

# Carfield Primary School



## Head of School

School information — job description — person specification



# Together everyone achieves more

Dear prospective candidate

Thank you for your Interest in the role of a Head of School at Carfield Primary School.

Our school motto is T.E.A.M — together everyone achieves more — and this at the core of our ethos and values. Carfield is a larger than average primary school in a thriving, engaged community and the children are at the heart of every decision that we make.

This is an exciting time for Carfield as we begin our journey to becoming an outstanding school and strengthen our relationship with Bankwood Primary School. You will find a strong executive head model which will enable you to develop your own skills. At Carfield and Bankwood we never stand still.

We are rightly proud of the 'Good' outcome that we received from Ofsted in March 2019 and we have high expectations of our children. As Ofsted said: "There is a palpable feeling of pride amongst pupils with one pupil saying, 'Everyone comes together as one equally; we're not passengers we're Crew.'"

You will find information about the school in this pack and on our website. If you are interested in applying, however, we would encourage you to visit us. To book a place, please contact Liz Smith, School Business Manager, on 0114 2557534 or by emailing: [lizsmith@carfield.sheffield.sch.uk](mailto:lizsmith@carfield.sheffield.sch.uk).

*Alex Goodwin  
Chair of Governors  
Carfield Primary School*





## Our children...

Carfield School is a great place to work because everyone here is very friendly and helpful. The staff all really care about the children and listen to any problems they may have, helping them feel safe and happy. They try to make learning as exciting as possible: giving children lots of different ways to learn such as using equipment, photographs and video clips to make links to real life; planning lessons that allow children to work in different groups, pairs or individually; and organising interesting trips and celebration days in school.

At Carfield, we love to share our learning with parents and carers and give them lots of opportunities to come in to school to work with children in class or watch performances of music, dance and drama. Our parents are keen to help their children learn at home; everyone enjoys the creative learning log tasks that teachers set as homework. The Carfield community is very creative and there are lots of talented children who attend a range of clubs and enrichment activities outside school. Our school teams take pride in representing us at sports events and we always get praised when we are out and about in the community because we are very polite, respectful and well-behaved.

Everyone at Carfield is like a big family and we are very welcoming to new people. When a new person starts at Carfield, it is not long before they feel like one of the family and like they have always been here.

*From the pupils of Carfield Primary School*





# Information about the process

Please use your personal statement to demonstrate how you meet the person specification, with evidence provided of positive outcomes. Candidates will be shortlisted on their track record and how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 5.30pm on Thursday 21st November. Completed forms (and any enquiries) should be submitted to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school (please see the Chair of Governors' introduction advert for further information).

All candidates will be informed of the shortlisting outcome by 6.30pm on Friday 22nd November.

Shortlisted candidates will be asked to attend Carfield Primary School for in-school activities on Thursday 28th November. An assessment centre and interviews will take place at Kenwood House Hotel, Sheffield on Friday 29th November. Full details about the assessment process will be provided to shortlisted candidates on 23rd November.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process

Telephone feedback will be available for all applicants, regardless of outcome.



# Head of School

## Carfield Primary School

Argyle Close, Sheffield S8 9HJ  
 Telephone: 0114 255 7534  
 Email: [enquiries@carfield.sheffield.sch.uk](mailto:enquiries@carfield.sheffield.sch.uk)  
 Website: [www.carfieldprimary.co.uk](http://www.carfieldprimary.co.uk)

L15-L19 (£57,986 - £63,975 – starting point negotiable, dependent on experience)  
 Group 4 NOR 616  
 For Easter 2020 (or earlier by arrangement)

We are looking for an ambitious Head of School who will lead and manage Carfield Primary, independently making decisions on day-to-day organisation, while working closely with the Executive Head to develop and deliver the strategic vision to make Carfield outstanding.

The successful candidate will be a resilient school leader with proven experience of having delivered positive outcomes in their current leadership role. Our new Head of School will bring their own unique thinking and professional experience to Carfield, sharing our ambition to become 'Outstanding' and working with the team to achieve this.

As Head of School, you will support colleagues to establish a safe and aspirational learning environment that helps pupils learn effectively, while ensuring that parents and governors are well informed about the curriculum, targets, pupil progress and attainment. You will maintain a high profile across the school and its community and play a key role within our soft federation, acting as a role model and working openly and collaboratively with colleagues.

