Woodlands Park Primary School



Job Description &

Person Specification



Westcountry Schools Trust

“Stronger together - every child in a great school.”

September 2017

Dear Colleague,

Woodlands Park Primary School is a happy, successful and welcoming school within the Westcountry Schools Trust (WeST). In 2015 the school was graded outstanding by Ofsted and seeks to improve further. There are 303 children on roll grouped into eleven classes: two foundation classes getting children off to a great start, followed by three parallel classes in years 1/2, 3/4 and 5/6 each with a phase leader. The school has specialist teaching in PE and music and is housed in a modern bright building in lovely grounds.

The Governing Board and WeST are looking to appoint an excellent Headteacher who believes that every child can succeed and that a broad, balanced and creative curriculum coupled with a culture of high expectations will prepare children for their future. The successful applicant will need an uncompromising pursuit of excellence in all aspects of school life and be an excellent communicator with good interpersonal skills. We are looking to appoint someone who is excited by education and can motivate the staff team, creating challenge and opportunity.

WeST believes passionately that by working together we can deliver the highest quality education in all our schools. Each school is a giver and receiver of support, sharing a common vision to nurture children on their learning journey from 2 – 19 years. From September 2017, there will be five secondary schools and five primary schools in the Trust, with another primary in a management partnership and a primary free school opening in September 2018. Leaders and teachers collaborate regularly to learn from each other and to challenge each other, driving school improvement in all schools. Headteachers are responsible for their own school and developing its unique identity within the community. As Executive Primary Principal, I regularly visit each school to support and challenge in equal measure. WeST is committed to providing professional development opportunities and spotting and developing talented leaders and teachers.

The enclosed information will give you information about the post in addition to the school and WeST websites. However, I would encourage you to visit the school where possible and meet the happy, hard working children and staff. Please contact me to arrange an appointment or for a confidential discussion.

htipping@ivybridge.devon.sch.uk or 07557052266.

Westcountry Schools Trust is committed to safeguarding and promoting the well being of children and staff. Any offer of employment will be subject to appropriate safeguarding checks.

Thank you for your interest in this post and I look forward to hearing from you.

Best wishes

*Helen Tipping*

Helen Tipping

Executive Primary Principal

Westcountry Schools Trust

Welcome from the Chair of Governors

 1st September 2017

Dear Applicant,

Thank you so much for your interest in the role of Headteacher at Woodlands Park Primary School. Enclosed is a range of material aimed at supporting you in your research about our school, more information can be found by visiting our school website at [www.woodlandspark.devon.sch.uk](http://www.woodlandspark.devon.sch.uk)

Woodlands Park Primary School is located at the eastern end of Ivybridge, twelve miles from the City of Plymouth and thirty five miles from the City of Exeter. The school is at the heart of the residential area of Woodlands, at the foot of the southern slopes of Dartmoor National Park and roughly six miles from the beautiful beaches of the South Hams. We have a roll of 303 children and in addition to those residing in the immediate vicinity of the school; we serve those living in the outlying village of Lee Mill. The school was built in 1991 and has since established itself as an integral part of the local community.

Woodlands Park Primary School is part of Westcountry Schools Trust and provides a great education for children aged 4 – 11 years. There is a privately run Montessori Nursery on site. Woodlands Park is also an accredited centre for the development of student teachers through our links with Devon Primary SCITT. In this we have been ranked by OSFTED as a Grade One provider.

We are seeking to appoint a high calibre individual to lead our impressive teaching team, to embed strong teaching standards and to drive ambitious learning for our children within a broad and rich curriculum. We would also love the successful applicant to have a warm character and provide a strong and accessible presence within our school. The new headteacher will work with the Executive Primary Principal and the headteachers within our family of schools.

The job decription and personal specification are detailed below. We would be delighted to speak to you about leading Woodlands Park Primary School and answer any questions that you may have. For an informal conversation please contact the Executive Primary Principal, Helen Tipping, on 07557052266. We look forward to hearing from you and receiving your completed application.

Yours sincerely

Sean Bruce

**Chair of Governors**

## Person Specification

**Qualifications and Training**

* Qualified Teacher Status (QTS)
* National Professional Qualification for Headship (NPQH) or a commitment to work towards this qualification or equivalent
* Proven commitment to professional development in leadership and management
* Proven experience of successful school improvement initiatives

**Experience**

You will have successful experience:

* as a Primary Headteacher, Deputy or Assistant Headteacher
* leading across the full primary age range including early years education
* leading school improvement and raising standards
* developing and implementing an outcomes driven school improvement plan
* adapting and improving a school curriculum
* accurate self evaluation of the impact of initiatives and school improvement
* teaching across the primary age range

