

Silsden Primary School



Head Teacher Application Pack

"This School continues to be good"
"Pupils take pride in their school" (OFSTED September 2016)

HEADTEACHER APPLICATION PACK – SILSDEN PRIMARY SCHOOL

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1. SIGNIFICANT DATES

School Visit Dates: Tuesday 12th June (pm) and Monday 18th June (am)

Please contact Sally-Anne Boyes (School Business Manager) 01535 210666

Closing Date: 5pm, Thursday 28th June 2018

Shortlisting: Monday 2nd July 2018

Assessment & Interview Dates: Tuesday 10th and Wednesday 11th July 2018

2. LETTER FROM THE CHAIR OF GOVERNORS

Dear Prospective Applicant

Thank you for your interest in the post of Headteacher at Silsden Primary School, a maintained school.

In 2017 the previously separate Infant and Junior Schools in Silsden came together to form one Primary School. Silsden Primary School is therefore both a new school and an old school – but is certainly now “One Great School”

The unification of the Infant School and the Junior School meant that a new post of headteacher for the school was created.

The Governing Board of Silsden Primary School therefore wishes to appoint a Headteacher/ Executive Headteacher who will lead the school forward, in line with our Vision.

Silsden is a former mill town, nestled between Skipton, Keighley and Ilkley on the boundary between West Yorkshire and North Yorkshire. Its location affords easy access to the Yorkshire Dales National Park (about 7 miles by car) and also to the city centres of Bradford and Leeds (about 40 minutes by train). I am very pleased to live in this active community, which is surrounded by open countryside.

Bradford Metropolitan District Council has plans for bringing together the whole of Silsden Primary School (which currently operates on two sites) at one new purpose-built school development on a different site within Silsden. These plans are well advanced. A planning application for this new development was made in November 2017 (under reference 17/05793/REG) which is being progressed.

I am privileged to be the Chair of Governors of this happy and vibrant school. Silsden Primary School has a Governing Board that is hardworking, and committed to the School's exciting future.

I warmly invite you to visit the school to gain an understanding of what Silsden Primary School is all about.

Thank you for your interest in the role of Headteacher at Silsden Primary School.

Yours sincerely

Neil Whitaker

Chair of the Governing Board, Silsden Primary School

3. ABOUT SILSDEN PRIMARY SCHOOL

Silsden is a growing community, often considered a small town, on the outskirts of the Bradford Authority. Our school is currently based on two separate, but geographically close, sites in the heart of Silsden. Silsden Primary School officially opened its doors on 1st September and is an amalgamation of Aire View Infant School and Hothfield Junior School.



Aire View Site



Over the years, due to the requirement for more school places in Silsden, both Aire View and Hothfield schools have grown and the unified Silsden Primary School is now a three form entry Primary School and is planned to become one of the largest primary schools in the Bradford district. Silsden Primary School is the sole primary school in Silsden.



Hothfield Site



4. GOVERNING BOARD'S VISION

Silsden Primary School

Governing Board's Vision September 2017 for

Where we will be by 31 August 2022

1. **Unification process**

For all stakeholders there has been a positive transition from two schools to one school without detrimentally affecting pupils' education

2. **New building**

2.1 Everyone will be together in a new building

2.2 We have used the new building project as a catalyst for school improvement

3. **Achievement**

All our children will make good progress to achieve the end-of-primary school standard and giving them an excellent foundation for secondary school learning

