



Headteacher Application Pack



For the newly-amalgamated

Holly Spring Primary School

Lily Hill Road, Bracknell, RG12 2SW





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A letter from the Governing Body



Dear potential new Headteacher,

Our thriving Infant School is extending and becoming a newly formed Primary School as of September 2019. After consultation and careful consideration the decision has been made to amalgamate the Infant and Junior School. This will be achieved by the Junior School closing and the Infant School extending its age range. The governors and staff are committed to ensuring our children achieve their full potential and we are looking for a new Headteacher who can create a vision for the future, alongside the school community.

Our schools were originally built as separate two form entry Infant and Junior Schools in 1960. In 2011 the school commenced a programme of building work to extend the schools from two form to three form entry and to physically join the two buildings together. We have a 52 place nursery on our site, along with a private pre-school.

The process of the two schools working together to provide the best possible education for the children has already begun and we are looking for a Headteacher who will build on the strengths that already exist and address the areas for development, bringing the two schools together through a single set of values and a clear vision. The wellbeing of our staff and children are paramount to future success.

We look forward to hearing from you if the opportunity to lead our newly-amalgamated Primary School excites you.

Stephen Weeks, Chair of Governors, Holly Spring Infant & Nursery School



Key information about the school

'playing, learning, growing... together'

Holly Spring Infant & Nursery School	
Type of school	LA Community Infant & Nursery School
Age range	3-7
Location	Bullbrook, Bracknell
PAN	90
Attendance	95.4%
% of children with SEN	11%
% of children in receipt of PPG	15%
2018 results (EYFS, phonics, KS1)	KS1 Reading ARE+: 73% KS1 Writing ARE+: 69% KS1 Maths ARE+: 75% Phonics(combined): 95% GLD: 74%
Latest Ofsted grading	Good (January 2018)

'building aspirations and broadening horizons'

Holly Spring Junior School	
Type of school	LA Community Junior School
Age range	7-11
Location	Bullbrook, Bracknell
PAN	90
Attendance	96.4%
% of children with SEN	16%
% of children in receipt of PPG	26%
2018 results	KS2 Reading ARE+: 59% (SATs result) KS2 SPaG ARE+: 65% (SATs result) KS2 maths ARE+: 64% (SATs result) KS2 writing ARE+: 70% KS2 combined: 50%
Latest Ofsted grading	Requires improvement (July 2016)





Creating a vision for our newly-amalgamated Primary School



Our newly-amalgamated Primary School will review and re-evaluate its vision, values and strategic priorities. Our new Headteacher will help us to articulate this.

The current vision, values and ethos are:

OUR VISION

“Where everyone achieves their full potential, has fun and develops a lifelong love of learning.”

Our vision is to ensure that all children develop a love of learning based on the knowledge, skills and values relating to: **The building of character and responsibility, relationship and team work skills and academic excellence.**

‘playing, learning, growing... together’
‘building aspirations and broadening horizons’

OUR VALUES AND ETHOS

We aim to provide an engaging, challenging curriculum tailored to the needs of every child. Dedicated staff are committed to innovation and creativity to provide stimulating and enjoyable learning experiences that nurture the development of global citizens who will thrive in our society. This will include the following:

- **Successful learners** who enjoy learning, make progress and achieve.
 - Commitment to learning for ALL stakeholders; children, staff, parents, everyone.
 - High aspirations in all areas; academic, behaviour and personal drive.
 - Everyone collaborates and perseveres to maximise learning opportunities
- **Confident individuals** who are able to live safe, healthy and fulfilling lives.
 - Everyone is valued and respected. We strive to inspire one another.
 - Developing children who know how to learn effectively to thrive in their future jobs.
 - We take pride in our school collectively and work together to keep it vibrant.
- **Responsible citizens** who make a positive contribution to society
 - We treat others how we would like to be treated
 - Celebrate achievements and diversity
 - Encourage and support the contribution of the family



Celebrating achievements and key priorities



Our achievements so far...

Holly Spring Infant and Nursery School

- Meeting national standards for teacher assessment in KS1/FS.
- Improvement in phonics results over last 4 years, now above national average
- PPG funding used very effectively to support children to make good progress
- Well established behaviour policy, based on a positive reinforcement model, which children respond very well to
- Highly professional, talented staff who regularly engage in professional development
- Excellent knowledge of assessment procedures with 100% accuracy from external moderation
- An outstanding foundation stage unit
- Strong SEN team, with highly skilled specialist intervention TAs
- Successful NQT induction/teacher training mentorship, by staff who share their expertise and experience
- Succession planning
- Consistently positive feedback from regular parent surveys
- Good relationships with local community

Holly Spring Junior School

- High expectations of behaviour
- Good collaboration in Year 6 which leads to children being better prepared for SATs.
- Improvement in parent feedback in regards to the progress their children make.
- Highly successful 'Take one picture' art exhibition on an annual basis.
- Close working relationship with the Infants which has led to an improvement in lower Key Stage 2 phonics.
- Consistent marking and regular opportunities for children to respond to feedback.
- Leadership team have implemented a robust monitoring plan which is leading to improved teaching and learning.

