



**Combining a Family Atmosphere  
with a Commitment to High Standards**



## **Headteacher Recruitment Pack**

**Number on roll: 92**

**Salary range: £46,799-£54,250**

**[www.sthelenspri.iow.sch.uk](http://www.sthelenspri.iow.sch.uk)**



## Contents

Letter from our Chair of Governors

Why would you want to come here?

What we want from our Headteacher; staff, children and parents give their views

More about our school; our vision, ethos and aims

Our staffing structure and our Governing Body

Our data

Our place in the community; our environment, Montessori pre-school and library bus

Person specification

Role profile

Advert and application procedure





**Dear Candidate,**

Welcome to St Helens Primary School and thank you for your interest in the post of Headteacher here. We are pleased to send you our information pack which includes some YouTube links, as well as application forms for you to complete and return.

I hope this pack inspires you with a sense of the caring community spirit and support at our school, as well as its individual nature and our aspirations for all our young people.

We are looking for a new Headteacher, to start September 2018, when our current, long-serving Head retires.

St Helens Primary school is a small village school and as Governors we want every child to be inspired to reach, not only their full academic potential, but to experience a creative, memorable school life which instils high moral standards, fairness and kindness to others, as well as the joy of life-long learning.

Could you lead and be part of this team? Are you reflective and can you bring high educational standards, excellent leadership and management skills and dynamic energy to the role of Headteacher?

Why not read on and consider this opportunity? We would highly recommend visiting our school and will be happy to show you around, please email **[recruitment@sthelenspri.iow.sch.uk](mailto:recruitment@sthelenspri.iow.sch.uk)** to arrange a time.

Looking forward to meeting you,

Yours sincerely

**Jacqui Lamb**  
**Chair of Governors**



## Why would you want to come here?

**St Helens Primary School is a small community school with a big heart, where children flourish in a safe and caring family environment.**

### St Helens Primary School offers you:

- ✓ a very self-sustaining, small community school with great community support. We are our village!
- ✓ a happy group of wonderful children who are co operative, engaged and who enjoy their learning.
- ✓ the opportunity of working with a dedicated staff team who are keen to develop pupils' abilities and achievements, as well as improving their own skills.
- ✓ a school judged 'Good' by Ofsted in 2014.
- ✓ good strategic links with other schools.
- ✓ a supportive, forward thinking and collaborative group of governors.
- ✓ an enviable location with lovely playing fields and outside spaces, within minutes walk of a National Trust coastline.
- ✓ easy commuting from the mainland, with a 22 minute crossing on the Fast Cat passenger ferry from Portsmouth to Ryde, or a nine minute Hovercraft journey from Southsea.
- ✓ a parent community with high expectations of the school.



## What we want from our new Headteacher

### We are looking for someone who:

- ✓ is an inspiring, motivational and supportive leader, who is committed to distributive leadership amongst staff, whilst delegating and holding them to account.
- ✓ has a track record in raising teaching standards, ensuring progression and attainment for all children and a desire to embed a culture of continuous learning and development for both the children and staff.
- ✓ is a strategic, inspiring leader and a talented teacher.
- ✓ is an effective manager of change and has the ability to think creatively.
- ✓ has the interpersonal skills to communicate effectively with children, governors, staff, other school leaders, parents and the community, in order to ensure that the purpose and direction of the school is understood by all stakeholders.
- ✓ can meet the exciting challenge of mixed age classes, together with the opportunities they create, to make the most of teaching pedagogy, learning and pastoral care.
- ✓ is willing to develop themselves and accept support and challenge from the Governing Body.
- ✓ to network effectively with other professionals to extend knowledge and resources within the school.

