



# HEADTEACHER L26 – L32

For January 2019

## Candidate Information Pack

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# 1 Welcome from Chair of Governors



Dear Applicant

I write to thank you for your interest in the post of Headteacher at Parkside Community School.

This vacancy is an excellent opportunity for an outstanding practitioner, who can have impact and make a positive difference to the lives of our young people. You will be joining Parkside at an exciting time in our incredible journey. Our last OFSTED Inspection – April 2017, rated us as Good in all areas and we were awarded National Support School status in March 2018. Both of these awards give Parkside choices into the future and in its next stage of development.

Parkside is a small, inclusive school with a strong pastoral system. Every student is valued. Our school roll is rising due to our success. Year on year our results have shown improvement. We are now the 3rd highest achieving school at KS4 in Derbyshire.

Our school is at the heart of our community. Parkside has a skilled and committed staff and a highly experienced and engaged Governing Body.

Governors, staff, students and parents work together to ensure our young people achieve the best possible outcomes despite the challenges of the ever changing educational landscape. We are all totally committed to our school's vision and values.

We are looking for a very special person to take us on the next stage of our journey.

Are you visionary, a strategic thinker, passionate about ensuring that all children receive the best education possible and a proven leader and manager?

If so, Parkside could well be the school for you.

We look forward to receiving your application.

Jean Horton  
Chair of Governors  
June 2018

## 2 Information for Candidates



*Parkside School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment.*

### **Date of Appointment**

January 2019

### **Salary**

L26 - L32

### **Estimated Number on Roll**

425

Age Range: 11-16

Average Class Size: 24



### **Teaching Establishment**

Head + 21.80 FTE (30 staff)

Support staff: 34.6 FTE (50 staff)

### **Head Teaching Commitment**

To be agreed

### **SLT Structure (7 members)**

Head + Assistant Headteacher, Director of Resources,  
Directors of English, Maths, Learning & Pastoral Care.



### **Building and Site**

The school campus consists of 4 teaching blocks, a fitness suite and a school canteen. There are gardens, a large school field, tennis courts and a basketball court area on the extensive school site. These outdoor spaces are used for learning and at social times.



## OFSTED INSPECTION

The School was inspected in April 2017  
and was judged to be Good in all areas.



## FINANCIAL BUDGET

The School's basic budget for the 2018/19 financial year is £2,297,607.

Pupil Premium £201,755;

SEN top up £112,314

## What are we looking for?

The Governing Body is looking to appoint an inspirational Headteacher with the skills and vision to build on Parkside's successes and achievements. We are looking for a dynamic, enthusiastic and creative person who can continue to lead us into the future and in our journey to outstanding. You will need to have a proven track record and be passionate about ensuring each student fulfils their potential.

You will be confident and positive, with strong leadership credentials and the ability to build relationships with stakeholders, both in and beyond the school. You will constantly be planning ahead, working closely with Governors and the strong Senior Leadership Team to develop a renewed vision for the school that acts as the focus of all activity and secures further improvement.

You will be able to build successful teams and work collaboratively with others to achieve success. As an inclusive school, with a strong welfare focus, you must be a leader who can actively listen and effectively communicate to a wide range of audiences.

Above all, you will share our principles:

- High expectations
- Quality learning
- Mutual respect
- Success for all





## Our School



Parkside Community School is a good school with sustained improvement. The school has now achieved three years of successive record breaking GCSE results which have exceeded national averages and placed the school in the upper quartiles nationally across a number of areas. This is an exciting time to join the school; in 2017 we were in the highest ranking Local Authority School in Derbyshire for progress and third highest out of all schools. GCSE success at Parkside has increased the school's popularity in Chesterfield and offered parents in the locality with more choice when making decisions about secondary schooling.

Parkside continues to offer a broad and balanced curriculum enabling all students to develop their personal strengths. Our school buildings are well maintained and there are specialist teaching spaces for all areas of the curriculum. We have high calibre teaching and support staff and we believe the success that the school has enjoyed is due to their hard work and willingness to go above and beyond for our students.

Student voice and the Parliament are effective at Parkside and provide staff regular feedback on the school's work. Leadership opportunities have been created across all year groups and all abilities so that we are fully inclusive and encourage high aspirations for all.

The school works closely with its feeder primaries and termly Parkside Learning Partnership (PLP) meetings take place with all Heads in the cluster. This work has resulted in common ways of working across the schools and strengthened transition and partnership work. In addition to the PLP meetings, a programme of learning visits for Year 5 and 6 is arranged throughout the academic year.



