



Pool Hayes Primary

Headteacher Candidate Brochure



Pool Hayes Primary

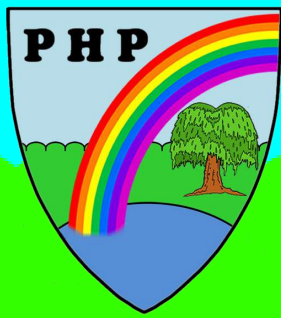
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KEY FACTS & STATISTICS

Type of School	Walsall Local Authority Community Primary School
Denomination	Non Denominational
Age Range	2 to 11
Location	Bridgnorth Grove, Willenhall, WV12 4RX
Co-educational or Single Sex	Co-educational
Number of Children on Roll	238
Number of Teaching Staff	12
Number of Children with Free School Meals	24.9%
Number of Children with SEN	14.4%
Pupils whose first language is not English	8.4%





Pool Hayes Primary

Bridgnorth Grove, Willenhall, West Midlands, WV12 4RX

Telephone: 01902 368144, e-mail: postbox@pool-hayes-p.walsall.sch.uk

www.poolhayesprimary.co.uk

July 2017

Dear Applicant

HEADTEACHER: POOL HAYES PRIMARY SCHOOL

Our school has a warm and welcoming feel with a very positive ethos throughout. This is often commented on by many of our visitors. We feel this is due to the commitment of our children and the dedication of our staff, to make sure every child receives the best education possible, so that they may reach their true potential.

As an active and knowledgeable Governing Body, we are fully supportive of the learning experiences and opportunities given to our children, and we give the same commitment to all our staff, providing opportunities for their own continuing professional development.

We are looking to appoint someone who will be an inspirational leader and who is truly passionate about the learning and development of our children, we look forward to receiving your application.

The context of the post

Thank you for your interest in the post of Headteacher at Pool Hayes Primary School. The Headship vacancy arises from the relocation of the Headteacher to another post and is available from January 2018. The Governing Body seeks a passionate and committed leader who will further our progress and help lead the school on its journey from "Good" to "Outstanding".

The Post

The post is a Headteacher post as defined in the School Teachers' Pay and Conditions Document. The school is a one form entry Group 2 primary school. The Governors have determined an ISR on the Leadership Spine of points L15 – L21.

Application Content

Applicants are asked to complete the enclosed application form and to provide further information to support their application on a maximum of two sides of A4 paper.

Application Procedure

Applicants are asked to return their completed application forms and supporting details by email to rcattermole@academicis.co.uk by 12 noon on Monday 25th September. The Governing Body Selection Panel will meet to shortlist on Monday 25th September and interviews will be with the Governing Body Selection Panel supported by professional advisers from Education Walsall on Friday 29th September.

Yours sincerely
Mrs T Hussain
Chair of the Governing Body



Inspire. Challenge. Learn



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Welcome

At Pool Hayes, we aim to provide a happy and stimulating environment where every child has the opportunity to develop intellectually, physically, emotionally and socially to the best of their ability.

Our team of experienced teachers and teaching assistants provide a caring environment in which a range of challenging, inspiring and exciting learning opportunities are provided. We recognise every child as an individual and we strive to meet the learning needs of every child to enable each and every one to reach his or her full potential.

We work hard to create a positive atmosphere within our school and we foster an attitude in which success and achievement are celebrated. We want to encourage a 'can do' approach and attitude; we want our children to have the confidence to have a go and try. Children's self esteem matters and we want our children to leave at the end of Year 6 as confident students with enquiring minds and a love of learning .

Our Ethos and Values

- We aim to teach the whole child and encourage pupils to develop self esteem, self confidence and independence, in order to achieve their full potential.
- We aim to provide a broad and valanced curriculum incorporating a variety of learning styles that will challenge, inspire and enable our children to develop a lifelong love of learning.
- We aim to provide a happy, inclusive environment, which supports learning and social development and in which all children are valued equally.
- We aim to foster an understanding of and respect for cultural, social and religious diversity both within British society and the wider world .
- We recognise the vital importance of education in partnership with parents, governors and the community.

Our Mission

Staff and children going for gold!

Our Vision

Staff, children and parents working together to inspire, challenge and learn.





