



Micklefield Church of England (VC) Primary School



Headteacher

Recruitment Information Pack

Great North Road, Micklefield, Leeds, LS25 4AQ
www.micklefieldprimary.org.uk



August 2018

Dear Applicant

Thank you for your interest in working at Micklefield Church of England (VC) Primary School.

Micklefield is a growing former coal mining village and civil parish which is east of the major city of Leeds. We neighbour Garforth, Aberford and Brotherton and are close to the motorway network. Our village has its own railway station and bus services.

Our school is a happy, supporting and caring learning environment, which is underpinned by its Christian principles, vision and values. We are a small team with a supportive and encouraging Governing Body.

We are looking for a candidate who can join us at this exciting time. We are working towards an extension of our provision, in order to accommodate the requirements of a new large housing development, and in driving our improvements back to an Ofsted status of 'good'.

The successful candidate will have a fantastic opportunity to make a real difference.

I look forward to receiving your application in due course.

Yours sincerely

Paul Wrigley
Chair of Governors



forgiveness

service

compassion

trust

peace

thankfulness



General Information

The School Ethos

Founded on Christian principles and living by Christian values, the Governors have adopted the York Diocese ethos statement:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experiences it offers to all its pupils.

The Aims of the School

1. To provide for the spiritual, moral, social and cultural development of children so that they develop a balanced view of their self-worth.
2. To enable children to reach their full potential and realise their own capabilities and strengths.
3. To provide a quality education for children so that they develop both physically and intellectually.
4. To encourage children to develop empathy with people and the world, to prepare them for their role as local and global citizens.
5. To develop confident, outgoing children in preparation for adult life.
6. To be a healthy school where children and adults are valued, respected and encouraged, enabling them to make healthy life choices.

The School Team

The school has 25 dedicated and conscientious staff members with a supportive and encouraging Governing Body. There are four mixed age classes within the school (including reception), along with a nursery provision which caters for children from the age of two. Pupil numbers range from between 100 – 110 which is likely to increase, given the large expansion of the housing within Micklefield.

The School Building

The school is an attractive, stone-built single storey building, with a feature stained-glass window reflecting the church foundation. Situated in the centre of the village, it was opened in 1987 to replace the old building destroyed by fire.



The classrooms are situated at the rear of the building and overlook open fields. In addition to the classrooms, there is a newly refurbished library and a large hall used for PE, collective worship, drama and lunchtimes. Outside there are four play areas with active zones and quiet places, as well as a large field.



St. Mary's Church Micklefield

Church and community links are an important part of life at our school which is a vital part of the village community and we like to participate in village events and traditions. We are also keen to learn from our local community and incorporate this into our teaching and learning. We have strong links with our village Church, St. Mary's, where we often visit to hold our services or as part of curriculum studies. We celebrate belonging to a wider family; a family that grows in faith. We are proud of our *'inspirational Collective Worship'* (Siams March 2016).

"With respect to the employment of the Head, it is expected that the successful candidate for Headship, in order to lead a Church school with a clear Christian ethos, will be able to demonstrate their ability to do so and their sympathy with it. There will need to be a genuine desire to do so in a way which is thoughtful, creative and sensitive in keeping with St Mary's Church and the links which have been made." Father David

Jesus said, "Let the little children come to me and do not stop them, for to such belongs the kingdom of heaven. Matthew 19:14-15"



Our Diocese

York Diocesan Board of Education supports 125 Church of England schools and academies in the area from the Humber to the Tees. We have a dedicated team of professionals who offer a wide range of expertise and can help schools access further assistance.



The Education team aims to:

- Be available as a 'one-stop shop' for pastoral and professional support;
- Work with a range of agencies to promote school improvement;
- Promote excellence and Christian distinctiveness;
- Provide and facilitate professional development and governor training;
- Help schools and academies network, collaborate together and share best practice;
- Offer a Total Property Management scheme in association with DBE Services Ltd;
- Guide schools on matters concerning trusts;
- Work with schools exploring Academy conversion;
- Advise in the appointment of staff, especially Headteachers;
- Support Headteacher appraisal;
- Represent Church of England education to the wider church community and more widely to the public;
- Maintain contact with the local authorities and the Regional Schools Commissioners.

