



Hurst Primary School Head Teacher Application Pack



Contents

	Page
• Letter from your new Chair of Governors	3
• Inspiring Learners for Life	4
• About You and Your Application	6
• Job Description	8
• Person Specification	9
• Equal Opportunities Statement	12



September 2016



Dear Applicant,

Thank you for your interest in applying for the role of Head Teacher at Hurst Primary School.

Governors and staff want to recruit an inspirational strategic leader who is enthusiastic about instilling a love of learning and a passion for doing your best. In September 2011, Ofsted judged Hurst to be a good school with potential for continued improvement. Since that inspection, the school has made further improvements which senior managers and governors consider to be outstanding. It is our aspiration to become an outstanding school.

Hurst is popular with children, parents and staff alike. We are privileged to have staff that are committed to supporting and inspiring children to achieve their best, and the positive relationships between staff and pupils is evident throughout the school. Staff across the school work collaboratively with a small number of local schools to help to build on our successes and to continue to enhance the quality of teaching and learning.

Our children are happy at Hurst; they are articulate, confident, and enthusiastic about what they do both academically and through the wide variety of sport and creative opportunities available to them. Parents are overwhelmingly positive in their views on the school.

Hurst Primary was one of the first primary schools in Bexley to convert to be a standalone Academy in October 2013. The decision to make that move is indicative of the strength of the school's leadership and that of the governing body, who wanted the opportunity to play a greater role in shaping the school's future. Governors are an active, forward-looking group that know the school well and regularly visit to help inform their roles and to ensure effective communication and support.

Visits to the school are warmly encouraged and can be arranged by contacting Beverley Husbands, School Business Manager on 020 8303 2688 or email bursar@hurst.bexley.sch.uk.

This application pack should provide you with all the relevant information you need, but if you do have any questions please do not hesitate to visit the school website or contact me by emailing our Business Manager in the first instance.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

Helen Warren
Chair of Governors, on behalf of the Governing Body

Inspiring Learners for Life

Happiness through participation, achievement and a curriculum that inspires enthusiasm for learning

Unique experiences that develop and reflect our special Hurst identity

Relationships that celebrate diversity, encourage respect and build a sense of community

Success for all children, in all aspects of their development

Talents of all types that are recognised, encouraged and celebrated through formal learning and extra-curricular activities

Our School

Hurst Primary School is a three form entry Bexley school with Academy status that works in close co-operation with a cluster of three other primary schools. The school is well resourced and places great emphasis on creating a supportive environment in which our pupils can learn. We have high expectations in relation to behaviour, academic standards and pupils' progress, and creativity is fostered throughout the school. Effective leadership and high quality teaching across the school help to ensure that all Hurst pupils are given the support and challenge needed to make continuing progress along their academic and non-academic journeys.

Our Pupil Offering

Hurst provides a breadth of opportunities for all our pupils, and is particularly proud of the progress that has been made in narrowing the gap for those pupils with special educational needs. Equally, we are supportive of those gifted and talented pupils who benefit from further challenge.

The school has a first-rate reputation in sport, and pupils participate in athletics, cricket, cross-country running, football, gymnastics, netball, rounders and rugby. We also have a strong tradition in musical theatre, choir festivals and a biennial 'International Dance Festival', in which pupils celebrate the culture of different countries. Recently, there was a highly successful and enjoyable 'Spoken Word' week, with opportunities to celebrate literature and drama, including visits from authors, as well as poetry performances.

Pupils are encouraged to play an active role in making the school a successful and happy environment. We operate three School Councils (Upper KS2, Lower KS2, and KS1) who meet regularly to discuss areas raised by their peers. Councillors show a level of maturity in representing their classes' views and feeding back to them after Council meetings. To date, School Councils have helped to raise funds for various charities and to improve the school environment through focussing on issues such as recycling.

Our Facilities and Resources

The school is situated in a quiet and pleasant residential area and benefits from beautiful grounds that offer three playgrounds and substantial green space that is used effectively for outdoor learning activities such as Forest School, and a range of extra-curricular events.

In recent years our school facilities have been enhanced through capital investment, including improvements in the Early Years outdoor areas and the creation of new teaching and meeting areas. All classrooms are spacious and well-equipped with interactive whiteboards installed. Each class has weekly timetabled lessons in a dedicated networked computer suite. A well-stocked library also provides a more traditional approach to reading and research both in class time and during the lunch break.

The school is in an enviably stable financial position which continues to allow the supporting of effective teaching through investment in new teaching aids, training, and resources as required.

