



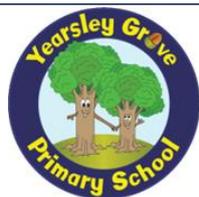
We Believe That Every Child Can



**Yearsley Grove Primary School, York
Headteacher Recruitment Pack**

February 2017

Letter from the Chair of Governors



February, 2017

Dear applicant,

Thank you for showing an interest in the position of Headteacher at Yearsley Grove Primary School, York – an exciting vacancy that has much to offer.

Yearsley Grove Primary is a successful and popular primary school, with an increasingly diverse community, located two miles north of York's historic city centre. The school is a well-resourced, larger than average primary school with a nursery. It is situated in extensive grounds allowing our children to engage with the natural environment. The school serves an area of mixed housing and caters for children from the age of 3 to 11 years. We currently have 396 children on roll with around a third of our children eligible for Pupil Premium.

Our current Headteacher is leaving to re-locate to be closer to family after four very successful and rewarding years at Yearsley Grove. We are therefore now looking to recruit an inspirational leader who will build upon the school's current strengths and successes and continue to move the school forward.

Our school is a place where children love to learn – **'We believe that every child can'** is embedded across the school community. We have a team of talented, hard-working and committed staff who are dedicated to providing an exciting, stimulating and tailored learning experience for every pupil, and an enthusiastic and conscientious Governing Body. The school has good relationships with parents/carers, the immediate school community and wider, which we wish to continue and enhance. Our children are eager, independent and sociable.

We are keen to find somebody with the ambition and passion to lead Yearsley Grove further on its journey to becoming an OFSTED 'Outstanding' school. I hope this information pack provides a useful introduction to our school which I would actively encourage you to visit so that you can experience the school's positive and inspiring atmosphere for yourself.

Thank you for your interest in our school and I look forward to receiving your application.

Yours faithfully,

Mrs E A Finch
Chair of Governors

What we can offer you

The chance to lead a successful school to greater achievements

In our most recent OFSTED inspection (June 2013), Yearsley Grove was judged as 'good' with some outstanding features. Our current Headteacher has strengthened our leadership team, empowered staff and introduced a range of initiatives to continue our progress. Everyone at school is striving for the best possible outcomes for our pupils and our ethos and values are embedded throughout the school community. Our school has been transformed over the past four years and we want our new Headteacher to enhance and develop the school further to continue its journey to become an 'outstanding' school.

Excellent resources and environment for learning

Yearsley Grove is located two miles from York's historic city centre on an extensive site. Originally comprising of a separate infant and junior school, the two schools were amalgamated to form a single school in the late 1980s. The school building is large with two halls, a fantastic library, ICT suite, designated PPA room, on-site kitchen and well-equipped classrooms, as well as office space for our administrative staff, including the School Business Manager. The breakfast and after-school club use the bungalow that is situated at the front of the site.

Our extensive outdoor space consists of separate playgrounds for EYFS, KS1 and KS2, football pitches, an enormous playing field, allotment and Forest School area called 'The Secret Garden'. Our Forest School status gives every child the opportunity to engage with the natural environment as part of their learning.

Children regularly use Chromebooks, iPads and desktops as part of their learning. The school has also recently invested in IRIS to support staff in reviewing and sharing good practice.

Shared ethos and values

‘We believe that every child can’

reflects our commitment to inclusive education and meeting the needs of all our children.

We follow the values of **‘RESPECT’**:

We share **R**esponsibility as a school community.

We have high **E**xpectations of ourselves and each other.

We **S**upport and care.

We show **P**erseverance and are brave.

We **E**njoy being here and have fun together.

We show **C**onsideration, kindness and have good manners.

We are **T**rustworthy, thoughtful, honest and fair.

Dedicated, motivated staff

The school has a talented, hard-working and committed team of staff.

Our management structure comprises of the Headteacher and two Assistant Headteachers; one is the KS1 and Phonics lead, and the other is the lead for KS2 and Mathematics.

