



Headteacher
Information Pack
October 2018

“Believe, Achieve, Succeed”



Values-based Education
IVET Quality Mark



NPQH Leadership
Development School
National College
for Leadership of Schools
and Children's Services



Shefford Lower School

School Lane, Shefford, Bedfordshire, SG17 5XA

Headteacher

Scales: 16-24 (Leadership points)

Salary: c.£57,000 -£69,300

Shefford Lower is a happy, successful and ambitious school providing a values-based education for children aged 3 to 9 years.

We are a large school (NOR 450 + nursery) with a strong sense of community where each child is known and respected as an individual. Our priority is always to ensure our children feel safe, well looked after and confident in their learning. The school's values-based ethos promotes an inclusive environment where children learn to respect and appreciate other people, take care of their surroundings and behave responsibly.

Governors are looking for an outstanding leader and primary practitioner, with an educational philosophy based on inclusive values and whole school success and an ambitious vision for our primary provision in Shefford.

We need someone who will:

- Lead, support and challenge our whole school team in the pursuit of excellence across the school
- Be ambitious in driving continuous improvement throughout the school including; inspiring and developing the school's staff and leaders, securing outstanding teaching & learning, setting and delivering challenging performance targets, ensuring exemplary behaviour and enabling outstanding safeguarding practices
- Be passionate about teaching and learning, recognise the potential in all children and demonstrate outstanding practices
- Work with the staff and leaders, using the opportunities of our large school and excellent resources, to further enhance our innovative and creative curriculum

Our school can offer you:

- A fantastic leadership opportunity to help further develop our successful school
- Enthusiastic and friendly children who are willing and eager to learn
- Friendly, supportive and skilled staff who are dedicated and work hard
- A supportive and forward thinking leadership team, including Deputy Headteacher, Assistant Headteacher (EYFS), Key Stage Leaders, SEND Manager and Business Manager who keep children at the heart of all school decisions
- Supportive governors who are ambitious for children and work with the school to ensure the best for them
- A thriving school community with supportive parents and an active Parent Staff Association

Job start April 2019

Visits welcome

Please contact shefford@cbc.beds.sch.uk to arrange an appointment with the Headteacher.

How to apply

Further details and application form are available from headship@epm.co.uk and www.epm.co.uk

Closing date:

9am November 16th 2018

Shortlisting:

19th November 2018

Interviews:

29th & 30th November 2018

The school is committed to safeguarding and promoting the welfare of our children. The successful applicant will require an enhanced DBS clearance. This school is committed to equal opportunities.

Letter from the Chair of Governors

Dear Applicant,

Thank-you for your interest in the position of Headteacher at Shefford Lower School.

The Governing Body is seeking to appoint an exceptional candidate to succeed Mrs Callender, who will be retiring in April 2019 after 17 successful years of leading Shefford Lower School. We are looking for an existing Headteacher or highly experienced Deputy Headteacher who is an outstanding primary practitioner and has a proven track record in leading, inspiring and motivating others to achieve the best outcomes for children.

This is an exciting opportunity to join a forward thinking team of enthusiastic, dedicated staff committed to excellence for every child, ensuring that they are happy, safe and developing a love of learning.

Shefford Lower School is a popular, over-subscribed, 3 form entry lower school within the thriving market town of Shefford, in rural Central Bedfordshire. The area is undergoing substantial development and demand for places at the school continues to grow.

The culture of the school is rooted in Values Education; in high aspirations; in a firm commitment to inclusion; to ensuring the best provision for every child, every day. We have a friendly staff team who are united in their child centred focus. Many aspects of teaching and learning are exemplary and staff work supportively and positively together to achieve the school's aims. Staff ideas and suggestions are encouraged and welcomed in order to continue to develop innovative approaches to learning.

Having undergone 2 significant building expansions and extensive modernisation, the school offers a bright, spacious and well-resourced environment that includes; bright, well-planned classrooms with modern learning walls; a well-stocked library and IT Learning Hub; a large external ball court area in addition to the playing field; exciting fixed play equipment in the playground; a forest garden area; covered areas for outside learning and a nurture Home Room.

The school has an experienced, skilled and strong leadership team which comprises the Deputy Headteacher, Assistant Headteacher (Early Years lead), Business Manager, SEND Manager, Key Stage 1 and Key Stage 2 Leaders and subject leaders. Together we challenge ourselves to ensure the best provision for children and the best development for staff.