4. **Silsden Community**

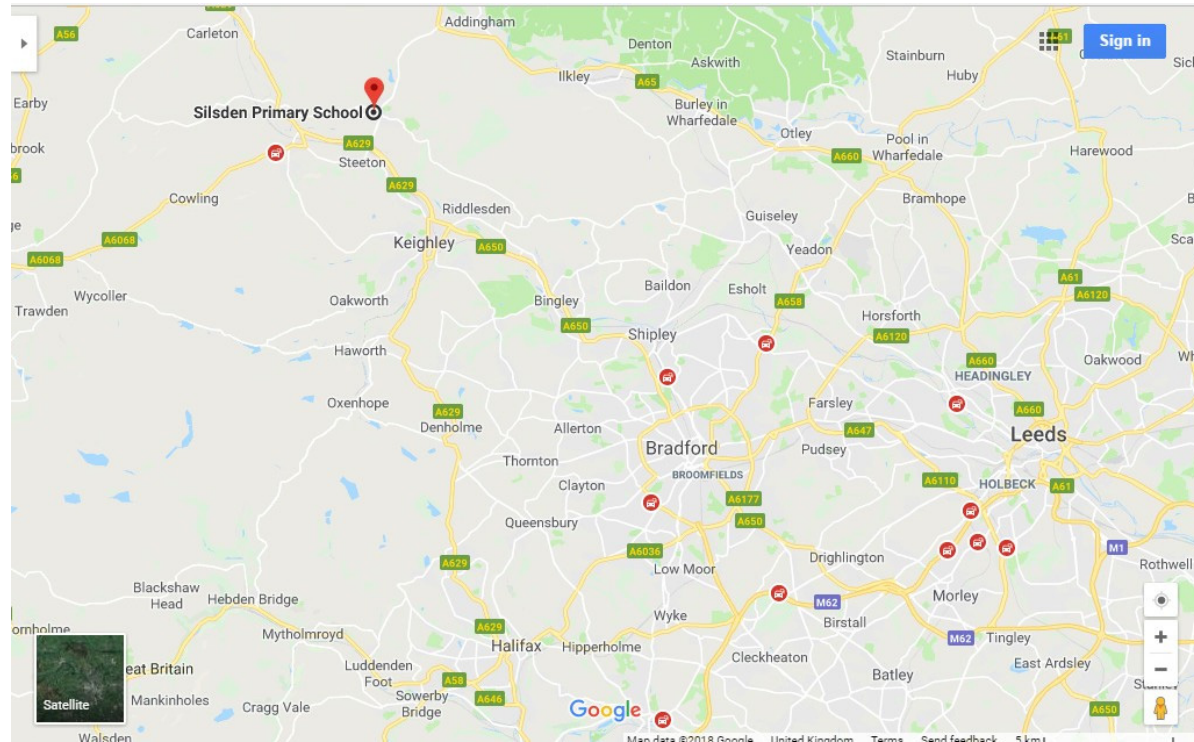
4.1 The school will be at the centre of the Silsden community and is the Silsden school of choice for nursery and primary education.

5. **Education Community**

5.1 We will be collaborating closely with local schools through the Two Valleys Learning Collaborative

5.2 We will be a local centre of excellence for the teaching of maths and for Early Years education

5. LOCATION MAP



6. PERSON SPECIFICATION AND JOB DESCRIPTION



Headteacher – Silsden Primary School

Core Purpose

Silsden Primary School is a newly formed school in the Silsden district and comprises the former Hothfield Junior School and Aire View Infant School. Both of these schools have been well established in the Silsden area for many years. The Primary school was set up to accommodate increased pupil capacity requirement in the Silsden area. The core purpose of the Headteacher is to provide professional leadership and management for the school. The objectives of the school are to ensure the highest possible quality of education and personalised learning for all its pupils and high standards and achievement in all areas of the school's work. The Governing Body expects the Headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.

Vision Statement

The Headteacher will be expected to adopt and promote the school vision which is composed of a number of elements :

Unification Process: That, for all stakeholders there has been a positive transition from two schools to one school without detrimentally affecting pupils' education

New Building: Everyone will be together in the new building and we have used the new building as a catalyst for improvement.

Achievement: All Silsden Primary School children will make good progress to achieve the end-of-primary school standard, giving them an excellent foundation for secondary school learning

Silsden Community: The school will be at the centre of the Silsden community and is the Silsden school of choice for nursery and primary education.

Education Community: The school will be collaborating closely with local schools through the Two Valleys Learning Collaborative, and will be a local centre of excellence for the teaching of maths and for Early Years education

The Headteacher

Headteachers occupy an influential position in society and shape the teaching profession. Headteachers are lead professionals and significant role models within the communities they serve. The values and ambitions of the Headteacher will determine the achievement of this school and they are accountable for the education of current and future generations of children. The Headteacher's leadership will have a decisive impact on the quality of teaching and pupils' achievements. The Headteacher will be expected to lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff. It is the responsibility of the Headteacher to secure a climate for the exemplary behaviour of pupils and set standards and expectations for high academic standards within and beyond this school, recognising differences and respecting cultural diversity within society.