As well as the Headteacher and Assistant Headteachers, the Senior Leadership Team includes the EYFS lead teacher, the Reading lead teacher and the Inclusion Manager.

In total, we have 19 teachers (mainly full-time but some part-time). We have a specific Writing lead teacher and all teachers have a specific responsibility for delivering the other curriculum subjects, such as science, ITC, history, music and art.

Our 15 highly qualified Teaching Assistants provide support throughout the morning and are involved in delivering bespoke interventions as required. One of our TAs manages the thriving breakfast and after-school club and two others are trained Emotional Literacy Support Assistants (ELSA).

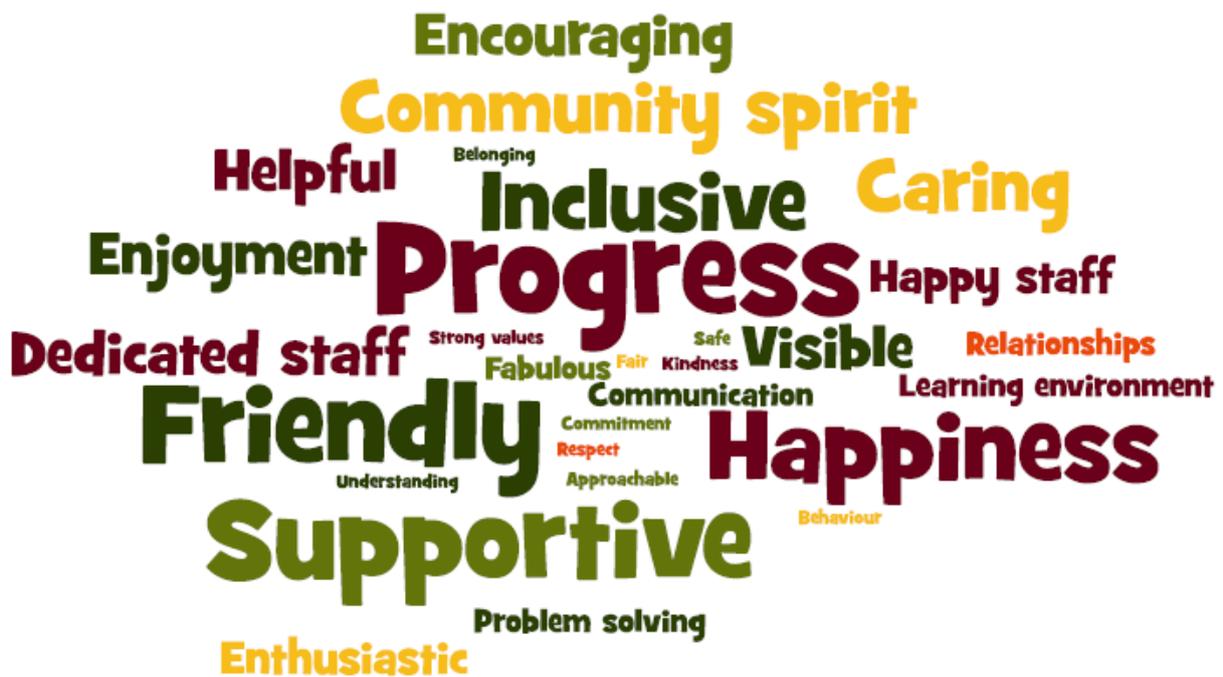
We are fortunate to have an Inclusion Team which provides pastoral care, focuses on Pupil Premium and our SEND children. This team consists of the Inclusion Manager and the SENDCo.

We have a full-time School Business Manager and Office Manager, a part-time Finance Officer and a dedicated Site Manager as well as our kitchen staff and Midday Supervisors.

Supportive parents and carers

The PTA has recently been resurrected. This new enthusiastic and motivated team of parents are planning lots of events over the coming year, including film nights, discos and a summer fair.