We are able to offer staff a wide range of professional experience and development within our large school. Staff benefit from others' specialist knowledge; have opportunities to support and mentor colleagues and trainees; experience teaching different age ranges; have responsibility for different areas; have opportunities to contribute to Initial Teacher Training and to the work of the Local Authority.

Our Governing Body is ambitious for the school and is committed to ensuring excellence for every child through a values-led approach to teaching and life-long learning. Governors are pro-active in supporting the school's on-going success and ensuring its continued development.

Below you will find some general information about the school, a job description and a person specification for the role. However, more information is available on the website and we warmly invite you to arrange a visit to the school to meet our staff and children.

The closing date for applications is 9am on 16th November 2018 and assessments will be held on 29th and 30th November 2018.

Please use your statement of application to evidence the extent to which you meet the essential criteria within the person specification and to articulate your philosophy and approach to developing children's learning.

Yours faithfully



Val Thompson

Chair of Governors

Our School Ethos and Values

At Shefford Lower School we strive for excellence and are committed to a policy of inclusion, well-being and education of all pupils. We believe in the potential of all children and take seriously our responsibility to enable them to achieve their best.

Working together we contribute to a happy and safe learning environment that is stimulating and supportive, giving recognition to all achievements and promoting respect for people, property and the environment.

As a reflective learning community, we strive to maintain consistently high expectations and good standards by valuing the development of each individual.

In partnership with families and the wider community, we provide a broad curriculum enriched by appropriately challenging, varied and exciting opportunities.

At Shefford Lower School we aim:

To establish a nurturing and caring environment where every family feels valued and respected. By providing an ethos which is welcoming and safe, children feel happy and confident and are encouraged to succeed and meet the challenges which enable them to achieve their full potential.

Key to this success is the ability to encourage staff to develop a wide range of effective teaching and learning strategies which help to stimulate learning and create a productive and dynamic learning environment.

The successful candidate will be expected to support our aims and ethos, bringing in new ideas to develop these further.

About the school

Our building and facilities

Originally a 1970s building, the school is a fully refurbished, modernised and extended building thoughtfully designed to meet the needs of children aged 3-9. We have a designated nursery and excellent facilities for Early Years children, to support their learning both inside and outside.

Bright classrooms have modern learning wall storage and the school is very well resourced with IT to support teaching and learning across the curriculum. Displays are vibrant and support and value children's work.



Our Learning Hub incorporates an ICT suite and well-stocked library; we have a large multi-use hall, with a sound proof division enabling 2 smaller halls for some activities; an outside all weather ball court, playing field, forest garden area and a Values Garden. There are wonderful facilities in each playground for the children to enjoy.

The School Leadership Team:

The Leadership Team is made up of the Headteacher, Deputy Headteacher, Assistant Headteacher (Early Years), School Business Manager, Key Stage Leaders, SEND Manager and Maths & English Leaders. We meet weekly as a senior leadership team and, together we make sure all aspects of the school are running smoothly; that we are making good progress towards priorities and that there are high standards and consistency across the school.

Our Staff:

We have 16 classes staffed by a strong team of teachers and teaching assistants, with additional staffing for children who have 1:1 support.

In addition to classroom staff, we are very fortunate to have a specialist PE/ Sports coach who teaches all children for at least 1 session of PE a week; a Child and Family Support Worker who works with parents and children to support a wide range of needs, including those supported at Early Help; a talented musician who supports the music subject leader by providing music tuition for groups and individual children and running the choir.

Lunchtimes are well staffed by both Teaching Assistants and by Midday Supervisors who ensure that children have happy, worry-free lunchtimes.

Our fantastic admin staff also provide admin support for teachers in addition to their office duties.

Our team of site staff work hard with our highly regarded site agent to look after our whole site.

Organisation

The school is 3 form entry and the pupil admission number is 90.

There is one nursery class and children attend part time from the September before their 4th birthday. Our Nursery has 45 places for children in morning and afternoon sessions for 15 hours per week and the 30 hour offer is also available to parents.

There are 3 classes in each of the other year groups, reception to year 4. At the end of year 4, the vast majority of children go to Robert Bloomfield Academy which is next door on the same site.





The Curriculum:

Detailed information about the curriculum is available on the school website. We do have a year group, topic based approach to the curriculum with English, Maths and, often, science taught discretely. Children are engaged in their learning, know what they are learning now and what their next steps are. They are encouraged to make links in their learning across the curriculum.

