



# Application Pack Headteacher



**WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY**

Dear Applicant

Thank you very much for your interest in the position of Headteacher at West Buckland Primary School.

At Huish we have a clear and ambitious vision to provide exceptional education for all!

Beyond this Vision though, we are clear that we are high performing because of the people who work with us. We are all different, but we are all driven by a collective commitment to our children and young people, our institutions, and our communities. The list below hopefully gives you a sense of our approach and an indication of the type of personal characteristics that we are looking for in that:

- We have exceptionally high standards because our schools deserve to receive those exceptionally high standards in everything we do, every day. For the children and young people, we cannot accept anything less.
- We have a demonstrably immense capacity for hard work and have a daily professional dissatisfaction that things are not good enough, no matter how good we are.
- We recognise that what we think are high standards can be challenged to be higher still.
- We are prepared to 'call out' anything that falls beneath our standards, but all rally to support any improvement.
- We are a bunch of disruptive thinkers and expect to be challenged.
- We recognise that, whatever level we work at, it's not or ever about us, it's always about the children and young people, their families, our team who serve them, and the prosperity of the communities we serve.
- When it goes wrong (which it inevitably sometimes does) we stand in front of everyone, shoulder it and protect others, but when it goes well, we push everyone in front of us so they can take the credit.
- We have highly experienced and skilled teams, working in our centralised back-office functions supporting our institutions. The teams behind the executive team strive to add value through their work. We all know we can always improve, and we strive to do so.

I am delighted that you are interested in this rare opportunity of a vacancy within Richard Huish. You will need to write a fresh and individual application to us. If it has the slightest feel of a formulaic or generic application, it will not get past the first sift. The successful candidate will be joining an experienced and highly skilled team who share and place high value on the collective benefits of working collaboratively. The successful candidate will also be joining a broader group of colleagues who understand that Huish holds a very special place in the local and wider community.

If you would like an informal conversation, or wish to find out more, please do not hesitate to contact me via Sarah Gardner [sagardner@huish.education](mailto:sagardner@huish.education) or 01823 320832.

To apply for this position, please complete the online application form linked to the vacancy on the TES. You will have the opportunity to include a statement in which you will need to explain how your values, knowledge, experience and skills/abilities meet the requirements of the Job Description.

*Good Luck with your application!*



John Abbott - CEO Richard Huish



WEST BUCKLAND  
PRIMARY SCHOOL  
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# Richard Huish

## About us



Huish is an independent charitable organisation, originally established by Richard Huish College as an academy sponsor approved by the Department for Education, to support local schools. We are focused and driven to improve the broader education for the children and young people of this area through collaborative and partnership working.

Huish, which includes educational provision in Early Years, Primary, and Further Education, is uniquely placed to improve and support the progression of young people through their educational career. We have a clear vision to provide exceptional education and training which is underpinned by a set of Values that are embraced by all stakeholders.

Huish aims to nurture the individuality of its member schools, identifying the areas of strength and distinctive features of the local community in order to promote sustainable improvement. The approach at Huish provides schools the potential to retain their unique characteristics as well as benefiting from the clear advantages of collaboration with other Huish schools, the College and school and College leaders, to develop new, exciting, cohesive and consistent approaches to delivering exceptional education.

Currently our institutions are:

- Richard Huish College
- Nerrols Primary School
- North Curry Primary School
- North Town Primary School
- West Buckland Primary School
- Lyngford Park Primary School