The Rt Revd Paul Ferguson, Bishop of Whitby and Chair of the Diocesan Board of Education, said:

"Our schools and academies are a vital part of the mission of the Church of England in the Diocese of York. Staff and governors are strongly committed to their communities, and in many cases the influence of church schools can only be described as transformative. We strive to offer our young people the very best in every aspect of education, including encouraging them to mature spiritually and to understand how faith informs good relationships and responsible citizenship. We aim for our schools to be places where the love of God in Christ is truly reflected.

If these aims and values resonate with you, we hope that you will consider applying to come to Micklefield C of E (VC) Primary School to lead our school into the next phase of its life".



Andrew Smith, Diocesan Director of Education, said:

"As a diocese, we are here to help celebrate and strengthen the Christian ethos in our schools. We understand that each school is unique and our aim is to get to know our schools on an individual basis in order to foster the local parish and community links as far as possible. As such, our Education Team offers a range of support to our headteachers from both a school distinctiveness and effectiveness point of view, as well as providing a range of training and development opportunities for staff and governors to access over the course of each year. In a rapidly changing educational landscape, we are more and more involved in wider school development, particularly as schools change from one school status to another.

I do hope that you feel able to apply for the position of Headteacher of Micklefield C of E (VC) Primary School and we would look forward to welcoming you as part of our diocesan family here in the Diocese of York".





Ofsted Information

After many years of being a 'Good' school, in Spring 2017 at our most recent Ofsted inspection, we were judged to be 'Requires Improvement (RI).' The full report highlights the many strengths of our school and we were pleased that the inspector praised many aspects of our provision, particularly the Family Unit, including our Pre-Nursery, which was awarded 'Good'.

The inspector recognised the strengths of our leadership and management:

- Governors know the most important areas for the school to improve.
- Changes to the way governors work to challenge and support school leaders are beginning to lead to better outcomes for pupils.
- Governors ensure that the curriculum is effective in supporting pupils' personal development as well as academic achievement.
- Governors use the information they receive about pupils' overall progress in core subjects.
- Staff are motivated and committed to improving outcomes for pupils.
- Leaders have focused energy on improving achievement in core subjects. As a result, progress in English and mathematics is improving quickly overall.

He was impressed by our standards of behaviour:

- Pupils behave well, have positive attitudes to learning and are keen to achieve well.
- Pupils conduct themselves well in lessons, at lunchtimes and when they move around the school.
- Pupils' positive outlook on their learning helps them make progress in the school's orderly environment.

The inspector also praised the teaching, learning and assessment in school:

- Progress in English and mathematics is improving quickly overall.
- The broader curriculum that supports pupils' personal development and wellbeing is a strength of the school.
- Teachers know their pupils very well. They maintain high expectations of pupils' conduct, creating a positive learning climate. As a result, pupils apply themselves to the tasks teachers set and try to do well.
- Teachers focus on developing pupils' reading, writing and speaking skills well across the curriculum and particularly through subjects such as geography, history and RE.
- The work being done to improve reading from an early age is contributing well to the schools' work to accelerate pupils' overall progress

We have identified the following key areas which we are working on in our ambition to secure rapid improvement:

- Securing monitoring and evaluation systems
- Improving our attendance
- Quality of teaching relating to the development of the skills used in the new curriculum plan
- An external review of governance and pupil premium (completed)

We would warmly encourage candidates to visit our school and judge for yourselves the warm, friendly and supportive environment and good practice which is taking place.



Micklefield Church of England (VC) Primary School is maintained by Leeds City Council. The successful candidate would be employed by the Council, as one of the largest employers in the region and would enjoy the following employee benefits:

Pensions

Membership of the Teachers' Pension Scheme.