Parents were recently asked what they liked about our school. These are the words they used to describe it:



Parents find our school supportive, friendly, and inclusive. They feel that their children make good progress because of dedicated, enthusiastic and encouraging staff. There is a caring community spirit and children are happy to come to school.

Skilled Governors

Yearsley Grove has a strong Governing Body of 10 dedicated individuals who are committed to developing and promoting progress. We have a wide variety of skills which are used to good effect to carry out our role as the ‘critical friend’. We work extremely well with the school - by linking Governors to key areas of the School Development Plan and also a year group we have an excellent understanding of our school which enables us to effectively monitor and evaluate its progress.

We support new governors through a buddying system and our Code of Conduct ensures that all Governors are clear about their role and responsibilities. We take safeguarding very seriously and now have a designated E-safety governor.

We are very keen to both support and challenge the new Headteacher in driving our school forward to becoming ‘outstanding’. We also recognise the importance of continuous professional development and will encourage our new Headteacher to embrace opportunities to attend local and regional headship networking events, seek support from colleagues at other schools and undertake any relevant leadership qualifications.

Good Partnerships

Yearsley Grove is a key member of the York North East cluster and has excellent links with its closest secondary school, Huntington School. Yearsley Grove is involved in range of initiatives with other York schools, and also further afield, regarding Pupil Premium, the importance of vocabulary and improving practice. This has included linking with a similar primary school in Cheshire to share good practice.

Yearsley Grove has undertaken a range of activities to engage with our school community. These have included an annual fireworks display, entrepreneurial events organised by the children, Year 6 taking part in the Archbishop’s Challenge and our recent ‘Random Acts of Kindness’ initiative – please see our website for a brilliant video of our fantastic children presenting gifts to shoppers in York.

What our staff would like to see from their new Headteacher:



Our staff would like their next Headteacher to be a person who:

- is passionate about teaching and learning and giving children the best possible school experience
- places the 'whole child' at the centre of all they do
- is a highly effective communicator who will develop positive relationships with children, staff, parents, governors and the wider community
- has a good sense of humour
- is supportive and recognises the importance of work-life balance

Job advertisement

Post	Headteacher
Contract Type	Full Time; Permanent
Salary	L16 – L22 (£56,511 - £65,362 per annum)
Number on Roll	396 pupils
Start Date	September 2017
Employer	Governing Body, Local Authority
Applications	By Thursday 2 nd March at 12 midnight

Yearsley Grove is a highly successful, large school with an increasingly diverse community, situated close to the historic city of York. The current Headteacher is relocating to another part of the country, therefore, we are seeking to appoint a new Headteacher who will build on the school's current strengths and successes and continue to move the school forward.

Yearsley Grove Primary School is looking for a Headteacher who:

- values every individual child and ensures that all children excel
- is passionate about teaching and learning and giving children the best possible school experience
- is an inspirational leader with the vision, enthusiasm, commitment and skill to lead the school
- has the ability to lead, motivate and inspire confidence in others
- is a highly effective communicator with proven leadership skills who will maximise relationships and develop a close partnership with parents, governors and the wider community
- has curiosity and courage, is innovative and resourceful and can seize this excellent opportunity

In return, we can offer the successful candidate:

- eager, independent and sociable children
- a strong, dedicated, skilled, and enthusiastic team of staff and Governors
- a genuinely caring school
- strong partnerships with parents/carers and the community

Application information:

Please visit our school website – www.yearsleygroveprimary.york.sch.uk and our Twitter account @YearsleyGrovePr

Visits to the school are warmly encouraged on Wednesday 8th February at 1 pm and 2.30 pm, Thursday 16th February at 9 am and 11 am. It may also be possible to arrange visits at other times. Please email our school business manager: dave.coleman@york.gov.uk to arrange a visit.

Applications will need to be made online via the City of York Council website <https://jobs.york.gov.uk/>

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful candidate to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview.

