



Recruitment Pack
Headteacher

Littleborough Community Primary School



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- Please refer to following separate documents:
 - Littleborough Community Primary School prospectus

LITTLEBOROUGH COMMUNITY PRIMARY SCHOOL



Dear Candidate

I am delighted that you have expressed an interest in applying for the post of Headteacher at Littleborough Community Primary School. Our current Headteacher is to retire following several successful years at the school. The Governing Board are keen to appoint an inspirational and dynamic individual to take our growing school forward, bringing out the full potential of all who work and learn within it; someone who will build upon the current outstanding practice which is evident throughout our school.

Littleborough Community is a welcoming, happy and vibrant school with highly motivated staff and pupils. It is well supported by parents and carers and offers a warm vibrant family like atmosphere that our children thrive on.

The school is making strong links to the wider community within Littleborough and, as Chair of Governors, I feel privileged to be part of this active community.

We can offer:

- Staff that are committed, passionate and hardworking.
- A Governing Body that is willing to work alongside your needs to achieve the very best for our children and staff.
- Children who are enthusiastic, polite and caring.

I personally believe that this is an exciting opportunity for the right applicant and hope that our information pack will help you decide to apply for this post. If you would like to visit the school on either the 5th or 8th January 2018 please contact office@littleborough.rochdale.sch.uk.

I would like to wish you every success in your application should you choose to do so.

Yours sincerely

Robert Mitchell
Chair of Governors

LITTLEBOROUGH COMMUNITY PRIMARY SCHOOL

Bringing out the best



in every child

Dear potential candidates

Headteacher – Littleborough Community Primary School

Littleborough Community Primary School is a really good school, with lovely, caring teachers and we are really proud to be its School Council. We all care very much about Littleborough Community Primary School and are looking to make sure that it stays a happy school, and a brilliant one.

Our students believe that the new Head teacher should have the following qualities:

- Kind
- Helpful
- Understanding
- Respectful of others and their beliefs
- Polite\patient
- Someone who brings new, fun ideas and who will make the school a better place
- Loyal
- Friendly\approachable
- Someone who is committed to the job and has good attendance
- Firm but fair
- Energetic
- Someone who is proud to represent our school
- Somebody who encourages everybody to join in and participates themselves
- Delivers interesting assemblies

Also, the children would love it if the head teacher could sometimes participate in one of the lessons / activities perhaps once a term, so the children could get to know them better.

This may seem a lot to ask of someone but we are very proud of our school and what we have achieved. We need the right person to run it.

Yours faithfully

School Council

(On behalf of the Children of Littleborough Community Primary School)



LITTLEBOROUGH COMMUNITY PRIMARY SCHOOL

NEWSLETTER



Bringing out the best in every child

November 2017

So much to be proud of

Parents evening

This was very well attended and we thank everyone who came. All children were given targets by the teachers and these were shared with parents.

Book Fair week

Book Fair raised £932.16, of which school gets 60% in books

Record breaking fundraising

Our recent event on 29th September for MacMillan raised £410. Thank you for your cakes and support.

We also raised money for 3 other charities and are delighted to report that **each one** will receive £518.50!!!!

Springhill Hospice

Breast Cancer support

Honeybee Young Carers' charity

Thank you so much!!

Open sessions for prospective new parents for Nursery and Reception September 2018 intake have been arranged for Friday 3rd November at 1.45pm and Wednesday 8th at 10am. Please contact the office to book in.

Halloween

The attendance at the Halloween disco was fantastic! The costumes were amazing and we want to thank you for making the event so memorable for the children. There was not one single incident of bad behaviour and the children enjoyed the games, and snacks. Thank you to all the staff and the PTFA who helped make this such a success! We made £620 profit!!



Halloween disco!

Reminders

The staff car park before and after school is only for staff and for disabled parents with displayed disabled badges. Please don't park on the lane. It doesn't leave room for a fire engine or ambulance to get onto the playground. This is classed as obstruction and carries a full parking fine.

So much to be proud of Successes



MacMillan fun run



Reception – learning to count

School Uniform-

The children all look so smart, wearing correct uniform (see below) with black shoes and not trainers which have colour on them. Please label everything! We have been asked to clarify what the uniform should be. For girls it is a white polo shirt or shirt, with grey skirt or pinafore dress and red cardigan, fleece or jumper, grey, red, black or white tights. Uniform for boys is white shirt or polo shirt as above, grey trousers and red jumper or fleece. PE kit is a plain white or red T shirt and black shorts. They will need black pumps or trainers for outside, and track suit for cooler weather sports outside in KS2. No jewellery please or extreme haircuts. Thank you.



Young Leaders at Littleborough CPS

Hello, we are Jude and Emilia, the new Head boy and Head girl. We are proud to be one of the Young Leaders in our school. We recently held a bake sale for Clicsargeant- a charity for children with cancer. We like our school because everyone is so friendly and helpful and we have a lot of resources and equipment. It's a happy, calm and safe place to learn.

