

All Hallows' CE (VA) Primary School



Our School at work



All Hallows' C E (VA) Primary School, Longcroft, Almondbury, Huddersfield, HD5 8XW

Tel 01484 431700, Admin. eMail: angela.irving@kirkleeseducation.uk

All Hallows' C.E. (VA) Infant and Nursery School



Longcroft, Almondbury, Huddersfield, W. Yorkshire HD5 8XW
Tel: 01484 223954 Fax: 01484 223955 Email: angelairving@kirkleeseducation.uk
Headteacher: Miss J.H. Sargent Bed (Hons), Ad. Dip.(Prim)

Dear candidate

On behalf of the Governors I would like to thank you for showing an interest in our school and to take this opportunity to tell you a little more about our welcoming school family that is valued in our local community, supported by the church and centred around our Christian character and values.

It is a very exciting time for our school now. In September 2018 we will be at the beginning of our second year of growth into a one form entry through Primary School serving a catchment area centred on the village of Almondbury.

Our building has been well cared for and provides a welcoming and purposeful environment that fosters learning. There is an on-going programme of minimal adaptations that are necessary in order to accommodate the older children; our first Y6 will be in school in September 2020.

Following a SIAMS report looking at our distinctive and effective character as a church school in 2015 we were judged to be 'Good' as was our OFSTED judgement earlier in the same year.

We have well established links with All Hallows' Church, the clergy visit regularly and lead assemblies. All Hallows' school is a member of the Almondbury Schools' Partnership, the Kirklees Church Schools' Partnership and has well developed links with the MAT.

Our much valued Head Teacher, Miss Sargent, is to retire after twenty seven years at the school. We are looking to appoint an inspirational and effective leader who will ensure that the pupils remain at the heart of all that we do, who will lead, support and challenge the team as the school expands. We have supportive and active governors and an excellent staff team.

We would be proud to show you round our school where you will be able to witness our enthusiastic children who are kind, thoughtful and eager to learn.

We look forward to hearing from you.

Yours sincerely

Susan M Edwards
Chair of Governors

KIRKLEES COUNCIL

DIRECTORATE FOR CHILDREN & ADULTS JOB DESCRIPTION

Job Title: Headteacher
Location: School – All Hallows C of E
Salary: Group ISR: L11 – L17

Purpose of the Job

To be responsible for all aspects of the internal organisation, professional leadership, management and control of the school and for exercising supervision over the teaching and support staff.

Consultation

In carrying out these duties, to consult, where this is appropriate, with the appropriate authority, the Governing Body, the staff of the school and the parents of its pupils.

Headteachers – overriding requirements

A Headteacher's professional duties must be carried out in accordance with and subject to:

- a. the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation. This appointment will be made subject to statutory authority in force at the time of the appointment;
- b. the instrument of government of the Headteacher's school;
- c. any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the Headteacher's employers;
- d. where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
- e. the terms of their appointment.

Delegation

1. Subject to paragraph 1, a Headteacher's responsibilities may be delegated to a deputy headteacher, assistant headteacher or other member of the staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities, and maintaining a reasonable balance between work and other commitments for each teacher.

Professional responsibilities

2. A Headteacher may be required to undertake the following duties:

Whole school organisation, strategy and development

3. Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of All Hallows school.
4. Develop, implement and evaluate the school's policies, practices and procedures.

Teaching

5. Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
 - a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
 - b) in the preliminary stages.
6. Teach.

Health, safety and discipline

7. Promote the safety and well-being of pupils and staff.
8. Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

9. Lead, manage and develop the staff, including appraising and managing performance.
10. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
11. Organise and deploy resources within the school.
12. Promote harmonious working relationships within the school.
13. Maintain relationships with organisations representing teachers and other members of the staff.
14. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

15. Promote the participation of staff in relevant continuing professional development.
16. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
17. Participate in arrangements for their own further training and professional

development and, where appropriate, that of other teachers and support staff including induction.

Communication

18. Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

19. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.
20. Continue to encourage positive links between the school, the church and wider community.

Dedicated headship time

21. A Headteacher is entitled to a reasonable amount of time during school sessions, having regard to their teaching responsibilities, for the purpose of discharging their leadership and management responsibilities.

Daily break

22. A Headteacher is entitled to a break of reasonable length in the course of each school day, and must arrange for a suitable person to assume responsibility for the discharge of their functions as Headteacher during that break.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

KIRKLEES COUNCIL – CHILDREN & YOUNG PEOPLE SERVICE – updated May 2015 version 2

HEADTEACHER PERSON SPECIFICATION

School All Hallows

Note to applicants

Job Ref: You should provide a high quality, concise letter of application which addresses the following criteria. To be short listed candidates will initially be judged on how well they address the criteria listed as essential. Desirable criteria will be taken into account if there are a large number of applicants.