Topic plans are done in advance and are refreshed and adapted for the cohort. English and maths are planned weekly by teachers in turn, based on team input. As far as possible teachers in parallel classes are released for PPA at the same time to enable this teamwork to be effective.

Other events and activities:

Staff are committed to giving children an exciting and memorable school experience and to supporting children to develop their talents.

The curriculum is enhanced by visits and visitors throughout the year. E.g. theatre groups with anti-bullying themes; Shakespeare theatre group; Ancient Egyptian workshop day and World War II day, visits to Woburn Safari park and to Shuttleworth and a Year 4 residential visit to a centre in Northamptonshire.

There are many free clubs for children run by staff, including ICT, gymnastics, netball, PE clubs, reading, painting, drama, choir, recorders, ukulele and country dancing.



JOB DESCRIPTION



Post: Headteacher

Grade: 16 – 24 (Leadership points)

Responsible to: Governing Body

Core Purpose:

The HT is responsible for developing an excellent standard of education for all children at SLS through: establishing the School's vision and plan for school improvement; the provision of a broad, relevant and exciting curriculum that includes the National Curriculum; the effective management of school resources including finance and maintenance and security of the site; the recruitment and development of skilled staff.

The HT of SLS is expected to: lead by example taking a strategic role; inspire and motivate others to reach their full potential; expect high standards in all aspects of the school's work; establish an ambitious climate based on clear values and moral purpose; maintain an enabling culture that respects diversity within the local and wider community; develop the School to be outward facing, working with other schools and professionals within a climate of self-improvement and development.

HT is the designated person for Safeguarding and Child Protection.

Strategic Direction & Leadership of the School:

- Develop and communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Develop, implement and continually evaluate the school's strategic plan, school policies, practices and procedures to ensure they support a strategy of delivering the best possible outcomes for all children, staff and the local community.
- Contribute to the development of the education sector beyond the school by sharing best practices, working in partnership with other schools and promoting innovative initiatives.
- Lead by example –acting with integrity, creativity, resilience and clarity – drawing on own skills and expertise, and that of those around them.
- Embed and clearly communicate school values and purpose, focused on providing an excellent education for our pupils.
- Provide clear leadership to deliver the school's vision and achieve its goals.

Teaching & Learning:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on all pupils' outcomes.
- Secure 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' wellbeing.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour.
- To determine, organise, implement and review a stimulating, values based curriculum for the School, having regard to the needs of the pupils and resources available, thus ensuring that learning is at the centre of strategic planning.

Leading and managing staff:

- Create an environment where all staff are motivated and supported to develop their own skills and subject knowledge, and to support and coach each other to improve working practices and drive outstanding performance.
- Distribute leadership effectively throughout the school, establishing distinct roles, responsibilities and accountabilities.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Efficient and effective deployment of staff / resources:

- Exercise strategic, curriculum led financial planning to ensure the best possible deployment of budgets and resources, in the interests of high pupil achievement and an accessible curriculum for all pupils.
- Agree and set budget priorities with the GB to ensure the school meets its objectives and remains financially viable.
- Deploy and manage the school's financial and human resources efficiently to achieve the school's goals and targets.
- Ensure school facilities meet the needs of students and staff and are maintained to the highest standards.

Accountability:

- Work with GB to analyse and plan for future needs and further development of the school.
- Welcome strong governance and actively support the governing body to understand its role and deliver its function effectively – in particular its functions to set school strategy and hold the HT to account for pupil, staff and financial performance.
- Translate the vision into a School Development Plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within agreed timescales.
- Present appropriate information on the school's performance in a suitable format for a range of audiences –to enable them to understand the schools' success.

Community / collaboration:

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.
- Enable strong relationships between school staff and fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Ensure the school promotes strong links with the local community and develops close liaison with other educational settings.
- Secure commitment of all parents and carers and the wider community to the vision and direction of the school.
- Maximise opportunities to communicate and enhance the value of the school to key stakeholders and other sectors of the local community.

Other:

- To be accountable for the management and monitoring of Shefford and District Children's Centre for the duration of the agreed contract with the Local Authority, ensuring it is effectively led and managed, local needs are identified and activities are planned to meet those needs.
- To ensure the Special Conditions of Contract for the Provision of Lead Agencies for Children's Centre Services are met.

This job description is subject to review at any time and as part of the Headteacher Appraisal process.



