



# HEAD OF SCHOOL

Mackie Hill Junior & Infant School

May 2018

Kettlethorpe High School  
Standbridge Lane  
Sandal  
Wakefield WF2 7EL

01924 251605  
[www.kettlethorpehigh.co.uk](http://www.kettlethorpehigh.co.uk)

Mackie Hill J&I School  
Painthorpe Lane  
Criggilestone  
Wakefield WF4 3HW

01924 303520  
[www.mackiehill.co.uk](http://www.mackiehill.co.uk)

# DEAR APPLICANT

Thank you for showing an interest in our current vacancy for a newly created Head of School post at Mackie Hill Junior and Infant School.

Following an Ofsted inspection in December 2017, which placed Mackie Hill Junior and Infant School in special measures, Kettlethorpe High School has been offering considerable support, both day-to-day and strategic to quickly address the issues raised by Ofsted. This has involved working to a post-Ofsted plan that is funded by the Local Authority and has been agreed by Ofsted.

In addition, we are working with Wakefield Local Authority advisors and are supported by other local primary schools through an existing Kettlethorpe Collaborative Partnership (KCP) to address key issues. This has enabled us to place an experienced primary senior leader in to act as headteacher as we now look to recruit a permanent Head of School.

As part of the strategy to further develop Mackie Hill Junior and Infant School, a statutory public consultation is now underway to create a 3-16 aged Through School, in partnership with Kettlethorpe High School. The planned opening of this new school is set for 1st January 2019, at which point a new 3-16 Through School will be created using Kettlethorpe High School's URN and Mackie Hill will then close as a school.

Kettlethorpe High School is a popular, oversubscribed school with 1600 11-16 pupils. It is close to Mackie Hill Junior and Infant School. The high school has a well proven track record of delivering both pupil outcomes as well as a wider curriculum offer that is both varied and exciting in its offer. The school is in a strong position and senior staff are well established in their roles and have considerable experience of both school improvement activities as local authority advisors as well as inspection activities with Ofsted.

This is certainly an exciting time to join the school as we look to recruit a number of new teachers and consolidate what we are doing to further develop a high quality and exciting learning offer for all our pupils.

If this post is of interest to you, then do please contact us to discuss the position and our plans for the future as well as arrange to visit the school. In return, we can promise you an investment in you and your future that includes professional development opportunities and our absolute support. We look forward to hearing from you.

Tudor Griffiths  
Acting Executive Headteacher  
Kettlethorpe High School







# VACANCY ADVERT



**Kettlethorpe**  
**HIGH SCHOOL**

## HEAD OF SCHOOL

**Required September 2018**

**L12 – L16 £51,639 - £57,077**

**Wakefield (near Leeds/Sheffield/M1)**

Kettlethorpe High School is seeking to appoint an outstanding professional with the ability to successfully lead and develop a team in achieving the best outcomes for its primary division based at Mackie Hill Primary School.

To be successful, you will have a thorough knowledge and strong skill-base in effective classroom practice, improvement strategy, data analysis and standards of conduct and behaviour for learning.

You will be supported by our Leadership team at Kettlethorpe High School and heavily involved in our migration to a newly formed all-through school.

**To arrange a visit, please contact Jane Babbage, Acting Executive Headteacher's PA on 01924 251605. To find out more, please visit [www.kettlethorpehigh.co.uk](http://www.kettlethorpehigh.co.uk)**

**Closing date: 18th May 2018.**

*Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and satisfactory pre-employment checks. Successful applicants will also be asked to provide criminal conviction information.*

# JOB SPECIFICATION

<b>Post Title:</b>	<b>HEAD OF SCHOOL</b>
<b>Indicative Pay Range:</b>	L12 - L16
<b>Reporting to:</b>	Executive Headteacher
<b>Location:</b>	Mackie Hill Junior & Infant School
<b>Service Directorate:</b>	Children & Young People Services

## OVERALL PURPOSE OF THE POST

The Head of School will be responsible for the internal organisation, management and control of the school in accordance with safeguarding legislation, School Teachers' Pay and Conditions Document, the policies of the Governing Body (including its annual budget), applicable legislation and the policies of Wakefield Council.