## What the staff say they want from a Headteacher

- ✓ *experience*
- ✓ *inspiring*
- ✓ *strong on discipline*
- ✓ *team player*
- ✓ *good sense of humour*
- ✓ *approachable*
- ✓ *be part of school life (not distant)*
- ✓ *clear expectations*
- ✓ *decisive*
- ✓ *good communicator*
- ✓ *motivating*
- ✓ *positive*
- ✓ *fun*
- ✓ *loyal*
- ✓ *protect staff and children*
- ✓ *strategic/forward thinking*
- ✓ *striving for outstanding*
- ✓ *child-centred*
- ✓ *cares about the children and staff's wellbeing*
- ✓ *creative with the budget*
- ✓ *aware of the latest ideas/resources*
- ✓ *keeps staff up-to-date with changes in teaching*

## What the children say they want from a Headteacher

This is what they said, in their own words, and you can hear more of their views by clicking [here](#).

- ✓ *A fun Headteacher, who is a little bit strict (50/50)*
- ✓ *Somebody who likes to set up events like Miss Loader does*
- ✓ *Someone who is interested in what you are doing*
- ✓ *Someone who is fair*
- ✓ *Someone who checks up on you, checks on your weak points in your learning*
- ✓ *They will be fun and like sports. Someone who won't say only boys can play football.*
- ✓ *A man Headteacher as there isn't any men teachers in this school*
- ✓ *I like the golden rules and I don't want them to change*
- ✓ *Someone who enjoys teaching and what they do!*
- ✓ *Someone who can communicate well*
- ✓ *I would like someone who gives out stickers*
- ✓ *Somebody who isn't teaching just because they get paid*
- ✓ *Someone with a good personality*
- ✓ *No criminals*
- ✓ *Somebody who has a range of subject knowledge – literacy, numeracy, all the different subjects that we learn*
- ✓ *Someone who does lots of meetings with the school council to make the school better*
- ✓ *Someone who likes to follow the curriculum*
- ✓ *Not somebody who is rude and horrible*
- ✓ *Someone who likes to do extra-curricular activities such as drama*
- ✓ *Someone who comes into each class and teaches them*
- ✓ *If someone is being rude or naughty they tell them off*
- ✓ *Someone who is willing to give knowledge not in school or class time*
- ✓ *Someone who watches us when we take part in events. Miss Loaders watches us play football*
- ✓ *Someone who likes to set up more sport clubs*
- ✓ *Someone who really takes into account the views of the children*
- ✓ *Someone who admits when they are wrong and someone who will admit when someone knows more about something*
- ✓ *Someone who lets us have mufti days every other Friday*
- ✓ *Someone who bans homework*
- ✓ *Someone who lets us wear slippers*
- ✓ *Someone who lets us sit where we want in class*
- ✓ *Someone who lets us go more school trips*
- ✓ *Someone who celebrates occasions*
- ✓ *Someone who doesn't have favourites*
- ✓ *Someone who doesn't judge*
- ✓ *Someone who likes Christmas*
- ✓ *Someone who lets us have more school discos*
- ✓ *Someone who would like to join in with our Bus Project*
- ✓ *Someone who lets us go on residential*

## What the parents say they want from a Headteacher

- ✓ *A clear moral purpose and the ability to inspire teachers and students*
- ✓ *The ability to earn the children's respect*
- ✓ *Empathy*
- ✓ *A genuine commitment to inclusion, providing strong support with a positive, creative and adaptable outlook*
- ✓ *Maintain good and strive for outstanding*
- ✓ *Smile and enjoy children*
- ✓ *To also teach*
- ✓ *Not to change too many rules*
- ✓ *Firmness when needed in dealing with difficult parents and children*
- ✓ *The ability to 'think outside the box' and devise innovative approaches to education issues*
- ✓ *A commitment to do right by ALL children, including SEND*
- ✓ *Someone with the vision to create a fun, vibrant and nurturing learning environment*
- ✓ *The children need a Headteacher that is firm but gentle in approach – this balance is a must in our opinion*
- ✓ *Praise and be proud of the school*
- ✓ *Kind, friendly, rewarding when appropriate*
- ✓ *Respected by adults and children*
- ✓ *Approachable*
- ✓ *Community linked*
- ✓ *Friendly*
- ✓ *A strong focus on teaching behaviours expected at school, with kindness and the ability to consistently apply throughout the school*
- ✓ *A commitment and desire to work with the child's family in a supportive and open partnership is also vital, as is communicating effectively*
- ✓ *[Someone who keeps the current ethos]... the way the classes mingle and how the older are encouraged to care for the young. I've never seen anything quite like it! It's a beautiful thing that may be undervalued*



