



Maney Hill
Primary School



Headteacher Recruitment Pack

Co-Chairs' Welcome

December 2022

Dear Candidate,

Firstly a very warm welcome to Maney Hill Primary School and thank you for your interest in our Headteacher vacancy.

Maney Hill is an exceptional and ambitious primary school located in the heart of Sutton Coldfield.

At Maney Hill we believe that every child is unique. We offer high-quality teaching underpinned by equal opportunities and breadth of experience for all.

We are a creative and innovative school community that is committed to making sure that every child in our care reaches their individual potential as well as creating an environment which supports our children to learn and develop their knowledge, skills, character and values. This is promoted by our school values of Respect, Responsibility, Teamwork, Adaptability, Ambition and Resilience.

As a school we have grown over the last decade transforming from a one to two form entry school with some 420 children and a brilliant and dedicated staff body. Both staff and governors at Maney Hill see the work they do as a vocation, and as such we strive for the very best for our children. During our last OFSTED report, the quality of education being provided by staff to our children was rated as outstanding, testament to the dedicated work of our staff.

The Headteacher vacancy has arisen following our current Headteacher, Sarah Whitehead, announcing her intention to retire at the end of the academic year. Sarah leaves behind an exceptional school and as a Governing Board we are looking to appoint an ambitious and inspirational new Headteacher with a proven record of highly effective leadership, with the aim of delivering the best that we can for our young people.

Once again, thank you for your interest in the role and we look forward to receiving your application.

Yours sincerely,

Mr Conor Savage
Co-Chair of Governors

Mr Edward Loveday
Co-Chair of Governors



The Headteacher Post

The Post

This vacancy has arisen because the current Headteacher, Sarah Whitehead, is retiring at the end of the 22/23 academic year. The successful candidate will be expected to start at the beginning of September 2023.

Salary Range

L 18 to L 24

Contract Term

Permanent, full-time

Our Vision

Our shared vision at Maney Hill Primary School is to view every child as unique. Our high-quality teaching and learning is underpinned by equal opportunities and a breadth of experience for all. We're a creative and innovative school committed to both challenge and support to enable everyone to reach their potential. Our happy, respectful and caring school helps children to learn and develop their knowledge, skills, character and values.

Our Values

Our shared vision for our children is underpinned by our shared values of:

Respect
Responsibility
Teamwork
Adaptability
Ambition
Resilience

Our School Motto

Inspired Learning for Lifelong Success



The Application Process

How to Apply

To apply for the role, please complete and return the following to csavage@maneyhill.bham.sch.uk:

1. Teaching application form.
2. Recruitment monitoring form.

Application forms can be obtained by emailing: recruitment@maneyhill.bham.sch.uk

School Tours

If you would like to visit the school prior to submitting your application, Maney Hill Primary School will be happy to facilitate this. We will be offering three opportunities to visit the school:

Date	Time
Wednesday 4 th January 2023	13:45
Tuesday 10 th January 2023	10:00
Tuesday 10 th January 2023	16:00

To arrange a visit please contact recruitment@maneyhill.bham.sch.uk no less than 24 hours before your preferred slot.

School address:

Maney Hill Primary School
Maney Hill Road
Sutton Coldfield
B72 1JU

Recruitment Dates

Please note that all interviews will take place on the school premises on the dates specified below. Please ensure you are available for both final interview days.

Stage	Date
Closing Date	Friday 13 th January 2023 (23:59pm)
Shortlisting	Friday 20 th January 2023
Final Interviews	Thursday 2 nd February 2023
Final Interviews	Friday 3 rd February 2023



Guidance for Applicants

Decision to shortlist:

Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form; we do not consider any previous applications or prior knowledge of you. Before you start to complete the application, please read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills, and behaviours we are looking for in our new Headteacher. You should address how you meet these in your supporting statement/letter.

Recruitment monitoring form:

We positively welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability, gender and sexuality. To help monitor the effectiveness of our recruitment practices, to assess whether we are meeting the Public Sector Equality Duty and whether we are complying with relevant legislation, please complete the equality form with your application. It is used for statistical purposes only. All shortlisted candidates will be subject to an online search as part of our due diligence.

Application feedback:

We will advise all candidates by email whether they have been successful for shortlisting. We are only able to provide feedback for interviewed candidates. If you have any queries / complaints about our recruitment procedures, please contact us via recruitment@maneyhill.bham.sch.uk. Alternatively, you can call the School directly on 0121 464 9673.

If you have any questions about the completion of the application form, or if you require this form in an alternative format, please contact recruitment@maneyhill.bham.sch.uk for assistance.

Maney Hill 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.

DATA PROTECTION NOTICE

Within our application form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data in line with our legal obligations.



Our School

School Details

Maney Hill Primary School is a two-form entry-maintained state primary school located in Sutton Coldfield in the north area of Birmingham Local Authority.

