



Hurdsfield Primary School

Further information for candidates
for the post of Headteacher

Hurdsfield Primary School
Hulley Road
Macclesfield
Cheshire
SK10 2LW

Telephone: 01625 383008

email: admin@hurdsfield.cheshire.sch.uk
www.hurdsfieldprimaryschool.com

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Welcome from the Chair of Governors



Dear Applicant,

Thank you for expressing an interest in becoming the future head teacher of Hurdsfield Community Primary School. You will see from the information in this pack that Hurdsfield is a successful and dynamic school. As a governing board we are justifiably proud of our school, the children and their achievements and are delighted with their excellent behaviour and good manners.

As our present head moves on to new challenges we want to replace her with an equally forward thinking, inspirational leader, an individual who is a proven practitioner and a good manager. We want to appoint someone with a strong vision, and direction for the school, but above all we want to appoint a head teacher who cares about the children, the school and the community.

Hurdsfield Community Primary is a small school with big ideals and ambitions; we challenge the children in their learning and personal expectations and to this end we provide a diverse and wide curriculum. It is a growing school, the numbers have increased by nearly 25% in the past 3 years due in part to a new, purpose-built nursery, but also because the last Ofsted inspection, in 2014, found the school to be 'good' with some 'outstanding' features. Our ambition is to be an outstanding school across the board. Are you that person to lead Hurdsfield into becoming an outstanding school?

The Governing Board will only appoint the best; our children, the school and the community need and deserve the best. We are looking for that individual who can continue to drive the school forward, with vision, imagination and flexibility. We want a head teacher with good people and

communication skills, who can see and develop the bigger picture; but also take into account the individual and their part in making Hurdsfield a caring and supportive community.

If you have the commitment, the expertise and the empathy to meet our expectations we would welcome your application and extend an invitation to you to visit the school, meet the children, staff and some members of the Governing Board. You can experience the ethos of hard work and positive attitudes to learning and discover whether you have those special qualities we expect of the future head of Hurdsfield Primary School to continue to reinforce the school motto, 'Achieving Together.'

Best wishes

Lesley Stevens
Chair of Governors



Person Specification

Making an application

Please complete the standard application form provided with this pack. We are unable to accept your CV.

Person Specification

The following are essential criteria for this position and should be evident in your application:

1. Qualified teacher status;
2. Experience across the full primary range;
3. Successful leadership and management experience of empowering individuals and teams to embrace new initiatives; and
4. Evidence of regular and appropriate professional development. NPQH is desirable.

In addition we would like you to tell us, in not more than 1000 words, why you are the right person to build on our school's success to date, ensuring that every child achieves his or her full potential. **Please use Tahoma, Pt12 for your application.**

In particular we are looking for evidence of:

1. The ability to establish and sustain good working relationships and communication channels, with all stakeholders including parents and the wider community;
2. A proven track record of raising educational standards to meet the personal learning needs of every pupil and to encourage curiosity, resilience and a love of learning;
3. The ability to think strategically, by creating, communicating and implementing a shared vision of an outstanding school;
4. Passion, drive and commitment to continue to confidently lead our school to improve;
5. Your influence on strategic planning including budget management; and
6. Commitment to improving the core areas of the curriculum to ensure all children are well-prepared for life beyond primary school.

Job Description

HEADTEACHER – HURDSFIELD PRIMARY SCHOOL

Responsible to: The Governing Body

Responsible for: All pupils, teaching and non-teaching staff

Core Purpose:

The Headteacher is to provide the professional leadership and management of the school, ensuring its continuing success and improvement, high quality education and personalised learning for all its pupils. It will lead to high standards and achievement in an environment that promotes the care and self-esteem of all.

Key Areas of Work:

Qualities and Knowledge

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

Pupils and Staff

- 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.
- 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.
- 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.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

- Hold all staff to account for their professional conduct and practice.

Systems and Process

- 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.
- Provide a safe, calm and well-ordered environment for all pupils and developing their exemplary behaviour in school and in the wider society.
- 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.
- 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
- 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.

The self-improving school system

- 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.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 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.

Duties should be carried out with due regard to statutory orders and regulations, articles of government and policies of the governors. This Job Description is not exhaustive and further reference should be made to The Teachers' Pay and Conditions Document and The National Standards for Headteachers.

Advertisement

Hurdsfield Primary School
Hulley Road
Macclesfield
Cheshire
SK10 2LW

Telephone: 01625 383008

Headteacher

Required for 1st September 2017
Salary Range: £44,102 - £59,264
NOR: 125

We are looking to appoint a new headteacher who can share our vision of excellence for Hurdsfield Community Primary School. We are seeking an individual with a proven record of caring commitment who can lead our school forward with enthusiasm and ambition.

We need an excellent practitioner who is committed to continuing to provide a high quality learning environment for our well behaved and hardworking children

The school has a dedicated and enthusiastic team of staff and governors, who have created a caring and happy environment where all are valued and achievement is constantly celebrated and aspirations and expectations are actively encouraged.

We invite you to visit the school and experience at first hand the caring and exciting ethos. Visits to the school are welcomed. Please telephone the school on 01625 383008 during 09.30-14.30hrs or email admin@hurdsfield.cheshire.sch.uk, to arrange a visit on either Wednesday 29th (morning) or Thursday 30th March (afternoon) 2017.

Our school community places the highest priority on keeping our children safe. Applicants for the post will be subject to stringent vetting and induction processes.