The jobholder will carry out the duties of a Headteacher as set out in the current edition of the School Teachers' Pay and Conditions Document issued by the Department for Education and will fully meet the national standards for Headteachers.

This Job Description is based on the four 'Excellence As Standard' domains identified in the 2015 National standards of excellence for Headteachers. These four domains are:

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Selection Test

| Job description | Attributes required |
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| <p><u>Domain 1</u></p> <p><u>Excellent Headteachers:</u></p> <p><u>Qualities and Knowledge</u></p> | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Able to hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve. (A,I,T) 2. Able to demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community. (A, I) 3. Proven experience of leading by example - with integrity, creativity, resilience, and clarity by drawing on your own scholarship, expertise and skills, and that of those around you. (A, I) 4. A determination to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development. (A,I,T) 5. The determination to work with political and financial astuteness, to ensure that the school's vision and budget is managed and operates within a clear set of principles centred on the school's vision, with the ability to translate local and national policy into the school's context. (A,I,T) 6. Has the drive, commitment and ability to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel. (A,I,T) 7. Experience of effectively managing a budget, or experience of overseeing effective management of a budget. (A,I,T) 8. Proven experience of raising and/or maintaining standards of achievement within a school. (A, I) <p><u>Desirable</u></p> <ol style="list-style-type: none"> a) Has experience of strategy formation and implementation in a school or other appropriate setting. (A, I) b) Ability to uphold, promote and nurture the distinctive character of our school. (A, I) c) Ensures that strategic planning takes account of the diversity, values and experience of the school and its community. (A, I) d) Ensures creativity, innovation and the use of appropriate technologies to achieve excellence. (A,I) e) Knowledge of funding streams and experience of securing external funding for projects. (A,I) |

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| <p><u>Domain 2</u></p> <p><u>Excellent Headteachers:</u></p> <p><u>Pupils and Staff</u></p> | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Proven ability of being able to demand ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes whilst overcoming disadvantage and advancing equality. (A,I,T) 2. Substantial experience of securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being. (A,I,T) 3. A proven track record of establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis. (A,I) 4. Committed to creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. (A,I,T) 5. Possesses the ability to identify emerging talents, and the drive and commitment to coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. (A,I,T) 6. The resolve, ability and resilience to hold all staff to account for their professional conduct and practice. (A,I,T) 7. A minimum of 5 years relevant experience in primary education with a minimum of 3 years successful experience of senior leadership. (A) 8. Has in depth knowledge of excellence in primary teaching practice, including appropriate teaching and learning styles. (A,I,T) 9. Has experience of observing and feeding back on learning and teaching to staff in order to improve further the quality of learning and teaching across the school. (I,T) <p><u>Desirable</u></p> <ol style="list-style-type: none"> a) Has been awarded NPQH (A) b) Has a DFE recognised teaching qualification. (A) c) Understands available school performance data, its analysis and use. Has the proven ability to present that data in a format that can be easily understood by the audience (I,T) d) Up-to-date knowledge of primary school improvement strategies. (I,T) e) Understands school self-evaluation and its link with school improvement and the Ofsted inspection process. (A,I,T) f) Has a clear understanding of the SEN Code of Practice and experience of managing SEN. (A,I) g) Relevant experience of nursery education. (A,I,T) |
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| <p><u>Domain 3</u></p> <p><u>Excellent Headteachers:</u></p> <p><u>Systems and Process</u></p> | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Commitment to ensuring that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. (A,I) 2. Committed to providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. (A,I) 3. The ability to establish and maintain rigorous, fair and transparent systems and measures for managing the performance of all staff and the experience of addressing any under-performance, supporting staff to improve and valuing excellent practice. (A,I,T) 4. A purposeful character who welcomes strong governance and possesses a proven track record of actively supporting the governing board in understanding its role and delivering its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance. (A,I) 5. Experience of exercising strategic, curriculum-led financial planning in order to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability. (A,I,T) 6. The vision, commitment and ability to distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. (A,I,T) 7. Treats people fairly, equitably and with dignity to create and maintain a positive school culture (I) 8. Able to balance work and personal life and is considerate of the well-being of others. (A,I) <p><u>Desirable</u></p> <ol style="list-style-type: none"> a) Experience in the management of change, particularly changes that involve staff following a significant move or restructure. (A,I,T) b) Some experience of split-site working in a school. (A) c) Experience of working in collaboration with other schools and providers, possibly within a learning collaborative. (I) d) The commitment and drive to continue the development of nurture within our school. (I,T) e) The ability to ensure that the school is positioned as a key component of the Silsden community. (I) |
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| <p><u>Domain 4</u></p> <p><u>Excellent Headteachers:</u></p> <p><u>The Self-Improving School System</u></p> | <p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Experience of/or commitment to creating outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. (A,I) 2. Substantial experience of developing effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. (A,I) 3. The ability and confidence to challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools. (A,I,T) 4. The ambition, drive and commitment to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff. (A,I,T) 5. The confidence to adopt and adapt model entrepreneurial and innovative approaches to school improvement, leadership and governance, remaining confident of the vital contribution of internal and external accountability. (A,I) 6. An inspirational leader with the ambition and character to inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education. (A,I,T) <p><u>Desirable</u></p> <ol style="list-style-type: none"> a) Has experience of leading or participating in the implementation of school or DFE education initiatives. (A,I) |
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Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religious, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.


