



HIGHLEY COMMUNITY PRIMARY SCHOOL

POST:

HEADTEACHER

**REQUIRED FROM:
Autumn term 2019**

Information for Applicants



Post: HEADTEACHER

School: HIGHLEY COMMUNITY PRIMARY SCHOOL

**Address: Grasmere Drive, Highley, Bridgnorth, Shropshire,
WV16 6EH**

Telephone: (01746) 861541

Email: admin@highley.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- the school
- primary education in Shropshire
- the post

Further information is available by contacting:

Trish Cadman, HR Officer – trish.cadman@shropshire.gov.uk

Visits to the school are actively encouraged, and can be arranged by telephoning the school office on 01746 861541.



HIGHLEY COMMUNITY PRIMARY SCHOOL

GENERAL INFORMATION

Highley Community Primary School is located in a glorious position, possibly unrivalled in the county in the heart of the Severn Valley, some seven miles from Bridgnorth, and serves the village of Highley in South Shropshire.

The school was built in the 1970s to a semi-open plan design. There are currently 9 classes with practical areas as well as a demountable, and an excellent hall, with good P.E. facilities. Every class has a Genie Board and access to laptops, iPods and Tablets. There is also a demountable with a Promethean interactive whiteboard.

Outside there is ample space for both play and outdoor learning with 4 playgrounds and a beautiful, large playing field. There is a wild area which is used for Forest Schools and a school garden which is well maintained by children and staff. Following a successful bid for improving outdoor play facilities the children chose to fund new play equipment, which forms a trail around the grassed edges of the playgrounds.

CLASS STRUCTURE

The number on roll at the beginning of the spring term is 243.

For the academic year Jan 2019 the classes will be divided as follows:

Class 1	Reception/Y1	27
Class 2	Reception/Y1	26
Class 3	Year 1/2	30
Class 5	Year 1/2	30
Class 6	Year 3/4	30
Class 8	Year 3/4	30
Class 9	Year 5	32
Class 10	Year 6	19
Class 11	Year 6	19

There are currently 32 children on the special needs register.

Children transfer to secondary education at the end of Year 6, with most children attending Oldbury Wells in Bridgnorth with whom the school has very close links. There are further secondary schools in the area.

STAFF

The current teaching establishment is Headteacher plus 11 teachers.

The Senior Leadership Team currently comprises Headteacher (Standards and Achievement), Deputy Headteacher (SEN), two TLR posts (KS2 leader and KS1 Leader), and the School Business Manager, making a strong and supportive leadership team.

Each class has support from a teaching assistant, ranging from level one to HLTA. In addition, we have one Higher Level Teaching Assistant who at present covers PPA time. We also have 1:1 teaching assistants for children with an EHCP.

The school run a Nurture Group four afternoons per week for children requiring additional support.

The office is run by a School Business Manager supported by two Office Administrators. The SBM takes the lead in finance, premises and health and safety. The SBM is also line manager for the caretaker, lunchtime carers, kitchen staff and office support staff.

Staff are highly committed and work together as a very supportive team whose skills and interests span the whole curriculum. Continual professional development is key to allowing our staff to further develop. All staff benefit from a thorough and rigorous performance management system.

PARENTS AND THE COMMUNITY

Parents are supportive and actively involved in the life of the school and the efforts of their children, with many parents helping in school in a variety of ways including school visits. We regularly seek the views of our parents/carers including an annual questionnaire as part of our School Development Plan.

There is a school association "Highley Community Primary School Fund Raising Group" which organises many fund raising activities. This contributes greatly to enhancing the education of the children.

The school enjoys close links with the community benefitting from the excellent resources of the nearby community and leisure centre.

FINANCIAL MANAGEMENT

The school has taken catering services in-house and has made positive improvements to the school meals offered to children. The cleaning of the school is paid for through the school budget. Grounds maintenance is undertaken by a contractor.

GOVERNANCE

We have a strong and supportive Governing Body which is fully committed to undertaking its important role as part of the leadership and management team and Governors are keen to develop their roles and responsibilities further. Planned visits into school linked to the School Development Plan are increasingly being used to improve Governors' understanding of all aspects of school life and their ability to monitor and challenge as needed. Governors also contribute to the work of the school by attending voluntary in-service training. Full Governing Body meetings are held at least termly and Governing Body sub-committees meet when necessary.

ETHOS AND THE CURRICULUM

The school has a very positive atmosphere. Clear school rules and systems are in place to support appropriate behaviour and consistent work patterns. The school aims to provide an education that will extend children's knowledge, develop their skills and concepts; help them to relate to others; encourage self-confidence and self-discipline; all within a supportive and caring environment.

The children study core and foundation subjects in accordance with the National Curriculum.

