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| Headteacher Candidate Pack |

# Introduction from Chair of Governors

Dear Prospective Applicant,

We are delighted that you are considering applying for the role of head teacher of Westrop Primary and Nursey School.

This application pack should provide you with all the relevant information you need but if you have any questions please do not hesitate to visit the school website or to contact me directly at  [philk@westrop.swindon.sch.uk](mailto:philk@westrop.swindon.sch.uk) or on 07857 250543.

The governors are looking to appoint an inspiring, nurturing and motivational leader, who is looking to take on the development and further improve the primary and nursey school; support the development of the staff and ensure every one of our children reaches their potential. We want someone who can build on our recognised strengths and help us move forward.

Westrop Primary and Nursey School is a Local Authority maintained school located in Highworth, outside Swindon, with easy access to the M4, in a very supportive community. Our last 2 Ofsted inspections were both “Good” at the Primary School, the last being undertaken in November 2016. We have recently established a nursey school on the premises which was graded as “outstanding” by the Local Authority earlier this year. We are working hard to move our primary school to outstanding status too. The Governors welcome ideas and we look forward to hearing your vision of the future for our school and how you think we can work together to achieve it. Our children are enthusiastic, happy, eager to learn, and are excellent ambassadors for our schools. The school provides a positive learning environment with committed staff and a supportive and dedicated Governing Body.

When completing your application form and supporting statement please specifically address the criteria in the person specification (described in this pack) and return your application and supporting statement to Schools HR at Swindon Borough Council by **12 noon on Monday, 17th December 2018.**

We look forward to meeting you.

Kind regards,

Phil Kruse

Chair of Governors

# Our School

Westrop Primary School is a local authority maintained school located in Highworth, Swindon. It is a mixed-sex primary school with a capacity of 315 pupils based on a form and half entry for children aged from four up to eleven.

In 2012 the school increased in size due to the closure of another primary school in Highworth. Since that time there has been an increase in pupil numbers. In addition, the town of Highworth continues to grow and has a disproportionately high number of young school age families. The school has been subject to a number of extensions to fit the growing population, most recently in 2016.

Following a Local Authority consultation on extending the school age undertaken in 2016, the school recently opened a Nursery class (in 2017) to take 3 and 4-year olds. This was extended to 2-year olds in 2018. It received an “Outstanding” in internal assessment undertaken by Swindon Borough Council in 2018.

The school holds a number of external accreditations including Healthy Schools status, Young Carers Award and Dyslexia Friendly Accreditation.

The school also manages a popular breakfast club and after-school club in a bungalow on the school grounds and leases accommodation to Highworth Pre-School (unconnected to the school’s nursery provision).

At the last census the school role was 277 in the Primary School and a further 17 children in the Nursery School. The school has nearly twice the national average of pupils with a statement of special educational needs (SEN) or education, health and care (EHC) plan at 4.1%. Pupils whose first language is not English and those children on free school meals are below national average at 4.1% and 4% respectively. Overall absence rates and persistent absence rates are in line with national averages 3.9% and 8.2% respectively.

The school has 13 teachers with a pupil to teacher ratio of 23.6 (slightly above the national average) and 23 teaching assistants (12.2 FTE). The number of teachers (FTE) per pupil is comparable to other LA and maintained schools’ cohorts.

This School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal- records check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions.

The school is committed to equality and diversity in employment practice and service delivery.

# Job Description

## Introduction

The Head teacher will take overall responsibility for the leadership, organisation, management, strategic planning and conduct of Westrop Primary and Nursery School. This will be in accordance with the statutory conditions of Employment of Head teachers, the policies of Swindon Borough Council and in consultation with the Governing Body. The full range of professional duties that may be required are as set out in The School Teachers Pay and Conditions document.

## Job Purpose

* Develop and implement an educational vision and direction for Westrop Primary and Nursery School, including local and national policies, which inspires and motivates the school community.
* Secure effective learning and teaching, good behaviour and discipline; to strive for continuous improvement of pupils’ academic achievement including their spiritual, social, moral and cultural development.
* Manage the resources and premises effectively so as to promote and secure the achievement and welfare of both pupils and staff. Provide an environment in which staff and pupils can work happily and purposefully together to achieve their full potential.
* To inform the development of Westrop Strategic Plan and deliver the objectives of the Strategic Plan through implementation of the School Improvement Plan and policies of the Governing Body.
* Lead by example and model best practice regarding professional conduct, embodying the headteacher standards
* Formulate the aims and objectives of the school and provide overall strategic leadership, and Monitor progress towards the achievement of the school’s aims and objectives

## Key Accountabilities

* + Maintain a positive working relationship with the Governing Body and be accountable to it for the schools improvement through attendance at meetings and providing information, objective advice and support to the Governing Body.
  + Implement national and LA policies and procedures to ensure that all children access a safe, secure and stimulating learning environment and a rich and varied curriculum.
  + Provide effective strategic leadership and organisation for the school so that all staff are enabled to contribute to the success of the schools and held to account in securing continued improvement.
  + Ensure that the schools continue to manage performance data to evaluate school efficiency, its effectiveness and to promote school improvement.
  + Present a coherent and accurate record of the school’s performance in a form appropriate to a range of audiences.
  + Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
  + Develop and maintain close working partnerships with parents and carers.
  + Develop and encourage good communication and relations between the schools, transition schools, parents, the on-site pre-school, the local community and multi-agency professionals including Social Services and Health.

## Principal Responsibilities

Please see the school’s Scheme of Delegation.

## Qualities and Knowledge

* To communicate clear values and moral purpose to ensure an excellent-class education for the pupils at Westrop Primary and Nursey School.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
* Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
* Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
* Work with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context.
* Effectively communicate the vision for the school to all stakeholders and drive the strategic leadership, empowering all pupils and staff to excel.