## More about Our School

### Our Vision and Ethos

In 2015/16 St Helen's Governors set the following five-year vision for our school:

**To secure a financially sustainable learning environment for the young people of our community, recognised for delivering high quality all-round education that challenges and inspires.**

St Helens Primary School has a very strong ethos. You feel it as soon as you enter the building. It influences everything we do. It is about having **high aspirations** for every child in our school – giving each one the opportunity for progression and attainment – and delivering good outcomes. It is about developing the whole child through our core values of **Creativity, Spirituality, Independence and Citizenship**. It is about preparing each and every child for a lifetime of learning in a safe and nurturing family atmosphere, with equal opportunities for all and a **commitment to high standards**.

One of the most striking things about our school is the way our older pupils take care of the younger pupils, working together on the School Council, and taking part in Book Buddies on a Friday afternoon. We are proud of our pupils as they grow up to be good, responsible, caring citizens.

*"The school is proud of what it stands for: 'a small school with a big heart where happy children flourish in a safe and caring family environment'"*  
Ofsted, 2014



**What qualities do you want in your new Headteacher?** *"They will be fun and like sports. Someone who won't say only boys can play football."*  
Year 5/6 child, December 2017

**What qualities do you want in your new Headteacher?** *"A clear moral purpose and the ability to inspire teachers and students."*

Parent, 2017



### Our Aims

- ✓ to have high aspirations for every child
- ✓ to encourage independence and self-motivation, equipping every child with the skills needed for a lifetime of learning and to achieve good outcomes
- ✓ to help children become well-rounded members of society by aiding their development intellectually, physically, socially, emotionally, creatively, morally and spiritually
- ✓ to create a family atmosphere where every child and parent feels happy and welcomed
- ✓ to combine this happy environment with high expectations of work and behaviour
- ✓ to ensure every child fulfils his or her potential and that we celebrate the achievements of all children
- ✓ to ensure every child is stimulated and challenged but also has fun!
- ✓ to develop in every child high self esteem and self confidence
- ✓ to promote equality of opportunity, and teach that tolerance, courtesy, good manners and respect for others are very important qualities
- ✓ to welcome children with Special Education Needs (SEN) and seek to include them in the life of the school
- ✓ to establish strong partnerships with parents, other schools and the wider community, encouraging two-way communication and involvement
- ✓ to encourage good health through healthy eating and involvement in well-mannered, co-operative team games
- ✓ to promote the **British Values** of tolerance and respect for all cultures and faiths through our school vision, values, rules, curriculum and teaching.

**What qualities do you want in your new Headteacher?** *"Somebody who isn't teaching just because they get paid."*  
Year 5/6 child, December 2017



## Our Staffing Structure

### Class Teachers

<b>Wren Class (EYFS)</b>	Mrs Sarah Lacey and Mrs Carly Rees
<b>Robin Class (Years 1 and 2)</b>	Mrs Louise Kitteridge (PT)
<b>Puffin Class</b>	Mrs Sarah Maloney
<b>Kingfisher Class</b>	Mrs Rose Leslie (Senior Teacher and SENCO)

### Learning Support Staff

<b>Wren Class (EYFS)</b>	Mrs Debbie Sharp (HLTA)
<b>Robin Class (Years 1 and 2)</b>	Mrs Lou Yardley
<b>Puffin Class</b>	Mrs Annette Rue (PT)
	Mrs Kirsty McDougall (PT)
	Mrs Liz Holden (SEN support)
<b>Kingfisher Class</b>	Mrs Sarah Jenvey (HLTA)

### Other Staff

<b>School Administrator</b>	Mrs Teresa Andersen
<b>Bursar</b>	Mr Karl Whiting (PT)
<b>ICT Technician</b>	Mr Warwick Hammerton (PT)
<b>Lunchtime Staff</b>	Mrs Sally Vine, Mrs Karen Robertson, Mrs Viki Taylor
<b>Cleaning Staff</b>	Mrs Gemma Porter, Mrs Sally Vine
<b>Site Manager</b>	Mr Peter Dalby (PT)