Extra curricular activities flourish, reflecting a high level of staff/community commitment (cooking club run by school cook, gardening club, and football by local coaches, choir, cross-country, rounders and School Council run by members of the teaching staff). Sporting traditions are strong, especially in the areas of football, netball, cricket, rounders, athletics and swimming. A number of children learn piano and guitar through a private teacher.

Our successful School Council was set up a number of years ago and meets every week. The Executive Committee plan the agenda taken from suggestions given by children and run the meeting to discuss these issues. This is a powerful voice for children to become more involved in the running of the school. As well as newly appointed head and deputy head boy and girl.

CURRENT POSITION

The vacancy has come about as a result of the current post holder's resignation after two successful years, taking a career break. Governors are therefore looking to work with a new Head to build upon existing strengths and areas for development identified in the School Development Plan and during the last Ofsted inspection.

They see governance of the school as a partnership in which they would wish to give the new Headteacher the freedom to meet agreed objectives, providing the support necessary in order to achieve these.

The school was last inspected in July 2018 with a short inspection receiving a "Good"; a copy of the summary report is enclosed.



**HIGHLEY COMMUNITY PRIMARY SCHOOL
HEADTEACHER
PERSON SPECIFICATION**

Your application will be judged on its direct relevance to the person specification; it will also be judged on the quality of its content and presentation.

Where possible provide evidence to support your application's relevance to the person specification.

Our new Head will be someone who:

- Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for teaching, learning and education.
- Values children and is passionate about their education and well-being.
- Puts children at the heart of his/her decision-making.
- Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.
- Has excellent communication skills and is also a good listener.
- Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth, humour and imagination.
- Can inspire and motivate.
- Is a visible and accessible presence in school.
- Can build on current successes in order that Highley Community Primary School can be recognised as an outstanding school.
- Has the ability to work collaboratively with children, staff, governors, parents and the wider community to help the school flourish.

Highley Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and medical report.

**HIGHLEY COMMUNITY PRIMARY SCHOOL
HEADTEACHER
PERSON SPECIFICATION**

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ESSENTIAL	DESIRABLE	HOW MEASURED
Qualifications & Experience <ul style="list-style-type: none"> • Degree and Qualified Teacher Status • Considerable recent experience of leadership in a primary school at Head or Deputy Head level • Understanding of Primary and Early Years Foundation Stage teaching and learning • Familiar with the 2014 curriculum with a clear vision of how to implement this successfully. 	<ul style="list-style-type: none"> • National Professional Qualification for Headship 	Application Interview
Leadership <ul style="list-style-type: none"> • Demonstrated ability to inspire, nurture and lead a hard-working and committed staff team, including leading by example • Excellent organisational skills • Demonstrated ability and willingness to innovate and think creatively in accordance with the school's ethos and development plan • Ability to work effectively with Governors to advise on and implement the school's strategic framework • Experience of school development planning, writing, delivering and monitoring • Evidence of successful innovation, leading whole school initiatives or managing change • Evidence of a strategic approach to CPD for whole staff / team / group 	<ul style="list-style-type: none"> • Experience of using assessment data to inform decision making 	Application Interview References
Promoting Excellence & Achievement <ul style="list-style-type: none"> • Ability to recognise 'outstanding' and excellent teaching and learning • Experienced in current data recording practices, pupil tracking and effective ways of working with the School Development Plan • Evidence of a strategic approach to the 'assessment of learning' for learning and the ability to adapt the curriculum to the individual needs of the child • Ambition to strive for success in the core subjects while supporting and recognising the value of other 	<ul style="list-style-type: none"> • Experience of success above and beyond core curriculum subjects 	Application Interview References

<p>subjects.</p> <ul style="list-style-type: none"> • Good working knowledge of ICT and its development for teaching & learning 		
<p>Developing & Managing Staff</p> <ul style="list-style-type: none"> • Someone who values teamwork, can identify and acknowledge excellence and challenge poor performance • Ability to promote staff development and training and make time to talk to all staff members individually • Experience of effective lesson observations • Experience of implementing the Performance Management review cycle 	<ul style="list-style-type: none"> • Evidence of a strategic approach to CPD for whole staff / team / group 	<p>Application Interview References</p>
<p>Managing the School</p> <p>Our new Head will be able to:</p> <ul style="list-style-type: none"> • exercise management, financial, and budgetary skills appropriate for a school of this kind • manage the day to day running of the school efficiently and effectively, delegating management tasks and monitoring their delivery • ensure that the management, finance, structure, and administration of the school supports its priorities and objectives • be experienced in the setting of priorities for expenditure and allocation of funds for specific projects • develop and sustain a safe, secure, and healthy school environment • build a constructive and open relationship with parents, Governors, and the Local Authority 	<ul style="list-style-type: none"> • Experience of working with other professional agencies, learning networks and partnerships • Experience of managing budgets • Experience of working with fund-raisers and community project groups • Experience of managing building projects 	<p>Interview References</p>



JOB DESCRIPTION

HIGHLEY COMMUNITY PRIMARY SCHOOL

Title of Post: HEADTEACHER

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school and the skills, knowledge, aptitudes and qualities they require in order to carry out the role.