Training and development

Leeds City Council is recognised under the Investors in People (IiP) scheme. We are committed to making sure all staff receive the right training and development to help deliver excellent services to the people of Leeds. Our aim is to develop an empowered, motivated and effective workforce.

Flexible working and job share arrangements

We have a range of flexible working options including flexi time, term time only working and compressed hours to help you to achieve work-life balance.

We also operate a job share scheme which allows you to apply for all full-time posts (unless the advertisement states otherwise), on a half post basis (usually 18.5 hours per week). Job share applicants will be treated in the same way as full-time applicants.

Maternity, paternity and adoption benefits

We offer very generous maternity and adoption benefits in comparison to many employers. New fathers (or partners, husbands or civil partners) can also benefit from two weeks paid leave, and take advantage of options for sharing part of the maternity entitlement.

Employee assistance programme

When you work for us, you and your family can use a free, confidential helpline service offering advice and support on legal, financial and health issues.

Childcare vouchers

If you have children, you can choose to buy childcare vouchers up to the value of £55 a week from your salary. This is non-taxable and can save you more than £900 a year on the cost of childcare. The vouchers can be used to pay for most types of childcare including nurseries, child minders, before and after school clubs and holiday schemes.





Micklefield Church of England (VC) Primary School Advert Headteacher

**L15 – L18 (£55,600 - £59,857) in the first instance*
Required from January 2019 (or as soon as possible thereafter)**

Are you an existing Deputy or Senior Leader looking for your next step or an existing Head looking for a new challenge? If so, look no further. Our school is on the cusp of expansion and we are on the journey back to our Ofsted status of 'Good'. Our current Head is retiring at Christmas and we need a highly skilled, ambitious and resilient individual who will be a proven leader, with experience of whole school improvement.

As an accomplished classroom practitioner, your teaching will have consistently realised excellent student outcomes, and you will have the credibility and integrity to act as a role model within our community.

In order to succeed in the post, you must be willing to support, promote and fully embed our Christian vision and its associated values. In addition, you will be required to drive our ambition to achieve 'Outstanding' at our next SIAMS inspection. You will have experience of leading and developing teams, creating a culture of high expectation and have knowledge of systems and protocols for robust Quality Assurance, evaluation and monitoring.

If you have the drive and ability to contribute significantly to the strategic direction and development of our school, then this is a truly exciting opportunity for you to have genuine impact on the next generation in our community.

Informal visits are encouraged and warmly welcomed.

Requests for a visit or any enquiries are to be directed to our HR partner, Bower HR Ltd on 07443 507013 or kathryn@bowerhr.com

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Closing Date: 28 September 2018

Assessment and Interview Days: 10 and 11 October 2018

** To be reviewed in the event of school expansion*



JOB DESCRIPTION

Headteacher

Location: Micklefield C of E (VC) Primary School, Leeds

Pay Range: L15 – L18 (£55,600 - £59,857)

Main Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

Accountable to the Governing Body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aim and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards.

Statutory requirements

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **Schools Teachers' Pay and Conditions** document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation. The appointment is also subject to other current educational and employment legislations and policies laid down by the Governing Body under their powers derived from statutory sources.

Duties and Responsibilities

Strategic Leadership

- Define vision and clear values for the school which can be understood, communicated and acted upon effectively.
- 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.
- Able to model entrepreneurial and innovative approaches to school improvement, leadership and governance.

- Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and excellent outcomes for pupils.
- Lead by example – with integrity, creativity and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.

Church School

- To further develop partnerships with a variety of stakeholders, including local churches and the Diocese, through collaboration.
- To foster a positive, caring and inclusive Christian ethos, whilst promoting an understanding of and respect for other faiths and cultures.

Educational Excellence

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has 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.
- Challenge educational orthodoxies with relevant research and robust data analysis, to provide a world class education for the pupils.
- Shape the current and future quality of teaching profession through high quality training, systematic approach to monitoring and sustained professional development for all staff.
- Develop strong partnerships with parents and carers to support students' achievement and personal development.