Recruitment Timeline

Deadline for applications	12 midnight on Thursday 2 nd March 2017
Shortlisting	Wednesday 8 th March 2017
Invitation to Assessment Day	Friday 10 th March 2017
Assessment Day	Tuesday 21 st March 2017
Interviews	Wednesday 22 nd March 2017

Job description

POST TITLE	Headteacher
REPORTS TO	Governing Body, Local Authority
NOR	396
SALARY RANGE	L16-L22 (£56,511 - £65,362)
EFFECTIVE DATE	1 st September 2017
JOB PURPOSE	
<p>To fulfil the requirements and duties as set out in the School Teachers' Pay & Conditions document relating to the Conditions of Employment of Headteachers, specifically:</p> <ul style="list-style-type: none"> • To meet the National Standards of Excellence for Headteachers as published by the Department for Education in January 2015 • To provide professional leadership and management of the school, its pupils, its staff and its premises, which will promote a firm foundation from which to secure excellence in all areas of the school's work • To confidently articulate, support and promote the ethos and values of the school which is rooted in 'We believe that every child can' and RESPECT: Responsibility, Expectations, Support, Perseverance, Enjoy, Considerate, Trustworthy • To provide strategic leadership, in consultation with the Governing Body • To ensure that the school is fully compliant with all current statutory requirements, local and national policies, and with particular reference to guidance on safeguarding and the promotion of the wellbeing of children • To achieve the performance criteria, objectives and targets set by the Governing Body 	
KEY ACCOUNTABILITIES	
1	Work with the Governing Body and other key stakeholders to demonstrate and articulate high expectations for the whole school community, to ensure the school's ethos and values are clearly shared, understood and acted upon effectively by all;
2	Use data and benchmarks to monitor progress in every child's learning and implement appropriate strategies to ensure consistently high standards of teaching and learning are delivered to enable the best possible outcomes for every pupil;
3	Promote a culture of excellence, equality and high expectations for all pupils, and across the wider school community, ensuring that pupils' well-being, achievement, and attainment is at its heart;

4	To lead, enhance, inspire and motivate effective teamwork with staff across the school and develop positive relationships and attitudes with pupils, staff, parents and carers, governors, the Local Authority and the wider community;
5	Continue to build a school curriculum with breadth and depth that takes account of the richness of the wider school community, actively engages with other schools and considers the use of new and emerging technologies, to enhance and extend the learning experience for every individual pupil and deliver high quality, effective teaching;
6	Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
7	Promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively;
8	To continue the positive relationships with the schools in the North East cluster, other schools, and the City of York local authority, maximising joint opportunities and collaborative working to benefit the staff and pupils at the school;
9	To develop and maintain an effective working relationship with the Governing Body and in consultation monitor, evaluate and review the school's effectiveness and advise on the formulation, implementation and sustainability of policies which support the school's ethos and values, aims and objectives and ensure equality of opportunities;
10	To manage change effectively, taking account of the current educational landscape, including the academisation agenda, and embed continuous improvement within the school;
11	Develop, implement and evaluate the schools policies, practices and procedures.

