



# BARRY PRIMARY SCHOOL

## Headteacher Application Pack

*'together we will be the best that we can be'*

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## WELCOME FROM THE CHAIR OF GOVERNORS:

*Dear Applicant,*

*On behalf of everyone connected with Barry Primary School I would like to thank you for expressing an interest in the post of Headteacher. This pack has been designed to give you an idea of the type of Headteacher we are looking to appoint, while also giving candidates a feel for the school and some of the many aspects we think are great about it.*

*The vacancy has arisen due to our current Headteacher, Mrs Smith, leaving us to take retirement after leading the school for six years. We will be extremely sorry to see her go. Mrs Smith will leave a school with a welcoming and friendly atmosphere where high expectations, and enjoyment are key, along with hard work and a willingness to learn. However, we also see this as a great opportunity for the school to bring in a Headteacher with new ideas to inspire our children in their learning while maintaining the strengths of the school and taking it forward towards “outstanding”.*

*All the details you need to apply for this post are contained within the pack and on our website but please do not hesitate to contact me should you have any further questions, or require any additional information.*

*Finally, this application pack can only really give you a flavour of our school. To fully appreciate it, we would warmly invite you to visit the school and see the children and staff at work. Details of visit dates are shown on page 15 but let us know if these dates are not convenient and we will endeavour to arrange an alternative.*

*We look forward to receiving your application.*

*Yours faithfully,*

*Andy Robinson  
Chair of Governors*

## LETTER FROM THE HEADTEACHER:

*Dear Parents and Carers,*

*The decision to leave Barry Primary School has been a very difficult one as I have had a long and happy teaching career here. The time is right however and taking on the headship will provide an exciting and rewarding opportunity for the new Headteacher.*

*Barry is a very special place, with families from many different backgrounds joining together to form a vibrant learning community. The school has wonderful children, staff, governors and parents who are supportive and have worked collaboratively to help the school go from strength to strength. We have, of course, supported the children to make good progress to achieve key stage expectations, with good outcomes. Teaching and learning has developed to suit our children; a typical school day will include lots of opportunities to talk - we call it Talk for Learning - and we keep our learning as visual as possible. This has benefited the children, no matter what their starting points.*

*We have also worked hard to make sure that all aspects of learning are valued. This means that we have developed a rich curriculum, with lots of exciting opportunities for the children. Music is given great importance and is a strength of the school and we have worked hard to become sportier! We have recently won the area Primary Sports School of the Year.*

*As in all forward-facing schools, there are areas for development and areas where staff are experimenting and extending different types of teaching approaches - the job will bring its own rewards and challenges. I can guarantee that it is never boring - no two days are the same!*

*I cannot imagine what it will be like when I leave the building for the last time - I have worked here for over thirty years and I am looking forward to enjoying the next few months with the children. I am also looking forward to supporting the new Headteacher to take the reins and lead the school onto the next chapter in its long tradition of nurturing and developing happy and successful children.*

*Yours faithfully,*

*Anne Smith  
Headteacher*



## OUR SCHOOL & THE COMMUNITY:

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Barry Primary School is located in the centre of Northampton within a thriving and diverse community. We have close, positive relationships with all areas of our community and have a very supportive Governing Body.

We have high expectations of our pupils and provide an enriching and creative curriculum for all through; making use of the local environment and its rich history, 'WOW' days, Arts/Music Week, Science days and the knowledge and experiences of our wonderful parents. The school prides itself on its innovative approach to education and the wider personal development of our pupils and the professional development of our staff.

We also participate in a wide variety of external sporting activities including archery, water polo and boccia and most recently we have been awarded the Northamptonshire Primary Sports School of the Year. We also provide our own extensive range of extra curricular activities including choir, papercraft, basketball and Lego clubs.

At Barry Primary, academic success goes hand in hand with personal success: we want to spark intellectual curiosity, make learning fun and develop individual interests. We are always looking to create a stimulating and challenging environment that allows every child to flourish as a well rounded individual. We are currently developing both a growth mindset and mindfulness approach in the school. We look to ensure that all our children are safe and happy and we are committed to providing the best education for them.