## Our Governing Body

<b>Chair of Governors</b>	Ms Jacqui Lamb (Co-opted)
<b>Parent Governors</b>	Mr William Egan Mrs Peta Rainford (joint Vice Chair)
<b>Co-opted Governors</b>	Mr Gary Booth (joint Vice Chair) Mr Jamie Howard Mrs Sharon Marlton
<b>Staff Governor</b>	Mrs Sarah Maloney
<b>LA Governor</b>	Mr Michael Murwill
<b>Clerk to Governors</b>	Mrs Cathy Hayes



## Our Data

Our 2017 results were as follows (more information on the DfE link [here](#)):

### EYFS progress 2016-17

#### (cohort of 18)

Pupils at ARE September 2016	10 (56%)
Pupils at ARE May 2017	18 (100%)

### KS1 1 Data

#### (cohort of 8)

Pupils at ARE May 2017	3 (38%)
50% of this cohort are on the SEN register	

### KS2 Data

#### (cohort of 12)

Reading	58.3%
Maths	58.3%
SPAG	66.6%
Writing	66.6%
Combined	41.7%

In the light of the 2017 results, staff have worked hard to identify gaps in learning and adapt their teaching, and the impact on pupils progress in the Autumn term has been significant. Target setting across KS2 for 2018 is ambitious and is based on Fischer Family Trust data, prior attainment and current progress. Our aspirational targets for 2018 are as follows:

### KS1

Reading	73%
Writing	73%
Maths	82%
Combined score	73%

### KS2

Reading	77%
Writing	77%
Maths	84%
Combined score	77%

## Our Place in the Community

St Helens Primary is a half-form entry school at the heart of its community. Our pupils live mainly in the village, but we are attracting an increasing number of families from out of the area, who seek a happy school, which combines a family atmosphere with high aspirations for all its children and a commitment to high standards.

We believe that the involvement of the wider community in the life of the school enriches the learning experience of the children we teach. We are very grateful to the local people who volunteer to help with reading; those that help with after-school clubs – from forest school to Mardi Gras; the local artists who have shared their expertise during our Arts Week and those who help with fundraising. We have been fortunate to be able to welcome local authors to our school as part of the Isle of Wight Literary Festival Schools' Programme. Our children really enjoy talking to visitors to our school, particularly to the older members of our community who have such rich and varied life experiences to share.

As well as welcoming people in, we believe it is important for our school to go out into the community too. After our harvest festival concert, our older children deliver harvest parcels around the village; we sing carols for all to enjoy on the village green; and we take part in local events, such as the annual Summer Fayre and Village of Angels, Ryde Mardi Gras and St Helens Carnival.

We are an active part of the community of schools on the Isle of Wight. Our children are enthusiastic participants in a range of inter-school sporting competitions, including the Baylink Olympics, football, triathlon, cross country running and tag rugby, whilst some of our more able pupils benefit from the Island's Gifted and Talented programme.

We have developed links with the local business community, enabling some of our older children to visit local businesses, to increase their understanding of the workplace environment and the practical application of skills learnt in school.



## Where We Are and Our Environment

Situated towards the Eastern edge of the Isle of Wight, St Helens Primary School is an easy commute from the mainland, with a 22 minute crossing by Fast Cat passenger ferry from Portsmouth to Ryde, or the 10 minute Hovercraft journey from Southsea.

One of the things that make our school special is its outside spaces. We are very lucky to have a very large playing field, wonderful for a wide range of sports, but also as a potential learning resource for all lessons. The playing field is well-used for a wide range of extra-curricular activities too. In the past, it has been used for everything from woodcraft club and den building days, to treasure hunts and summer barbecues. You can see a video of our grounds [here](#).

The school takes advantage of its beautiful rural setting, with children regularly taking part in nature walks through the country paths nearby and regular learning trips to lovely National Trust coastland, which is easily walkable from the school. See more about St Helens on the village website [here](#).



