



IMAGINE ACHIEVE EXCEED



Headteacher Information pack



Welcome from the Chair of Governors

Thank you for your interest in our headteacher vacancy at Portfields Primary School. If you would like the opportunity to visit our school to learn more, governors would be pleased to welcome you, details are at the end of this letter.

We are a large, four form entry primary school set in the heart of our community in Newport Pagnell. We have recently made significant improvements to the school facilities to enhance the learning environment for our pupils. Our children, who are at the heart of everything we do, are well behaved and we have a highly committed, creative, loyal and experienced team of staff.

After three years in post, our current Headteacher is retiring. He has overseen a significant period of change during his time with us and we are seeking someone to consolidate and build upon this. We have a recent, successful Ofsted Inspection under our belt and we want someone to lead the school through its next phase of development and beyond.

In particular we are seeking an exceptional and highly visible leader who manages change well and leads by example. We want to recruit someone who will engender respect and be respectful; an open-minded person who is emotionally intelligent and seeks dialogue with staff, parents and children but who is not afraid to take tough decisions when necessary. You will be a skilled communicator with the ability to successfully manage a heavy workload and competing priorities. You will have a breadth of skills and experience that will help us deliver sustained high quality teaching through a broad curriculum to our amazing pupils.

We have significantly improved outcomes in EYFS and KS1 and our School Improvement Plan identifies that there is work to do in sustaining this and achieving similar improvement in outcomes in KS2.

The Governing Board are highly committed and will provide you with a good balance between support and challenge. We have an active group of parent volunteers who support Portfields in a range of ways and your ideas about how we engage parents more broadly will be very welcome.

Our vision for Portfields is to inspire our children to develop their imagination, achieve their full potential and exceed their goals. We want our pupils to develop a life-long love of learning and we want to help them prepare well for life in a modern British society. To lead the team that helps them leave Portfields having achieved this, you will be resilient, energetic, committed, engaging and have a good sense of humour.

Our Ofsted inspection highlighted the need to develop our middle leaders and as part of your application we would like you to outline your ideas/experience of doing this. As part of the application process, we would like you to prepare a report of no more than 1000 words outlining how you would develop middle leaders at Portfields Primary School.

If you are interested in this post, we would welcome a visit from you on either the afternoon of Monday 29 or Tuesday 30 January. Please contact our School Business Manager, Mrs Mandy Britnell on 01908 616060 or email Mandy.Britnell@Portfields.org to arrange.

Please return your completed application form to: HTRecruitment@Milton-Keynes.gov.uk or hand deliver to Judith Cumino, Leadership and Governance, Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS **by 12:00 noon on Monday 19 February 2018**. Interviews will be held on **Thursday 8 March**.

Thank you again for your interest in Portfields Primary School

Mrs Aileen Bush
Chair of Governors



IMAGINE ACHIEVE EXCEED

Headteacher for September 2018

Indicative salary range: £70,000 - £80,000

Age range: 4 – 11

Group: 5

NoR: 735

OFSTED: Good, October 2017

We are a large and vibrant foundation school, where the vision, values and ethos of the school are central to everything that prepares our children for the ever-changing world.

We are seeking a headteacher who is:

- an inspirational leader who is dynamic and forward thinking
- an excellent practitioner who is passionate about children's holistic learning
- a strategic thinker who is able to translate the school's vision into practice
- an ambitious leader who has the skills to deliver the highest standards of achievement
- an excellent communicator who can build effective relationships with all stakeholders

We will offer:

- happy, enthusiastic and well-motivated pupils who are very proud of their school
- a rich, balanced and broad-based curriculum
- a creative and hard-working staff with a strong sense of commitment to the school
- an active and supportive governing board, dedicated to moving the school forward
- opportunities to develop leadership capacity within the school

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Please contact Judith Cumino on 01908 253116 or email HTRecruitment@Milton-keynes.gov.uk for any further information

Closing date: 12:00 noon, Monday 19 February.

Shortlisting: Thursday 22 February

Interview: Thursday 8 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

Portfields Primary School, Westbury Lane, Newport Pagnell MK16 8PS

www.portfields.org



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 may 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 preliminary stage
- Teach

Health, safety and discipline

- Promote the safety and well-being of pupils and staff
- Ensure good order and discipline 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.