Pool Hayes Primary

Headteacher Job Description



Introduction

The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Articles of Government and the policies of the Local Authority in consultation with the Governing Body and the Director of Children's Services.

A key task for the Headteacher will be to work with staff, governors, parents/carers and the Local Authority, to build on the foundations for development that are in place in order to continue to improve the school's standards and quality.

Ensuring equality, safety and mutual respect will be central to the aims and ethos of the school and these should be reflected in all aspects of the Headteacher's work.

The Headteacher should also fully understand the current legal requirements, national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people.

The responsibilities of the Headteacher will include:

1 Strategic Direction and School Development

Work with the Governing Body and LA to develop a strategic view for the school in its community.

- 1.2 Plan for the School's future needs and further develop the plans already in place.
- 1.3 Maintain and develop the School's ethos and provide educational vision and direction for the school which secures:
 - a) effective teaching, successful learning and achievement by pupils,
 - b) sustained improvement in pupil's spiritual, moral, cultural, mental and physical development preparing them for the opportunities and experiences of adult life.
- 1.4 Create and implement a strategic plan, underpinned by sound financial planning, which:
 - a) identifies priorities and targets for ensuring that pupils achieve high, and make progress.
 - b) increase teachers' effectiveness and secures school improvement.
- 1.5 Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- 1.6 Ensure that the management, finance, organisational and administration of the school support its vision and aims.
- 1.7 Ensure that policies and practices take account of national, local and school data and inspection and research findings.
- 1.8 Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

2. Teaching and Learning

- 2.1 Work with the Governing body and LA to secure and sustain effective teaching and learning throughout the school.
- 2.2 Use benchmarks and set targets for improvement.
- 2.3 Create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- 2.4 Determine, organise and implement the curriculum and its assessment; monitoring and evaluating these in order to identify and act on areas for improvement.
- 2.5 Ensure effective teaching and literacy, numeracy and information technology skills.

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Headteacher Job Description



- 2.5 Ensure effective teaching and literacy, numeracy and information technology skills.
- 2.6 Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils including those with special educational or linguistic needs to set and meet challenging, realistic targets for improvement.
- 2.7 Develop and maintain effective links with partner schools, and the community, including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.8 Create and maintain an effective partnership with parents/carers to support and improve pupil's achievement and personal development.
3. Leading and managing staff
 - 3.1 Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
 - 3.2 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is clear delegation of tasks and devolution of responsibilities.
 - 3.3 Implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils achievement.
 - 3.4 Motivate and enable teachers, including subject teachers, special education needs co-ordinators and support staff to develop expertise in their respective roles through high-quality continuing professional development.
 - 3.5 Sustain motivation of self and other staff.
 - 3.6 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of service of Teachers, including those for the Headteacher.
 - 3.7 Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in our care safe.
4. Development of Resources
 - 4.1 Work with Governors and senior colleagues to recruit staff of the highest quality.
 - 4.2 Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
 - 4.3 Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
 - 4.4 Manage and organise accommodation efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
 - 4.5 Manage, monitor and review the range, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievement, ensure efficiency and secure value for money.
5. Accountability
 - 5.1 Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, efficiency and value for money.
 - 5.2 Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
 - 5.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the LA, the local community, OFSTED and others, to enable them to play their part effectively.
 - 5.4 Ensure that pupils and parents are well informed about the curriculum, attainment and progress and about the contribution they can make to achieve the school's targets for improvement.
 - 5.5 Ensure that accurate and up to date records are compiled and maintained to satisfy safeguarding regulations.



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Headteacher Person Specification



The professional duties of a Headteacher are laid out in the current School Teachers' Pay and Conditions Document and may be amended from time to time

Appointment criteria	Essential/ Desirable	Assessed from
<i>Qualifications and Training:</i>		
Qualified Teacher Status (QTS)	E	written application documentary evidence
National Professional Qualification for Headship (NPQH)	D	
Further qualification in a related area	D	
<i>Experience:</i>		
Experience as a Headteacher, Deputy Headteacher, or Assistant Headteacher	E	written application interview/tests
Evidence of effective teaching, assessment and target setting.	E	
Evidence of successful improvement planning.	E	
Experience of working with parents and the community as partners in learning.	E	
Experience of working with pupils across the age range.	E	
Experience of working with pupils with English as an additional language.	E	
Experience of working in collaboration with other schools to realise improvement and raise standards.	D	