## Our Montessori Preschool

In 2015 the school governors appointed St Helens Montessori Preschool as its on-site pre-school provider. The preschool, [which was rated Good by Ofsted in 2017](#), is a 'good fit' with the school, ensuring that the school's ethos – a family atmosphere, combined with a commitment to high standards – continues from preschool through to the end of Key stage 2.

The school works closely with the St Helens Montessori Preschool, and the pre-school uses school facilities and joins in activities such as sharing assembly, to ensure children enjoy an easy and happy transition when they move up to Reception. The appointment of St Helens Montessori Preschool has had a positive impact on the numbers enrolling at our school.



## Our Library Bus

St Helens Primary School is a small school, but with big vision and ambition. Responding to the shortage of space in the school's main buildings, the PTA secured the donation of a bus from Southern Vectis in July 2017 and is now in the process of converting it into a fabulous School Library, with a screening area for films and other presentations and a sensory area for younger children.

The plan is to make the Library Bus a true community facility, opening it up several times a week to children outside the school, including the Montessori Pre-School, local toddler groups and home educated children.

We have secured donations of some 2,000 books so far and plan to open the new library in January 2018.





## Person Specification: Headteacher

The governing body have identified three key tasks they would like the new Headteacher to focus on during their initial year of headship. These are as follows:

- To develop effective relationships with children, staff, parents, governors and the wider community.
- To continue to ensure consistently good or better teaching across the school.
- To continue to improve progress and attainment in Maths and improve the teaching of spelling, to ensure outcomes in Maths and Writing are consistently above the national average.

### Essential

#### Professional Qualifications and Experience

- Is a qualified teacher e.g. Certificate of Education, Bachelor of Education or other first degree with Post Graduate Certificate of Education
- Shows evidence of further relevant professional development such as leadership and management training
- Has experience as a leader in the primary phase

#### Leading Teaching and Learning

- Can articulate a deep understanding about how children learn best
- Understands the principles underpinning high quality primary education and can explain how to translate these into practice
- Has an up-to-date knowledge of National Curriculum and Religious Education requirements, and can implement, monitor and support these effectively
- Understands how to construct a creative, interesting, stimulating curriculum which meets statutory obligations
- Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning
- Has a good understanding of assessment and how it can be used to plan interventions which accelerate pupil progress
- Has an awareness of current significant initiatives in education
- Has a good understanding of the use of technology in learning and its future implications
- Is committed to meeting the needs of all learners regardless of ability or background
- Understands strategies for developing subject leadership in a small school
- Understands the complexities of delivering the curriculum to mixed-age classes and can outline principles for doing this

### Desirable

- Working towards the National Professional Qualification for Headteachers
- A strong portfolio of training

- Has experience of delivering the curriculum to mixed age classes
- Has recent primary teaching experience

Person Specification: Headteacher, continued

Essential	Desirable
<div>Developing Self and Working With Others</div> <ul style="list-style-type: none"><li>● Has experience of successfully building a strong team</li><li>● Has the ability to challenge, influence and motivate others to attain high goals</li><li>● Has experience of using a range of strategies to improve the effectiveness of staff</li><li>● Has the ability to establish and develop constructive relationships with all stakeholders to achieve the school aims</li><li>● Has experience of performance management and managing teaching and support staff</li><li>● Has the ability to take difficult decisions and convey outcomes clearly and sensitively</li><li>● Has the skills required to facilitate the work of the Governing Body so that it can fulfil its statutory duties</li></ul>	<ul style="list-style-type: none"><li>● Has successful experience of planning and leading staff development initiatives</li><li>● Has experience of working collaboratively with other schools</li><li>● Has recent experience of working with a Governing Body</li></ul>
<div>Managing the Organisation</div> <ul style="list-style-type: none"><li>● Is able to make professional, managerial and organisational decisions based on evidence</li><li>● Is committed to recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and aims of the school</li><li>● Has the ability and understanding to manage the financial resources effectively and efficiently to achieve the school’s educational goals and priorities</li><li>● Is committed to ensuring a safe, secure and healthy school environment for the whole school community</li><li>● Has the ability to think creatively about school funding opportunities</li></ul>	<ul style="list-style-type: none"><li>● Has good working knowledge of whole school financial management and planning</li><li>● Has a clear understanding of the implications of running a small school</li></ul>
<div>Shaping the Future</div> <ul style="list-style-type: none"><li>● Is able to articulate a strong, clear vision for high quality primary education</li><li>● Can articulate strategies for leading and managing school improvement</li><li>● Has had first hand experience of developing an improvement plan and can demonstrate that the strategies employed impacted positively on pupil outcomes</li><li>● Has experience of school self evaluation and can describe effective strategies for undertaking this</li></ul>	