*“It is important to us that we continue to build thriving partnerships between staff, parents/carers, governors and the wider community and we value our ‘open door’ policy and our holistic approach.”*

## OUR STAFF & GOVERNING BODY:

Our Governing Body is comprised of 8 governors and our Clerk. The governors include 1 Local Authority Governor, 2 Co-opted Governors, 2 Parent Governors, 1 Associate Governor, 1 Staff Governor and the Headteacher. These are listed below:

Chair of Governors (Local Authority Governor)	Mr A. Robinson
Vice Chair (Co-opted Governor)	Mr B. Suchak
Headteacher	Mrs A. Smith
Co-opted Governor	Mrs K. Owen
Parent Governor (Elected)	Mrs C. Kaudeur
Parent Governor (Elected)	Mr N. Hussain
Staff Governor (Elected)	Miss C. Deluce
Associate Governor (Deputy Head)	Miss N. Barrie

Committees of the Governing Body:  
SRE (Chair - Mr. B. Suchak)

The Governing Body and its committees each meet twice a term on a planned meeting cycle.

There is a very close working relationship between governors and the Headteacher and staff. This is based on a core commitment to the best outcomes for current and future pupils at the school. There is a clear understanding of their respective roles - strategic and operational. There is strong teamwork, as well as the commitment from the governors to hold the school's leaders to account.

Governors as part of their monitoring roles are frequently in school. Governors are directly involved in the preparation of the school's Aims and Values, the SEF, the SDP and Budget processes. The governors value the openness and thoroughness of the Headteacher's reporting and commentary on the operation of the school.



# ABOUT BARRY PRIMARY SCHOOL:

Pupils on roll, January 2018:	460
Nursery to Year 6:	Boys: 49.13%
	Girls 50.87%
	Pupil Premium 11.96%
	SEND 7.83%
	EAL 39.78%
Staff:	
Senior Leadership:	Headteacher, Deputy Head Teacher (part-time Inclusion Manager)
Middle Leadership:	4 (School Business Manager and 3 teachers)
Teaching staff:	12 Full-time 7 Part-time
Teaching Assistants:	20 Full-time 19 Part-time
Additional Support:	Full-time Family Support Worker
Administrative Staff:	School Business Manager, 1 administrator, 1 admin clerk, 1 finance clerk
Premises Staff:	Caretaker
Middy Assistants:	7
Governing Body:	There are 8 governors in total: - 1 Local Authority Governor - 2 Parent Governors - 2 Co-opted Governors - 1 Associate Governor - 1 Staff Governor - Headteacher



# OUR VISION, AIMS & ETHOS:

## Our Vision

To be a welcoming, open and caring school, where everyone is valued and achieves their individual potential; academically, culturally and socially.

## Our Aims

We aim to achieve our vision by:

- Ensuring high quality teaching and learning across all year groups and curriculum areas
- Ensuring all children enjoy their time at school
- Ensuring all children achieve their full potential
- Providing an 'open door' for parents and families and actively encouraging them to be involved in the children's education, thereby improving attainment and achievement
- Providing a wide range of enrichment activities including music, sport, drama, and arts
- Being fully inclusive in all that we do
- Playing an active part in the local community
- Ensuring a safe and secure environment
- Providing an environment where children are given clear boundaries and are supported in keeping within them
- Not tolerating any form of bullying or inappropriate behaviour of any kind

## Our Ethos

To ensure that Barry Primary School provides a supportive and caring environment where the children are happy and enjoy learning, enabling them to develop academically, socially and culturally in a safe and secure setting.



## OFSTED:

Our most recent Ofsted Inspection took place in June 2016 and the school was classified as 'Good'.

Other comments from the inspection:

- pupils make good progress and most pupils are on track to reach the standards expected of their age.
- teachers plan lessons that challenge pupils and give them the opportunity to make good progress.
- pupils are proud of their school and their work.
- leaders are ambitious for all pupils and track their progress regularly and in detail.
- pupils are well prepared for life in modern Britain.
- the curriculum is broad, balanced and provides rich learning opportunities for pupils.
- pupils respect each other and listen to each other well.

The full report can be found at: [www.barryprimary.com](http://www.barryprimary.com).