In return we can offer you:

- an opportunity to lead a large primary

- school as you move towards headship
- regular, high-quality professional development opportunities and guidance to help you achieve this
- a professional, positive and committed team of staff and governors
- a supportive community that wants the best for its children and the opportunity to shape those learners' lives

We are looking for hard-working and innovative candidates with the drive and creativity to really make an impact. If that sounds like you, please get in touch.

Visits to the school are warmly encouraged and you will be given the opportunity to meet Wendy Edwards (Executive Headteacher). Please phone Liz Smith, Business Manager at Carfield, on 0114 255 7534 to arrange a visit.

Our school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An enhanced DBS with Barred List check is required for this post. Please take the time to read our safeguarding policy at: [www.carfieldprimary.co.uk/safeguarding](http://www.carfieldprimary.co.uk/safeguarding)

Completed applications forms, and any queries about the recruitment process, should be addressed to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by phoning 0776677 3682.

Please use the downloadable Word version of the application form, which is attached to the advert. In line with Safer Recruitment guidance, CVs will not be accepted.

**Closing date for applications: 5.30pm  
 Thursday 21<sup>st</sup> November 2019  
 Assessment centre and interviews: Thursday  
 28<sup>th</sup> and Friday 29<sup>th</sup> November 2019**





## Head of School job description & person specification

<b>Salary range:</b>	<b>ISR: L15 – L19</b>
<b>Role of the Head of School:</b>	<p>A head of school, in addition to carrying out the professional duties of a teacher other than a headteacher, including duties particularly assigned by the executive headteacher, must play a major role under the overall direction of the executive headteacher in:</p> <ul style="list-style-type: none"> <li>• formulating the aims and objectives of the school;</li> <li>• establishing the policies through which they are to be achieved;</li> <li>• managing staff and resources to that end;</li> <li>• monitoring progress towards their achievement;</li> </ul> <p>and undertake any professional duties of a headteacher reasonably delegated by the executive headteacher.</p>
<b>Responsible to:</b>	The Executive Headteacher, the Governing Body of the school and the Executive Director of Children, Young People and Families
<b>Responsible for:</b>	The teaching and support staff of the school and its children and young people
<b>The Head of School will be expected to work with the Executive Headteacher to:</b>	<ul style="list-style-type: none"> <li>• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.</li> <li>• Meet the standards set out in the guidance document National Standards of Excellence for Headteachers.</li> <li>• Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li> <li>• Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li> </ul>

# Job Description

The 'National Standards of Excellence for Headteachers' expressed through four 'Domains' identify the specific characteristics that are vital for the post, to ensure the school is led effectively.

The job description should be subject to annual review as part of the performance management cycle.

Domain One	Domain Two	Domain Three	Domain Four
<b>Qualities and knowledge</b>  <i>Heads of School:</i> 1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.	<b>Pupils and staff</b>  <i>Heads of School:</i> 1. 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.	<b>Systems and process</b>  <i>Heads of School:</i> 1. 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.	<b>The self-improving school system</b>  <i>Heads of School:</i> 1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.	2. 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.	2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.	3. 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.	3. 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.	3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.



4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	4. 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.	4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. 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.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. 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.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. 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.

# Head of School Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

## Qualification and experience

### Candidates should have:

1	Qualified Teacher Status (QTS)
2	Experience across the appropriate age ranges
3	Evidence of recent leadership experience that has contributed to school self- evaluation and the development of whole school priorities
4	Supported whole school strategic improvement to improve pupil outcomes
5	Evidence of recent, appropriate professional development

## Personal qualities

### Candidates should:

1	Demonstrate a passion for teaching and learning
2	Communicate effectively and develop positive relationships with all stakeholders
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable
6	Be able to motivate and inspire others
7	Listen carefully and consider the views of others

## Skills

### Candidates should be able to:

1	Support a vision for the school and secure commitment to it from others
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress
3	Support systematic and rigorous whole school monitoring and evaluation
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes
5	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes
6	Support the development of teaching and learning in school
7	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines



## Professional knowledge and understanding

### Candidates should:

1	Be committed to securing equality of opportunity for pupils in school
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning
3	Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils
4	Maintain high standards of pupil behaviour and attitudes to learning
5	Take a lead in the supporting staff in their professional development

## Safeguarding

### Candidates should have:

1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment to work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures in school for safeguarding children and young people

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service.**



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