



**Heath Mount Primary School
Knutsford Street (Off Mary Street)
Balsall Heath
Birmingham
B12 9ST**

Head Teacher

Information for Applicants





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Head Teacher

Salary Group 3 L18 - L24 £59,857 - £68,643

Heath Mount Primary School, Knutsford Street (Off Mary Street), Balsall Heath, Birmingham, B12 9ST, Tel: 0121 464 1691

Required from 1 September 2018 or sooner

Are you an experienced head teacher who is looking for a challenge? Do you have a proven track record? Are you a Head teacher with a can do attitude? Then Heath Mount Primary school is looking for you.

We are looking for an experienced ambitious, creative and enthusiastic Headteacher to lead our school on the next stage of our journey. Heath Mount Primary school has had many challenges in the past few years and as a result we are now looking for an experienced head teacher to lead this school to ensure children are given the very best education. We look forward to welcoming someone who will inspire our young people and staff team to reach their maximum potential in an outstanding, safe and secure learning environment. The school currently has a very supportive IEB in place (Since December 2017) which is committed to support the new post holder to carry out their job. The community at Heath Mount is a very supportive one, parents want an outstanding leader who will ensure their children are given the best education entitlement that they deserve. The IEB are passionate about ensuring the right candidate is appointed and can give the school the success it deserves.

We need:

- Some who has been a successful primary school Head Teacher for at least 2 years.
- A candidate who has excellent organisational, management and interpersonal skills along with energy and enthusiasm, and a clear focus on ensuring high quality education for all pupils
- A person who can inspire and coach to sustain and nurture strong working relationships with staff, pupils, families and school partners
- A leader who can successfully demonstrate clear vision, effective management and an ability to empower and develop a team of dedicated staff.
- An outstanding practitioner who is firmly rooted in teaching and learning with an excellent record of enabling all children to make good progress and who can ensure that every child receives the best education, maintain outstanding levels of teaching, excellent children's achievement and ensure the whole well-being of every child.

We can offer:

- Children who enjoy their learning and achieve well and who are proud of their school and their achievements.
- A friendly, committed and hardworking staff and supportive parents and families.
 - A supportive and dedicated IEB.
 - A challenge.

Closing Date: Friday 2 March 2018, 9am

Visits to the school can be arranged by contacting Paula Weston on 0121 675 4686.

We highly recommend you come and visit the school and see the potential at Heath Mount. This can be arranged at the following times:

Tuesday 27 February 2018, 9:00am

Wednesday 28 February 2018, 1:30pm

Thursday 1 March 2018, 4:00pm

Applications should be returned to:

Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB or via email to CSURecruitment@birmingham.gov.uk

Heath Mount Primary School

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEAD TEACHER - JOB DESCRIPTION

SALARY SCALE: GROUP 3 , ISR 18-24

As required by Paragraphs 44-48 & 52 of the School Teachers' Pay and Conditions Document.

1. **Job Purpose**

As required by paragraph 44-48 & 52 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

2. **Duties and responsibilities**

2.1 General

To act in accordance with the requirements of paragraphs 44-48 & 52 of the School Teachers' Pay and Conditions Document

To undertake the professional responsibilities of a head teacher as set out in paragraph 47 of the School Teachers' Pay and Conditions Document

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

2.2 Specific

Work with the Governing body and other key stakeholders to ensure the school vision and values are clearly articulated, shared, understood and acted upon effectively by all. Lead by example, demonstrating the vision in everyday work and practice, providing the inspiration and motivation to create a shared culture and positive climate.

Promote excellence, equality and high expectations of all pupils, and the wider school community, ensuring a consistent and continuous school wide focus on pupils' well-being, achievement, and attainment with learning at the centre of strategic planning and resource management.

Manage the school's human resources effectively and efficiently to achieve the school's education goals and priorities, monitoring, evaluating and reviewing on an ongoing basis. To oversee the operating of the school budget to include ordering, payment of bills and checking computer statements.

Implement a framework of effective evaluation, assessment and performance management which engages the whole school community in improvement and measurement of improvement. To be responsible for setting appropriate priorities for expenditure within a balanced budget, allocating funds and ensuring effective financial and administrative control.

Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider school community, actively engaging with other schools to build effective learning communities.

To develop roles and people to ensure the most effective deployment and development of all workers, effective performance management and pay strategies which reflect skills and contribution, whilst adhering to equal pay legislation. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. Manage own workload and that of others to allow an appropriate work-life balance. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Build a school culture and curriculum that takes account of the richness and diversity of the school's communities to ensure the highest quality of teaching and learning. Exercise responsibility for ensuring fair and equal treatment of all stakeholders.

