

Headteacher Recruitment Pack



 **Alford Primary School** 
Learn Well, Have Fun, Be Safe



Welcome



Dear Prospective Headteacher

We are delighted by your interest in the role of headteacher at Alford Primary School.

This becomes vacant in September 2018 when our much-respected current head, Debbie Forster, retires.

In the eight years of her headship Mrs Forster has cemented the reputation of the school as a dynamic, exciting place in which to learn, live and work. Our mission statement – *Learn Well, Have Fun, Be Safe* – is at the heart of every aspect of school life.

In a recent stakeholder survey of pupils, parents and staff, all were asked what they valued most about Alford Primary School. Overwhelmingly, all groups told us that the school's friendly ethos – the sense of being one big family in which we all care for one another – was a great strength. Pupils took pride in their learning and clearly enjoyed school. Parents felt very well supported and staff showed a great sense of pride in working at a caring school with high expectations of all.

As governors, we have a clear vision for the coming years and we are interested to see how your vision can help us to reach our goals. In our new headteacher, we are seeking to appoint a leader who will strive for excellence in all aspects of school life. He or she will be able to build upon the school's successes, preserving its caring, friendly ethos whilst encouraging all to reach new heights.

In our most recent OFSTED inspection in May 2016 the school was given a very convincing 'Good' rating. We know that 'Outstanding' is within our sights – our new headteacher will be an inspirational leader with the drive, ambition and skills to take us there. If you have the passion

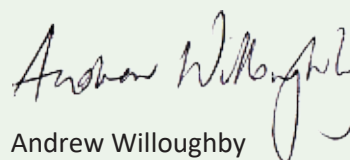
to inspire and support all members of the school community, we would like to hear from you.

The recruitment pack will give you more information on the school, as will our website <http://www.alfordprimary.co.uk>. However, I would encourage you to visit the school where possible and see for yourself our happy, hard-working children and staff. Please contact our Clerk to the Governors, Mrs Catherine Murray, by email on catherine.murray@alford.lincs.sch.uk or by phone on 01507 463414 to make an appointment.

Please ensure that in your application you detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description; this is very important and enables you to demonstrate any successes or impact evidence you have to support your application. You may write this either in the 'Personal Statement' section of the application form or in a separate letter.

Please submit your application to me by email on cog@alfordprimary.co.uk. I look forward to hearing from you.

Yours sincerely



Andrew Willoughby
Chair of Governors



Our School



Learn Well, Have Fun, Be Safe

We are a two-form entry, LEA-maintained community primary school with 367 pupils on roll. We pride ourselves in raising the aspirations of our children, encouraging all to achieve their full potential.

As one of Lincolnshire's larger primary schools we are able to provide a varied programme of extra-curricular activities. We believe passionately in supporting children's personal and emotional development.

Our Aims

- Safety & happiness of every child
- Independent learners
- Highest quality teaching
- Nurture curiosity and a love of learning
- Support children's social, moral and intellectual development
- A caring community
- Extra-curricular activities and experiences
- Work together with parents

We value



'I love Science Day. We do experiments and I like it that there are always lots of surprises!' Year 5 pupil



'Caring atmosphere where staff nurture every child academically and emotionally.

Fantastic, dedicated teachers. A variety of extra-curricular opportunities. A close community.' Parent

Learn Well, Have Fun, Be Safe

Learn Well, Have Fun, Be Safe



Our Achievements



*Our Year 2 succeed
in the Sports Hall Athletics Competition
at Skegness Academy*

Creativity is very strong in our school, with all of our children participating in musical and stage productions.

Our school has taken part in county competitions such as the

LAFTAs (The Lincolnshire Awards for Film Teamwork Achievement)

The competition, supported by its patron, the actor, Jim Broadbent, showcased pupils' talents in film making in school. We won our category three years in a row and won the Patron's Choice award twice!



*'The Numbers all stack up for
Alford's Youngest
GCSE Super A* Star'*

Dylan Twigg, a talented Y6 pupil, was identified from a young age as being a very gifted mathematician. A neighbouring secondary school was approached to work with Dylan who, in June 2017, achieved an A* in his GCSE examination.



Governors' 5-Year Vision

Learn Well, Have Fun, Be Safe

- Striving for the best for every child by providing challenge in a happy, safe environment
- Encouraging every child to have a love of learning, developing investigative skills and becoming an independent learner
- Developing Alford Primary School as a centre of excellence for teaching and learning
- Maintaining and building upon the school's supportive, family-oriented ethos
- Actively promoting the school's strengths and ethos and building upon its role as a school for the whole community
- Continuing to collect and respond to the views of stakeholders
- Developing further our relationship with Early Years providers so that children make a smooth and easy transition into Reception
- Providing a rich variety of extra-curricular activities so that children have the opportunity to develop skills and interests
- Encouraging new competitive activities to inspire children to aim high
- Preparing children to become good citizens, exercising tolerance, fairness and respect
- Preparing children effectively for a smooth transition to secondary school



*'I like everything about school.
I love that we have nice friends in
school.'* - Year 3 Pupil



Job Description

*Have you the
passion,
drive and skills
to lead our thriving,
happy primary
school?*

Job title **Headteacher**

Responsible to
The Governing Board

Remuneration:
Group 3 L12-L23
£51,639-£67,652

MAIN PURPOSE

The headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the school's ethos which enables pupils and teachers to achieve effective learning.

The headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing board and national and local education strategy.



Duties

This job description is subject to the general conditions of service for a headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers (2015).

Key Accountabilities

Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example with integrity, creativity, resilience, and clarity, drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. 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.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Job Description

Learn Well, Have Fun, Be Safe



We have an excellent staff team who work together with creativity and enthusiasm to share good practice for the benefit of our 360 pupils. This resulted in our convincing 'Good' rating in our most recent OFSTED inspection in 2016.