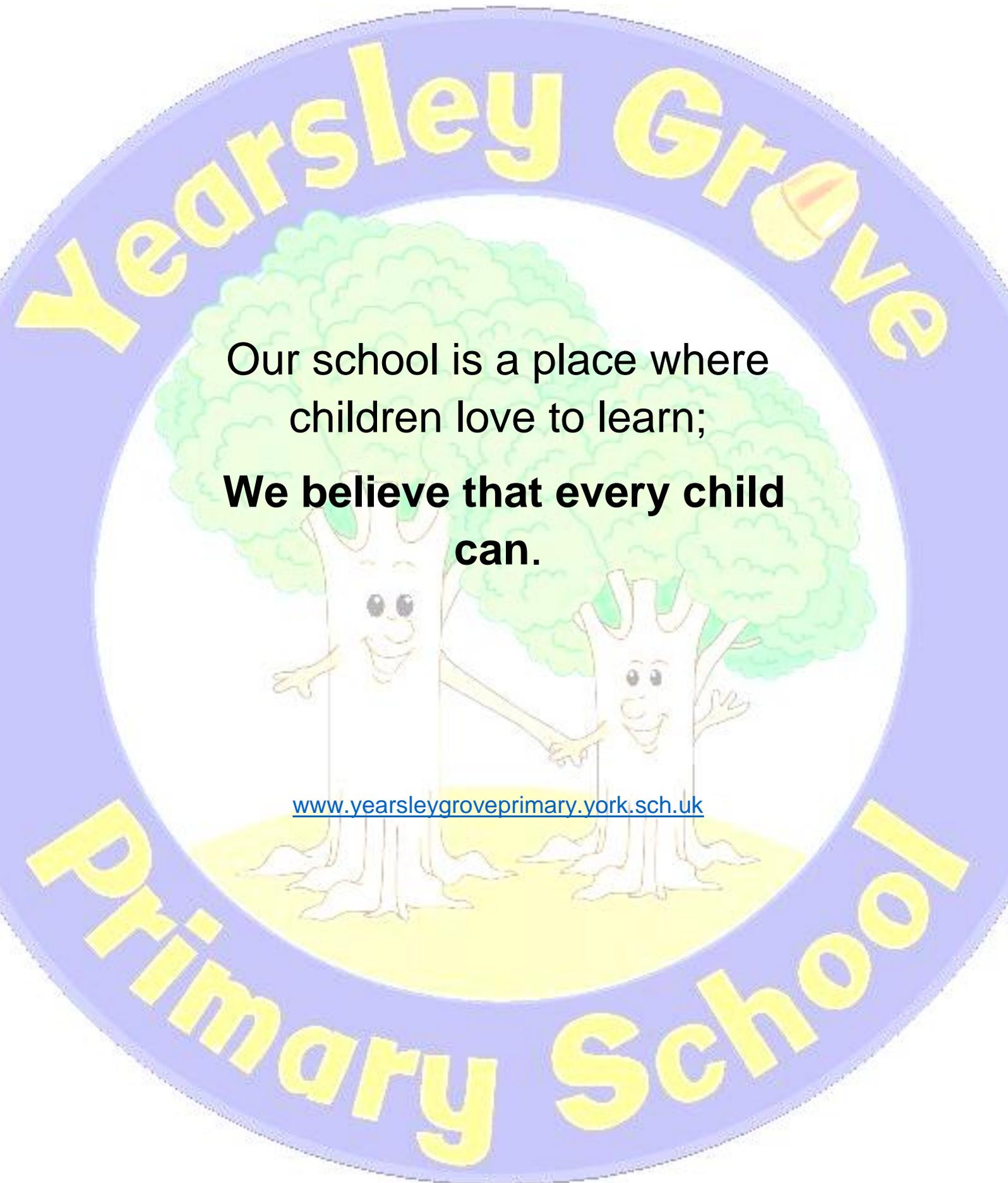
This Job Description may be amended at any time after consultation with the post holder and the Governing Body

