

Bishopton Primary School



‘Aim High,
Prepare to Achieve’



Head Teacher
Recruitment Pack
Spring 2018

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‘Pupils’ behaviour and attitudes are strengths. Pupils are polite, articulate and curious about learning new things’ Ofsted Dec 2017



LETTER FROM OUR CHAIR OF GOVERNORS

Dear Applicant,

I would like to thank you for applying for the position of Head Teacher at the inspirational Bishopton Primary School located just a stone's throw from Shakespeare's birthplace.

Our current Head Teacher is retiring after a brilliant 40 year career in education, 20 years of which as the Head Teacher of Bishopton School. He has been an excellent educator, visionary and mentor to the staff, the community and most importantly to the children. Under his leadership the school has grown and flourished.

Our recent "Good" rating from the Ofsted Inspection in December 2017, highlights the vision of the Head Teacher, "Your inspirational leadership underpins the continued success of the school. Pupils, parents and staff feel strongly about the high-quality care, guidance and purpose that you provide. Leaders and staff are completely committed to getting the best for pupils. As a result, pupils are thriving and the school's reputation continues to grow."

The new Head Teacher would be extremely well supported by the Senior Management team - focused, experienced professionals who deliver excellence.

Support, individual growth and development are the essence of the school. The teaching and support staff are a vibrant balance of experience and innovation with recent recruits working with staff of many years service.

The Governors would like to appoint a Head Teacher committed to pursuing the Bishopton 'vision of excellence.' Someone who would build on our strengths and take forward our areas for development, moving us towards an "Outstanding" rating on our next Ofsted. Supported by the Governing Body, the school staff and students you would be provided with the resources needed to continually develop the school.

I hope that you find this information pack interesting and enlightening. and that it excites you and makes you feel that you'd like to be part of our wonderful school community. If so, I would recommend that you visit us. See the school, feel the enthusiasm, meet the children!

Once again thank you for your interest in Bishopton Primary School, I look forward to meeting with those candidates invited for interviews.

Yours sincerely

Nigel Penn

'High quality relationships between staff and pupils provide a strong foundation for pupils' happiness and their good progress' Ofsted Dec 2017



ALL ABOUT BISHOPTON

Bishopton Primary School is a modern purpose built school that caters for children between 4-11 years of age.

The first part of the school was built in 1977 to serve a new housing estate that lay between the Alcester Road and Bishopton Lane. The construction of three brand new purpose built key stage 2 classrooms and a shared resource area was started in January 2004. The building was complete in May 2004 and the children moved into a wonderful facility for teaching and learning. This meant that we had 5 spacious well equipped classrooms throughout the school. Over the summer 2008 due to increasing numbers we created an additional classroom, and following this in 2009 we had another superb classroom built for our Year 6 children. September 2011 saw a landmark for the school in the creation of 7 single age classes providing excellent teaching and learning opportunities for all. However, this was not the end of expansion at Bishopton.

In 2015, the Local Authority backed by Government decided to upgrade the school in order that it could eventually cater for two form entry.

The result was the completion of a major expansion in August 2016, consisting of 8 new key stage 2 classrooms, a new Reception classroom, office improvements and a hall extension. The school currently educates just over 200 pupils and therefore has lots of additional space as it gradually grows into its new extended facilities. In fact, just this year, we have created an additional upper key stage 2 class.



The school benefits from:

- Two well equipped IT suites, with windows 7 & 10 workstations, Apple iPads and Raspberry Pi computers
- Interactive technology in each classroom and wireless technology throughout the school
- A child friendly library, full of wonderful books
- A secure and stimulating outdoor play area for our reception children
- Expansive grounds for Physical Education
- A gardening area for children to grow their own plants and vegetables
- A quiet reading area for children to use during their playtimes
- An adventure area including climbing, balancing equipment and tyre park

At Bishopton, our children have a rich curriculum which is broad, balanced and creative, leading to a life long love of learning. We aim to support and enrich our curriculum with many additional activities, run by school staff and outside organisations, who love to join us on a regular basis.

We believe that good education stems from an effective partnership between the home and the school. At Bishopton, we develop this through a friendly, supportive and co-operative atmosphere, which benefits all of our children, helping them develop fully in a challenging and stimulating environment.

We are continually developing educational links with our local schools and have established regular interaction with our local community.

