



Mickleton Primary School and Nursery

Broad Marston Lane, Mickleton, Gloucestershire. GL55 6SJ

Head Teacher Recruitment Pack



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Welcome to our school

Thank you for your interest in the Head Teacher post for Mickleton Primary and Nursery School.

This is a unique opportunity to join a thriving and growing rural primary school. Our school continues to be an Ofsted rated 'good' school (July 2017) maintaining the 'good quality of education in the school since the last inspection' (October 2012).

We have fantastic facilities and resources. It is an extremely happy and welcoming place with dedicated staff, supportive parents and a very active governing body.

The school was built on a new site on the edge of the village 12 years ago, replacing the original Victorian site in the centre of the village.

We are looking for a Head Teacher who shares our values and has the enthusiasm, vision and resilience to motivate and inspire the team and lead us to 'outstanding'.

We welcome applications from those who believe that they are the right person to lead our school and contribute to our exciting future.

Barry Metcalfe
Chair of Governors



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www.mickletoncommunityarchive.org.uk



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Joining our school presents a unique opportunity



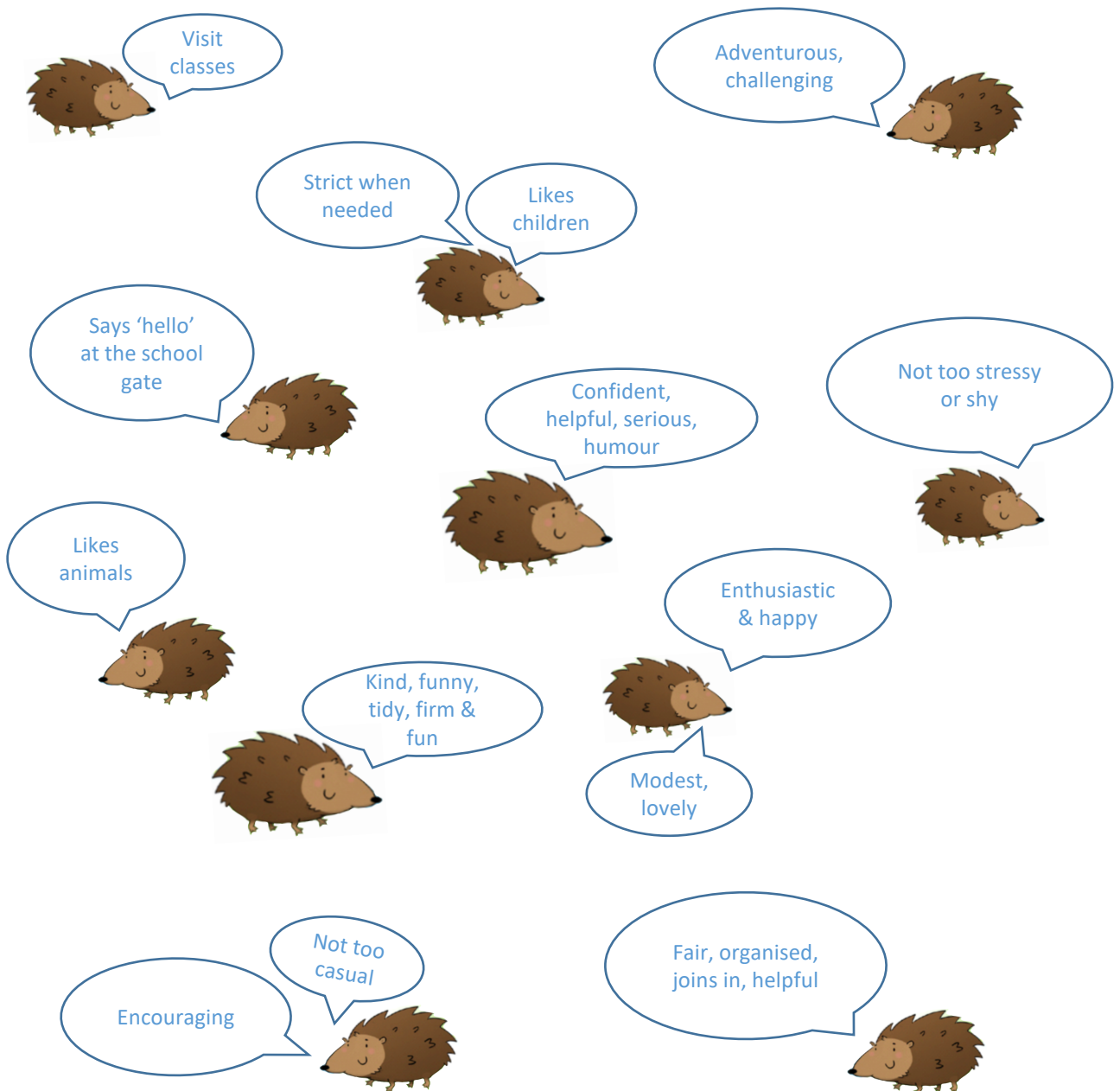
We need the right person to continue the great work we have started