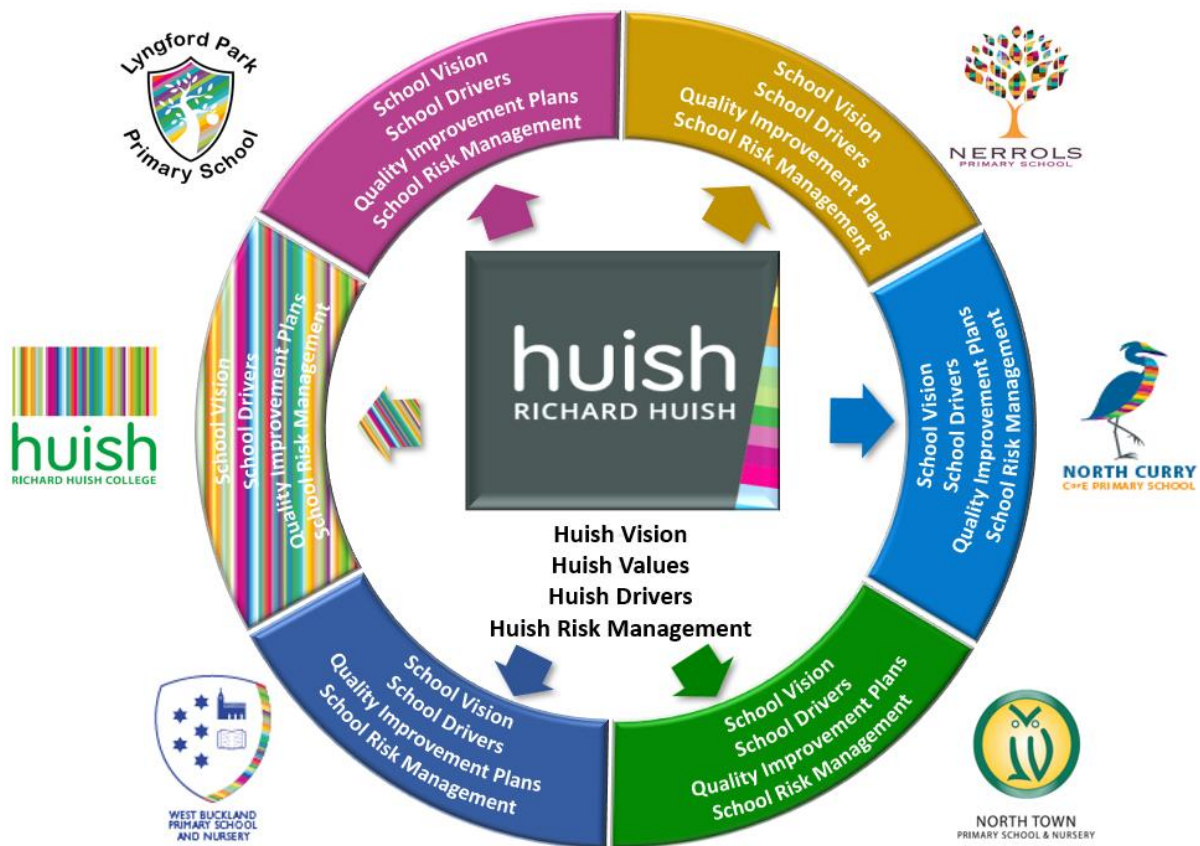






WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY

# Richard Huish Trust strategic planning overview and documentation





WEST BUCKLAND  
PRIMARY SCHOOL  
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# West Buckland Primary School

## About us

West Buckland Primary School is a four-class primary school, plus Nursery, located in a village setting near to Wellington.

The setting provides a welcoming, happy and safe place, where children are encouraged to try new and exciting things and make great progress. The supportive and inclusive team create a learning environment that stimulates conversation, develops curiosity, allowing children to discover their interests and grow their love of learning.

The community feel and spirit is what makes West Buckland such a great place to be, where everyone is passionate about the school vision and values. The curriculum is an enquiry based model which is built upon developing and growing young people who are respectful, worldly aware and both team and individually successful.





WEST BUCKLAND  
PRIMARY SCHOOL  
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# West Buckland Primary School

## Job Description

Job Title:	HEADTEACHER – full time
Accountable to:	Chair of Local Governing Body and Chief Executive
Salary Range:	L6 – L18 (£58,569 - £78,702)
Teaching Commitment:	In the region of 2 days per week

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### Job Role:

The Head Teacher will provide professional and inspirational leadership for West Buckland Primary School to ensure its continued success, improvement, and development.

Working with within the Huish Trust the Head Teacher will:

- Further develop the School's Vision and improvement plan
  - Work with the School's Governing Body to provide reassurance of progress against the various performance measure
  - Motivate and support all staff and challenge underperformance
  - Manage the day-to-day operation of the school
  - Ensure that all pupils benefit from high quality education, make great progress and achieve high standards in line with the School's Vision
  - Co-operate and work with other agencies to protect children and ensure that every child is safe and achieves all of which they are capable.
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### Duties and responsibilities:

#### SHAPING THE FUTURE

- Ensure the School and Huish Vision are clearly articulated, shared, understood, and acted on effectively by all
- Develop, articulate, and implement a clear improvement strategy for West Buckland Primary School
- Work within the community to translate the vision into agreed objectives and operational plans that will promote and sustain academy improvement
- Demonstrate the Vision and Values in everyday work and practice
- Develop a strategic growth plan that will build further partnerships and networks
- Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values, and experiences of the school community at large
- Ensure the School and Huish maintains and further develops its high profile, acting as its ambassador in the wider community.



## LEADING LEARNING AND TEACHING

- The Headteacher will teach for 2 days a week, providing an opportunity to demonstrate high quality teaching
- Ensure that learning is at the centre of strategic planning and resource management
- Ensure a consistent and continuous School wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning
- Establish creative, responsive, and effective approaches to learning and teaching
- Maintain a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Organise and implement a diverse, flexible curriculum and deliver it through a personalised learning approach, supported by an effective assessment framework
- Lead the development of new and emerging technologies to enhance and extend pupils' learning experiences.
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Implement strategies that ensure pupils' high standards of behaviour and attendance.