‘Leaders and staff are completely committed to getting the best for pupils.’ Ofsted Dec 2017



KEY INFORMATION

Age range	4 to 11 Years		
School Group Size	2		
Co-educational or single sex	Co-educational		
Location	Drayton Avenue, Stratford upon Avon CV37 9PB		
Type of school	Community School		
Management structure	Head Teacher, Deputy & KS 1 & 2 Leaders		
Number of Teaching Staff	8 FTE, PPA cover, SENCO, 11 Teaching Assistants (full and part time), Admin staff		
Number of children on roll	204		
Average class size	26		
Attendance 2016-17	96.01%		
% of children on FSM	17%		
% of children SEN	20%		
% of children EAL	18%		
% of children Traveller	3.5%		
Key stage 1 results 2017	% at ARE	% Greater depth	
	Reading	71%	38%
	Writing	71%	33%
	Maths	75%	38%
Key stage 2 results 2017	% at ARE	% Greater depth	
	Reading	76%	28%
	Writing	76%	21%
	Maths	79%	45%



SHARED VISION

Bishopton is a very successful school, which over time has grown pupil wise, resources wise and now has a glowing reputation within Stratford.

We strive to create an atmosphere where children are happy, enjoy their time with us, are well looked after and consequently make great progress in their learning and development.

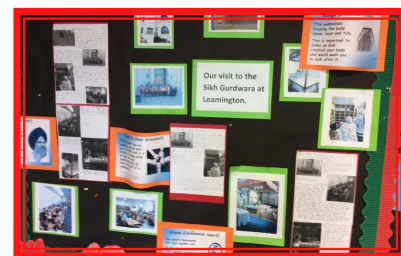
We encourage our children to become life long learners and are continually developing strategies in our teaching to support children's learning and to continue to raise standards across all areas of the curriculum.

We create a climate in the classroom and throughout the school that cultivates habits and attitudes that enable our pupils to become independent individuals, fully equipped for their next stage in education and reach their full potential in our increasingly challenging society.

Our strength lies around encouraging self esteem, self confidence, independence and motivation. As a result, our children, from a wide range of backgrounds, abilities and ethnicity, respect and support each other, leading to excellent behaviour and great enthusiasm for learning.

Aims of our School

- We want Bishopton School to provide a secure and caring environment in which children learn with joy and enthusiasm.
- We aim to provide an education that starts with the child and develops the needs of the individual.
- That through discovery and investigation, we strive for all children to have an equal opportunity to develop their potential as learners and gain greater independence.
- Within a supportive and welcoming atmosphere, we want children and staff to work together to encourage self-esteem and respect for the feelings and beliefs of others.
- We aim to promote confidence in our school throughout the community.
- We want this school to be a place in which governors, staff, parents and children work in partnership to achieve the above aims.



‘Pupils are thriving and the school’s reputation continues to grow’ Ofsted Dec 2017



OUR WISHES

At Bishopston, the opinions of all staff, pupils, parents and governors are extremely important. We therefore asked for their views and wishes.

PUPILS

**AS PUPILS WE
WOULD LIKE
OUR NEW HEAD**

Helpful



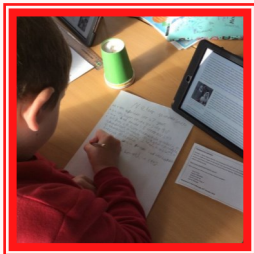
*To be positive and be
proud of our work!*

Smart

To be adventurous!

*To do awesome
assemblies.*

Caring



Not to be strict
unless you have
to be

*To make us feel
important!*



Impressive

*To tell us to aim high
and achieve goals.*

*To kindly welcome new
people who visit and
make them like the school*

*To put the school
before themselves.*

Encouraging

*To be someone who
understands me*

Funny

To have a good
sense of
humour.

Co-operative

To be accessible and
easy to talk to

*To be able to deal
with problems*

Happy

Responsible



PARENTS

**AS PARENTS WE
WOULD LIKE
THE NEW HEAD
TEACHER ...**

We are impressed by the school, it achieves that right combination of child centred education and academic challenge.

A hidden gem

To be approachable, with time for parents and pupils

To have time to talk

To be there, when we need support and advice.

To inspire and encourage the children in all aspects of school life.

To be innovative, kind and always putting our children first.

To be firm yet fair in dealing with behaviour issues.

To be seen around the school, having a visible presence.

To have a pride in our school and champion our school in the local community.



STAFF

**AS STAFF WE
WOULD LIKE
THE NEW HEAD
TEACHER ...**

To ensure any changes big or small are only made because they are needed.

Human, fair and approachable

To be someone that we can trust to make the right decision.

To be someone who understands this is a happy school and staff have a special bond.

To be someone who is unafraid of making difficult / unpopular decisions.