Job Title	Headteacher of Highley Primary School
Responsible To	The Governing Body of Highley Community Primary School, represented by the Chair
Responsible For	Teaching and Support staff
Job Purpose	<p>The role of the Headteacher is to provide strategic and professional leadership to this school. The Headteacher will develop a vision which is shared by the whole school and which secures its success and improvement, high quality education for all its pupils and improved standards of achievement.</p> <p>The Headteacher will also effectively and efficiently manage the resources to promote and secure the achievement of both pupils and staff and create an environment where pupils and staff can safely achieve their full potential.</p>

MAIN DUTIES AND RESPONSIBILITIES

The Headteacher will be responsible for:

- Establishing, articulating and implementing the aims and all policies of the school in collaboration with the staff and Governing Body
- Preparing Development Plans for the school related to the National Curriculum, the school's budget, the in-service needs of teachers, and other requirements, including Ofsted
- Maintaining an overview of the quality of the school's curriculum provision in conjunction with the School Development Plan
- Managing the quality of the learning environment in the school, including the observation and review of the performance of staff and pupils
- All aspects of financial management
- Developing and maintaining links between the school and the community that it serves
- Managing the communications and support networks of the school.
- Organising the appointment of staff and establishing programmes for the development of both the teaching and non-teaching members of staff
- Representing the school in the outside world, including the promotion of the school's attributes and achievements
- Creating policies for the monitoring and evaluation of the success of the school
- Preparing the school for inspection by Ofsted

The Headteacher will need the following skills to carry out these responsibilities:

- A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them.
- An ability to predict, plan and prioritise, together with the skills of negotiation and decision making.

- A clear vision of the totality and purpose of the whole school curriculum.
- The ability to promote the success of pupils within the school.
- An ability to formulate, manage and monitor the school's budget and provide appropriate information to the Governing Body.
- An ability to understand the needs of the local community and to develop positive dialogue with a wide range of people.
- An ability to manage effectively.
- An ability to define roles and responsibilities and to make effective appointments.
- An ability to define and pursue plans and to search for evidence to see how well these have been achieved.
- An ability to communicate all that has been done and achieved since the previous Ofsted inspection.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

PRIMARY EDUCATION IN SHROPSHIRE

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

The Administrative Centre of the Council and support to schools is based at the Shirehall, located within Shrewsbury. The Corporate Director, Karen Bradshaw, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, Governors and staff in line with Development Plans.

The Local Authority's policy is that the school curriculum should help all pupils to:

- enjoy learning and perceive education as a life-long process;
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society;
- to fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative;	mathematical;	scientific;
human and social;	moral;	spiritual;
linguistic and literacy;	physical;	technical.

- develop lively, enquiring minds and the ability to:
 - find and use information
 - question and debate rationally
 - apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- understand the world in which they live and the interdependence of individuals, groups and nations;
- develop appreciation and concern for the environment;
- work co-operatively with others, including developing confidence and respect in relating to adults;
- develop self-reliance and the ability to learn independently.

SALARY AND PENSION:

The salary for this post is Headteacher Group 2 (ISR L12-L18, £52,414 - £60,755) per annum.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions - <https://www.teacherspensions.co.uk/>

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

APPLICATIONS

You can apply for this post on-line at <http://www.shropshire.gov.uk/jobs-and-careers>.

If you require a different version of the application form please e-mail hrcontact@shropshire.gov.uk.

Please also submit a concise letter of application, either using the blank pages on the form or presented separately and e-mail to hrcontact@shropshire.gov.uk to arrive no later than the closing date of 11/03/2019.

As part of your application you are also expected to compose a letter to the School Council outlining 'Why I would like to be Headteacher at Highley School'. Please send this along with your completed letter of application to hrcontact@shropshire.gov.uk.

Please note:

- your letter of application must be specific to this post - generalised applications are unlikely to be successful;
- do not include testimonials or a curriculum vitae;
- two referees should be given, one of which should be the applicant's current LA, and the other the applicant's current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named;
- the closing date is **11/03/2019**
- short-listing for this post will take place on **20/03/2019**.
- interviews will be held on **03/04/2019**
- if you decide to apply, please note the schedule of dates above;
- completed application forms and letters, if not completed on-line, should be returned to Shropshire Council, Employment Services, Shirehall, Shrewsbury, SY2 6ND.