Parkside is part of the Chesterfield and North East Derbyshire Learning Community which consists of 15 secondary schools. Collaboration is strong across the learning community and enables teachers and leaders to be part of a wider network. The good links with local sixth form schools and Chesterfield College provide Parkside students with different pathways for their post 16 choices.



The school also uses the Queen's Park Sports Centre which is 4 minutes' walk away from the school. The state of the art facilities are enjoyed by students and staff alike during and after the school day.

There is a wealth of information about our school on the website which will provide candidates with a further insight into the school's work and ethos.



### What students say about our school?

"Great staff who are here for you when you need them."

"Small and everyone knows each other."

"Nice teachers who show respect."

"Small school so you know all the teachers."

"Small classes so you get more help."

"Lots of help for dyslexia and learning difficulties."

"Easy to make friends."

"Teachers help whenever I need it."

"The school pushed me and motivated me, teachers never gave up hope."

"I've had a lot of support that I don't think I would have got anywhere else."





## What parents say about our School?

### Testimonial from Y8 Parent

"I just wanted to personally express my gratitude and heartfelt thanks for the amazing work your staff have done and continue to do at Parkside. It is truly incredible that Parkside is ranked as the highest performing LA s school for progress in Derbyshire! As a parent I am confident that Parkside will continue to grow and prosper."



### Testimonial from Y11 Parent

"My daughter has been at this school for the last 5 years and has recently left. I cannot express in words what a fantastic supportive school this is. The student support at this school is second to none. The staff are very caring and take a genuine interest in the welfare of all the students. The staff-student-parent relationship is really good. All the staff at this school work so hard to provide a safe, happy environment for the students to learn in.

My daughter has been hugely inspired at this school. Thank you.

### Testimonial from Y11 and Y9 Parent

"For me, it's not just good, it's excellent and I couldn't be more proud of all my son's and the school's achievements."



### Testimonial from Y11 Parent

"Parkside supported my daughter to achieve the very highest grades that have set her on her path to university."



## **We are able to offer you:**

At Parkside we know that support and appreciation brings the best out of staff and students alike. We invest in all staff and in turn we expect staff performance to be consistently good or better. Here at Parkside, your efforts are recognised and valued, as are your aspirations. Parkside aspires to be outstanding and expects the same from its staff. Above all, we offer an environment in which you can enjoy your work, with staff and students who will be genuinely grateful for your commitment.

## **We offer you:**

- Salary range within Leadership group 6
- CPD opportunities which inspire and support
- Students that are enthusiastic, appreciative and genuinely keen to learn
- Dedicated, well qualified teaching and support team
- Distributed leadership
- Well maintained accommodation and facilities
- A strong and committed Governing Body
- Open and supportive relationships with Governors
- A school committed to doing the best for its students
- A school growing in popularity
- A school on a sound financial footing
- Your own iPad and laptop

## **Chesterfield offers you:**

- Affordable housing
- Under 15 minutes to Sheffield by train
- Good transport links to major cities in the north and south
- Gateway to the Peak District National Park
- Market town steeped in history





### 3 JOB DESCRIPTION



**Post Title:** Head Teacher

**Responsible to:** The Governing Board of Parkside Community School

**Main Purpose:** To carry out the duties of Head Teacher in accordance with the Teachers Pay and Conditions Act and other relevant statutory provisions.

#### **Shaping the Future**

The Head Teacher will work with the Governing Board and others to create a shared vision and strategic plan which inspire and motivate pupils, staff and all other members of the school community.

The Head Teacher will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.

#### **Managing the Organisation**

The Head Teacher will provide effective management of the school and continuously seek to improve organisational structures based on self-evaluation.

The Head Teacher will:

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities.

- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### **Leading Learning and Teaching**

The Head Teacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on students' achievement.

The Head Teacher will:

- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of students.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

## **Developing Self and Working with Others**

Effective communication and relationships are key to effective headship. The Head Teacher needs to build a professional learning community which enables others to achieve.

The Head Teacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.

## **Securing Accountability**

With values at the heart of leadership, the Head Teacher has a responsibility to the whole school community and is accountable to a range of groups particularly students, parents, carers, Governors and the LA.

The Head Teacher will:

- Take responsibility for establishing and monitoring the systems and culture of the school to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the governing body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support)



to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.

- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

### **Strengthening Community**

The Head Teacher should engage with the internal and external school community to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

The Head Teacher will:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Ensure learning experiences for students are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

## 4 PERSON SPECIFICATION



**Measurements: A = Application I = Interview R = Reference**

### Qualifications

- DfE recognised qualified teacher status/Qualified Teacher Learning and Skills (QTLS) status and registered with the Institute for Learning (IFL) A
- Evidence of recent relevant Continuing Professional Development. A, I
- For a first Headship, NPQH is desirable. A
- A relevant graduate qualification is desirable. A
- A relevant post graduate qualification is desirable. A

### Experience

- Significant recent and relevant experience as a Head Teacher/Principal, Deputy / Associate Head Teacher or equivalent. A, I, R
- A recent senior leadership post for at least 3 years A, I
- A proven track record of successful leadership A, I, R
- Successful experience of raising achievement I, R
- Working with and engaging the involvement of external partners and the local community A, I
- Successful teaching of students in Secondary phase A, R
- Planning, determining and organising major curriculum areas A, I

### Knowledge and Understanding of current issues and best practice including:

- Safeguarding children and young people A, I
- What constitutes a good/outstanding school I
- The process of strategic planning and school self-evaluation A, I
- Ways to communicate and translate a shared vision into practice A, I
- Leading the management of change I
- Application of new technologies to teaching, learning and management I
- Comparative data and performance indicators to establish benchmarks and set targets for improvements I
- National policy framework and current educational legislation and initiatives A, I
- Principles of effective teaching and assessment for learning I
- Roles and responsibilities of Governing Body, LA and of the requirements for accountability I
- School budget management and financial responsibilities A, R
- Strategies for fostering school improvement, including attendance and behaviour for learning I
- Equal opportunities and commitment to their pursuit I
- Legal issues relating to school management I
- Challenges facing small schools I

**Measurements: A = Application I = Interview R = Reference**

## Personal and Professional Qualities

- |   |      |
|---|------|
| • Commitment to the welfare and safeguarding of young people  | I    |
| • Strong personal motivation and drive  | I, R |
| • A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community | I    |
| • The ability to inspire, motivate staff, students and the wider community and engage their active commitment to your vision  | I, R |
| • Commitment to ensuring inclusion, addressing diversity and access   | A, I |
| • Commitment to own personal and professional development and that of all staff   | A, I |
| • High order analytical and problem solving skills and the ability to make informed judgements  | I    |
| • Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community            | A, I |
| • The ability to project the school in a positive way and establish the school at the heart of the community  | I    |
| • The ability to engage parents and carers in supporting children's learning  | I, R |
| • The ability to fill the role of lead professional in classroom practice   | R    |
| • Commitment to an open, collaborative style of management  | I    |
| • Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community                                  | A, I |
| • The ability to understand and appreciate the school's current strengths and the ways in which these might be further developed  | I    |
| • The ability to form and maintain appropriate relationships and personal boundaries with young people  | I, R |



## 5 HOW TO APPLY and RECRUITMENT TIMETABLE



Due to this post having access to children and/or vulnerable adults, an enhanced Disclosure and Barring Service check will need to be undertaken for all candidates. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

### Applications

Candidates should submit applications **online** on a DCC Teacher Application Form available online at [www.derbyshire.gov.uk/jobs](http://www.derbyshire.gov.uk/jobs), together with a supporting statement (space provided for this on the form) matching their skills and experience to the headings in the Job Description and Person Specification. The letter should be no longer than 1500 words (please include word count). CVs should not be attached.

If preferred, **postal application forms** are available from Call Derbyshire on 08456 058058, quoting the job reference number attached to this post. Completed applications should be sent to Derbyshire County Council, Recruitment Section, County Hall, Matlock, Derbyshire DE4 3AG, allowing sufficient delivery time to meet the deadline for applications.

In order to comply with the safer recruitment requirements candidates must fully complete the application form including the section on references. It is not acceptable to substitute parts of the form with your own version. All gaps in employment should be accounted for and explained.

### References

Open testimonials are not accepted for this post and it is intended that the Local Authority will take up a professional reference from your **existing employer** and one other professional reference of your choice. **If you are not currently working with children, references will be requested from a previous employer where this was the case. You are, therefore, requested to supply contact details for this organisation and also to alert all referees to expect a request, should you be shortlisted.** References from relatives or people writing solely in the capacity of friends will not be accepted.

### Security Checks

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. **Candidates who are foreign nationals, or a UK national who has lived abroad at any point in their adult life, MUST provide a Certificate of Good Conduct prior to taking up an appointment.**

### Interviews

It is intended that interviews will take place over three days from 25 to 27 September 2018. The first day will start with an opportunity for the candidates to tour the school prior to the start of the interviews, with the formal selection procedures continuing on the second and third days.

The Governors will be advised by a Local Authority Officer and Adviser.

Candidates selected for interview will be contacted by telephone. If you have not been contacted within seven days of the proposed interview dates you should assume, on this occasion, that you have not been shortlisted for interview. Should you wish to make any further enquiries, please contact the Headship Recruitment Team on 01629 538836.

**Closing Date:** 12.00 noon on Thursday 13 September 2018.