School Development Plan Key priorities for 2018/2019

Holly Spring Infant and Nursery School

Objective 1

Pupil Outcomes: Through the use of more effective intervention, improve pupil outcomes for vulnerable groups, focussing on children in receipt of the Pupil Premium Grant and those with an identified Special Educational Need.

Objective 2

Curriculum Development: To enrich its delivery, quality of lesson design and to align objectives across the primary age range, ensuring clear progression of skills, with a particular focus on maths.

Objective 3

To improve transition, communication and links with the adjoining Junior School, aligning processes, systems, policies etc. To improve the school experience for children and families, leading to improved outcomes.

Holly Spring Junior School

Objective 1

Pupil Outcomes: Through the use of more effective intervention, improve pupil outcomes for vulnerable groups, focussing on children in receipt of the Pupil Premium Grant and those with an identified Special Educational Need.

Objective 2

Teaching and Learning: To improve the quality of lesson design and delivery, coupled with clear assessment procedures, to better meet the needs of the children leading to improved outcomes.

Objective 3

Distributed leadership: To develop leadership at all levels, including the leadership of PPG, utilising a programme of CPD and in house support to upskill leaders at all levels.



What are we looking for in our new Headteacher? Views from school council and staff.



Good communication skills are key as this helps to build relationships and respect.

Someone who has a clear vision and engages all stakeholders in discussing how to achieve this. It's important that they take the views and opinions of others into account throughout this process.

We would love the new Headteacher to have had experience across all the key stages so that they can share ideas and discuss ways of making all our provision even better.

School council meeting 23/1/19

Our new Headteacher



"Someone who has empathy and who can persevere"

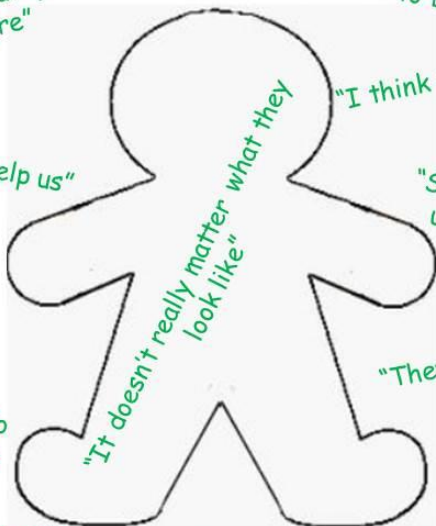
"They need to be kind"

"Somebody who can help us"

"A Headteacher must be a happy person"

"They need smart clothes and a lanyard so we know they're a safe adult"

"Someone who can help our Mummies and Daddies too"



"It doesn't really matter what they look like"

"I think they need to be good at listening"

"Someone who can make us giggle sometimes"

"They need to have a smiley face"

"Someone who respects people"

"It would be good if they can sing nicely for assembly time"

A Headteacher needs to have high expectations and they need to support staff to achieve these standards through professional discussions and modelling.

We need our Headteacher to be approachable and to have a good sense of humour, as sometimes, laughter is the best medicine.

Someone who is passionate about our school and is forward thinking in their approach to getting us to an outstanding level.

Somebody who is experienced in driving improvement in a school. The newly-amalgamated Primary School is going to need a Headteacher who understands the impact of change on all those involved and how to get the best out of all situations.



Job Description

Key roles and responsibilities of the Head Teacher:

The key role and responsibility of the Head Teacher are to provide visible professional leadership and management for the school and its community in partnership with the Governing Body. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Our Head Teacher will be expected to:

1) Maintain and enhance our school ethos

Empower every child so they feel included, cared for and secure.
Embrace relationships with pupils, staff, parents and Governors that are built on mutual support, trust and respect.
Value and celebrate the achievements of the whole school community.
Actively participate in all aspects of school life.

2) Shape the Future

Work alongside an effective Governing Body and supportive school community to further develop a shared school vision, through dynamic leadership, which inspires and motivates the whole school community.
Demonstrate the vision and values of our school in every day work and practice.
Actively shape the continuous improvement of our School Development Plan.
Anticipate and prepare the whole school community for future trends and challenges.
Inspire, challenge, motivate and empower others to carry the vision forward.

