



Headteacher

Information pack

Welcome from the Chair of Governors

Thank you for the interest you have shown in our headteacher vacancy and for requesting this application pack. If you would like to visit our school to learn more, governors and staff would be pleased to welcome you. Please contact the school office to make arrangements for a visit or we will be holding open mornings between 0900 and 1200 on Thursday 1st and Thursday 8th February 2018; please contact the school office to make arrangements for a visit.

Long Meadow School has been open since September 2001 and is well established in the Shenley Brook End area of Milton Keynes. It is a popular school that is well regarded for its inclusive and diverse range of activities that it offers pupils. Throughout its life Long Meadow has always tried to be at the cutting edge of new ideas and innovations in education that seeks to develop its pupils and staff to the best of their ability from both an academic and extra-curricular perspective.

Due to the retirement of our current headteacher at the end of this academic year we are now looking to recruit a new headteacher to build on the successes of the school and to drive it forward to its development. We are therefore seeking an energetic and innovative headteacher to lead the further progress of the school who:

- Is an excellent communicator
- Has a proven track record of developing a school to its maximum potential
- Has an ability to understand and develop a school within an ever changing environment
- Has an ability to raise the quality of teaching for the benefit of pupils and the school to their maximum potential

We offer:

- A well-established school, staff and pupil base to support you
- A creative environment to further develop your career
- A well-regarded and supportive school in both the local educational environment and wider community

Long Meadow School is a very active inclusive and community –focused school and I would encourage you to visit our website www.longmeadow.milton-keynes.sch.uk and twitter pages [@LongMeadowSch](https://twitter.com/LongMeadowSch) which outlines the type of activities and culture that we try to promote. [Please also look at our video](#) to see what kind of headteacher the pupils of Long Meadow School would like.

The school has 420 pupils on roll and is full, with waiting lists in all year groups. Our pupil voice motto is 'Proud of our School' and this manifests itself in a Long Meadow bucket list being the 50 experiences that each pupil should have access to in their Long Meadow life.

We have a very active PALS group (Parents and Friends of Long Meadow School) that raises funds for the school and it is particularly focused on the outside learning environment given the amount of space that the school grounds occupy.

The Governing Board is very experienced and is looking for a new headteacher that wants to develop the school even further from both an academic as well as whole life experience for pupils. The ideal candidate will need to have resilience, be open to challenge but also be able to enjoy and celebrate the success of the school in its development.

If you would like to visit our school, please contact Kathryn Freshwater on 01908 508678 to make an appointment. Please email completed application form to: HTRecruitment@Milton-Keynes.gov.uk or post or hand deliver to Judith Cumino, Leadership and Governance, Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS by **1200 noon on Monday 19th February**. Interviews will be held on 13th March from 0900.

Thank you again for your interest in Long Meadow School

Chris Bond, Chair of Governors



Headteacher

Indicative salary range: £62,863 - £72,810 (L20 –L26)

Age range: 4 - 11

Group: 3

NoR: 420

OFSTED: Good, 2015

Long Meadow School has been open since September 2001 and is a popular school that is well regarded for its academic achievements and the inclusive and diverse range of activities that it offers pupils. We strive to be at the cutting edge of new ideas and innovations in education to encourage pupils and staff to achieve to the best of their ability from both an academic and extra-curricular perspective.

We are seeking an inspirational headteacher who:

- Is an excellent communicator
- Has a proven track record of developing a school to its maximum potential
- Has an ability to understand and develop a school within an ever-changing educational environment
- Has an ability to raise the quality of teaching for the benefit of pupils and the school to achieve their maximum potential

We will offer:

- A well-established school, staff and pupil base to support you
- A creative environment to further develop your career
- A well regarded and supportive school in the local education environment and wider community

If you are interested in this post, we would welcome a visit from you on Thursday 1st February or Thursday 8th February. Please contact our School Business Manager, Kathryn Freshwater on 01908 508678 or email office@Longmeadow.milton-keynes.sch.uk to arrange.

Please read our applicant information pack and refer to the instructions on the final page before submitting your application. For any further information, please contact Judith Cumino on 01908 253116 or email HTRecruitment@Milton-keynes.gov.uk.

Closing date for applications is 1200 noon on Monday 19th February 2018

Shortlisting: Thursday 22nd February

Interview: Tuesday 13th March

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check.