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What our children think matters;





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Job Description



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Job description for post of Head Teacher

Job title:	Head Teacher
Post:	Full time/permanent
Post commences:	January 2019
Salary:	L10-L16

The post will be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016

Purpose of job

- Provide robust professional leadership, organisation and management of the school
- Work with the governing body and staff to develop and implement the school's strategic plan
- Work with the governing body to manage the school within the available resources
- Be an excellent communicator who can build strong partnerships with staff, parents, governors and our growing community
- Inspire children and staff and enable them to achieve their full potential
- Ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all
- Develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the ethos of this school
- Promote good behaviour and ensure effective behaviour management
- Work collaboratively with cluster heads



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Ethos

To maintain and develop the current ethos of the school by;

- Delivering a broad, holistic and creative education
- Strongly encouraging independent learning
- Ensuring that all pupils and staff achieve their full potential
- Valuing and supporting inspirational and individual teaching
- Maintaining excellent behaviour
- Respecting equality and diversity in all aspects of school life

Leadership, management and accountability

- To lead and manage teaching and support staff
- To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice
- To enable all children to maximise achievement and minimise all forms of educational disadvantage
- To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school
- To promote the development of teamwork, professional development and collective responsibility within the staff including appropriate, staff and personal, CPD
- To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/carers.

Teaching, learning and curriculum

- To be an outstanding, inspirational teacher and lead practitioner
- To be accountable for the teaching and learning within the school
- To encourage the development of confident, independent and active learners across the school
- To monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school



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Teaching, learning and curriculum continued

- To ensure that all children receive a good quality education tailored to their individual needs and abilities
- To ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner using the embedded School Pupil Tracker Online (SPTO) and that this information is used to improve outcomes
- To deliver the requirements of EYFS and the New National Curriculum and to encourage creative teaching that does not place undue reliance on published schemes
- To work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences

Strategic direction and development

To work collaboratively with the governing body in shaping the strategic direction of the school. This will include:

- Devising a holistic school development plan that will maximise existing and potential resources
- Ensuring effective support and challenge for all children and staff so that there is continuous improvement and weaknesses can be addressed
- Teaching and learning in the school including pupil progress and achievement
- Managing and developing resources
- Monitoring safeguarding, bullying, exclusions, attendance, health and safety and racial incidents
- Ensuring that all policies and procedures meet statutory requirements and are monitored and reviewed regularly
- Managing change in response to any developments in the educational and political landscape
- Liaising with, consulting and providing all necessary information to the local authority and DfE as required
- Such other matters as the Governing Body needs to be informed about in order to be effective



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Safeguarding, equal opportunities and diversity

- To be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to
- To be DSL (Designated Safeguarding Lead)
- To maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school
- To encourage personal and social responsibility
- To identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding

Parents, carers and the wider community

- To create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development
- To ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school
- To encourage and support the school's engagement with the wider community in order to promote a positive image of the school, to identify potential opportunities and to encourage children to become responsible citizens

The contents of this job description may be amended at any time following discussions between the Governing Body and the Head Teacher and will be reviewed annually.