Job Sharing

Job Share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.


Disabled Applicants


Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

7. COPY OF THE AD



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| Aire View Site Elliott Street, Silsden, Keighley, West Yorkshire BD20 0AW T: 01535 653 290 | Hothfield Site Hothfield Street, Silsden, Keighley, West Yorkshire BD20 0BB T: 01535 210 666 |
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An Exciting and Unique Opportunity to be involved in shaping the future of Primary Education in Silsden

Headteacher - L21 - L27, (Group 4 school) plus Recruitment allowance of up to £10K per annum dependent upon experience

Expressions of interest in an Executive Headteacher arrangement are also welcome. (Fixed term for 1 year initially - Salary by negotiation). The post to commence 1st January 2019

The Governing Board of Silsden Primary school are seeking to appoint a forward-thinking, outward looking and inspirational leader to be either the Headteacher or Executive Headteacher for our school. Silsden Primary School formally opened its doors on 1st September 2017. The school came into being as the result of the merger of the existing Aire View Infant and Hothfield Junior schools in Silsden. The school currently operates across two sites but there is a new school build proposed for the future.

This is an exciting opportunity to lead a school in circumstances which are unusual (the first Primary school to open in Silsden, an amalgamation of two schools to form one of the biggest primary schools in the Bradford district, across two operational sites and with a proposed new-build to oversee in the future).

We are looking for a candidate who:

- Is an inspirational, motivational and visionary leader
- Has high aspirations for the pupils, staff and themselves
- Expects, and accepts, only the highest standards from pupils and work colleagues
- Is passionate about the children's learning
- Can further develop the nurturing environment of our school
- Will continue with the successful progress of integrating the two schools
- Will place a high value on the role of the school in the local community and of the community in the school
- Is committed to the continuous professional development of staff

In return, we can offer you:

- A growing, good school (both schools were judged to be Good in their last inspections)
- Confident, inquisitive pupils who are keen to learn
- A real opportunity to shape and drive the future of primary education in Silsden
- A strong and committed Governing Board who are actively involved in school life
- A strong and supportive staff team who are excited about the future of their school

All applicants are strongly recommended to visit the school – please contact Sally-Anne Boyes (SBM) at the school, 01535 210666, to arrange a time to visit.

Interested candidates should apply online: to download job details and apply, please visit www.prospectsonline.co.uk

Closing date: 5pm, Thursday 28th June 2018

School visit days: Tuesday 12th June 2018 (pm) and Monday 18th June 2018 (am) If you are not able to attend on either of those dates we can accommodate other times

Shortlisting: Monday 2nd July 2018

Interviews: Tuesday 10th and Wednesday 11th July 2018

We are committed to safeguarding and promoting the welfare of children.
All posts are subject to an enhanced DBS check
Proof of eligibility to live and work in the UK will be required
Please note: CVs are not accepted for this post

8. SCHOOL ADDRESSES

Aire View Site

Elliott Street, Silsden, Keighley,
West Yorkshire BD20 0AW

T: 01535 653 290

Hothfield Site

Hothfield Street, Silsden, Keighley,
West Yorkshire BD20 0BB

T: 01535 210 666

Please contact the school to discuss visitor parking.

