

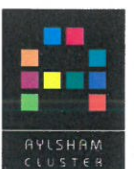
BUXTON PRIMARY SCHOOL



Headteacher Candidate Information



WE PROMOTE STAFF WELL-BEING



BUXTON

PRIMARY SCHOOL



Dear Prospective Headteacher

THANK-YOU FOR YOUR INTEREST IN THE ROLE OF HEADTEACHER AT BUXTON PRIMARY SCHOOL.

Buxton School is a Primary taking in children 4-11 years old from the parishes of Buxton with Lammas, Little Hautbois, Brampton and Badgersfield (formally known as RAF Coltishall). Situated in a Norfolk village 10 miles north of Norwich, Buxton started its journey as a village school in 1833 with one room catering for the 'poor' of the village. A further two classrooms were added in 1900, with more building works taking place in 1944 and 1960. The school has attractive, extensive grounds and is adjacent to the Bure Valley Railway and the local church. We currently have 207 pupils on role with a staffing fte 8.4.

The school has recently undergone an Ofsted inspection and we are eagerly awaiting the final report! We are a friendly, supportive and welcoming school with a holistic and nurturing approach to learning. We are very proud of our commitment to the spiritual, moral, social and cultural development of our pupils. It is at the heart of the school ethos and is firmly embedded within the curriculum that we offer. The school has dedicated, experienced and loyal staff, sympathetic parents and a governing board that is involved and proactive. Our Facebook page gives a real flavour of all our exciting activities to engage children in learning. We are looking for a Headteacher who will support this approach.

Our website www.buxtonschool.co.uk gives a good introduction to our school, but we would also like to encourage you to come and visit the school. Please contact Mrs Hall at the school on 01603 279357 or by email office@buxton.norfolk.sch.uk to make an appointment. We will be happy to welcome you to Buxton and proud to show you around.

Please take a look at our recruitment video <https://youtu.be/zl2spNV0LQ4>

If you feel you have the necessary qualities, experience and ambition to lead our team that recognises the different talents of all our children and encourages us all to grow and develop together, we would love to hear from you.

Yours faithfully

Matthew Fruish

Chair of Governors

BUILDING FOUNDATIONS TOGETHER FOR A BRIGHT FUTURE

About Buxton School

Buxton Primary School is a friendly, inclusive, supportive, happy and successful school located in the heart of Norfolk.

In recent years, we have doubled in size yet we have maintained our small school outlook with every child known by name, understood and nurtured. We place great emphasis on personal, social and emotional development by encouraging caring attitudes, mutual respect, self-discipline and self-confidence. We are a 'Forest School', enabling children to develop key skills for life learning, within a natural setting.

We have outstanding behaviour based on mutual respect. The children are lively and enthusiastic with a love of sport and the creative arts—they sing amazingly!! Parents are an integral part of our school, always welcome—we greatly value our strong relationship with them.

Despite some children starting at a low level, high levels of achievement have been attained across the school. Our highly experienced and dedicated staff team has an excellent understanding of the curriculum and set high standards and expectations of the children and each other. The team is flexible and welcomes the new perspectives and ideas of new team members. Together we strive to fulfil our vision by preparing children for their futures, but also enabling them to value and enjoy the 'here and now'!

"Buxton has been incredible in helping my shy child develop huge confidence in herself and her abilities. She loves coming to school every day because she feels safe, is well cared for and learning is fun."

PARENT December 2016



AT BUXTON PRIMARY SCHOOL WE 'LEARN TO DO WELL'

We have five simple Buxton values embedded into every aspect of school life and beyond:

- ◆ Respect
- ◆ Honesty
- ◆ Friendship
- ◆ Independence
- ◆ Resilience

We are passionate about broadening the experiences of our children and equipping them with vital life skills as well as ensuring they become fully rounded individuals. They are encouraged to take on roles and responsibilities in the classroom, across the school and in wider society giving them the opportunity to model these values.

BUXTON

PRIMARY SCHOOL

JOB DESCRIPTION

JOB TITLE: HEADTEACHER

RESPONSIBLE TO: GOVERNING BOARD

**REMUNERATION: GROUP 2 L11-L16
(£ 50,476 - £ 57,077)**

BUXTON PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

THE HEADTEACHER WILL CARRY OUT HER/HIS PROFESSIONAL DUTIES IN ACCORDANCE WITH AND SUBJECT TO THE NATIONAL CONDITIONS OF EMPLOYMENT FOR HEADTEACHERS AND THE SCHOOL GOVERNMENT REGULATIONS.

THE HEADTEACHER WILL BE RESPONSIBLE TO THE GOVERNORS FOR THE CONDUCT, MANAGEMENT AND ADMINISTRATION OF THE SCHOOL, SUBJECT TO ANY POLICIES WHICH THE DEPARTMENT FOR EDUCATION AND GOVERNORS MAY MAKE.