**Skills, Knowledge and Aptitudes**

**Vision**

You will be able to:

* implement a clear vision for continuous and sustained school improvement
* lead, implement and manage change
* be forward looking and be committed to raising standards and improving outcomes for children within Woodlands Park Primary School and within the family of schools

**Lead learning and teaching**

You will have:

* an ability to analyse and use data for school self evaluation to ensure high quality teaching and learning, leading to the highest possible standard of achievement for all children, including SEND, disadvantaged and other groups of children throughout the school
* an ability to improve and widen the school’s provision to ensure a broad, rich and creative curriculum

**Develop self and work with others**

You will have:

* an ability to work closely and effectively with people at all levels within Woodlands Park Primary School and throughout the Westcountry Schools Trust.
* an ability to review your own and others’ performance, celebrating achievement and providing and participating in continuing professional development to maintain high expectations and sustain improvement, whilst challenging underperformance
* an ability to delegate and monitor the impact of leadership and management effectively

**Manage the organisation**

You will have:

* the flexibility and experience to adapt current methods and systems to accommodate the needs of Woodlands Park Primary School and across the happy and successful Westcountry Schools Trust
* the experience to achieve and maintain a safe, secure and healthy school environment
* the experience required to manage resources; put in place and monitor efficient systems and processes and the experience and commitment to promote equality at all levels throughout the school

**Communication**

You will have:

* experience of the importance of inclusiveness within the community
* experience of promoting a positive, caring ethos with high standards of behaviour and attendance
* experience developing and maintaining effective relationships with stakeholders that enhance the achievement, personal development and well-being of pupils and their families

**Personal Qualities**

You will be able to demonstrate:

* a genuine warmth for children
* exceptionally high expectations for children and staff
* an open minded, innovative approach to schooling and education

You will be:

* reliable, enthusiastic, flexible and resilient
* able to take the initiative in a constantly changing wider education environment
* confident and self-critical
* able to lead teams and support others in doing so
* committed to collaborative working within and beyond the family of schools

## Job Description

**Main Purpose of the job**

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing leadership and assisting with the delivery of the strategic direction to ensure the achievement of the highest possible standards of education in Woodlands Park Primary School. The role will require collaboration within and beyond Westcountry Schools Trust and a close working relationship with the Executive Primary Principal (EPP). The Headteacher will be accountable to the Governing Board and to the EPP on behalf of Westcountry Schools Trust.

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers together with the particular requirements for managing Woodlands Park Primary School in a successful collaboration with Westcountry Schools Trust.

**Shape the future**

* Lead by example and provide inspiration and motivation to the school community; generate vision, ethos and policies for the school which promote high levels of achievement, challenge the status quo, meet equality objectives and ensure a caring, stimulating and secure environment
* Think strategically, build upon and communicate the coherent vision in a range of compelling ways
* Ensure that this vision and ambition for improvement is effectively expressed in the school improvement plan and that this is understood, shared and acted upon effectively by all
* Work in partnership with staff and governors to ensure that the school improvement plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning
* Demonstrate effective continued collaboration within the Westcountry Schools Trust and develop new plans for enhanced collaboration that will impact positively on outcomes for children.
* Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the local community
* Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory and Westcountry Schools Trust requirements

**Lead Teaching and Learning**

* Set and achieve ambitious, challenging targets for all children.
* Ensure a continuous focus on raising childrens’ achievement, using comparative data and local and national benchmarks to evaluate and improve the school’s performance
* Ensure that there is effective planning and assessment for every child’s learning, and careful monitoring and tracking of the progress and achievement of specific groups and individual children, including disadvantaged, SEND and the most able children
* Systematically evaluate and enhance the quality of teaching across the school, and work with all classroom staff to ensure the highest standards of professional performance
* Lead, develop and monitor through regular review, a creative, flexible, broad and balanced curriculum that challenges and stimulates childrens’ enjoyment and enthusiasm for learning, is relevant to the needs and aspirations of all children and meets all statutory and Westcountry Schools Trust requirements
* Develop, monitor and assess the effectiveness of the curriculum
* Further develop and improve the offering of sports, music and other arts within the curriculum
* Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning
* Develop and maintain a broad range of extra-curricular activities across the school
* Maintain effective systems for communicating with parents, carers, children and governors to ensure that individual targets and progress are achieved.
* Develop methods to successfully engage parents in the progress of their children’s academic achievements at school
* Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and childrens’ personal development

**Develop self and work with others**

* Lead by example, creating a shared commitment to high expectations, collaborative teamwork, distributed leadership and professional reflection
* Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review
* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/life balance