Person specification

Criteria	Essential/ Desirable	How assessed
Qualifications / Experience		
1. NPQH unless a current or returning head/ new enhanced non-mandatory qualification	D	AF
2. Qualified teacher status	E	AF
3. Experience of working in at least two primary schools	E	AF
4. Experience as a headteacher / head of school/interim headteacher / deputy headteacher/ senior teacher in a primary school	E	AF
5. Experience across EYFS/ KS1/ KS2	E	AF
Professional knowledge, experience and skills		
Vision and core purpose		
6. 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	I
7. Good ambassador for the school with clear values and moral purpose, who is able to articulate and model the vision of the school	E	I/SS
8. A leader with a proven track record of successfully leading change to raise standards of achievement	E	I/SS
9. Ability to develop and maintain a positive ethos, with emphasis upon high achievement for all	E	I/SS
10. Prepared to take challenging and difficult decisions that will take the school forward	E	I/SS

E – Essential, D – Desirable

AF – Application form, I – Interview, SS – Supporting Statement

Improving learning and achievement		
11. Ability to secure and maintain excellent teaching which results in strong pupil progress in learning	E	I/SS
12. 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	E	I/SS
13. Promote the sharing of best practice and innovative approaches to improving teaching and learning	D	I/SS
14. Have high expectations of pupils' behaviour; be able to empathise with pupils and be firm, fair and consistent	E	I/SS
Leadership and management		
15. Ability to challenge, influence, motivate and support individuals and teams to attain high goals	E	SS
16. Understanding of safeguarding requirements and commitment to meeting them fully	E	I/SS
17. 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	E	I
18. Ability to analyse, interpret and use data effectively to enable the setting of accurate, challenging targets	E	I
19. Demonstrate high levels of energy, resilience and an ability to manage workload in order to cope with conflicting pressures and priorities	E	I/SS
Wider engagement and contribution		
20. Ability to build and maintain effective relationships with parents, carers, partners, governors and the community that enhance the education of all pupils	E	I/SS
21. Ability to ensure that the school is at the heart of the community	E	I/SS
22. Ability to collaborate and network with other schools and settings to improve outcomes	E	I/SS

E – Essential, D – Desirable

AF – Application form, I – Interview, SS – Supporting statement

From the School Council

Dear applicant,

We are pleased to learn that you are interested in becoming head of our great school.

The pupils at Portfields Primary School are enthusiastic, hardworking and are determined to make the school better.

We love our school and want a headteacher who feels the same.

We are looking for a brilliant, friendly headteacher who will work hard. As a council we would like the following things in a new head:

- Kind and funny
- Visible throughout the school
- Trustworthy
- Committed to keeping our school great
- Speaks to us and gets to know us
- Caring and understanding

Please come and visit us and you will see what a great school we have.



Our Vision – Imagine Achieve Exceed

At Portfields Primary School we work in partnership with the community. We inspire our children to develop their **imagination**, **achieve** their full potential and **exceed** their goals

At Portfields Primary School:

- Children work in a safe environment where we support each other
- We are a happy school that has a positive attitude to learning and achieving, inspired by quality teaching
- Children learn from exciting and varied experiences suited to their stage of development
- We develop a child's imagination, creativity and their ability to solve problems through our innovative curriculum
- Children are encouraged to take responsibility and develop leadership skills, show tolerance and respect for all
- There is a broad range of opportunities for children to develop their interests

When young people leave our school they will:

- have achieved the very best academic results they can
- have an independent and positive attitude to learning
- have the motivation to play their part in a modern British society
- have developed some individual interests and are proud of their achievements
- be well mannered, personable young people we can all be proud of
- be lifelong learners





We like being friendly



We enjoy learning



We like taking part



We can solve problems



We have a great time exploring the beach on the Isle of Wight



We can work as a team



We take on responsibilities as Junior Road Safety Officers



We love the challenge of participating in the Ability Games at Stoke Mandeville





We always like taking part



We get very muddy cooking in the mud kitchen



We learn about and experience other cultures



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.

In addition to this, the Chair of Governors would like you to prepare a report of no more than 1000 words outlining how you would develop middle leaders at Portfields Primary School.

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

Visits to the school are welcomed on Monday 29 and Tuesday 30 January. Please contact Mandy Britnell on 01908 616060 or Mandy.Britnell@Portfields.org 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 19 February 2018
Selection day: 8 March 2018

We look forward to hearing from you