Operational Management

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Exercise strategic, fair and open deployment of budgets and resources, in the best interests of the pupils' achievements and the school's sustainability.
- 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.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Focused on clear succession planning by identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.

- Ensure that the school's system, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Securing Accountability

- Welcome strong governance and actively support the governing board to understand its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Present a coherent account of the school's performance in a form appropriate to the range of audiences, including governors, the local community, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice.
- Foster an autonomous culture that ensures policies and practice takes account of national and local policies and initiatives and comply with legal requirements.

Safeguarding

- 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.
 - Ensure that the child protection and safeguarding policies and procedures adopted by the governing body are fully implemented and followed by all staff.
 - Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.
 - To be committed to promoting and safeguarding the welfare of children.
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PERSON SPECIFICATION

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

E – Essential

D - Desirable

Knowledge, Experience and Skills		
	E/D	How identified
<i>Strategic Leadership</i>		
A proven record of success in leadership roles	E	App/SP
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	App/SP
Uphold and embed the school's vision and values	E	App/SP
Commitment to maintaining and developing the Christian ethos of the school and promoting an understanding of other faiths and cultures.	E	App/SP
Ability to make and implement difficult decisions	E	App/SP
Implementation of strategic plans and the ability to evaluate their success	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
Awareness of the Leeds City wide educational improvement agenda and other statutory changes in Education	E	App/SP
Understanding of entrepreneurial and innovative approaches to influence school improvement	D	App/SP

<i>Educational Excellence</i>		
Implementation of strategies which secure high standards of teaching and learning	E	App/SP
Experience of curriculum innovation and development that has resulted in raised standards	E	App/SP
In depth knowledge of assessment and the use of data to monitor pupil progress	E	App/SP
Effective use of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
A proven ability to motivate, lead and interact with staff, pupils and parents/carers	E	App/SP
An understanding of what constitutes 'quality first' teaching across each of the key stages	E	App/SP
To be an excellent classroom practitioner	E	App/SP
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
<i>Operational Management</i>		
Recruits, develops, retains and manages a range of school staff	E	App/SP
Ability to effectively deploy staff and resources, implementing change where required	E	App/SP
Ensures effective performance management systems are in place and manage capability	E	App/SP
Uses CPD to motivate, enthuse and develop all staff	E	App/SP
Effective use of robust and transparent effective interventions to ensure pupils maintain good progress	E	App/SP
Financial management of school budgets	D	App/SP

Securing accountability		
Holds people to account for conduct and practice	E	App/SP
Works effectively with the Governing Body	E	App/SP
Provides performance data to parents, governors and school improvement officers	E	App/SP
Develops appropriate school policies and procedures	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Safeguarding		
Is fully aware of and able to implement effective safeguarding policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Experience in strategies to manage behaviour	E	App/SP
To demonstrate a commitment to safeguarding and promoting the welfare of children and young people.	E	App/SP
A full enhanced DBS check	E	SP
Manages the school's environment in line with health and safety regulations	D	App/SP
Has experience of a multi-agency team approach	D	App/SP
Qualifications and training		
Qualified Teacher Status or other relevant educational qualification	E	App/SP
Educated to degree level (or equivalent)	E	App/SP
NPQH (or equivalent)	D	App/SP
NCSL/CWDC Safer recruitment certificate (Required within the first year of Headship)	D	App/SP

Personal qualities and attributes		
Child centred and holds clear values, integrity and moral purpose (equality, children and adults treated with respect)	E	App/SP
Excellent communicator (listening, putting a message across)	E	App/SP
Resilient and able to organise time effectively	E	App/SP
Self-motivated and able to motivate others in a team context	E	App/SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills/strategic thinker	E	SP
Emotional confidence (knowledge of strengths and areas of developments)	E	SP
Conceptual thinking (identify patterns between potentially unrelated concepts)	E	SP

Contact details for enquiries, informal visit requests and for returning applications:

Kathryn Bower
Bower HR Ltd
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Email: kathryn@bowerhr.com