## Leading & Supporting Pupils and Staff

* 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 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’ well-being.
* Establish 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.
* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
* Hold all staff to account for their professional conduct and practice.

## Systems & Process

* Ensure that the systems, organisation and processes across the school are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Provide 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.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
* Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head teacher to account for pupil, staff and financial performance.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## Self-improving schools

* Create 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.
* Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
* 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.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
* 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

# Personal Specification

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| **Education & Training** | **Essential** | **Desirable** |
| Be a qualified teacher. | ✓ |  |
| Have achieved NPQH |  | ✓ |
| Evidence of CPD, including safeguarding | ✓ |  |

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| **Experience** | **Essential** | **Desirable** |
| Teaching experience with a proven ability in leading learning within primary education. | ✓ |  |
| Demonstrate a clear vision for the implementation of the new curriculum. | ✓ |  |
| Can evidence sustained impact on standards and achievement at whole school level. | ✓ |  |
| Evidence of the ability to lead development and positively manage change. | ✓ |  |
| Able to analyse and interpret school data effectively and implement key actions for improvement | ✓ |  |
| Used school self-evaluation processes effectively to improve standards. | ✓ |  |
| Able to demonstrate clear competence of managing a budget. | ✓ |  |
| Experience of managing and supporting staff. | ✓ |  |
| Practical experience of links with other schools, educational establishments and the wider community to support transition and enhance teaching and learning and personal development-for-all across the school community. | ✓ |  |
| Effectively promote professional working relationships with parents and carers to enhance learning. | ✓ |  |
| Practical experience in developing the extended school provision to impact on positive outcomes for children and families. |  | ✓ |

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| **Leadership Skills** | **Essential** | **Desirable** |
| Ability to manage a variety of people and situations effectively and sensitively. | ✓ |  |
| Initiate and manage strategic and continued improvement. | ✓ |  |
| Plan, organise and evaluate the work of the school and prioritise areas for development and improvement. | ✓ |  |
| Ability to work strategically and collaboratively with the governing body. | ✓ |  |
| Demonstrable experience of sound financial management. | ✓ |  |
| Confidence and commitment to direct, delegate develop and empower others. | ✓ |  |
| Demonstrate a commitment to engage with the community. |  | ✓ |

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| **Communication Skills** | **Essential** | **Desirable** |
| Have excellent communication skills, both verbal and written. | ✓ |  |
| Chair meetings effectively. | ✓ |  |
| Experience of communicating effectively with external stakeholders |  | ✓ |
| Ability to use a variety of media. | ✓ |  |
| Negotiate and consult effectively. | ✓ |  |

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| **Teaching and Learning** | **Essential** | **Desirable** |
| Proven ability to sustain and develop high quality teaching and learning across the school to improve on outcomes for children. | ✓ |  |
| Knowledge of effective strategies for teaching pupils with SEN. | ✓ |  |
| Knowledge of statutory requirements and the ability to ensure delivery within a broad, balanced, relevant and differentiated curriculum to support the whole child. | ✓ |  |
| Commitment to the school’s approach to the positive management of behaviour. | ✓ |  |
| Recognise the importance of encouraging lifelong learning. | ✓ |  |

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| **Personal Attributes** | **Essential** | **Desirable** |
| Adaptability to changing circumstances and new ideas. | ✓ |  |
| Work under pressure, meet deadlines, prioritise and manage own time effectively. | ✓ |  |
| Achieve challenging professional goals, taking responsibility for their own professional development. | ✓ |  |
| Commitment to follow tasks through to completion. | ✓ |  |
| Work as part of a team, both within school and with other agencies. | ✓ |  |
| Confident to lead by example motivating and inspiring pupils, staff, parents, governors and other stakeholders. | ✓ |  |

# Appointment and Remuneration

Westrop Primary and Nursey School is committed to selecting an inspirational, committed and motivational headteacher to take our school forward.

## Salary:

The pay scale for the position falls into salary group 2 and will be between L15 – L21 (£56,434 - £64,735), negotiable depending on experience.

We may also consider a relocation package, negotiable depending on current location.

## Interview timetable:

Your completed application and supporting statement must be received by **12 noon on Monday 17th December 2018.**

* Shortlisted candidates will be contacted be the end of **Wednesday, 19th December 2018**
* Interviews and assessments will be held on the **14th and 15th January 2019.**

The selection process will be undertaken by the Westrop Primary and Nursery School Governing Body supported by Swindon Borough Council.

Any offer of employment will be subject to receipt of entirely satisfactory references, and the usual school pre-employment medical and background checks including an enhanced DBS check.

# How to apply

Please complete the separate application form and provide a personal statement of no more than two A4 pages, outlining your motivation for applying.

Short-listing decisions will be made with reference to the person specification.

## Visits to the schools

Visits to the schools in advance are warmly welcomed if you are able to and you should contact School Business Manager, Paula Curtis on [finance@westrop.swindon.sch.uk](mailto:finance@westrop.swindon.sch.uk),or 01793 762897 (9am-4pm).

## Applications

Completed applications should be emailed to [schoolshr@swindon.gov.uk](mailto:schoolshr@swindon.gov.uk) to arrive no later than **12 noon on Monday, 17th December 2018**. Alternatively, they can be posted to:

Melanie Manton

Schools HR

3rd Floor

Wat Tyler House West

Beckhampton Street

Swindon

SN1 2JG

## Questions

If you require more information on the process or about the schools please contact Phil Kruse, Chair of Governors, on [philk@westrop.swindon.sch.uk](mailto:philk@westrop.swindon.sch.uk) or call 07857 250543.