Knowledge, Understanding, Experience and successful implementation of:		
Data analysis and the ability to use data to set targets for improvement	E	interview/tests
Development and sustained systems for school self-evaluation and effective monitoring	E	interview/tests
A range of innovative strategies to improve the quality of teaching and learning for all pupils.	E	interview/tests
Strategies to motivates and engage pupils to maximise learning opportunities and outcomes.	E	interview/tests
Performance management and of managing effective professional development.	E	interview/tests
National and local priorities.	E	interview/tests
How to promote inclusion and implement equal opportunities for all.	E	interview/tests
Working in partnership with the Governing Body.	E	interview/tests
Safeguarding and the promotion of the wellbeing of children and young people.	E	written application interview/tests
Strategies to engage parents/carers in their children's learning experience.	E	written application interview/tests
Ability to work in partnership with partner-schools and other agencies in order to meet pupils needs.	E	written application interview/tests
An understanding of the challenges and issues relating to a diverse community.	E	interview/tests
Behaviour management and ability to put this into practice.	E	interview/tests
Effective financial management.	E	interview/tests
New technologies, their use and impact.	E	interview/tests
Managing Attendance & Punctuality.	E	interview/tests
Whole school curriculum development.	E	interview/tests
	E	written application interview/tests
	E	interview/tests



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Headteacher Person Specification



<p>Leadership Skills: Ability to lead and manage people to work as individuals and as a team. This will include an ability to:</p> <ul style="list-style-type: none"> • Build on good practice, initiate and manage change and improvement sensitively based on a clear vision for the future development of the school. • Create policy through consultation and review. • Prioritise, plan and organise the work of others. • Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward. • Motivate and inspire by setting high standards in all aspects of the school's life. • Seek advice and support when necessary. • Deal sensitively with people and resolve conflicts • Sustain and develop good relationships and maintain a happy, supportive working environment 	E	written application interview/tests
<p>Decision making skills: Ability to investigate, resolve problems and make decisions. This will include an ability to:</p> <ul style="list-style-type: none"> • Collect and evaluate evidence, make judgements and take decisions in line with good educational practice. 	E	interview/tests
<p>Communication skills: Ability to communicate clearly and take into account where appropriate the views of others. This will include an ability to effectively:</p> <ul style="list-style-type: none"> • Communicate with pupils, parents/carers, staff and governors. • Communicate orally and in writing with a range of audiences. • Negotiate and consult. • To strengthen community cohesion by supporting the development of a wider curriculum beyond the school that provides additional opportunities for pupils and the local community in a culturally sensitive way. 	E	written application interview/tests
<p>Self management Skills: Ability to plan time and organise work effectively. This will include an ability to:</p> <ul style="list-style-type: none"> • Prioritise and manage time effectively. • Work under pressure and meet deadlines. • Be self motivating and set challenging personal goals, including performance management. • Undertake teaching responsibilities as necessary. 	E	interview/tests



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Headteacher Person Specification



Self management Skills:

- Ability to plan time and organise work effectively. This will include an ability to:
- Prioritise and manage time effectively.
- Work under pressure and meet deadlines.
- Be self motivating and set challenging personal goals, including performance management.
- Undertake teaching responsibilities as necessary.

E

interview/tests

Personal Ethos:

- Ability to sustain an ethos of respect, empathy and mutual support, promoting high achievement and continuous improvement.
- Ability to articulate a vision that promotes the spiritual, moral, social and cultural development of all pupils.
- Ability to ensure that parents/carers feel welcome and are encouraged to participate in, and support, their children's learning and the life of the school.

E

interview/tests

Personal Attributes:

- Ability to build, lead and work in teams.
- Adaptability to changing circumstances and ideas.
- Energy and enthusiasm.
- Honesty, reliability and integrity.
- Approachable by everyone in the school.

E

interview/tests

OTHER DUTIES

The Headteacher should also carry out duties in accordance with and subject to the provisions of Education Acts 1944 to 2005 and any Orders and Regulations having effect there under.





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Pool Hayes Primary School, Bridgnorth Grove, Willenhall, West Midlands, WV12 4RX

**If you would like further information or to arrange a school visit
please contact Robert Cattermole on:**

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<http://www.poolhayesprimary.co.uk>