**Manage the organisation**

* In partnership with the Governing Board and Westcountry Schools Trust, set appropriate priorities for expenditure within a balanced budget, and ensure effective and efficient financial and administrative control in order to achieve the school’s educational priorities and goals, and provide value for money
* Ensure the budget is managed effectively within a strong framework of financial control which meets MAT requirements and provide timely and appropriate financial reporting to the Governing Board.
* Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
* Produce and maintain an effective Self Evaluation Assessment for the whole school
* Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school’s educational priorities and goals
* Maintain effective systems for safeguarding all children, working with external agencies as required
* Maintain and develop a strong collaboration with the family of schools within the Westcountry Schools Trust, attending meetings as agreed with the Executive Primary Principal and CEO.
* Report to the Local Governing Board including regular headteacher’s reports in line with the Westcountry Schools Trust framework
* Manage and organise the school environment efficiently to ensure that it supports the achievement and well-being of all children and adults operating at the school site, and meets all health and safety regulations
* Use a range of technologies effectively and efficiently to lead and manage the school
* Ensure the school continues to offer Extended School Services at affordable rates for parents

**Secure accountability**

* Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school
* Provide data analysis, information and advice to the Local Governing Board and Westcountry Schools Trust, which will enable it to meet its responsibilities for securing effective teaching, learning and assessment, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities
* Ensure the provision of a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and OFSTED

**Communication and Community**

* Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in the drive for school improvement and high achievement for all
* Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment
* Maintain a harmonious, productive and mutually beneficial relationship with other schools including primary and secondary schools.
* Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural well-being of children and their families
* Develop and strengthen effective partnerships with other primary and secondary schools to further children’s welfare and achievement
* Maintain the high profile of the school in the community

**Premises**

* In collaboration with Westcountry Schools Trust, ensure effective supervision, maintenance and security of the school premises, so that all health and safety and safeguarding requirements are met
* Lead the continuing development and maintenance of an attractive school environment which stimulates learning and enhances the appearance of the school

**Additional Information**

**Supporting our new Head**

It is extremely important to us that we give you all the support you will need for the most effective possible start to your Headship. As part of that process we will offer an appropriate and thoughtful induction process appropriate to your needs.

That could include arranging for:

* A mentor to support you during your induction and beyond
* Support for appropriate Continued Professional Development
* An introductory meeting with Chair of Governors and key committee member
* The benefit of working with a group of sucessful leaders within Westcountry Schools Trust

**Recruitment and Selection**

Our selection process is based on best practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants.

**Equal opportunities**

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. Woodlands Park Primary School is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

## Procedures

All appointments are subject to pre-employment checks. That means:

• Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.

• Original documents relating to all the qualifications you have listed on your application form must be supplied.

• Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee.

• References will be used to check dates of employment and your relevant experience. **A minimum of two written references will be taken up and these references will be requested before the interview.** References should cover the last 3-5 years work history, as a minimum.

• The identity of referees and information relating to disclosures will be verified.

• You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986.

• A Disclosure and Barring Service (DBS) check is required. This check will be cross referenced against the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks.

Westcountry Schools Trust and Woodlands Park Primary School will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.

The school is required to follow the DBS code of practice. An enhanced disclosure will be applied for. An enhanced disclosure will include non-conviction information from local police records if it is thought to be relevant to the position being applied for.

All offers of employment are subject to obtaining medical clearance and should you be successful, you will be required to complete a Health History form, which will be sent to you. Should you not be declared medically fit to carry out the required duties, our offer of employment will be withdrawn.

The preferred candidate will be sent an offer letter. This will set out the following points:

* The job title and the offer of that job.
* Any conditions (pre or post) that apply to the offer i.e. medical clearance, DBS clearance satisfactory police check, recognition of qualified teacher status by the Department for Education etc.
* The terms of the offer – salary, hours, pension arrangements, holiday entitlement, place of employment etc.
* The date of starting.
* What action the candidate needs to take, e.g. returning a signed acceptance of the offer, pre-employment forms to be completed.

The new Headteacher will be provided with a contract of employment within two months of starting work.

## Salaries

The salary range offered for the post of Headteacher will be L14 to L20.

Pay structures in the school are set in accordance with Westcountry Schools Trust’s Pay Policy and the School Teacher’s Pay and Conditions. Pay will be reviewed regularly.

## Annual leave

As we are a school, we cannot operate effectively if staff are not in during term time. It is therefore a condition of employment that you will work 195 days during term time only and leave must be taken during school closure periods, i.e. Christmas, Easter, summer and half terms.

## Pension scheme

All staff qualifies to join a pension scheme (Teacher Pensions or Local Government Pension Scheme for support staff). You will be provided information about the scheme relevant to your post. If you decide not to join the scheme please complete the form immediately as you will automatically pay pension contributions unless you have stated a preference not to.