Person Specification: Headteacher, continued

Essential	Desirable
<div>Securing Accountability</div> <ul style="list-style-type: none"><li>● Has a good understanding of the role of the Governing Body and lines of accountability, individual, team and whole school for pupil learning outcomes</li><li>● Has a good understanding of the role of the local authority and external bodies such as Ofsted</li><li>● Has a good understanding of the need to be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school</li><li>● Has previous experience of challenging and supporting others in order to achieve specific targets</li><li>● Has experience of performance management</li><li>● Has a good understanding of available data sets and how they might be used to benchmark the schools' performance and as a tool for target setting and raising standards</li><li>● Understands the challenges of accountability within a small school, particularly with reference to subject leaders etc.</li></ul>	
<div>Strengthening the Community</div> <ul style="list-style-type: none"><li>● Has experience of developing the role of the school in the local community and can describe strategies for leading this aspect of work</li><li>● Has experience of drawing upon the resources of the local community to enliven the curriculum and improve the quality of education being provided</li><li>● Is able to create and maintain good relationships with other local schools, pre-schools and centres of learning</li><li>● Is willing to listen reflect and act upon feedback from the community</li></ul>	<ul style="list-style-type: none"><li>● Has experience of working collaboratively with other schools and/or businesses</li><li>● Has experience of building effective relationships within a small community</li><li>● Has experience of developing successful transition to secondary education</li></ul>
<div>Personal Skills and Attributes</div> <ul style="list-style-type: none"><li>● Ability to communicate effectively and professionally</li><li>● Is flexible but consistent, and has strength of character and sense of moral purpose</li><li>● Is capable of making reasoned judgements and taking difficult decisions conveying outcomes clearly, positively and with sensitivity</li><li>● Is able to multi-task and effectively prioritise</li><li>● Is positive and solution-focused, seeing challenges as opportunities</li><li>● Has integrity, is approachable, caring and has a sense of humour</li><li>● Has a presence that inspires confidence and trust</li><li>● Has the ability and willingness to delegate appropriate responsibilities including other leadership roles when appropriate</li><li>● Demonstrates a high level of commitment to the school</li><li>● Demonstrates a genuine empathy with the children</li></ul>	



## Role Profile: Headteacher

### Responsible to:

The Governing Body and the Local Authority

### Purpose of the job:

To provide inspirational, professional leadership for St Helens Primary School to secure an outstanding education for children living in the local community. To ensure that strategic planning is informed by rigorous self-evaluation, so that the school continues to improve leadership, teaching and learning, the curriculum, and standards of progress and achievement. To work in genuine partnership with the Governing Body, the Local Authority and other stakeholders to fulfil the aims of the school.

### Context:

This role profile should be read in conjunction with the duties of the Headteacher as set out in the latest National School Teachers' Pay and Conditions document.

## Key Duties and Responsibilities:

### Leadership

The Headteacher, working with the Governing Body, will develop a strategic view for St Helens Primary School, analysing and planning for future needs and development within the local, national and international context. The headship is about building a professional learning community, which enables others to achieve. Through performance management and effective continuing professional learning opportunities, the Headteacher will support all staff to achieve high standards.

