



Application Pack

Headteacher

January 2018





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A message from the Chair of Governors

Dear applicant,

“Embracing Diversity”

Thank you for your interest in the Headteacher position at Livingstone Primary School. We are a good and growing school and the position has arisen as a result of the retirement of our long standing Headteacher with the school.

Recent years have seen significant growth in the size of the school. Despite that the Livingstone spirit has been maintained. Each child is known to all the staff and valued for who they are as individuals.

Now we are looking for someone to guide the next stage of our school's life. You would be supported by a highly skilled staff dedicated to providing for our multi-cultural school population. There is high mobility and many children arrive with little or no English or experience of school. The staff are adept at helping children settle rapidly so they can start to achieve and progress.

To cater for the increase in numbers the buildings have been developed to enable best use of the available space in providing high quality education. These developments have all been supported by a Governing Body dedicated to ensuring that our children have the best opportunities possible.

As the school approaches its maximum capacity we are seeking a new Headteacher to build on what has been achieved. We are looking for a dynamic, modern and forward thinking leader who will inspire and motivate our dedicated and talented staff to work with us on the next stage of our journey and provide the best possible education to all.

I would encourage all prospective applicants to visit our school and meet our staff and pupils before applying. Further information about Livingstone Primary can be accessed through the school's website at <http://www.livingstoneprimary.co.uk/>.



Roger Stokes
Chair of Governors



Introduction to Livingstone Primary School

Livingstone Primary School is a Foundation school, part of the LEAP Community Trust, situated on the northern edge of Bedford town and the school benefits from spacious grounds and has great character. There are two main buildings, Victoria built in 1894 and Elizabeth in 2012. Both have been further developed to provide a dedicated library and to meet the needs of the school as it has grown.



We cater for boys and girls aged 4 – 11 years, and we also run a Pre-school for 3 and 4 year olds. The children from Pre-school to Year 1 are based in Victoria building with the other classes in the Elizabeth building. In addition, there are two wooden buildings used for the Science Hub and the Forest School. The current roll, which can vary day to day, is about 400 pupils with 40 different languages spoken. This includes the Pre-school where there are separate morning and afternoon sessions for 24 children in each.

In September 2018 the opening of a second class in Year 6 will mean two forms in each Year Group with a capacity of 420 plus the Nursery. A variety of popular clubs are held throughout the week together with a Breakfast Club and an After School Club. Our exciting curriculum engages pupils, and pupil behaviour is very good.

Leadership is dispersed with three Assistant Headteachers. One is also the SENDCo while the other two have class responsibilities. All are supported by a strong team in the office and a proactive site manager.

Closeness to the town centre means that the facilities there are within walking distance, as is Bedford Park and the Robinson Swimming Pool. PE for Years 5 and 6 is held in the Trinity Arts & Leisure facility operated by Bedford College.



At Livingstone Primary School, we are proud to be an inclusive school which provides a high quality, creative and challenging education. Our secure, caring and happy environment encourages children to have high expectations of themselves in all aspects of school life.

Job description

JOB TITLE: Headteacher

SALARY LEVEL: (Group 3) £50, 476 – £68,643

The duties are as stated in the STP&CD section 48.

Overall Responsibility:

To deliver the School's vision for education, through providing leadership in the organisation and management of Livingstone Primary School, its pupils, its staff and resources.

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.
- 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.
- 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.

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:
 - a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
 - b) in the preliminary stages.
- 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 body, staff, pupils, parents and carers.
- Produce regular reports for the school's governing body on educational and other aspects of the school. Actively support the governing board to understand its role and deliver its functions effectively.

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.
- Any other reasonable duties deemed necessary to ensure the smooth running of the school.