LITTLEBOROUGH COMMUNITY PRIMARY SCHOOL

NEWSLETTER



Bringing out the best in every child

November 2017

Keeping safe

All the children in Year 4 and 5, teachers and even Mrs Sinker were given lessons by the fire service in mouth to mouth resuscitation.



Children also take part in what we call the **Daily Mile** – which is simply a brisk walk around the grounds on as many days as we can- in order to keep their hearts and bodies healthy.

Attendance

The Government is once again clamping down hard on children's attendance. This is just a reminder that now your child's attendance should be over 95%. We have been instructed that holidays in term time cannot be authorised and fines will once again be reinstated, if you take a holiday and your child will be absent for 10 sessions (5 days or over)- that will mean a fine. If your child is absent due to illness, you will need to phone the school every day of your child's absence. If your child is sick or has diarrhoea, the policy is that they have to stay off for 48 hours.

Lunches

Nursery lunches are £1.70 per day and can be paid weekly on SIMS agora. Please can all parents make sure your payments are up to date.



Year 4 Roman Wow day

This Term's topics;

Nursery; All about me. Autumn

Reception; All about me. Smell and Peek. Lets party! On a dark, dark night.

Year 1; Why can't a meerkat live in the North? Pole

Year 2; Famous People and events – Florence Nightingale, Mary Seacombe, Guy Fawkes and Fire of London

Year 3; Who first lived in Britain Stone to Iron age

Year 4; What did the Romans ever do for us?

Year 5; Why is Brazil in the news? Why are the Rainforests important to us at all?

Year 6; What is so special about the USA?

Dates for your diary

Tuesday 7.11.17 5.30pm KS1 Parents' workshop

Monday 13.11.17 Anti bullying week

Tuesday 14.11.17 M6 theatre. Governors' Resources subcommittee

Wednesday 15.11.17 Maths WOW day

Friday 1.12.17 Pantomime (Class champion that week will be on Thursday)

Wednesday 6.12.17 9.15am Nursery Christmas show

Thursday 7.12.17 2pm Reception Christmas play

Monday 11.12.17 9.30am KS1 Christmas play

Tuesday 12.12.17 2pm KS1 Christmas Play

Wednesday 13.12.17 2pm KS2 dress rehearsal

Thursday 14.12.17 9.30am and 2pm – KS2 Christmas show

12-1.30pm Christmas school dinner for children

Friday 15.12.17 1pm Christmas Messy play in Nursery

Wednesday 20.12.17 9.am Christmas Carol Concert with the Band followed by Fancy Dress parade 10-12

Break up 3.15pm

Thursday 4.1.18 Return to school

PTFA EVENTS

1. PTFA meeting at Star Street Studios Wednesday 8th November at 6pm. All welcome!

2. Chocolate Tombola - Saturday 2nd December.

3. Christmas Pop-up Shop (Monday 4th and Tuesday 5th Dec after school in the school hall).

4. Christmas Nativity/Shows - raffles and refreshments;

Nursery - Wed 6th Dec 9.15am

Reception - Thurs 7th Dec 2pm

KS1 - Mon 11th Dec 9.30am and Tues 12th Dec 2pm

KS2 - Thurs 14th Dec 9.30am and 2pm

Headteacher Job Description

Position: Headteacher

Reporting to: The Governing Board

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

Main Tasks

1. Strategic direction and development of the school

- 1.1 Provide inspiring and purposeful leadership for the staff and pupils.
- 1.2 To work in partnership with the Governing Board, staff and parents generating the ethos and values which will underpin the school.
- 1.3 To continue to implement a Development Plan which will secure continuous school improvement.
- 1.4 To monitor and evaluate the performance of the school and respond and report to the Governing Board as required.
- 1.5 To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- 1.6 To ensure that school policies and practices take account of national, local and school requirements.
- 1.7 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- 1.8 To 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.

2. Teaching and learning

- 2.1 Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- 2.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.3 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.4 Determine, organise and implement a policy for the personal, social, moral and spiritual (SMSC agenda) development of pupils.
- 2.5 Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- 2.6 Determine and implement policies which promote:
 - a) Positive strategies for developing good race relations and dealing with racial, diversity and inclusion incidents.
 - b) Equality of access.
- 2.7 Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.

- 2.8 Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.9 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- 2.10 Promote extra-curricular activities in accordance with the educational aims of the school.