CORE PURPOSE

THE HEADTEACHER IS THE LEAD PROFESSIONAL IN THE SCHOOL. ACCOUNTABLE TO THE GOVERNING BOARD, THE HEADTEACHER PROVIDES VISION, LEADERSHIP AND DIRECTION FOR THE SCHOOL AND ENSURES THAT IT IS MANAGED AND ORGANISED TO MEET ITS AIMS AND TARGETS AND PROMOTES ABSOLUTE EXCELLENCE IN TEACHING AND LEARNING AND HIGH EXPECTATIONS OF ALL PUPILS.

THE HEADTEACHER, WORKING WITH OTHERS, IS RESPONSIBLE FOR EVALUATING THE SCHOOL'S PERFORMANCE TO IDENTIFY PRIORITIES FOR CONTINUOUS IMPROVEMENT AND RAISING THE STANDARDS; ENSURING EQUALITY OF OPPORTUNITY FOR ALL; DEVELOPING POLICIES AND PRACTICES; ENSURING THE RESOURCES ARE EFFICIENTLY USED TO ACHIEVE THE SCHOOL'S AIMS AND OBJECTIVES AND FOR THE DAY-TO-DAY MANAGEMENT, ORGANISATION AND ADMINISTRATION OF THE SCHOOL.



Specific responsibilities

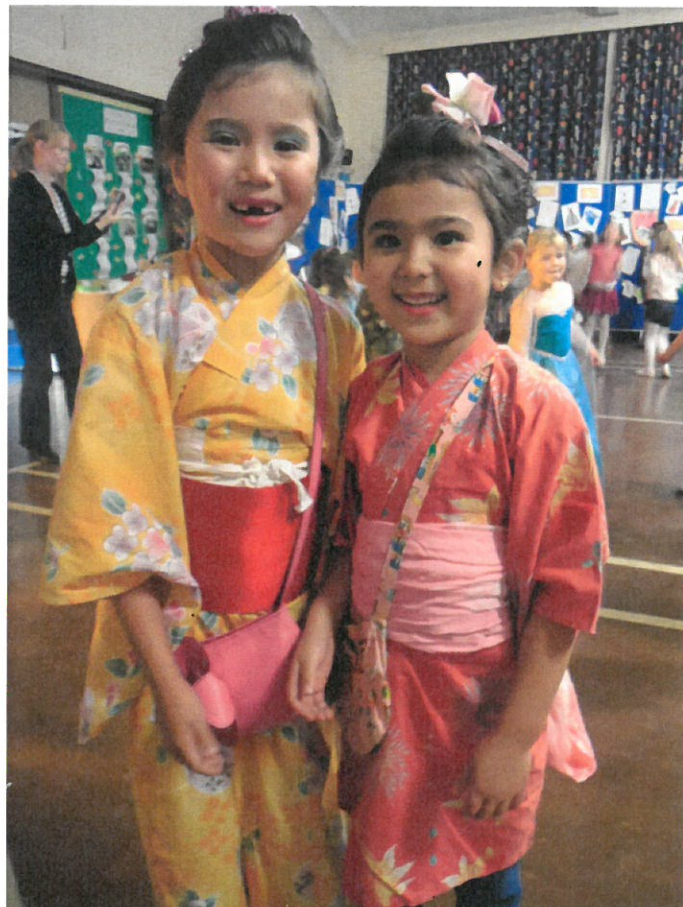
Shaping the future

- ◆ Works closely with the governing board and others to ensure that the school vision and strategic plan are effective.
- ◆ Works within the school community to translate the vision into agreed objectives and operational plans that will promote and sustain continual school improvement and a sense of team ownership.
- ◆ Demonstrates the vision and values in everyday work and practice.
- ◆ Motivates and works with others to create a shared culture and positive climate.
- ◆ Ensures creativity, innovation and the use of appropriate new technologies and initiatives to achieve excellence.
- ◆ Ensures the strategic planning takes account of the diversity, values and experience of the school and community at large.

BUILDING FOUNDATIONS TOGETHER FOR A BRIGHT FUTURE

Leading learning and teaching

- ◆ Build upon already established teaching practices that successfully ensure a quality education.
- ◆ Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning.
- ◆ Ensures that learning is at the centre of strategic planning and resource management.
- ◆ Establishes creative, responsible and effective approaches to learning and teaching that are sustainable and appropriate to the evolving needs of the socio-economic dynamics of the community.
- ◆ Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- ◆ Demonstrates and articulates high expectations and sets challenging targets for the whole school community.
- ◆ Implements strategies that secures high standards of behaviour and attendance.
- ◆ Produces and implements a diverse, flexible curriculum which incorporates outdoor learning and implements an effective assessment framework.
- ◆ Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- ◆ Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- ◆ Challenges underperformance at all levels and ensures effective action and follow-up.