*“The children benefit  
from a stimulating learning  
environment and good teaching”*



## *'WHAT WE WANT FROM OUR NEW HEADTEACHER'* by the children

The children need a Headteacher who is:



*“good personality, funny, helpful,  
have a good sense of humour, kind to the class,  
will look after our school, a good teacher who is always  
encouraging, strict but fair.”*

## JOB DESCRIPTION:

The Headteacher is accountable to the Governors for the organisation, management and control of the school. This includes implementing safeguarding legislation, the current School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget) and applicable legislation policies. The Headteacher, working with the Governing Body, Senior Leadership Team and school staff will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning. This job description will be subject to annual review as part of the performance management cycle.

### Strategic Direction and Development:

- work with the Governing Body to shape the strategic direction of the school and its relationship with other schools.
- think strategically to develop a coherent vision in a range of compelling ways, ensuring it is clearly articulated, shared and understood by the school community.
- inspire, challenge, motivate and empower others to carry the vision forward.
- review and implement the School Development Plan which, working with the school community, identifies appropriate priorities and targets to ensure that pupils achieve high standards and make progress.
- support the Governing Body in challenging and supporting the school effectively so that weaknesses are tackled decisively and statutory responsibilities are met.
- ensure that policies and practices take account of national and local policies and initiatives.
- ensure that strategic planning takes account of the diversity, values, culture and experience of the school and community.

### Leading Teaching and Learning:

- ensure the highest quality of teaching and learning to enable all pupils to achieve their full potential and take the school from a 'Good' school to an 'Outstanding' school.
- demonstrate personal enthusiasm and commitment to the learning process.
- initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance management.
- demonstrate and articulate high expectations and set appropriate targets for the whole school community.
- ensure a consistent and continuous focus on pupils' achievement and attainment using data and benchmarks to monitor progress of all.
- ensure that learning is at the centre of strategic planning and resource management.
- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge underperformance at all levels and ensure corrective action and follow up.

## JOB DESCRIPTION: (continued)

### Developing Self and Working with Others:

- ensure a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- foster an open, fair, equitable culture and manage conflict.
- develop, empower and sustain individuals and teams.
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals determining a clear delegation of tasks and devolution of responsibilities.
- develop and maintain a culture of high expectations for self and others.
- regularly review own practice, set personal targets and take responsibility for own professional development and performance.
- accept support and guidance from others, including colleagues, Governors, the Local Authority and the wider professional community.
- manage own workload and that of others to allow an appropriate work/life balance.

### Managing the Organisation:

- establish and sustain an organisational structure that enables the efficient and effective management of the school on a day-to-day basis.
- ensure that there is due regard for the safeguarding of pupils.
- make professional, managerial and organisational decisions based on informed judgements.
- produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- combine the outcomes of regular school self-review with external evaluations in order to develop the school.
- manage the school's financial, staff, premises and other resources effectively to ensure the school's goals and legal requirements are met.
- prioritise, plan and organise workload for self and others.
- 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 range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for the pupils and provide value for money.

## JOB DESCRIPTION: (continued)

### Securing Accountability:

- be accountable for ensuring that the pupils enjoy and benefit from a high quality education.
- be responsible for promoting and safeguarding the welfare of children.
- provide nurturing and attentive pastoral care for all pupils and staff.
- present a coherent and accurate account of the school's performance to a range of audiences including Governors, parents, Local Authority, Ofsted, DfE and others to enable them to play their part effectively.
- develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibilities for outcome.
- 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.
- ensure that parents and pupils are well informed about the school's aims, vision, curriculum and targets for improvements.

### Strengthening the Community:

- recognise and take account of the richness and diversity of the school's communities.
- build and maintain effective relationships with parents, carers and the wider community to enhance the education and personal development of the pupils.
- seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school.
- collaborate with other schools and education professionals to share expertise.

### Other:

- the Headteacher will be required to undertake any such reasonable duties as the Governing Body may require.

## PERSON SPECIFICATION:

The key qualities and skills required for this position are detailed below and shortlisting will be based on how well you meet the requirements of this person specification. The selection panel will assess each candidate against the criteria listed below expecting each candidate to demonstrate knowledge and understanding in a school context.