#### The Headteacher will:

- ✓ articulate a clear vision for high quality education which underpins the shared long term strategic direction for the school
- ✓ educationally inspire and motivate staff, children, parents, governors and others in the wider community,
- ✓ create and maintain a vibrant, positive and caring ethos,
- ✓ promote the successes achieved by the school,
- ✓ inspire trust and confidence in the school,
- ✓ lead and deploy all staff, defining task and job specifications, in order to ensure that proper standards of professional competence are maintained,
- ✓ identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children,

- ✓ cultivate a happy, healthy and successful school by fostering high morale,
- ✓ promote a wide range of extra-curricular activities which can be accessed by all children,
- ✓ ensure the school is fully prepared for Ofsted

### Management

The Headteacher will need to provide effective organisation and management and seek ways to improve organisational structures and functions based on rigorous self evaluation. The Headteacher will manage him or herself, and relationships, well. The Headteacher should ensure that the school is well organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve high quality teaching across the school as well as value for money. The Headteacher should also seek to build capacity through effective collaborations with others.

#### The Headteacher will:

- ✓ implement all policies of the Governing Body and support their regular review and updating,
- ✓ develop and maintain positive, constructive working relationships with staff, children, governors, parents, the local community, other local schools and headteachers, cluster schools and the local authority,
- ✓ effectively represent the school and maintain positive links with other institutions,
- ✓ participate in the recruitment, selection and appointment of high quality staff,
- ✓ develop and support a highly effective management team which will drive forward school improvement,
- ✓ identify and establish an effective and realistic staff structure, with particular regard to mixed-age classes, as well as arrangements to deputise for the headteacher in his/her absence,
- ✓ ensure appropriate cover for absent teachers, employing temporary contract cover if necessary, which maintains the high standards of the school,
- ✓ lead the creation and implementation of strategic planning, underpinned by sound self evaluation and financial planning, which secures school improvement and maximises on the opportunities presented at St Helens Primary School,
- ✓ manage the school budgets according to the terms of reference provided by the Governing Body,
- ✓ create and maintain effective relationships with parents; encouraging parents to take an active part in their child's education,
- ✓ lead and manage a regular and effective pattern of staff performance management and undertake any appropriate threshold assessments,
- ✓ lead, implement, manage, monitor and evaluate the Health and Safety Policy and procedures to safeguard the welfare of all authorised persons on the school premises,
- ✓ positively encourage care of the school buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment,
- ✓ ensure that all policies and practices are informed by relevant research and inspection advice,
- ✓ monitor and evaluate the effects of policies and improvement strategies being pursued and take appropriate action where necessary to ensure that the aims of the school are fulfilled.

## Professional

The Headteacher will work alongside members of staff and the Governing Body to secure and sustain learning opportunities that are both challenging and exciting for children. This will include a personal commitment to classroom teaching. The Headteacher will set high expectations for professional and ethical practice and will regularly monitor and evaluate the effectiveness of teaching and its impact upon learning. The Headteacher should foster a successful learning culture which enables children to become effective, enthusiastic, independent learners, committed to life long learning.

### The Headteacher will:

- ✓ provide a rich, broad and balanced curriculum while meeting the requirements of the National Curriculum and current educational initiatives,
- ✓ ensure that children develop study skills in order to learn more effectively and with increasing independence,
- ✓ monitor and evaluate the quality of teaching and standards of learning and achievement of all children,
- ✓ maintain a commitment to classroom teaching,
- ✓ remain familiar with all legal requirements which relate to the school and to keep Governors informed of these,
- ✓ keep up to date with educational developments and disseminate information as needed,
- ✓ maintain a regular pattern of monitoring, assessment, recording and reporting of children's progress which informs planning and ensures children make excellent progress in relation to their ability,
- ✓ ensure that children and their parents are regularly informed of the progress being made and steps that need to be taken to support further development,
- ✓ develop effective links with the community to extend the curriculum and enhance teaching and learning,
- ✓ create and promote positive strategies for developing good race relations and dealing with racial harassment,
- ✓ maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities,
- ✓ foster and maintain strong links with other local schools and groups to ensure that effective transition arrangements are put in place between establishments.