Developing self and working with others

- ◆ Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- ◆ Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- ◆ Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
- ◆ Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- ◆ Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- ◆ Regularly reviews own practice, sets personal targets, and takes responsibility for own personal development

Managing the organisation

- ◆ Creates an organisational structure that reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements and by adopting the appropriate Local authority's policies.
- ◆ Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- ◆ Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- ◆ Manages the school's financial and human resources in keeping with the SFVS in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.
- ◆ Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
- ◆ Implements successful performance management processes with all staff.
- ◆ Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- ◆ Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money as laid out in the SFVS.
- ◆ Responsible for promoting and safeguarding the welfare of children and young people he/she is responsible for, or comes into contact with.
- ◆ Uses and integrates a range of technologies effectively and efficiently to manage the school.

Securing accountability

- ◆ Fulfils commitments arising from contractual accountability to the governing board.
- ◆ Deepens the school ethos, which currently enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ◆ Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines as issued by the local authority.
- ◆ Uses a range of evidence, including national data and own school's performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- ◆ Works closely with the governing board (providing information, objective advice and support) to enable it to meet its responsibilities.
- ◆ Develops suitable quality assurance systems, including school review, self-evaluation and performance management and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- ◆ Reflects on personal contribution to school achievements and takes account of feedback from others.



BUILDING FOUNDATIONS TOGETHER FOR A BRIGHT FUTURE



Strengthening community

- ◆ Values parents and carers, community figures, businesses, or other organisations contributions to the school in order to enhance and enrich the school and its value to the wider community.
- ◆ Contributes to the development of the educational system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative values.
- ◆ Collaborates with other agencies in protecting children and providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- ◆ Creates a wholly inclusive environment whereby all children with physical or learning challenges can be welcomed and supported.
- ◆ Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- ◆ To ensure the school is totally compliant and meeting all its statutory responsibilities.

Dear future Head Teacher,
we would like you to be a good singer
and be involved with everything. We would
also like you to believe in learning
outside of the classroom. We also like you
to be brave, bold and strong to be able
to stand in front of the whole school. We
would like you to be very organised just
like our old head teacher. You would love
to be cool and calm to deal with
children that are having trouble. we would
also like you to praise children and reward
them with stickers and certificates when
we have been good. We would also like
you to be happy, well mannered and
polite.

Yours sincerely caterpillars class.

PERSON SPECIFICATION

EXPERIENCE

- ◆ Successful senior leadership and management experience within a primary setting.
- ◆ Qualified teacher with a Leadership Qualification and a proven track record of outstanding teaching.
- ◆ Successful implementation of strategies for ensuring progress.
- ◆ Successful management of change and school improvement based on rigorous self-evaluation.
- ◆ Effective financial planning and financial management and ensuring value for money.
- ◆ Effective performance management and planning continuous professional development.
- ◆ Engaging the local community and developing collaborative working relations with parents and governors and stakeholders.
- ◆ Effective use of data to monitor and evaluate performance and set priorities for improvement.
- ◆ Effective up-to-date experience of safeguarding.
- ◆ Evidence of collaborative working with local schools.
- ◆ Managing high standards of behaviour and high levels of attendance.
- ◆ Maintaining outstanding attainment in all areas.

SKILLS AND ABILITIES

- ◆ A commitment to making a positive difference to the life chances of our children.
- ◆ Able to lead within a culture of high expectations and mutual respect.
- ◆ Ability to inspire, motivate and get the best out of staff and children.
- ◆ A passion for learning with desire to continuously improve and develop oneself and others.
- ◆ Strong emotional intelligence, approachable, able to build trust to resolve conflict.
- ◆ Energetic, innovative, self-motivated and resilient.
- ◆ Experience of working with external agencies to provide specific expertise to support families and children.

KNOWLEDGE

- ◆ Up to date knowledge of national priorities and best practice in education.
- ◆ Understanding of relevant legislation and guidance in relation to working with and the safeguarding of young children.
- ◆ Understand how to most effectively support vulnerable children and those with Special Education Needs.
- ◆ Understanding of the challenges faced by children from all backgrounds, and how to engage hard to reach families.
- ◆ Understand how technology can be used effectively to enhance learning and to improve school management.



Our responsibility and commitment to the children we teach is to provide a safe, happy and creative learning environment in which children can play, learn and grow together. Their education should be enjoyable now, but prepare them for their futures – whatever they may be.

When our children leave Buxton, we Aim for them to:

- Be confident in fulfilling their goals, achieving their dreams and to be true to themselves,
- Feel that they are able to lead a life that encompasses who they are,
- Become honest and happy citizens who contribute to their community,
- Be respectful of others regardless of gender, race, culture, faith or sexual orientation, to see all people as equal.
- Be all that they can be – recognising their strengths, gifts and talents,
- be flexible and adaptable to meet the needs of an every changing world.