3) Lead Learning and Teaching

Take responsibility for raising the quality of teaching and learning and for pupils' achievements within a successful learning culture.

Be an outstanding classroom practitioner, who will be able to lead by example and inspire staff to improve and develop.
Monitor, evaluate and review the quality of learning and teaching to improve outcomes for all our children.
Interpret and respond to data for the tracking of pupil progress and the forming of appropriate teaching strategies for performance improvement.

4) Develop Self and Work with Others

Challenge, influence and motivate others to expect and attain high goals thus enabling everyone to achieve.
Motivate, inspire and encourage all staff and actively promote their continuous professional development.
Implement the School's performance management policy, providing guidance, support and training to all staff.
Foster an open, fair, caring and equitable culture whilst managing conflict.
Regularly review own effectiveness, set personal targets and take responsibility for own personal development.

5) Manage the Organisation

To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
Effectively delegate tasks and responsibilities amongst the staff as appropriate and ensure clear prioritisation of own workload.
Consolidate and develop the work and impact of the Senior Leadership Team.
Effectively manage the school budget in collaboration with Governing Body.
Ensure compliance with statutory regulations and requirements.
Ensure the school buildings, contents and grounds are safe, secure and well maintained and used to their full potential.

6) Secure Accountability

Be accountable for the efficiency and effectiveness of the school to the Governing Body and all its stakeholders.
Be responsible for safeguarding at all levels.
Maintain a good working relationship with the LA and other relevant partners.
Ensure compliance with demands of the Ofsted framework.
Have full reporting responsibility to the Governing Body.

7) Strengthen the Community

The Head Teacher will promote community cohesion through excellent working relationships.
Build and maintain effective relationships with parents and carers.
Maintain our connections with local primary and secondary schools.

This job description is subject to annual review.





Person specification



Specification	Essential/ Desirable	Assessment
Qualifications		
Qualified Teacher Status	E	Application Form
Evidence of personal development, e.g. National Professional Qualification for Headship or equivalent	E	Application Form
Safer Recruitment Training	E	Application Form
Experience		
Head Teacher or equivalent senior leadership role with proven track record for whole school improvement	E	Application Form, Interview, Task
Teaching across the Primary sector and knowledge of all Primary Key Stages including Early Years Foundation Stage	E	Application Form, Interview, Task
Demonstrable experience of successfully monitoring the quality of teaching and learning and implementing CPD accordingly	E	Application Form, Interview, Task
Experience of Analysis and tracking for the purpose of raising attainment	E	Application Form, Interview, Task
Experience of Curriculum development	E	Application Form, Interview
Experience of working closely with staff and Governors in developing and embedding the school's ethos, values and objectives	E	Application Form, Interview, Task
Experience of budget management and linking spend to school improvements	D	Interview

Specification	Essential/ Desirable	Assessment
Skills and Qualities		
Proven ability to connect and communicate effectively with children and parents	E	Application, Interview, Task
Proven ability to raise the quality of teaching and learning	E	Application, Interview, Task
Evidence of driving high expectations within the school environment	E	Application, Interview, Task
Inspirational and supportive leadership	E	Application, Interview, Task
Longer term commitment to the school	E	Interview
Experience of building effective relationships with external agencies	D	Interview
Professional Knowledge and Understanding		
Understanding of and commitment to the requirements of safeguarding children and young people	E	Interview
Knowledge of the statutory requirements of local authority schools and impact of future changes that may affect amalgamated Primary School	E	Interview



Application process



- **School visit:** We would love you to come and visit our schools to get a greater understanding of us and this opportunity – please contact secretary@hollyspringinf.uk to arrange your visit.
- **Applications:** Please complete the full application form which is available online.
- **Closing date:** Applications must be received by Monday 11th February at 9am. Emailed applications should be sent to Hayley Chapple, Hayley.chapple@bracknell-forest.gov.uk shortlisted applicants will be informed on Tuesday, 12th February.
- **Interview dates:** These will take place across two days on Thursday 14th and Friday 15th February. You will be informed of the activities which will make up the interview process.
- **Appointment Timescale:** We would require our new Headteacher to take up the post from September 2019. We would encourage close collaboration and handover with the current Headteachers in the lead up to September.
- **Pay scale:** Leadership L21 - L27 (£65,837 - £76,077).
- **Contact information:** Dawn Jacques, Secretary, Holly Spring Infant & Nursery School, Lily Hill Road, Bracknell, RG12 2SW

All Governing Bodies, Local Authorities and Head Teachers working with children and young people have a responsibility for safeguarding and promoting their welfare. The successful candidate will be required to undergo an Enhanced DBS Disclosure.