The original single storey building was built in 1965 with a large extension completed in 2018. The school has two main teaching areas forming a Reception and Key Stage 1 area and a Key Stage 2 area. In addition, we have a hall, a studio, a nurture room, a library, and several smaller rooms for teaching a group, or for meetings.

The school benefits from large landscaped grounds that enclose several playgrounds, sports pitches, and climbing frames. Many children have a cooked dinner at lunchtime, provided by our school kitchen. We have a school-led before and after school club, which provides up to 90 places per session and operates a two-week summer club.

We are very much part of the community and have good links with many local schools and organisations within the area. Community links include curriculum collaboration with a group of primary schools; taking part in inter-school sports and maths competitions; and we have regular visits to St. Peter's Church and Good Hope Hospital. The school also utilises many local amenities including the adjacent New Hall Valley Country Park. The Maney Hill PTA organises several events throughout the year, raising valuable additional funds for the school.

Curriculum

The overarching school curriculum is based on Development Matters in Reception and the National Curriculum for Years 1 – 6. From this we have designed our own Curriculum Intent with a Key Skills, Knowledge and Vocabulary document for every subject area. An annual Curriculum Map is prepared for each year group.

Reading is a fundamental skill for learning. Phonics teaching is through Read Write Inc and regular individual and whole class reading sessions happen in every class throughout each week. Both the library and classrooms are well-stocked with books.



Our School Continued

Standards

Progress and attainment are both high. Latest statutory test results include:

Reception

GLD: 83%

Year 1 Phonics

87%

Year 2

Reading: 86% expected, 35% greater depth

Writing: 75% expected, 25% greater depth

Maths: 83% expected, 28% greater depth

Year 6

Reading: 92% expected, 48% greater depth

Writing: 85% expected, 27% greater depth

Maths: 90% expected, 53% greater depth

Combined Reading, Writing & Maths: 83%

Year 2 to Year 6 Progress

Reading: 2.7 Writing: 2.3 Maths: 3.6

Governing Board

The school has a skilled and hard-working Governing Board comprising one local authority governor, two parent governors, one staff governor, seven co-opted governors and the Headteacher.

The Governing Board is led by two Co-chairs of Governors and a Vice Chair of Governors.

Budget

The total delegated budget for 2022-23 is £1,813,571.

The school has set a balanced budget for this year and has never had a deficit budget.



Job Description

Salary: L18—L24

Contract type: Permanent

Reporting to: Maney Hill Primary School Governing Board

Main Purpose

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Governing Board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure effective operation of processes and controls to prevent instances of collusion and fraud.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.
- Maintain effective and fit for purpose channels of communication across the whole school community.

Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of integrity and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's students, staff and school community as a whole.

School Culture and Behaviour

The Headteacher will:

- Create a culture where students experience a positive and enriching school life.
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of schooling.



Job Description Continued

School Culture and Behaviour continued

- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Enable every child to achieve their very best, regardless of their background or start in life.

Teaching, Curriculum and Assessment

The Headteacher will:

- Establish and sustain high-quality evidence based teaching across all subjects and phases.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum.

Additional and Special Educational and Disability Needs (SEND)

The Headteacher will:

- Promote a culture and practices that enable all students to access the curriculum.
- Have ambitious expectations for all students with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.



Job Description Continued

Managing the School & Professional Development

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Report as required to the Governing Board.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students.
- Ensure staff and students' safety and welfare through effective approaches to safeguarding.
- Manage staff workload mindfully.
- Ensure the school has a rigorous approach for the identification and management of risk.
- Demonstrate effective use of public funds in line with school and LA policy.
- Ensure staff have access to, and are encouraged to pursue, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out.



Person Specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status. • Degree. • National professional qualifications for headship would be desirable. • Evidence of further continued development.
Experience	<ul style="list-style-type: none"> • Successful leadership and management in school through leadership/DHT. • Teaching in primary or secondary schools. • School self-evaluation and development planning. • Success in the line management and development of staff. • Track record of raising standards, managing change, leading innovations and successfully meeting challenges. • Record of effective personnel management. • Evidence of awareness of current educational practice, thinking and theory. • Successful collaboration with parents, governors, feeder and partner schools and other organisations within the wider community.
Skills and knowledge	<ul style="list-style-type: none"> • Broad range of data analysis skills, including the ability to use data to set targets/identify weaknesses and interpret financial data. • Understanding of high-quality teaching-based evidence and the ability to model this for others and supports others to improve. • Understanding of school finances and financial management. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships. • Ability to use a range of IT systems for school management.



Person Specification Continued

Criteria	Qualities
Personal qualities	<ul style="list-style-type: none">• Integrity, including personal adherence to and application of the Nolan principles.• A passion for getting the best outcomes for all students and promoting the ethos and values of the school.• Ability to work under pressure and prioritise effectively.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding, inclusiveness and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

**Thank you for your interest in joining
our wonderful community here at
Maney Hill Primary School.**

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**We look forward to receiving your
application.**