To be a friend, and mentor, someone to respect and look to for inspiration.

To understand, enjoy and embrace the diversity of the Bishopton community.

Child orientated and nurturing

To be someone who values and supports diverse education, experiences and activities

A good listener

A school that has a soul—a unique school!

To be someone with integrity, who parents, pupils and staff can trust.



GOVERNORS

**AS GOVERNORS
WE WOULD LIKE
THE NEW HEAD
TEACHER ...**

*To be loyal and passionate
for the pupils at Bishopton
School.*

*Community
focussed*

*Sensitive to
children's needs*

Sense of humour

***To be calm and highly
organized with a positive
CAN DO attitude.***

***To be able to provide opportunities
which allow children to celebrate their
success to the whole school, their
parents and the wider community.***

*Vision and
warmth*

**To strive for high
standards of
quality education
for pupils and
staff.**

**To be someone
who sets a good
example and
communicates well
to pupils, staff and
parents.**

***To be active in helping children feel safe in
school, and be a Head Teacher who will
deal with issues around behaviour.***

*Inspiring
leader*

***Someone who can lead and
deliver results through
others.***



HEAD TEACHERS JOB DESCRIPTION

This job description should be read in conjunction with the National Conditions of Employment for Head Teachers.

Core Purpose

The Head Teacher will be responsible for the internal 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), applicable legislation policies.

Specific Responsibilities

- Strategic direction and development of the school
- To support the Governing Body in shaping the strategic direction of the school.
- To promote and demonstrate the school values of working, learning and growing together.
- To encourage creativity, continuous improvement and the appropriate use of new technologies.
- To ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to maintain a record of self-evaluation and areas for improvement.
- To ensure that a school development plan based on robust self-evaluation, is in place, is delivered, and impacts on school improvement.
- To propose to the Governing Body's Resource Committee a balanced budget which meets the needs and addresses the priorities within the school development plan.
- To be the Governing Body's principal professional adviser.
- To support the Governing Body in challenging and supporting the school effectively so that weaknesses are tackled decisively and statutory responsibilities are met, by providing timely and relevant information on:
 - * progress against school development plan
 - * pupil attainment, progress and achievement and quality of teaching and learning
 - * actions arising from any recent audits
 - * child safeguarding, bullying, exclusions, attendance & racial incidents
 - * other matters that the Governing Body needs to be informed about in order to be effective.
- To take opportunities to generate new income where appropriate.
- To work with the Governing Body to ensure that the school demonstrates effective financial management.
- To ensure compliance with all applicable LA and DfE policies, in consultation with governors and staff, including the school's cluster group.
- To provide all necessary information to the LA and DfE.
- To consult with LA and DfE representatives as appropriate.
- To present the LA and DfE guidance, requirements and advice to governors and staff, when formulating school policy and to ensure the school's policies and practice take account of changes to applicable legislation.





HEAD TEACHERS JOB DESCRIPTION

Teaching and Learning

- To work in partnership with the School Improvement Partner or alternatively to work in partnership with any other external advisor the Governing Body may appoint.
- To be accountable for the teaching and learning within the school.
- To develop continually all staff members in the performance of their work in order to build the school's capacity for sustained improvement.
- To ensure that pupil assessment is accurate and pupil performance information is used regularly and effectively to inform planning.
- To ensure that pupils receive an effective and appropriate education according to their individual needs and abilities.
- To ensure the ongoing monitoring and regular evaluation and development of the curriculum.
- To ensure that the behaviour management policy of the school is implemented consistently and is effective.
- To ensure that the National Curriculum, Religious Education, PSHE and Citizenship are delivered as a minimum entitlement, and that collective worship takes place in accordance with legal requirements.
- To ensure that the school takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum.
- To ensure that the school is dedicated to children being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing.

Leadership and Management

- To maintain high morale and to set an example of professional standards and leadership.
- To ensure staff and volunteers raise concerns about poor or unsafe practice.
- To implement the Governing Body's performance management policy, providing guidance, support and training as appropriate.
- To be proactive in ensuring that all staff take responsibility for their continuing professional development and performance.
- To monitor and review staff deployment to ensure the most effective use of human resources.
- To take overall responsibilities for the appointment of all staff of the school in collaboration with the Governing Body.
- To maintain a single central record in line with current legislation.
- To maintain links with organisations representing staff.
- To monitor the budget statements and to take action as appropriate, bringing any actual or anticipated overspend to the immediate attention of the Chair of the Resource Committee.
- To present the budget statements to the Resource Committee with an analysis of the figures therein to allow the Chair of Governors to countersign the return.