## DEVELOPING SELF AND WORKING WITH OTHERS

- Ensure there is a collaborative learning culture within the school and trust, and actively engage with other schools to build effective learning communities
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Maintain a culture of high expectations for self and others and take appropriate action where performance is unsatisfactory
- Regularly review own practice, set personal targets, and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance.

## MANAGING THE ORGANISATION

- Create an organisational structure that reflects the Huish values and enables the management systems, structures, and processes to work effectively
- Recruit, retain and deploy staff appropriately managing their workloads to achieve the vision and goals for the academy and the trust
- Develop and maintain effective strategies and procedures for staff induction, professional development, and performance review
- Ensure that within an autonomous culture, policies and practices take account of national and local circumstances, policies, and initiative
- Produce and implement clear evidence-based improvement plans and policies for the development of the school, including its facilities
- Manage the School's financial and human resources effectively and efficiently to achieve the educational goals and priorities



- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Set appropriate priorities for expenditure, coupled with effective administrative and budgetary control
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### SECURING ACCOUNTABILITY

- Work with other Senior Leaders within Huish, providing information, objective advice and support to enable it to meet its responsibilities
- Work towards the recognition of success and improvement at both School and Trust level by the various external auditing agencies
- Provide a coherent, understandable, and accurate account of the school's performance to a range of audiences including pupils, parents and carers, staff, Governors, Huish Directors, and Trustees.

### CONTRIBUTION TO COMMUNITY COHESION

- Maintain a culture and curriculum that takes account of and respects the richness and diversity of the wider community
- Ensure a range of learning experiences that support and serve the local community
- Collaborate with other agencies in providing for the academic, moral, social, emotional, and cultural wellbeing of pupils and their families
- Maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents, carers, community figures, business or other organisations into the school and trust to enhance and enrich curriculum delivery
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academies/schools/providers/Dioocese and promoting innovative initiatives.

### SAFEGUARDING & WELLBEING

- Lead a culture where everybody associated with the school understands their responsibilities, maintains a high level of vigilance and takes appropriate action with regard to the safety and wellbeing of children
- Ensure policies, procedures and record keeping, designed to maintain the safety and wellbeing of children are in place and implemented effectively and rigorously
- Ensure that the school engages in a timely and effective manner with external agencies with regard to the safety and wellbeing of children.

### Note

This job description is not necessarily a comprehensive definition of the post. It may be reviewed, and it may be subject to modification at any time following consultation with the post holder.

# West Buckland Primary School

## Person Specification

The Richard Huish Trust is committed to Safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Head Teacher, the Richard Huish Trust will be looking for a candidate who closely matches the following:

Qualifications	Essential	Desirable
Minimum of degree level qualification or equivalent	✓	
Qualified Teacher Status	✓	
NPQH		✓
Level 3 safeguarding training		✓
Relevant post graduate management qualification or equivalent		✓
<b>Knowledge and Experience</b>		
A proven track record of school strategic leadership and management in a similar setting	✓	
Knowledge of the wider educational developments and policy	✓	
A comprehensive understanding of curriculum development, pedagogy, innovation, and delivery to a high standard	✓	
Awareness of regulatory and inspection frameworks, accreditation, and validation processes	✓	
Effective management of student behaviour in order to drive aspirations and success	✓	
Experience of working with and reporting to a Board		✓
Experience of managing complex budgets combined with a proven track record of maintaining robust financial management systems		✓
Experience of developing successful partnerships with a wide range of external stakeholders including local authorities, employers, businesses, educational institutions, professional organisations, and government agencies.		✓
<b>Skills &amp; Abilities</b>		
Strategic vision and the ability to articulate and implement the strategy	✓	
Excellent written and oral communication skills, including the ability to carry out effective negotiation	✓	

<b>Skills and abilities cont'd</b>		
Good commercial acumen with experience of income generation and establishing excellent value for money	✓	
Effective leadership skills at school, local, regional levels.	✓	
Able to encourage and motivate staff and other stakeholders in the achievement of goals	✓	
Strongly analytical with the ability to make sound well-considered decisions and judgements	✓	
The ability to take advantage of opportunities and challenges to position the school and trust to maximum advantage	✓	
The ability to initiate and develop innovative but workable strategies to maximise school and trust performance and income.	✓	
<b>Personal Qualities</b>		
Empathy with the needs and aspirations of all pupils	✓	
An excellent communicator, able to take the lead in promoting the school and trust to the wider community and larger audiences	✓	
A passionate commitment to the raising of standards of achievement	✓	
High standards of personal and professional integrity	✓	
An ethos aligned with a strong values based approach	✓	
A personal commitment to the principles of equality and diversity		
A willingness to contribute to system leadership and to support the development and improvement of other schools within and outside of the Trust	✓	
High levels of resilience and the ability to bounce back when things don't work out as hoped for	✓	
Appreciation of work life balance	✓	
Willingness to ask for help and support if necessary.	✓	