Person Specification

Criteria	Essential	Desirable	Evidence App/In/Ref
QUALIFICATIONS AND EXPERIENCE			
1. Qualified teacher status	✓		Cert.
2. National Professional Qualification for Headship (NPQH) or participating in NPQH training (<i>for those new to Headship</i>)		✓	Cert.
3. Good honours degree		✓	Cert.
4. Substantive experience as an effective leader at senior leadership team level in a school.	✓		AF/I
5. Experience of working in a multicultural school	✓		AF/I
6. Evidence of appropriate professional development	✓		A Cert.
SHAPING THE FUTURE			
7. Ability to articulate, share and translate a vision of the school	✓		AF/I
8. Ability to ensure effective strategic financial planning and budgetary management to achieve best value	✓		AF/I
9. Proven skills and experience in analysing data, developing strategic plans, setting targets and monitoring/evaluating progress to lead school improvement	✓		AF/I
10. Understand and discuss local and national educational trends	✓		AF/Ref
11. Understand what constitutes quality in educational provision, the characteristics of effective schools, and effective strategies for raising standards and the achievement of all pupils	✓		AF/I
LEADING TEACHING AND LEARNING			
12. Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students	✓		AF/I/Ref
13. A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	✓		AF/I/Ref
14. Understand the characteristics of an effective learning environment and the key elements of successful behaviour and attendance management.	✓		AF/I
DEVELOPING SELF AND WORKING WITH OTHERS			
15. Understanding of strategies for performance management, including distributive leadership and building teams to share accountability for goals and standards	✓		AF/I
16. Collaborate and communicate with a wide range of audiences including parents, pupils, colleagues, governors, LA; other schools and colleges	✓		AF/I
17. Commitment to the promotion of an inclusive school community	✓		AF/I
18. Ability to give and receive effective feedback and act to improve personal performance	✓		AF/Ref
19. Challenge, influence, motivate and support others to attain high standards	✓		AF/I/Ref

Criteria	Essential	Desirable	Evidence
SECURING ACCOUNTABILITY			
20. Demonstrate an understanding of the statutory role and duties of the governors of a maintained community school and work in partnership to ensure governors are enabled to carry out their specific responsibilities	✓		AF/I
21. Ensure statutory policy documentation is enforced by all	✓		AF/I
22. Build and maintain effective relationships with parents, carers, partners and the community, which enhances the education of all pupils	✓		AF/I/Ref
23. Apply the principles and practice of quality assurance systems including school review, self-evaluation, performance management and stakeholder and community involvement	✓		AF/I
24. Lead the team effectively and efficiently towards the academic, spiritual, moral, social, cultural and physical development of all pupils	✓		AF/I
25. Demonstrate emotional resilience within a stressful environment.	✓		I/Ref

Evidence: **AF=Application Form; Cert=Certificate; I= Interview; Ref=Reference**

How to Apply

Please send a letter of application outlining how you meet the essential criteria of the person specification of the role with a completed application form which is available to download on our website.

Email applications:

To be sent to Roger Stokes, Chair of Governors at chair@livingstone.bedssch.co.uk

Postal applications:

To be marked '**Private and Confidential**' and sent to:

**Roger Stokes, Chair of Governors
c/o Livingstone Primary School
Clapham Road
Bedford
MK41 7LG**

*The closing date of receipt of applications is **15th January 2018 at 9am***

*Interviews are provisionally booked for **29th and 30th January 2018***

Livingstone Primary School is committed to safeguarding children and all appointments are subject to enhanced DBS clearance.

Further information

We are inviting potential applicants to attend a tour of the school. If you would like to book a place on a tour, please email Linda Large, our Office Manager, at schooloffice@livingstone.bedssch.co.uk . It would be helpful if you could add 'Tour' in the subject field of the email.

Useful links:

Livingstone Primary School website can be viewed [here](#).

Latest Ofsted report can be viewed [here](#).

Bedford Borough Council website can be viewed [here](#).

We look forward to receiving your application.

Livingstone Primary School
Clapham Road,
Bedford
MK41 7LG

Tel: 01234 352879 Email: schooloffice@livingstone.bedssch.co.uk

Visit our website <http://www.livingstoneprimary.co.uk/>