

**Head of School**

**APPLICATION PACK**

Dear colleague,

Thank you for your interest in the post of Head of School in Walsh Junior School.

We are keen to appoint an inspirational Head of School who is committed to providing the pupils in our school with the best possible educational opportunities and outcomes.

We are currently rated as a Good school by Ofsted (January 2015) and we are committed to sustained improvement – we genuinely want to be an exceptional school. In Walsh Junior School, we are very much driven by our Christian ethos and this permeates every aspect of our school life. We strongly believe that all of our young people can achieve great things and that our role is to support them to be the very best they can in every way.

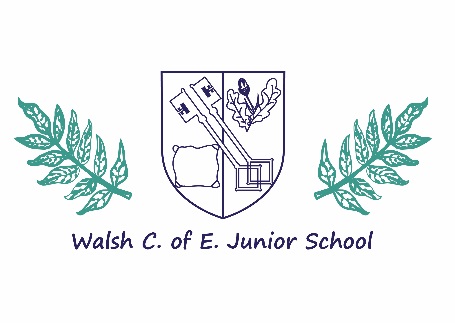
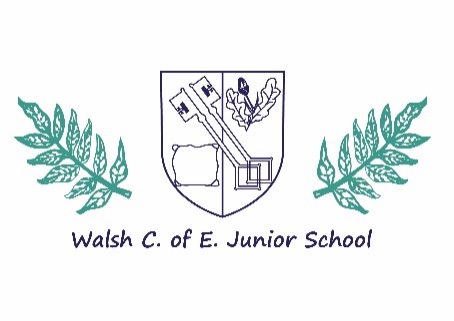
We are looking for someone to lead our school who has the skill, experience and commitment to drive the school forward on a daily basis.

Please do come and visit us at any time before the closing date so that you can see the school in action and have any questions answered. This can be arranged through the Executive Headteacher’s PA, Lisa Bowman, [lbowman@ashmanorschool.com](mailto:lbowman@ashmanorschool.com) .

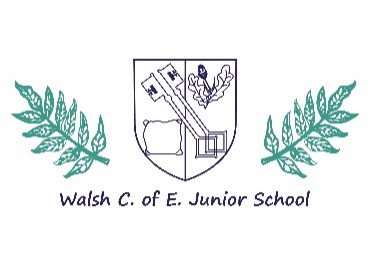
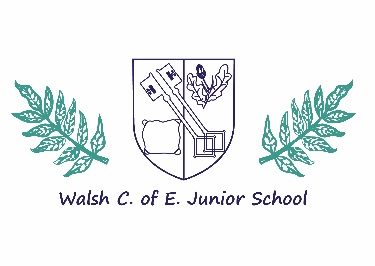
I very much hope that you will decide to apply and I look forward to meeting you.