Consult and involve staff in decision-making as appropriate in order to encourage a sense of ownership and involvement in the school.

Exercise responsibility for ensuring that measures are actively adopted and monitored for maintaining a safeguarding culture. Ensure the school complies with all aspects of Safer Recruitment, making appropriate checks and keeping appropriate records.

Regularly review own practice, set personal targets and take responsibility for your own professional development. Exercise responsibility for ensuring that all new employees receive an induction programme and are properly inducted in the school's policies and procedures, specifically those relating to child protection and safeguarding children.

Fulfil all commitments arising from the contractual accountability to the Governing Body, including the development and presentation of a coherent, understandable and accurate account of the school's performance to and on behalf of governors.

To maintain the links established with other schools within the Local Schools Cluster

3 Line Management

Responsible for the supervision of all staff employed in the school (other than school meals staff)

4 Conditions of employment

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

5. Review and Amendment

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. Complaints

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo

child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (previously CRB).

Job description issued after consultation_____ (Signature of the Chair of the Staffing Committee)

Copy received by_____ (Signature of the Head Teacher)

Date_____

PERSON SPECIFICATION: HEAD TEACHERS

Heath Mount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

	ESSENTIAL	* METHOD OF ASSESSMENT
INITIAL QUALIFICATIONS	Qualified Teacher status.	AF, I
FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT	Recent, relevant in-service training in current educational practice, including the leadership and management of teaching and learning.	AF, I
	Knowledge and understanding of education and schools systems locally and nationally.	AF, I
EXPERIENCE	Currently a Headteacher/Principal of a Primary school and proven success within a primary phase context, with proven experience of the creation of effective teams.	AF, I
	Demonstration of a good understanding of School Improvement Planning and implementation.	AF, I
	Demonstrable ability to motivate, develop and inspire staff and to manage change to support whole school improvement, including by the effective use of performance management	AF, I
	Experience of implementing Performance Management.	AF, I
	Experience of partnership working with parents and the wider community including external agencies.	AF

	<p>Successful and varied teaching experience in appropriate phase(s), including working with children with social, emotional and mental health difficulties.</p> <p>Ability to embrace and develop inclusion and diversity</p> <p>Ability to manage and make effective use of resources, including financial resources.</p> <p>Ability to assimilate and analyse information and make effective judgements including when under pressure</p> <p>Experience of co-ordinating family support services as appropriate.</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>
SKILLS AND ABILITIES	<p>To develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values.</p> <p>To develop a culture for learning and set high expectations for achieving success for all.</p> <p>To work to high professional standards, strategically and operationally, leading by example.</p> <p>To monitor, evaluate, and plan strategically for School Improvement and continuous professional development.</p> <p>To lead and manage effectively in an environment of high accountability.</p> <p>To manage the implementation of change effectively and sensitively.</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I, P</p> <p>AF, I</p>

	Demonstrate the ability to manage, motivate and support individuals and teams effectively.	AF, I
	To deal effectively with under performance, in accordance with relevant policies and procedures.	AF, I
	To understand and interpret complex data to inform effective decision-making.	AF, I
	To maintain a clear strategic financial overview of the school.	AF, I
	To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking.	AF, I
	To demonstrate a wide range of high level communication skills including new technologies.	AF, I
	To use authority appropriately to maintain discipline.	AF, I
	To promote and foster a positive school image.	AF, I
	To seek and maintain effective multi-agency partnerships and collaboration, in order to share and disseminate best practice throughout the whole school and beyond.	AF, I
OTHER	Evidence of motivation for working with children.	AF, I
	Evidence of ability to form and maintain appropriate relationships and personal boundaries with children and staff.	AF, I

	Evidence of emotional resilience in working with children and staff exhibiting challenging behaviour.	AF, I
	Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management.	AF, I
	Ability to coach and develop all school staff appropriately.	AF, I
	Demonstrate the promotion of positive behaviour strategies and constructive handling of problems.	AF, I
	Evidence of actively involving all staff, parents,	AF, I
	Governors and the community in the life and work of the school, other schools and networks.	AF, I
	Evidence of implementing Equal Opportunities and other legislation essential for the health, safety and well being of the school community.	AF, I
	Ability to effectively implement personnel procedures in the management of staff, with relevant knowledge of Employment Law.	AF, I

- Those elements marked **AF** - will be assessed in your Application Form
- Those elements marked **AF/I/P** - will be assessed in your Application Form and during the selection process e.g. Interview, Presentation.
- Those elements marked **I/P** - will be evaluated during the selection process e.g. Interview, Presentation

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.