3. Leading and managing staff

- 3.1 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.2 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- 3.3 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 3.4 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher.
- 3.5 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher would benefit from further training and undergoing such training.
- 3.6 Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the head teacher's function at any time when absent from school.
- 3.7 Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- 4.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- 4.2 Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- 4.3 Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- 4.4 Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- 4.5 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- 4.6 Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Accountability

- 5.1 Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- 5.2 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Governors, the LA, the local community, OFSTED and others to enable them to play their part effectively.
- 5.3 Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 5.4 Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 5.5 Carry out any such duties as may be reasonably required by the Governing Board.

6. Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and the Education Equality Act 2010 and expects all staff and volunteers to share this commitment

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the governing board are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

'This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers'.

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION

Post: Headteacher – Littleborough Community Primary School. **Group Size: 3:** L18 – L24

Note to Applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Assessment** column shows how the Council will obtain the necessary information about you.

If the **Assessment** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

AF - application form

I - Interview

CC - Checking of Certificates

Selection Criteria	Assessment	Essential	Desirable
1. Training, Qualifications and Experience			
1.1. Qualified Teacher Status.	AF/CC	X	
1.2. NPQH or relevant postgraduate qualification or working towards NPQH.	AF/CC		X
1.3. Successful leadership as a Headteacher.	AF/I		X
1.4. Successful leadership as a Deputy Headteacher or Assistant Headteacher.	AF/I	X	
1.5. Evidence of relevant continuing professional development.	AF/I	X	
1.6. Successful leadership and management experience as Headteacher, Acting Headteacher or Deputy Headteacher from a within a similar setting.	AF/I	X	
1.7. Experience of working in more than one school or educational setting with management responsibilities.	AF/I	X	
1.8. Substantial successful teaching experience within the primary age range.	AF/I	X	
1.9. Have a good commitment to sustained attendance in work.	AF/I	X	
2. Leading in the community			
2.1. Track record of using successful strategies for inclusion and diversity.	AF/I	X	
2.2. Being proactive in creating partnerships with other schools, community groups and agencies to improve opportunities for children.	AF/I	X	

2.3. A proven ability to establish and sustain excellent relationships with parents, pupils, governors, staff and the wider community.	AF/I	X	
2.4. Commitment to maintain and strengthen the positive ethos and holistic nature of the school.	AF/I	X	
2.5. Commitment to engaging and promoting collaborative partnerships with other schools.	AF/I	X	
2.6. Commitment to engaging and promoting the extended provision within the school, the local community and other agencies.	AF/I	X	
2.7. Sensitivity to the cultural and contextual needs of our school and its local community.	AF/I	X	
2.8. Participate and support a range of out of school activities.	AF/I	X	
3. Leading People			
3.1. Ability to motivate and support staff.	AF/I	X	
3.2. Ability to communicate clearly with a wide range of people using a variety of media.	AF/I	X	
3.3. Ability to develop high quality staff at all levels in line with the School Improvement priorities.	AF/I	X	
3.4. A commitment to the professional development of all staff and staff well-being.	AF/I	X	
3.5. Experience of monitoring staff performance and supporting staff.	AF/I	X	
4. Leading Teaching and Learning			
4.1. Track record of using effective strategies for raising pupils' achievement and meeting the educational needs of all pupils at the school.	AF/I	X	
4.2. Track record of the ability to monitor and evaluate the quality of teaching and pupil achievement and inclusion.	AF/I	X	
4.3. Experience of strategies to develop pupil's personal development, behaviour and wellbeing.	AF/I	X	
4.4. Ability to articulate a clear personal philosophy for education.	AF/I	X	
4.5. Knowledge and ability to deal with issues related to the transition between school phases.	AF/I	X	
4.6. Knowledge and experience of strategies to diminish the differences for all learner groups.	AF/I	X	
4.7. Knowledge and understanding of the primary curriculum, including the National Curriculum, Early Years Foundation Stage and assessment of these.	AF/I	X	

4.8. Knowledge and understanding of current educational developments.	AF/I	X	
4.9. Evidence of Curriculum leadership development.	AF/I	X	
4.10. Evidence of the application of strategies to review, evaluate and improve teaching and learning.	AF/I	X	
4.11. Strong behavioural management skills.	AF/I	X	
5. Leading Strategically			
5.1.Track record of leading change effectively.	AF/I	X	
5.2.Experience of effective school development/action planning/monitoring and evaluation process.	AF/I	X	
6. Personal Qualities			
6.1.A passion for achieving the best outcomes for all children.	I	X	
6.2.A clear vision for an innovative and forward thinking school.	I	X	
6.3.Ability to communicate the clear vision for the school at all levels.	I	X	
6.4.Inspirational, enthusiastic and innovative	I	X	
6.5.Excellent interpersonal skills.	I	X	
6.6.Ability to perform well under pressure.	I	X	
6.7.Ability to think analytically in solving problems.	I	X	
6.8.Creatively demonstrate initiative.	I	X	
6.9.Aware of own strengths and areas for development.	I	X	
6.10. Ability to listen to others and act on feedback.	I	X	