The Head of School, working with the Governing Body, Executive Headteacher, 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.

## DUTIES AND RESPONSIBILITIES

### WHOLE SCHOOL ORGANISATION, STRATEGY & 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.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

## **TEACHING AND LEARNING**

- 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 the first and second key stages, for foundation and other core subjects; and in the preliminary stage.
- Teach (where applicable).
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.

## **SAFEGUARDING AND BEHAVIOUR**

- Manage the school's responsibility for safeguarding pupils' wellbeing and in providing a safe environment in which pupils can learn.
- 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 Governing 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:
  - Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
  - Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 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.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

## **PROFESSIONAL DEVELOPMENT**

- Promote the participation of staff in relevant continuing professional development.
- Participate in the arrangements for own performance and further training and professional development.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

## **ACCOUNTABILITY**

- Consult and communicate with the Governing Body, staff, pupils, parents and carers.
- Fulfil commitments arising from contractual accountability to the Governing Body.
- 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.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

## **WORK WITH COLLEAGUES, OTHER PROFESSIONALS AND THE COMMUNITY**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.



# REQUIREMENTS

## **QUALIFICATIONS (ESSENTIAL)**

- First degree/teaching certificate and Qualified Teacher Status.
- Recent professional development relevant to Senior Management.

## **QUALIFICATIONS (DESIRABLE)**

- Have had or be undertaking further study relevant to headship (e.g. Diploma or Higher Degree).
- National Professional Qualification for Headship (NPQH).

## **EXPERIENCE (ESSENTIAL)**

- Background in Primary Education or other relevant phase.
- Senior or whole school management at Headteacher, Deputy Headteacher or Assistant Headteacher level.
- Curriculum Development responsibility in a core subject.
- Successful leadership of a team
- Successful and relevant teaching experience.

## **EXPERIENCE (DESIRABLE)**

- Working in other primary schools or other relevant phase.
- Experience of working with children who present challenging behaviour.

## **QUALITIES AND KNOWLEDGE**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- 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.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



## **PUPILS & 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 school's systems, organisation and processes 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 Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher 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 organisation, forging teams of colleagues who have distinct roles and responsibilities.

## **SELF-IMPROVING SCHOOL SYSTEM**

- 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.

## **RESPONSIBILITY FOR RESOURCES**

### **EMPLOYEES (SUPERVISION)**

For all staff employed to work at the school (Teaching and Support Staff) except for staff employed to provide school meals/cleaning through a service level agreement.

### **FINANCIAL**

Working with the Executive Headteacher, have responsibility for the agreed school budget which includes the setting and overall monitoring to ensure effective spend and income generation.

### **PHYSICAL**

Overall responsibility for the physical resources held in school e.g. manual or computerised information; data and records; office and other equipment; tools and instruments; vehicles; machinery; fixtures and fittings; goods, stocks and supplies.

## **EMPLOYMENT CHECKS**

The following employment checks are required:

- Identity Check
- Children's Barred List
- Prohibition from Teaching Check
- Evidence of a satisfactory safeguarding check e.g. Enhanced DBS Check
- Evidence of entitlement to work in the UK
- Childcare Disqualification Declaration
- Evidence of Essential Qualifications
- Two satisfactory references (including current or most recent employer)
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

# HOW TO APPLY

We encourage you to contact us for an informal discussion about this post before you apply. Visits to the school are most welcome prior to application. Please contact Jane Babbage on 01924 251 605 or [headteacher@kettlethorpe.wakefield.sch.uk](mailto:headteacher@kettlethorpe.wakefield.sch.uk).

To apply for this post, please return your completed application form to Sue Thompson, HR Manager, at [suethompson@kettlethorpe.wakefield.sch.uk](mailto:suethompson@kettlethorpe.wakefield.sch.uk) to be received by 12 noon on **Friday 18th May 2018**.

Closing: Friday 18th May 2018

Interview: Tuesday 22nd May 2018

Address: Kettlethorpe High School  
Standbridge Lane  
Wakefield  
WF2 7EL

Telephone: 01924 251605

Email: [headteacher@kettlethorpe.wakefield.sch.uk](mailto:headteacher@kettlethorpe.wakefield.sch.uk)

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