Application forms and further details must be obtained from and returned to: The School Governance Team, Children's Services, Delamere House (EC), Delamere Street, Crewe, CW1 2LL. If electronic copies of these documents are required, please obtain them from the Governance team to ensure compliance with recruitment procedures.

Telephone: 0300 123 5036

e-mail: schoolgovernance@cheshireeast.gov.uk

Key Dates

Visits to our school	Weds 29 th or Thurs 30 th March 2017
Closing date	Monday 10 th April 2017, 12 noon
Short listing	Tuesday 18 th April 2017
Selection Day 1	Thursday 27 th April 2017
Interviews	Friday 28 th April 2017

Cheshire East

First impressions of Cheshire East are often of leafy lanes and wealthy households. The reality is that it is a diverse area with many differences in income, employment and health. Figures from 2014 show that life expectancy varies widely across the area, for instance, life expectancy for women in parts of Macclesfield is 90.5 years but in areas of Crewe 78.4 years and men in Congleton live on average 84.2 years against the average in Crewe of 72.5 years.

Household income also differs, ranging from an average of £65,000 in parts of Macclesfield to £18,000 in parts of Crewe and Knutsford. There are areas of deprivation that are in the top 20% in all England. At 1.9%, unemployment is the lowest in the North West and is below the national average (2.9%).

Cheshire East Borough Council was formed in 2009 when the former County Council was split in two; it has a residential population of approximately 372,700 residents. Our neighbours include North Staffordshire, Manchester, Cheshire West & Chester, Stockport and Warrington.

Cheshire East Council has a responsibility to ensure that all its services meet these different needs and that the way services are delivered across the area are developed and shaped to ensure that all who need them benefit from them. Our plan sets out how we will do this, who will be involved and how we will know if we have improved services for local people.

In 2015, there were just over 83,000 children and young people aged 0 to 19, representing 22.2% of the total population of the area. 5.1% of CE residents were born outside the British Isles, with 2.7% born outside the EU. The most common non-British Isles countries for residents to have been born in are Poland and India.

The proportion of adults (aged 16+) with at least level 4 qualifications (degree, NVQ level 4-5, HNC, HND, BTEC Higher level etc.) increased from 23.8% to 32.0%. The national rate is 27.2%.

3.0% of CE households have members for whom English is not the main language, and, in half of these households, no members have English as their main language.

Cheshire East has 124 primary schools, comprising 34 primary academies; 52 community primary schools (including 1 nursery); 3 primary foundation schools; 1 primary foundation trust; 11 voluntary controlled primary schools; 24 voluntary aided primary schools. There are 23 secondary schools, comprising 17 secondary academies (including 1 secondary free school and 1 studio school (14-19)); 4 community secondary schools; 1 foundation secondary school. There are also 5 special schools (2 of which are academies), a nursery school and a Pupil Referral unit. Also, a University Technical College) opened in September 2016 - (14-18). Young people perform well. They exceed the average for maintained schools in England at GCSE and A Level. We have many schools that are good or outstanding.

Early Years' service provision is delivered predominantly through the private and voluntary sector in over 170 settings; there are 22 Local Authority maintained Nurseries and 1 Nursery school.

The Application and Selection Process

Asylum and Immigration act

If successful with this application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom. In order to establish this you will be asked to provide us with documentation showing your National Insurance number or provide copies of Tax Forms P45 or P60 or, if this is not possible, other evidence of your entitlement to work.

Removal and interview expenses

The Governing Body is unable to offer assistance with removal and/or interview expenses.

Protection of Children

Governors are mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

Applicants for the post will be subject to stringent vetting and induction processes. The holder of the post will be required to work with children under the age of 18 in a position of trust, and is therefore exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an Enhanced Disclosure and Barring Check. The appointment is subject to satisfactory clearance under the procedure.

Acknowledgement of applications

Acknowledgement of application forms will be by email. If a printed acknowledgement is required will you kindly enclose a stamped addressed envelope with your application.

It is the policy of the Governors NOT to write to unsuccessful candidates. Accordingly, if you have not received a letter from the Governors within six weeks your application has been unsuccessful. Applications must be completed on the standard application form included in this pack and completed in full. CVs will not be accepted.

Candidates are required to outline on a separate sheet of paper how CPD completed in the last 5 years has benefited their professional competence.

A letter of application of no more than 1000 words should also be included to demonstrate that candidates meet the requirements of the person specification. Please tell us why you are the right person to take Hurdsfield School forward in the next phase of our development, ensuring that every child achieves his or her full potential. Please use Tahoma, 12pt for your application.

Prospective visits to the school prior to application are encouraged. Please telephone the school on 01625 383008 during 09.30-14.30hrs or email admin@hurdsfield.cheshire.sch.uk, to arrange a visit on either Wednesday 29th or Thursday 30th March 2017.

Submission of Application Forms

Application forms should be posted to:

School Governance Team,
1st Floor Delamere House,
c/o Municipal Buildings,
Earle Street, Crewe,
CW1 2BJ

or sent electronically to: schoolgovernance@cheshireeast.gov.uk

Forms must be received **by noon on: Monday 10th April, 2017.**

Key Dates

Visits to our school	Weds 29 th or Thurs 30 th March 2017
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Short listing	Tuesday 18 th April 2017
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Details of the interview process will be made available to shortlisted candidates. Shortlisted candidates may be visited in their current school.

Subject to ratification by the full Governing Body, we hope to offer the post to the successful candidate on the day of interview.

Shortlisted candidates who have not been successful will also be contacted as soon as possible. Therefore, all candidates should be prepared to leave their contact details with the Governing Body.