pupils in each of the following areas of learning and experience in all years: aesthetic and creative, mathematical, scientific, human and social, moral, spiritual, linguistic and literacy, physical and technical.**
- Develop lively minds and the ability to find and use information; question and debate rationally; apply understanding and skills in order to address issues, solve problems and carry out practical tasks.**
- Develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures.**
- Understand the world in which they live and the interdependence of individuals, groups and nations.**
- Develop appreciation and concern for the environment.**
- Work co-operatively with others, including developing confidence and respect in relating to adults.**
- Develop self-reliance and the ability to learn independently.**

**There are a mixture of Local Authority Controlled Schools, Academies and Free schools in the County. The Local Authority gives support to schools on financial, personnel and management matters. Schools are supported by an Advisory Service which includes both subject specialists and primary generalist area advisers who have themselves been heads of primary schools.**

**Each school has an allocation of advisor time, related to school size, for work on the school's agenda. There is a substantial programme of continuing professional development (CPD), including management development courses, and consultancies which can be purchased to support particular development needs.**

**Newly appointed Heads, whether in their first or further headship, can expect particular support from their attached Adviser and to be invited to take part in an induction programme.**

**Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support roles.**

## **The Future**

**The School Governors are aware that the education landscape continues to change at pace with government policy encouraging the formation of multi-academy trusts. Minsterley School has always received a good Ofsted outcome and retains control over its future structure.**

**Governors are keen to maintain a clear picture of the options available and have attended presentations by The Bishop Anthony Trust based in Hereford, and the proposed Shropshire Multi Academy Trust, and are aware of other local multi-academy trusts (MATs).**

**The Headteachers of five local schools in the River Rea Valley area have traditionally met on a regular basis as a joint “School Development Group” to share ideas and good practice, offer advice and support to colleagues and to plan joint functions such as sports events and inter-school visits.**

**This initiative has now been changed to include a Governor representative from each school, and it is now referred to as “The Local Schools Hub”. In addition to routine business, it is gathering information “as a trial and error process of discovery regarding Academy and Trust Membership”.**

**The members of the Hub and the individual Governing Bodies of each school will continue to monitor the national and local situation and, of course, local agencies and individual parents and parent groups will be kept informed and fully consulted prior to any recommendations to change the status of the schools in the Hub.**

**The following letter has been circulated to the parents of the children in each school:-**

### **The Local School Hub**

4<sup>th</sup> December 2017

Dear Parents/Carers,

The staff and governors of a number of local schools are aware of the significant changes taking place in school organisation in Shropshire with respect to the government’s academy programme and the formation of groups of schools into trusts.

Local children have enjoyed the benefit of a long tradition of collaboration between local schools. It is in this spirit of local collaboration that five schools – St. Thomas and St. Anne’s (Hanwood), Longden, Minsterley, Pontesbury and Trinity (Ford) – have formed a local school hub for the purposes of improving educational provision and opportunity for the children in our schools.

At this stage we are not creating an academy trust but will be working more closely together as a group of schools to meet the challenges of the future.

Yours faithfully

Roger Evans,  
Chair of the Local Schools Hub

## Further information

The following information is available on the school website – [www.minsterleyschool.org.uk](http://www.minsterleyschool.org.uk)

Please select TEAM / STAFF / HEADTEACHER RECRUITMENT PACK.

You will find information under the following headings:

- Plan of the school
- Copy of the school prospectus
- School development plan
- Self-evaluation report for autumn 2017
- Details of the school staffing and responsibilities.

If you require further information please email - [head@minsterley.shropshire.sch.uk](mailto:head@minsterley.shropshire.sch.uk) or telephone 01743 791398.

## How to Apply

You can apply for this post online at <https://shropshirejobs.engageats.co.uk>. Any additional information you supply should be emailed to [hrcontact@shropshire.gov.uk](mailto:hrcontact@shropshire.gov.uk).

If you require a different version of the application form, please e-mail [hrcontact@shropshire.gov.uk](mailto:hrcontact@shropshire.gov.uk).

Vacancy reference: EH17 18 06

Closing date: 1<sup>st</sup> March

Shortlisting: 8<sup>th</sup> March

Interviews: 22<sup>nd</sup> March.

The school is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share the same commitment. The post is subject to an enhanced DBS check.