HEAD TEACHERS JOB DESCRIPTION

Community Cohesion and Pastoral Care

- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To provide nurturing and strong pastoral care for all pupils.
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's equalities policies.
- To arrange for parents/carers to be given regular information about the progress of their children and other educational issues.
- To work with parents and carers to ensure children have access to extended services, extra-curricular opportunities, homework and other educational and social experiences.
- To ensure that the school is an integral part of the local community.
- To take account of, and respond to feedback sought from pupils, parents and the wider community.
- To promote and engage in effective integrated practice including common assessment framework processes.

Other

- To liaise as necessary with any other recognised body or agency in the furtherance of the school's needs, or those of any pupil, employee or parent/carer.
- To establish and implement policies which ensure that the security, safety, maintenance and cleanliness of the school and its surroundings conform to statutory and local regulations.
- To work closely with the on-site, privately managed pre-school to support partnership working and ensure smooth transitions.

This job description will be reviewed at least annually as part of the Head Teacher's Performance Management programme.





PERSON SPECIFICATION

Your Application will be judged on its relevance to the following person specification; it will be judged, too, on the quality of its contents and on its presentation.

Qualifications

Essential	Desirable	Measured
<ul style="list-style-type: none">Degree and Qualified Teacher StatusEvidence of recent and relevant personal professional development	<ul style="list-style-type: none">Evidence of further degree/post graduate study with wider relevant experienceNational Professional Qualification for Headship	<ul style="list-style-type: none">Application

Experience

<ul style="list-style-type: none">Substantial experience of successful classroom teachingSignificant senior leadership experience (Deputy or Assistant Head Teacher)Experience of leading curriculum areas and initiatives	<ul style="list-style-type: none">Recent experience as a Head Teacher or Acting HeadExperience of using assessment data to inform decision makingExperience of school development planning, writing, delivering, monitoring.	<ul style="list-style-type: none">ApplicationInterviewReference
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PERSON SPECIFICATION

Leadership / Management / Learning

Essential	Desirable	Measured
<ul style="list-style-type: none">• A creative and innovative management style• Strong analytical ability• Able to lead, motivate, support, challenge and thereby raise standards• Confident in judging lessons and effective in giving feedback to colleagues resulting in improvement• Excellent interpersonal skills• Strong presentation skills• Effective decision maker with good judgement• Excellent time management and ability to manage work loads• Financial management	<ul style="list-style-type: none">• Experience of successful innovation or leading whole-school initiatives• Evidence of a strategic approach to assessment• Evidence of a strategic approach to CPD• Experience of working successfully with other stakeholders• Experience of working with other professional agencies• Experience of managing budgets	<ul style="list-style-type: none">• Application• Interview• Presentation• Reference

Attributes and Values

<ul style="list-style-type: none">• Personal qualities of commitment, integrity, flexibility and enthusiasm• Open and approachable with a vision that inspires others• Able to demonstrate good humour, adaptability and empathy• A robust disposition that shows energy and resilience alongside warmth and tolerance	<ul style="list-style-type: none">• Able to show creativity leading to enhanced learning.• A good judge of character	<ul style="list-style-type: none">• Interview• Presentation• Reference
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SELECTION PROCESS

We ask you to complete the application form which should relate to the person specification and job description detailed in the recruitment pack.

Please support your application with a covering letter, detailing your personal qualities and unique attributes, that will set you apart as the exceptional leader we are looking for.

Application closing date

Please return the completed application form, additional equality form, and a covering letter with your application form to school by **5th March 2018**

Email applications (including all relevant attachments and enclosures) should be sent to

admin2603@welearn365.com

Short listed applicants will be invited to attend interviews by **12th March 2018**

We are committed to safeguarding and promoting the welfare of children and young people 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

School Visit

We would expect applicants to make a school visit which can be arranged by contacting the school office by phone **01789 205058** or

Email: **admin2603@welearn365.com**

Interviews

Interviews will take place over 2 days **28th & 29th March 2018**

All shortlisted candidates will be invited to interview on the first day, with candidates that impress being invited back for a second day. Please confirm your availability to attend both days of interview in your covering letter.

Appointment Timescales

The school intends to appoint our new Head Teacher by 29th March 2018 to start September 2018.

Pay scale

The school is in group 2 and the pay scale for this post is L16 to L21.

Contact Information

Bishopton Primary School

Drayton Avenue

Stratford upon Avon

CV37 9PB

Tel: **01789 205058**

Email: **admin2603@welearn365.com**