<i>Qualifications:</i>	Essential	Desirable
Qualified teacher status	A	
Degree/further education/professional qualification		A
Evidence of continuing professional development	A	
Holds an NPQH		A

<i>Experience and Knowledge:</i>	Essential	Desirable
Experienced primary school Headteacher or Deputy Headteacher	A	
Extensive experience as a class teacher at primary level	AI	
Experience of work in a school improvement role beyond own school		AI
Effective relationship essential with Governing Body		AI
Effective team management experience	AI	
Managed change or introduced and managed new initiative	AI	
Good understanding of school budget management process	AI	
Leadership and strategic direction - supporting and building on the school's strengths but also addressing the weaknesses	AI	
Planned and implemented policies which enable an inclusive school	AI	
Effective use of staff, premises and other resources to support curriculum provision and school improvement	AI	
Planned and implemented school improvement	AI	
Managed curriculum to ensure breadth, inclusion and access for all	AI	
Change management - demonstrated delivery through change and worked at pace	AI	
Recognised and realised potential in pupils and staff	AI	
Managed performance, formally and informally, to promote staff development and school improvement	AI	
Used ICT and other technology throughout the curriculum	AI	
Developed effective relationships with pupils, parents and wider community	AI	
Implemented a behaviour policy that allows all students to thrive	AI	
Engaged with the community for the best interests of the school		AI

## PERSON SPECIFICATION: (continued)

<i>Experience and Knowledge: (contd.)</i>	Essential	Desirable
A clear vision for promoting the school in the community		AI
Used key data to plan intervention strategies which allow progress and attainment for all	AI	
Worked well with other schools to share expertise		AI

<i>Qualities and Skills:</i>	Essential	Desirable
Strong commitment to raise standards	I	
Inspirational, inclusive and enthusiastic	AI	
Intelligent visionary		I
Embraces and enables change	I	
Confidence to make decisions in the interests of the pupils	I	
Approachable to all including parents, staff and pupils	I	
Firm but caring and considerate attitude towards pupils and staff		I
Articulate - verbal and written	AI	
Ability to identify, investigate and resolve problems	I	
Ability to devise, implement and complete agreed strategies	I	
Organisational and time management skills		I
IT literate	AI	
Emotionally intelligent	I	
Ability to demonstrate resilience under pressure	AI	
Interpersonal skills/sense of humour	AI	

A - assessed in the application    I - assessed at the interview/assessments

## APPLICATION PROCESS:

To apply for this position, please complete the application form which should relate to the Person Specification and Job Description detailed in this pack. Please support your application with a covering letter of no more than 1000 words detailing your personal qualities and unique attributes that will help achieve our vision at Barry Primary School.

### School Visits

We would strongly encourage you to visit the school to meet the staff, children and Governors. We have scheduled visits for the Monday 19th February at 1.30pm, Tuesday 20th February at 4.30pm and Wednesday 21st February at 9.30am. If you would like to attend on any of these days, please telephone the school office on 01604 234574 to confirm your attendance or confirm by email to [bursar@barry.northants-ecl.gov.uk](mailto:bursar@barry.northants-ecl.gov.uk).

### Application Closing Date:

Please return the completed application form and your covering letter to the school by 5pm on Friday 2nd March 2018. Applications are preferred by e-mail to [bursar@barry.northants-ecl.gov.uk](mailto:bursar@barry.northants-ecl.gov.uk), which will in turn be passed onto the Chair of Governors.

### Interviews

Applicants will be informed as soon as possible whether or not they have been shortlisted. Interviews and assessments will take place over one day on Tuesday 20th March 2018. Full details will be sent to those candidates invited for interview. All shortlisted candidates will be invited to interview.

### Appointment Timescales

Our current Headteacher is leaving at the end of the 2017/18 school year and we are looking for a new Headteacher to start in September 2018, ideally spending some time during the final term in a handover process with the existing Headteacher.

### Pay Scale

This is a Group 3 school and the salary offered will be within the range of L18 to L24 (depending on experience).

### Further Information

Additional information is available on the school website, within the Job Vacancies area. If you have any more specific questions, please direct them to Andy Robinson, Chair of Governors via [bursar@barry.northants-ecl.gov.uk](mailto:bursar@barry.northants-ecl.gov.uk).

### Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to interview.

## WHY CHOOSE BARRY PRIMARY SCHOOL?

*'Involve pupils,  
in all aspects of  
school life'*

*'Shares school ethos  
and direction, driving us towards  
a successful future'*

*'Caring, nurturing  
and sympathetic'*

*'Community minded,  
whole school mindset'*

*'Family orientated  
across the  
whole school'*

Barry Primary School  
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Tel: 01604 234574  
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