Our Staff and Community

We operate an effective staffing model which encourages the continuing development and career progression of our teachers and teaching assistants, complemented by the operational efficiency of our excellent support staff. The school benefits from high retention rates for staff.

Parents at Hurst are supportive and it is the school's policy to make them as welcome as possible at school. We acknowledge the importance of positive home-school relations as a fundamental part of children's educational development. The school continues to receive excellent feedback from parents through parent consultations and in our most recent Parent View survey. Parents' views are always taken in to consideration when developing the school's improvement agenda.

Hurst's Parents' Association is very active and organises numerous events during the year in order to raise funds for the benefit of all our children, without subsidising core funding. Most recently they arranged a well-attended inflatables day and the Year 6 Leaver's Disco, and have previously raised funds for trim trails and playground equipment.

Our Governors are enthusiastic, well informed, and committed to supporting the school's ongoing development. The Board ensures accountability through challenge and advice in a collaborative, supportive manner and maintains a close working relationship with the Head Teacher and Senior Leadership Team. Governors also arrange termly visits in to school to explore key areas of the school improvement plan in action, and to speak to staff about the impact of particular elements.

Our Area

Bexley is an outer London Borough offering affordable housing and a range of schools at secondary and primary levels. Within its boundaries are award winning parks, open spaces, historic houses and attractive waterways. Access to central London and the Kent countryside is very speedy and there is easy access to major motorways and strong public transport links.



About You and Your Application

It is important that you complete all sections of the form and that you provide full information in each section. Your application form may be submitted online or on the paper form which should be completed in black ink or ball point or be typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative.

Reference is made on the application form that you must disclose whether you are related to any senior officer in the Borough Council service or to an elected or co-opted member of the Governing Body. Canvassing for appointments disqualifies.

The closing date for receipt of applications is noon on Tuesday 4th October 2016. Interviews are expected to be held on Tuesday 1st and Wednesday 2nd November 2016.

Please address your application to:

Felicity Ranson
Schools HR
Civic Offices,
3rd Floor East,
2 Watling Street,
Bexleyheath, DA6 7AT

Direct Dial No: 020 3045 5050

E-mail: schoolsrecruitment@bexley.gov.uk





What will happen if you are offered the post

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

We will also check:

- Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- As manager of a childcare provision, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009;
- Your qualified Teacher Status (QTS) or your qualified Teacher, Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
- That you are medically fit to undertake the role.

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Job Description

Hurst Primary School Head Teacher (Group 4, ISR L20-L26)



Job Purpose

- The effective leadership, management and administration of Hurst Primary School and any extended services.
- Ensuring the achievement of the highest possible standards of teaching and learning within the School so that every child is supported in achieving their fullest potential.
- Representation of the School and its interests within the wider community at all levels.

Main Duties and Responsibilities

- Maintaining and building on the high standard of teaching and learning throughout the School by monitoring, encouraging, training and personal example.
- Maintaining a broad and balanced curriculum which is up to date, meeting all statutory requirements relevant to all students and is sufficiently flexible to accommodate changing needs and the requirement of the National Curriculum.
- Advising and assisting the Governing Body, attending meetings and providing such information as is necessary for the effective exercise of the Governing Body's responsibilities.
- Implementation of the aims, objectives and development plans approved by the Governing Body.
- Ensuring the effective management and deployment of teaching and support staff together with appropriate systems of delegation and discipline through the management structure of the School.
- Achieving effective communication and liaison with teaching and other staff and their representative organisations.
- Monitoring and evaluating the work and organisation of the School with a view to achieving improvements where appropriate.
- Ensuring provision of effective professional staff development and in-service training programmes together with adequate counselling for staff on their responsibilities and careers.
- Supervising and participating in Performance Management under the relevant regulations.
- Promoting effective systems for the social and pastoral development of students and staff and their safety and well-being.
- Ensuring that all policies and systems are implemented so as to achieve equal opportunities for all and that the school is fully inclusive.
- Developing and further strengthening existing relationships with pupils, parents, staff, relevant statutory bodies and the wider community. Promoting mutual understanding and support for the aims and performance of the School.
- Providing efficient and effective management, allocation, control and monitoring of the human, financial and material resources of the School together with the conservation and proper use of School buildings, grounds and equipment.
- Fulfilling such other requirements as are included in the conditions of employment of Head Teachers, specified in the current School Teachers' Pay and Conditions Documents.