We pride ourselves in raising the aspirations of our children, encouraging all to achieve their full potential. As one of Lincolnshire's larger primary schools we are able to provide a varied programme of extra-curricular activities. We believe passionately in supporting children's personal and emotional development.

Pupils and staff

1. 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.
2. 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.
3. 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.
4. Create a strong ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and process

1. 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.
2. 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.
3. 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.
4. Welcome strong governance and actively support the governing board 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.
5. 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.
6. 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.

Job Description

The self-improving school system

1. Create an outward-facing school which works with other schools and organisations in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. 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.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. 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.

Accountable for

Leadership of all teaching and support staff.

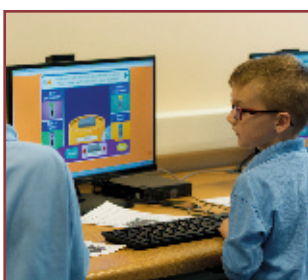
Accountable to

The Governing Board

Learn Well, Have Fun, Be Safe



Person Specification



Selection decisions will be based on the criteria outlined below.

At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application paperwork you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

	Essential or Desirable	How will this be assessed
Qualifications and Experience		
Qualified Teacher Status (QTS)	E	Application Form
Significant and successful senior leadership experience within a primary school	E	Application Form Personal statement
Evidence of proactively pursuing continued professional development and being a lifelong learner	E	Application Form
Safeguarding Children		
Current safeguarding training	E	Application Form
Enhanced DBS clearance	E	Application Form
Ability to demonstrate a track record of commitment to safeguarding and promoting the welfare of children	E	Personal statement Selection Process
Qualities and Knowledge		
Have an excellent understanding of the primary curriculum across all key stages	E	Personal statement Selection Process
Ability to articulate a clear vision of how to take our school forward, building upon existing strengths and taking all members of the school community with them	E	Personal statement Selection Process
Evidence of success in leading by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and governors	E	Personal statement Selection Process
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the senior leadership team and governors	E	Personal statement Selection Process
Ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	E	Personal statement Selection Process
Experience of effective school improvement planning, including its implementation, monitoring and evaluation	E	Personal statement Selection Process
Clear understanding of the SEND code of practice and proven experience of supporting children in overcoming barriers to learning	D	Personal statement Selection Process

Person Specification

Pupils and Staff		
Evidence of creating an environment which enables the personal, social and emotional development of each child in order to optimise learning potential	E	Personal statement Selection Process
Committed to aspirational educational standards for all pupils and staff	E	Personal statement Selection Process
Evidence of identifying and developing emerging talent and leadership ability, encouraging the personal and professional development of all staff	E	Personal statement Selection Process
Values mutual support and respect, developing strong working relationships and building effective teams	E	Personal statement Selection Process
Being abreast of the latest educational developments and research (nationally and internationally)	E	Personal statement Selection Process
Systems and Processes		
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability	E	Personal statement Selection Process
Leadership and Development Skills		
A track record of proactively maintaining and developing opportunities for partnerships with parents, other schools, local churches and other community groups	E	Personal statement Selection Process
Ability to develop and build on existing international links and relationships	E	Personal statement Selection Process
Successful experience of an OfSTED inspection at leadership level with the ability to build upon our last OfSTED inspection and lead us towards outstanding	E	Personal statement Selection Process
Welcomes support and challenge from the governing board and actively supports the governors to fulfil their duties/responsibilities effectively	E	Personal statement Selection Process
Successful participation in collaborative partnerships with other schools and academies as part of the peer review process	D	Personal statement Selection Process
Personal Attributes		
Dedicated, child-centred and with a sense of humour	E	Personal statement Selection Process
Reflective - able to build on the firm existing base, valuing the work of all staff and embracing the ethos of the school	E	Personal statement Selection Process
Be approachable and accessible to all stakeholders	E	Personal statement Selection Process
Excellent written and verbal communication skills	E	Personal statement Selection Process



Living & Working in East Lincolnshire

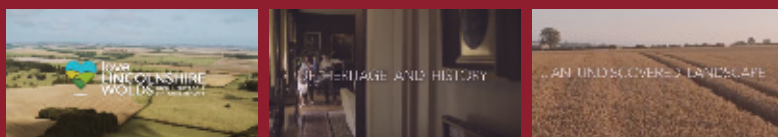


Alford is a small market town with a rich history which serves a predominantly rural area. It is a lively community in which there are many opportunities to take part in sporting, musical and historical activities. It nestles between the Lincolnshire Wolds -designated an Area of Natural Beauty and the birthplace of the poet Tennyson - and the east coast with its quiet beaches interspersed with the lively coastal resorts of Skegness, Mablethorpe and Sutton-on-Sea.

The Georgian market town of Louth, with its excellent independent food shops and beautiful St James' Church is only 15 miles away. The city of Lincoln, with its magnificent cathedral, university, great shopping and a wealth of cultural activities, is less than hour's drive from Alford.

There is an excellent selection of housing in Alford and the local towns and villages. Alford has two secondary schools, both of which have achieved OFSTED 'Outstanding' ratings **Queen Elizabeth's Grammar** and the **John Spendluffe Technology College**.

Follow the links below for some short videos about the beautiful Lincolnshire Wolds.
<https://www.e-lindsey.gov.uk/article/6096/Videos-of-the-District>



Alford Primary School

Hanby Lane

Alford

Lincolnshire

LN13 0EU

T: 01507 463 414

Clerk to Governors (for further information and to arrange visits)
catherine.murray@alford.lincs.sch.uk

Chair of Governors (to submit applications)
cog@alfordprimary.co.uk

W: www.alfordprimary.co.uk