Miranda Harrison

Chair of Governors

**Walsh Junior School**

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| **JOB DESCRIPTION & KEY ACCOUNTABILITIES**  Post Title : Head of School Salary/Grade : L8 to L21  Location : Walsh Junior School |
| **MAIN PURPOSE OF JOB** |
| The core purpose of this role is to provide strategic leadership and management of the school and ensure that we provide an outstanding education for our pupils.  The Head of School will:   * Contribute to the vision and provide leadership and direction; * Effectively lead and manage teaching and learning to secure the highest possible levels of progress and attainment; * Promote excellence, equality and high expectations of all students; * Effectively and efficiently deploy resources to achieve the school’s aims; * Evaluate school performance and identify priorities for continuous improvement; * Ensure effective and efficient day-to-day management, organisation and administration of the school; * Secure the commitment of the wider community, and encourage the involvement of parents and carers; * Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students. * Maintain and develop the Christian ethos of the school |
| **POSITION IN ORGANISATION** |
| Direct supervision from : Executive Headteacher  Responsible to : Executive Headteacher and Governing Body |
| **Priorities in Principle for this position are:** |
| *The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.*  **Key Responsibilities**  **Strategic Direction**  The Head of School will:   * Lead the development of the school and create a successful ethos and practice; * Demonstrate the school’s values and Christian ethos in everyday work and practice; * Work within the school community to translate the school’s vision into practice that promotes and sustains continuous improvement in the school; * Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents; * Ensure that learning is at the centre of strategic planning and resource management;   **Teaching and Learning**  The Head of School will:   * Deliver an outstanding curriculum, based on excellence and meeting all statutory requirements; * Ensure that the curriculum delivered matches the needs of all students and is supported by teaching of the highest quality; * Establish and maintain a consistent and continuous school-wide focus on students’ achievement, using data and benchmarks to monitor progress in every student’s learning; * Create a culture and ethos of challenge and support where all students achieve success and become engaged in their learning; * Implement strategies that secure high standards of behaviour and attendance as promoted in the student learning passport; * Ensure students feel happy, safe, and supported and have all barriers to their learning and progress addressed / removed; * Monitor, evaluate and review classroom practice and promote improvement strategies; * Demonstrate and articulate high expectations and set stretching targets for the whole school community; * Achieve robust systems of pastoral care and personalised learning to ensure every student feels valued, and is known and supported during their time at WJS.   **Leading and Managing Staff**  The Head of School will:   * Develop and embed an organisational structure that reflects the school’s Christian values and ethos, and enables management processes to work effectively in line with legal requirements; * Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities; * Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school’s vision and goals; * Lead and motivate others and generate effective working relationships at all levels; * Maximise the contribution of all staff to improve the quality of education provided and standards achieved; * Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance; * Provide effective induction, continuing professional development and performance management.   **Financial and Facilities Management**  The Head of School will support the Executive Head, assisted by the Finance Manager to:   * Plan and manage the finances and resources to ensure maximum benefit for students; * Be responsible for the buildings, equipment and grounds; * Set appropriate priorities for expenditure and allocation of funds; * Ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for everyone; * Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff; * Ensure effective administration and audit control; * Be accountable for health and safety requirements.   **Partnerships**  The Head of School will:   * Establish a school culture and curriculum which fulfils the vision of Walsh Junior School; * Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community; * Collaborate with the Diocese and other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families; * Create a culture where parents and carers are encouraged to be involved in their child(ren)’s education. |
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| Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.  The appointment is subject to the current conditions of service for Headteachers as contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation. |

**Walsh Junior School**

**Person Specification**

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| Attributes | Essential | **Desirable** |
| Education, Training and Qualifications | * Good Honours Degree/Qualified teacher status * Evidence of recent and relevant further professional development | * NPQH or commitment to achieve NPQH within two years |
| Experience | * Leadership Team experience * Successful teaching experience in at least two schools or a significant variety of roles in the same school. * Evidence of leading teams effectively * Managing Change in Education * Contact with parents, governors and the wider community | * Safeguarding experience |
| Skills and Abilities | * An excellent classroom teacher * Able to inspire, challenge and motivate others * High level of oral, written and ICT skills * Able to build and maintain positive relationships with individuals and groups * Strategic planning and thinking * Understanding of current issues in education * Ability to analyse and interpret school data | * Use of SIMS |
| Motivation and Personality | * Relentless optimism. * Genuine concern for the welfare of staff and pupils. |  |
| Personal | * Excellent time management skills, particularly when working under pressure. * A commitment to the Christian ethos of the school. * Attention to detail. * Loyalty, integrity and enthusiasm. * A sense of humour. |  |

**Making an application**

**Please complete and return the application form by 9am on Wednesday 28th February.** It should be posted or emailed to [recruitment@ashmanorschool.com](mailto:recruitment@ashmanorschool.com). CVs will not be accepted.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

**The interview dates are 7th and 8th March 2018.**

**References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer.

The school will contact referees for verification.

**Safeguarding**

Walsh Junior School is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identify (e.g. passport, driving licence, P60/45) and original exam qualification certificates.

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration and receive fitness for work.

**Data Protection**

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.