PERSON SPECIFICATION



Post: Headteacher

All staff at Sheffield Lower School are required to demonstrate a commitment to equality, safeguarding, excellence and inclusion. Working within a values based ethos, staff protect and enable every child's right to be happy, safe and to make progress in their learning and well-being.

	Essential Criteria	Desirable Criteria	How Assessed
Qualifications/ Experience			
1	Qualified to degree level or equivalent	Further relevant professional qualifications or higher degree.	Application
2	Qualified teacher status		Application
3	Sustained and successful Headship or Deputy Headship within a primary or lower school	NPQH	Application & Interview
4	QTS teaching experience within 2 of the following phases: Early Years/ Key Stage 1/ Key Stage 2		Application
5	Understanding of current child protection and safeguarding guidance and experience of implementing effective safeguarding processes	Designated Safeguarding Lead Training	Application & Assessment
Professional Knowledge, Understanding and Skills			
1	A clear understanding of the National Standards of Excellence for Headteachers	Experience of Values Based Education	Interview
2	Proven track record in driving across all areas of the school and delivering strong outcomes for learners		Interview & Assessment
3	Able to communicate well, appropriately and across the whole school, with all stakeholders.		Application, Interview & Assessment
4	Actively fosters a positive culture with emphasis on high achievement for all		Interview & Assessment
5	Experience of leading in the school improvement planning process	Experience of writing SEF and SDP	Interview
6	Understanding of strategic financial management and budgeting	Experience of strategic financial management and budgeting	Application & Assessment
7	Effectively supports and motivates children to behave well.	An understanding of attachment based approaches to behaviour	Interview & Assessment

Leadership and Management

1	An outstanding practitioner and role model for learning and teaching with a proven ability to develop the quality of learning and teaching in others		Interview & Assessment
2	Experience of leading, motivating and challenging staff to achieve challenging targets, including undertaking performance management of both highly effective and underperforming colleagues		Application & Interview
3	Able to lead curriculum development to ensure a broad and exciting curriculum		Application & Interview
4	Evidence of successful strategies that have positive impact on children's academic, social and emotional development		Application & Interview
5	Flexibility and readiness to make changes when needed	Experience in Change Management	Application & Interview
6	Evidence of handling difficult situations with sensitivity and resolving conflicts by applying sound leadership skills		Interview & Assessment

Personal attributes and attitudes

1	Confidence, energy and commitment for the role		Interview
2	Maintains positive, professional relationships with all children and adults		Interview
3	Honesty, integrity and professionalism under all circumstances		Interview
4	A clearly articulated philosophy on how children learn effectively		Application & Interview
5	Resilience and an ability to manage conflicting pressures and priorities		Interview
6	Readily contributes to the wider life of the school and the community		Application



Our children say.....

What would you like a headteacher to be like? I would like a headteacher to be smart, oily and kind. Also I would like a headteacher who can sort out anything that upsets anyone.

The headteacher should have some good skills. And they should be nice and funny.

A headteacher should not change much things only very important things!

Also a headteacher should be able to teach on some days and also they should do some good assemblies! And she or he should be nice to other people, teachers, children and animals.

The headteacher should show their values and also show visitors around the school. They should help other children and be friendly everywhere.

They should talk to people in the corridors and everywhere they see children.

I would like our headteacher to be kind to the staff and teach them to be kind to children, also I would like our headteacher to teach us once in a while so they can get to know us properly, I would like a sporty headteacher because they could do P.E with us. Additionally I want the headteacher to still do tea with the children as a reward for being good and keep shefford a values school.

**SHEFFORD LOWER
SCHOOL**

I would like our head teacher to be funny and kind every day - and can they not change Shefford Lower School because I like how it is. I would like them to talk to children when they have time and to sort out any problems that are going on around the school. This is because sometimes the head needs to help us show our values.

The head teacher has to train new teachers and tell the teachers what they are thinking and tell teachers when there's a meeting.

It is super cool to be a child in Chessard
Lower School! We have a play ground, a ball court
and we even have a field. We even go to the
forest and swimming and this will blow your
mind, we go to the Frontier Centre for 2 days.
The art is amazing because we get to make
roman mosaics and we do drawing.

In year 2 we had a baby chick called Wilbur.
The playground is very fun we have monkey
bars, a pyramid and an obstacle course. We do
PE which is sport. The food is great. Topic
is great.

We have lessons to learn about values
and we try to share them all we can. Our
headteacher is good at solving problems so
it would be great if the new one is too.