## Administrative

The Headteacher is the lead professional. The Headteacher will be accountable to the Governing Body and the Local Authority. The Headteacher provides vision, leadership and direction for the school and ensures that it is well managed and organised to meet its aims 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; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the aims and objectives of both schools and for the day-to-day management, organisation and administration of the school.

### The Headteacher will:

- ✓ ensure that up-to-date records on all children and staff are maintained in an appropriate manner,
- ✓ create office systems that are accessible and helpful to parents, staff, Governors and other visitors to the schools,
- ✓ ensure efficient and accurate budgeting procedures and the keeping of records, accounts and financial statements,
- ✓ arrange for the security and effective supervision of the school buildings, their contents and grounds, notifying the responsible authority of any maintenance requirements,
- ✓ maintain regular communications with parents and Governors,
- ✓ prepare and submit to Governors regular and informative reports as may be necessary for the Governing Body to discharge its responsibilities,
- ✓ establish procedures and systems enabling the efficient storage, retrieval and return of information whilst observing the law on data protection and freedom of information,
- ✓ efficiently deploy administrative ICT resources,
- ✓ ensure that the management, finance, organisation and administration of the school supports the vision and aims of the school,
- ✓ delegate responsibilities as appropriate.



**St. Helens Primary School is a small village school at the heart of its community. Situated towards the eastern end of the Isle of Wight, there is easy access for commuting from the mainland. We are a thriving school with growing numbers and a well-subscribed Montessori pre-school on site, which provides easy transition to EYFS.**

**Are you passionate about inspiring a love of learning?**

We are looking for a new Headteacher to start September 2018, who has exceptional skills and who can take the school forward into its next phase of development.

**We are looking for a Headteacher who:**

- Is a reflective, strategic leader and a talented teacher.
- Is an effective manager of change and has the ability to think creatively.
- Is an inspiring, motivational and supportive leader who is committed to distributive leadership amongst staff, whilst delegating and holding them to account.
- Has a track record in raising teaching standards, ensuring progression and attainment for all children and a desire to embed a culture of continuous learning and development for both the children and staff.
- Has an interpersonal skill to communicate effectively with children, governors, staff, other school leaders, parents and the community in order to ensure that the purpose and direction of the school is understood by all stakeholders.
- Can meet the exciting challenge of mixed age classes, together with the opportunities they create, to make the most of teaching pedagogy, learning and pastoral care.
- Is willing to develop themselves and accept support and challenge from the Governing Body.

**In return for your skills and qualities we can offer you:**

- A happy group of wonderful children who are co operative and engaged and who enjoy their learning.
- The opportunity of working with a dedicated staff team who are keen to develop pupils' abilities and also to develop their own skills.
- A school judged 'Good' by Ofsted in 2014.
- A supportive, forward thinking and collaborative group of governors.
- A parent community which has high expectations of the school.
- Strong community support.
- Good strategic links with other schools.
- An enviable location, with a lovely playing field and other outside spaces, within minutes walk of a National Trust coastline.

**APPLICATION PROCEDURE**

**Candidates should complete the application form and return it by email so that it is received no later than noon on Friday 2nd March.**

Please email to: [recruitment@sthelenspri.iow.sch.uk](mailto:recruitment@sthelenspri.iow.sch.uk)

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

**Selection Procedure**

The shortlist will be drawn up on **Monday 5th March** and the selection process will take place on **Monday 19th and Tuesday 20th March**. Further details will be sent to those candidates called for interview.

Applicants will be advised within three working days after the shortlisting date whether they have been successful or not. Failure to send your application form to the above email address may invalidate your application.

**Equality Monitoring**

All applications will be required to complete an Equality Monitoring form.

**Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please email [recruitment@sthelenspri.iow.sch.uk](mailto:recruitment@sthelenspri.iow.sch.uk).

**Safer Recruitment**

St Helens Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure & Barring checks along with other relevant employment checks.

Data Protection Act 1998 – You should be aware that the information you have provided will be stored on behalf of St Helens Primary School's Governing Body and will only be used to process your application. It will not be passed to any other organisation.