Person Specification

Headteacher – E = Essential, D = Desirable

Education, Training and Qualifications	Qualified Teacher Status	E
	Can evidence a significant commitment to continued professional development for self and others	E
	NPQH or other postgraduate / educational leadership qualification	D
Relevant Experience	Minimum of 2 years' recent, successful experience as a school senior leader	E
	Experience of managing staff performance	E
	Competence in the use of IT	E
	Thorough knowledge of National Curriculum and the EYFS	E
	Substantial and varied teaching experience across all key stages in primary education	D
	Experience of promoting the professional development of school staff and its relationship with sustained school improvement	D
	Involvement in finance and budget management	D
	Experience of working with a Governing Body	D
	Experience of participating in OFSTED inspections	D
Safeguarding	Experience of teaching in more than one school	D
	Can demonstrate a commitment to safeguarding and the welfare of children and young people	E
Values and Ethos	Emotional resilience in working with challenging behaviours	E
	Support, promote and further develop Yearsley Grove Primary School's ethos and values which is rooted in 'We believe that every child can' and RESPECT: Responsibility, Expectations, Support, Perseverance, Enjoy, Considerate, Trustworthy	E
Shaping the future	Is able to inspire, challenge, motivate and empower others to carry the vision forward	E
	Sets high standards for every pupil and reflects the school's character	E
	Able to think strategically	E
	Brings new ideas and is able to lead change, creativity and innovation	E
	Aware of local and national educational priorities and developments	E
	Awareness of new technologies, their use and impact	E
Leadership	Demonstrates the clear purpose necessary to ensure the success of our school	E
	Has a consistency of approach, and exhibits drive and determination	E
	Fosters an open, transparent and equitable culture	E
	Believes in people and their potential and has strategies for ensuring inclusion, diversity and access	E
	Has the courage and conviction to take difficult decisions and necessary risks	E
	Approachable, with excellent communication skills in a range of fora, and appreciates the significance of positive relationships	E
Leading Learning and Teaching	Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning, with high standards and clear expectations	E
	Is committed to setting and achieving ambitious challenging goals and targets	E
	Can demonstrate the ability to use data, benchmarks and progress against targets to formulate successful improvement plans and improve outcomes for each child individually and across the school as a whole	E
	Understands the importance of enabling disadvantaged children and children	E

	with special education needs; and of nurturing our more able and all other children to meet their full potential	
	Has experience of developing a broad and enriching curriculum, in which all pupils are engaged in their own learning and each can personally excel	E
	Understands the importance of creating a personalised learning culture in school with choice and flexibility required to meet the needs of all pupils	E
	Through observation and analysis of teaching and learning activities, is able to identify strengths and weaknesses and act on them	E
	Understands the impact of school evaluation	E
	Has experience of attendance and behaviour management	E
	Is able to initiate and support research and debate about effective learning and teaching	D
Developing Self and Working with others	Has proven experience of developing, inspiring, empowering and supporting staff and sustaining effective teams	E
	Develops and maintains a culture of high expectations for self and others	E
	Experience of collaborating and networking with other schools to strengthen capacity	E
Managing the Organisation	Ability to develop and sustain a safe, secure and healthy school environment	E
	Appreciates the impact of change and has strategies to manage this	D
	Has experience of rigorous performance management processes	E
	Is able to take personal accountability for effective and professional management of the school	E
	Knows about principles and models for school self evaluation and a range of evidence to support, monitor, evaluate and improve all aspects of school life	E
	Has up-to-date knowledge of the legislation and requirements relating to the safeguarding of children and related legal issues	E
	Knowledge of Governance, Human Resource and Health and Safety issues	D
	Can plan for the future and can prioritise, organise and delegate effectively	E
	Is analytical with strong problem-solving skills	E
	Involvement in effective financial management	D
Strengthening Community	Can engage positively with parents and the wider community through a range of communication strategies	E
	Encourages parents and carers to support their child's learning	E
	Knows about the wider curriculum beyond the school to provide opportunities for pupils and the community	E
	Is able to demonstrate evidence of working with feeder pre-schools, secondary schools and others to ensure effective relationships and transitions	D
Securing Accountability	Able to work collaboratively with the Governing Body to enable it to meet its statutory requirements	E
	Is able to create policies as necessary through appropriate consultation and review	D
	Can demonstrate a political insight and awareness of new initiatives	E
	Is committed to individual, team and whole school accountability for pupil learning outcomes	E
	Is able to present a coherent, understandable and accurate account of the school's performance to stakeholders	E



Our school is a place where
children love to learn;

**We believe that every child
can.**

www.yearsleygroveprimary.york.sch.uk