Person Specification

Hurst Primary School Head Teacher



The Head Teacher will be required to carry out the duties set out in the current School Teachers' Pay and Conditions Document. The successful candidate will meet all or most of the following criteria:-

	Essential/ Desirable	Assessed from
Qualities and knowledge		
<ul style="list-style-type: none"> • Deep knowledge and understanding of meeting the needs of children aged from 3 to 11 years. 	E	1,2
<ul style="list-style-type: none"> • Strong track record as a Head Teacher/Principal or Deputy Head Teacher/Vice Principal or Head of School. 	E	1,3
<ul style="list-style-type: none"> • Proven track record of leadership of teaching, learning and assessing all pupils. 	E	1,2,3
<ul style="list-style-type: none"> • Successful senior management experience of managing change effectively. 	E	1,2,3
<ul style="list-style-type: none"> • Experience of working with school governors, other agencies, parents and the community. 	E	1,2,3
<ul style="list-style-type: none"> • To be an excellent communicator who can adapt according to the needs of different situations. 	E	1,2
<ul style="list-style-type: none"> • Good understanding of recent curricular and educational developments. 	E	1,2
<ul style="list-style-type: none"> • Excellent understanding of national curriculum and assessment priorities resulting in excellent pupil outcomes. 	E	1,2
<ul style="list-style-type: none"> • To show a commitment to their own professional development, for example – have registered for or achieved the National Professional Qualification for Headship. 	E	1,2,3

	Essential/ Desirable	Assessed from
Pupils and Staff		
<ul style="list-style-type: none"> • Successful implementation of pupils' spiritual, moral, social and cultural development and well-being. 	E	1,2
<ul style="list-style-type: none"> • Evidence of successful improvement planning and target setting. 	E	1,2,3
<ul style="list-style-type: none"> • To have high levels of interpersonal skills in order to involve children, parents, staff and governors fully in achieving successful pupil learning outcomes. 	E	1,2
<ul style="list-style-type: none"> • Evidence of providing leadership, which engenders and sustains a positive working environment that brings out the best of both staff and pupils. 	E	1,2
<ul style="list-style-type: none"> • Ability to empower and, in the pursuit of excellence, develop a strong and professional Leadership Team. 	E	1,2
<ul style="list-style-type: none"> • Evidence of developing open and honest partnerships with all stakeholders. 	E	1,2,3
<ul style="list-style-type: none"> • Ability to further develop pupil voice that allows children full ownership of learning. 	E	1,2
<ul style="list-style-type: none"> • To recognize the Head Teacher's accountability to the Governing Body and their role in supporting and challenging the school. 	E	1,2
<ul style="list-style-type: none"> • Ability to work with integrity and enthusiasm, treating people fairly, with dignity and respect. 	E	1,2
<ul style="list-style-type: none"> • Ability to promote effective communication and engagement with pupils, parents, staff, governors and the local community. 	E	1,2
<ul style="list-style-type: none"> • Ability to engage parents in supporting their child's learning and participation in the life of the school. 	E	1,2
<ul style="list-style-type: none"> • Proven ability to motivate staff across all experience levels and develop cohesive high performing teams. 	E	1,2,3

Equal Opportunities Statement

It is the policy of LB Bexley, reflected by the Governing Body, that all persons shall have equal opportunity for employment, advancement and training, on the basis of their ability, qualifications and fitness for the work according with the Council's policies in these areas. There must be no discrimination towards or against a person, whether in recruitment, promotion, training or in any other way on the grounds of colour, race, creed, nationality, ethnic or national origin, sex or marital status.

Employment of Disabled People

It is the policy of the School to provide employment opportunities for disabled persons that are superior to any statutory requirements. In particular:

- The Governing Body will give full and fair consideration to disabled people applying for employment. Special attention will be given to their particular aptitudes and abilities in respect of the position applied for.
- Employees who become disabled whilst in service will be enabled to continue working as long as their work is satisfactory. If, however, their disability prevents them from carrying out the work for which they were employed, every effort will be made to find suitable alternative employment within the School, taking into consideration the medical circumstances and ability of the employee; appropriate training will also be considered.
- Disabled employees will be given full consideration for training, career development and promotion in the same way as non-disabled employees, in accordance with the conditions of service.

Key Information

Type of school	Primary
School category	Academy
Age range of pupils	3–11
Gender of pupils	Mixed
Number of pupils on the school roll	680
Appropriate authority	The governing body
Chair	Helen Warren
Headteacher	Tony Linnett
Date of previous school inspection	29/30 September 2011
School address	Hurst Primary School Dorchester Avenue Kent DA5 3AJ
Telephone number	020 8303 2688
Fax number	020 7345 1873
Email address	contact@hurst.bexley.sch.uk
Ofsted rating	Good

**Hurst Primary School
Dorchester Avenue
Bexley
Kent
DA5 3AJ**