We will achieve these Aims:

- Through quality teaching, we will provide all children with the opportunity to learn, develop and enjoy their education.
- By providing a school environment which is welcoming, nurturing, caring and safe,
- By enabling children to develop as an individual, offering them different learning opportunities and experiences,
- By adopting a creative approach to the curriculum to ensure that all children achieve to the best of their ability,
- By ensuring staff work together to ensure a consistent approach to teaching and learning,
- By developing a relationship built on trust with parents and the wider community,
- By being flexible in our approach to the individual needs of each child.

We will encourage the involvement of the wider school community by:

- Valuing the contribution of all,
- Ensuring effective and honest communication,
- Valuing and supporting the role of parents/carers, developing a strong partnership,
- Respecting the values and beliefs of parents/carers,
- Encourage parents to support their children's learning and development,
- Encourage the local community to become involved and active within the school

Buxton Primary School -

Person Specification

This person specification will be used in the short-listing and interview process.

Educational qualifications and training		Essential or Desirable	Application	Interview	References
Qualified Teacher Status		E	X		
Evidence of recent and relevant continuing professional development relating to School leadership and curriculum development		E	X		
NPQH , NPQSL or equivalent		D	X		
Knowledge and Experience					
Successful senior leadership and management experience within a primary setting.		E	X	X	X
Successful track record of inspirational teaching and raising pupil attainment.		E	X	X	X
Curriculum planning, implementation; assessment & recording		E	X	X	
Effective communication with parents/carers and governors		E	X	X	
Effective use of ICT throughout the School		D	X	X	
Knowledge of the importance of short and long-term financial planning in order to maintain financial control		E	X	X	
Personal qualities		Essential or Desirable	Application	Interview	References
Commitment to promote and develop the vision of our community focused Primary School		E	X	X	

Ability to empathise and engage with children	E	X	X	
Enthusiastic approach that will motivate and inspire children, staff and parents	E	X	X	
Passionate about children's learning, emotional well-being and development, inspiring children to love themselves and love learning	E	X	X	
Ability to set high standards and expectations by inspiring others and leading by example	E	X	X	X
Ability to work under pressure and as part of an effective team of staff and governors	E	X	X	X
An open and approachable manner with the ability to listen to the views of others	E	X	X	X
Articulate, with the ability to communicate clearly and effectively to a range of audiences in conversation, meetings and presentations	E	X	X	X
A sense of commitment to the job and the School including after School and community events	E	X	X	X
Review own practice and set personal targets, identifying training opportunities to continue personal and professional development	E	X	X	X
Safeguarding				
Up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children	E	X	X	
Commitment to the protection and safeguarding of children and young people	E	X	X	X
Ability to co-operate and work with relevant agencies to protect children	E	X	X	
Shaping the future				
Promote the School Vision, identify strategic opportunities and ensure the vision is shared across the whole School	E	X	X	
Motivate and enthuse all staff and stakeholders in the development of the School	E	X	X	
Ability to lead and respond effectively to the changes and challenges that arise from developments in education and in particular the drive for School improvements	E	X	X	

Leading Learning and Teaching	Essential or Desirable	Application	Interview	References
Secure high standards and good progress for all children	E	X	X	

Secure good quality teaching for all children including SEND and vulnerable children	E	X	X	
Set high targets, monitor and evaluate effectively	E	X	X	
Motivate and manage all pupils effectively and ensure their safety	E	X	X	
Oversee the delivery of a rich and stimulating curriculum	E	X	X	
Create and maintain an environment which promotes positive behaviour	E	X	X	
Lead, support, monitor, coach and motivate other staff in their work to impact on the quality of their teaching and learning	E	X	X	
Leadership and Management				
Develop and maintain effective procedures for all staff induction , professional development and performance review	D	X	X	
Promote reflective practice and high class professional development to enhance quality of teaching	E	X	X	
Tackle underperformance promptly and effectively	D	X	X	
Ensure effective planning, allocation, support and evaluation or work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities	D	X	X	
Manage the School efficiently and effectively on a day to day basis	D	X	X	X
Manage and analyse data effectively	E	X	X	
Ensure robust financial and resource management	D	X	X	
Promote and manage high attendance with children, parents and carers	D	X	X	
Work closely with the Governing Body to enable it to meet its responsibilities and fulfil commitments arising from contractual accountability	D	X	X	
Undertake and lead effective and robust School self evaluation	D	X	X	X
Lead inclusive practice and secure equal opportunities	D	X		
Ensure the safety of all members of the School community	E	X	X	
Strengthening the Community				
Build upon strong collaborative relationships with pupils, parents, carers, governors, staff and the wider community	E	X	X	



BUXTON PRIMARY SCHOOL

AYLSHAM ROAD

BUXTON

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