The end column indicates how the criteria will be identified; Application Form, (A) Letter of Application, (L) Interview (I) and /or References (R)

		Essential	Desirable	How identified?
1	Qualifications			
1.1	Qualified Teacher Status	E		A
1.2	Evidence of further relevant professional development in school leadership such as NPQH, Higher Degree, Post Graduate qualification		D	A
1.3	Evidence of regular and relevant professional development – include a list of recent and relevant CPD – this is excluded from the word count.	E		A
2	Experience			
2.1	An understanding of the curriculum for the full Primary age range	E		A
2.2	Experience of working in a Church School/s		D	A
2.3	Substantial experience of working within a senior management team, with experience of successful whole school Responsibility.	E		A/L
2.4	A proven track record of excellent teaching across the age ranges.	E		L
3	Qualities and knowledge			
3.1	Evidence of the ability to communicate and implement a shared vision of excellence for all	E		I
3.2	Evidence of developing, leading and monitoring strategic plans to realise the school vision and sustain school improvement	E		L/I

3.3	Demonstrate excellent inter-personal skills to secure positive relationships and attitudes towards pupils, staff, parents, Governors and the wider community	E		I/R
3.4	Evidence of developing successful leadership and management qualities, demonstrating the ability to lead by example	E		L/I
3.5	Experience of leading and empowering staff and pupils to excel	E		L/I
3.6	A knowledge of current educational developments, national policy and research and their potential to enhance school self-improvement	E		I
3.7	Experience of Ofsted and SIAMS inspections and an understanding of how to prepare and manage these.		D	L
4	Developing pupils and staff			
4.1	Experience of securing excellent teaching, through a clear understanding of how pupils learn leading to successful outcomes in terms of pupils' achievement and well-being.	E		L/I
4.2	Experience of organising and sharing best practice within and between schools, to establish a culture of professional development	E		L
4.3	An ability to create an ethos in which all staff are supported to develop their own skills and subject knowledge	E		L
4.4	Evidence of developing staff at all levels, which builds upon their emerging talents, in order to secure standards of excellence	E		L/I
4.5	Experience of holding staff to account for their professional conduct and practice, providing challenge and taking appropriate action when performance is unsatisfactory		D	L/I
4.6	Experience of managing the needs of vulnerable groups and a knowledge of the range of support which can impact on their learning	E		L
4.7	Evidence of developing the spiritual, moral, social and cultural development of all children	E		L/I
4.8	Evidence of ensuring staff have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of pupils	E		L/I
5	Accountability - Systems and Processes			
5.1	Ability to undertake school self-evaluation using a range of evidence including performance data and external evaluations for monitoring whole school progress to improve outcomes for all pupils	E		L/I

5.2	Experience of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality, ensuring the accountability of staff for the impact of their work	E		L/I
5.3	Experience of presenting a clear account of the school's performance to members of the school community, including Governors, to enable others to fulfil their responsibilities		D	L
5.4	Experience of managing assessment and using this to inform school planning and priorities for school improvement.	E		L/I
5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E		

5.4	Experience of establishing clear policies and practice throughout the school and implementing procedures to monitor and evaluate their impact	E		L
5.5	An understanding of developing distributed leadership, through building teams with clear roles and responsibilities		D	L
5.6	Experience of implementing rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under performance, supporting staff to improve and valuing excellent practice	E		L/I
5.7	Knowledge of how to provide a safe, calm, well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in school and in the wider society	E		L/I
5.8	Demonstrate an understanding of the role of the Governing Body and how the Headteacher supports Governors to ensure they fulfil their duties effectively	E		L/I
5.9	Demonstrate an understanding of curriculum-led financial planning which ensures the appropriate deployment of budgets and resources in the best interests of pupils' achievements and the schools sustainability		D	L
6	The self-improving school system			
6.1	Ability and willingness to maintain, develop and enhance the Christian Ethos and character of the school	E		L/I
6.2	A commitment to think and plan strategically in order to: build, communicate and carry forward a coherent and shared distinctive vision for our Church school in consultation with stakeholders		D	L/I
6.3	Experience of working with professionals and colleagues in other public services to improve academic and social outcomes for all pupils.		D	L
6.4	A worshipping member of a Christian church or community		D	
6.5	Ability to engage in a partnership with parents and carers, to enhance children's enjoyment, well-being, achievement and personal development.	E		L/I
6.6	Experience of implementing innovative change which has impacted positively on outcomes for pupils		D	L/I
6.7	An ability to inspire and influence others to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.	E		I

7	Safeguarding children			
7.1	Knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures.	E		L/I/R
7.2	Ability to form and maintain appropriate relationships and personal boundaries with pupils	E		I/R
7.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E		A/I
7.4	Fully supportive references	E		R