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Person Specification



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Person Specification for post of Head Teacher

Selection will be based on the criteria below. When completing your application paperwork, you should ensure that you address each of the criteria. Please provide evidence of how you meet the criteria through reference to work or other relevant experience.

Criteria	Essential	Desirable	Assessed by
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Qualifications

Qualified Teacher Status	X		A
Evidence of appropriate professional development including management, leadership and curriculum	X		A R
NPQH preferred		X	A

Experience

Proven successful Headship or Deputy Headship in a primary school		X	A R
Relevant leadership and management experience	X		A R
Planning and implementation of the curriculum	X		A T
Assessment and recording	X		A
Financial management	X		A
Line management responsibility	X		A R
Inspirational and inspiring teaching	X		A R T
Working with children with a wide range of abilities and needs	X		A R
Teaching experience throughout the primary age range		X	A R T
Teaching experience in the nursery age range		X	A R
Evidence of the use of ICT both in administration and in the curriculum	X		A R T

Assessed by:

A – Application

I – Interview

R – Reference

T - Task



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Professional knowledge

The current National Curriculum	X		A I
Understanding of early years education (EYFS) and teaching across the primary age range	X		A I
Relevant current issues, recent educational developments and significant legislative changes and their impact on the management and leadership of the school	X		A I
Assessment in the 'post-level' environment	X		A I
The use of analysis of data to inform school improvement	X		A I T
The use of self-evaluation to improve school performance	X		A I
Understanding of finance and budgetary aspects of schools	X		A I T
Pedagogy	X		A

Safeguarding

Able to demonstrate knowledge and understanding of current legislation, guidance and best practice for child protection including safer recruitment	X		A I
Able to demonstrate a commitment to the protection and safeguarding of children	X		A I
Can demonstrate an ability to co-operate and work with relevant agencies to protect children	X		A I

Equality and diversity

Evidence of a commitment to equality and diversity and an understanding of its effective operation within a school	X		A I
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Skills

Able to communicate well and to collaborate and maintain good relationships with staff, governors, parents/carers, local community , local authority and relevant agencies	X		A I T
Ability to problem solve	X		I T
Strong organisational skills	X		A I
Ability to make effective day to day decisions in order to manage the school	X		A I
Able to lead, motivate, manage, empower and inspire	X		A I T
Confident to support teaching and learning outside of published schemes	X		A I
Ability to challenge performance and raise standards	x		A I
Ability to establish and implement a strategic plan in partnership with the staff and governors	X		A I
Able to establish robust structures and systems	X		A I
Able to understand, analyse and monitor data and assessments	X		A I T
Ability to delegate with confidence at all levels	X		A I
Able to provide and support a framework/environment that enables teachers to teach and learn effectively, and children to learn effectively	X		A R T
Able to embrace and drive change	X		A I
Able to resolve conflict	X		I

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Criteria	Essential	Desirable	Assessed by
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Qualities

Brave and inspirational	X		I R
Organised and rigorous	X		I R
Approachable and empathetic	X		I R
Energetic and creative	X		I R T
Resilient and flexible	X		I R
Communicates and listens	X		I R T

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How to apply

Deadline for applications:	At noon on Friday 1 st June 2018
Interview dates:	Monday 18 th and Tuesday 19 th June
Start Date:	January 2019
Queries:	Wendy Gallagher, Governor Services, Gloucestershire County Council
Email:	governor.services@gloucestershire.gov.uk
Telephone:	01452 427802
School visits:	We strongly encourage school visits. Please contact Mrs Williams admin@mickleton.gloucs.sch.uk or 01386 438393 to arrange a visit before the application deadline.

Please return your completed application via email
governor.services@gloucestershire.gov.uk
or post to Wendy Gallagher, Governor Services, Gloucestershire County Council,
Shire Hall, Gloucester, GL1 2TP