It's ability, not disability that counts

We are an Equal Opportunities Employer



Headteacher Job Description

Professional Responsibilities

The School Teachers' Pay and Conditions Document details the role and duties of all teachers and the additional professional responsibilities of a headteacher. A headteacher will be required to undertake the following duties:

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures

Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances that a teacher is assigned in the school timetable to every class or group of pupils in:
 - (a) the first and second key stages, for foundation and other core subjects and religious education and,
 - (b) in the foundation stage
- To teach

Health, safety and discipline

- Promote the safety and well-being of pupils and staff
- Ensure good order, discipline and behaviour amongst pupils and staff

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range
- Organise and deploy resources within the school
- Promote harmonious working relationships within the school
- Maintain relationships with organisations representing teachers and other members of the staff
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments

Professional development

- Promote the participation of staff in relevant continuing professional development
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

Communication

- Consult and communicate with the governing board, staff, pupils, parents and carers

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

Headteacher person specification

Criteria	Essential/ Desirable	How assessed
Qualifications / Experience		
1. NPQH unless a current or returning head/ new enhanced non-mandatory qualification	E	AF
2. Qualified to degree level or equivalent	E	AF
3. Qualified teacher status	E	AF
4. Experience of working in at least one primary school	E	AF
5. Experience as a headteacher / interim headteacher / deputy headteacher/ senior teacher in a primary school	E	AF
6. Relevant further professional qualifications or higher degree	D	AF
7. Experience across EYFS/ KS1/ KS2	D	AF
8. Experience of working in a school with families in challenging circumstances	D	AF

E – Essential, D – Desirable

AF – Application form, I – Interview, SS – Supporting statement, O - OFSTED

Professional knowledge, experience and skills		
Vision and core purpose		
9. Ability to communicate a clear and appropriate vision for the school's strategic development, based on a strong understanding of the school's existing strengths and areas for development	E	SS/I
10. Ability to develop and maintain a positive ethos, with emphasis upon high achievement for all including sharing best practise and innovative approaches to improving teaching and learning	E	SS/I/O
11. Ability to effectively translate local and national policy into the school's context	E	SS/I
12. Prepared to take challenging and difficult decisions that will take the school forward	E	SS/I
Improving learning and achievement		
13. Successful leader with a proven track record of leading change to raise standards of achievement including ensuring ambitious standards are set for all pupils that overcome disadvantage and advance equality	E	SS/I/O
14. Ability to secure and maintain excellent teaching which results in strong pupil progress in learning	E	SS/I/O
15. Ability to lead curriculum development to ensure a varied and challenging curriculum that enables pupils to develop a broad range of skills and interests, as well as developing pupils' character and values	D	SS/I/O
16. Have high expectations of pupil's behaviour; be able to empathise with pupils and be firm, fair, approachable and consistent	E	SS/I
17. Ability to actively draw on the richness and diversity within the school community to enhance learning opportunities	E	SS/I

E – Essential, D – Desirable

AF – Application form, I – Interview, SS – Supporting statement, O - OFSTED

Leadership and management		
18. Ability to challenge, influence, motivate and support individuals and teams to attain high goals	E	SS/I
19. Evidence of leading high-quality staff professional development and rigorous performance management	D	SS/I
20. Understanding of safeguarding requirements and commitment to meeting them fully	E	SS/I
21. Ability to ensure financial management systems and processes are in place that are fit for purpose and adhere to the principles of transparency, integrity and probity	D	SS/I
22. Ability to analyse, interpret and use data effectively to enable the setting of accurate, challenging targets	E	SS/I
23. Demonstrate high levels of energy, resilience and an ability to manage workload in order to cope with conflicting pressures and priorities	E	SS/I
Wider engagement and contribution		
24. Ability to build and maintain effective positive relationships with pupils, staff, parents, carers, partners, governors and the community that enhance the education of all pupils	E	SS/I
25. Ability to collaborate and network with external agencies, other schools and settings to improve outcomes	D	SS/I

E – Essential, D – Desirable

AF – Application form, I – Interview, SS – Supporting statement, O - OFSTED

How to apply

To apply you will need to submit a completed application form and a supporting statement, setting out the relevant experience, skills and competencies that demonstrate how you will meet the criteria in the person specification.

If you need any further information or wish to have an informal discussion, please in the first instance contact Judith Cumino at HTRecruitment@Milton-Keynes.gov.uk

Visits to the school are welcomed between 0900 and 1200 on Thursday 1st February and Thursday 8th February. Please contact Kathryn Freshwater on 01908 508678 or office@longmeadow.milton-keynes.sch.uk to arrange.

Applications can be emailed to HTRecruitment@Milton-Keynes.gov.uk or posted/hand delivered to:

Judith Cumino
Leadership and Governance
Milton Keynes Council
Saxon Court
502 Avebury Boulevard
Central Milton Keynes
MK9 3HS

If hand delivering, please mark the envelope: For attention of Judith Cumino, extension 3116

Closing date for applications: 1200 noon on Monday 19th February 2018
Selection day: Tuesday 13th March 2018

We look forward to hearing from you

