



# Headteacher

## Information pack



# Welcome from the Chair of Governors

Dear Applicant

Thank you for the interest you have shown in our headteacher vacancy.

We are a thriving community school in the established town of Newport Pagnell, with a very strong child and family centred ethos. Our children enjoy an exciting and challenging curriculum which offers them every opportunity to reach their full potential. The team here at Tickford Park are passionate about helping children to achieve success whilst providing them with the best possible environment in which to learn. We are very proud of all our children and everything they achieve.

We are seeking to appoint an exceptional, empathetic leader to continue to build on these successful foundations who:

- **Has experience as a headteacher/interim headteacher/ deputy headteacher or senior teacher in a primary school.**
- **Has the ability to communicate a clear and appropriate vision for the school's strategic development, based on a strong understanding of the school's existing strengths and areas for development.**
- **Can bring an energetic and fresh approach leading us back to become the 'Good' school we know we are.**
- **Has the ability to lead curriculum development to provide a varied and challenging curriculum that enables pupils to develop a broad range of skills and interests, as well as developing their character and values.**
- **Will demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and the wider community.**

We are looking to appoint a headteacher who is a confident leader yet approachable and empathetic, who likes a challenge and will lead by example. Our dedicated community of staff, parents and governors will actively support you in your leadership of the school.

To ensure we understand how your experience and skills will help Tickford Park Primary School achieve its ambitious vision for our children, please use your supporting statement to demonstrate how your leadership skills will build on our current strengths and move us forward. This should be supported by referencing evidence of the impact of your leadership in schools you have worked in previously.

Visits to the school are very much encouraged. Governors would be pleased to welcome you on Friday 8<sup>th</sup> June and Friday 15<sup>th</sup> June. Please contact Heather Dean on 01908 610431 or email [heather.dean@tickfordpark.milton-keynes.sch.uk](mailto:heather.dean@tickfordpark.milton-keynes.sch.uk)

Please return completed application forms to: [HTRecruitment@milton-keynes.gov.uk](mailto:HTRecruitment@milton-keynes.gov.uk) or post/hand deliver to Judith Cumino, Leadership and Governance, Professional Development Centre, Galley Hill, Milton Keynes, MK11 1PA.

**Closing date: Monday 18 June 2018 at noon.**

**Interviews will be held on Monday 25 June 2018.**

Thank you again for your interest in Tickford Park Primary School. We look forward to hearing from you.

Yours faithfully

Emma Whyte  
Chair of Governors  
Tickford Park Primary School

# Job Description

The School Teachers' Pay and Conditions Document details the role and duties of all teachers and the additional professional responsibilities of a headteacher. Below is the extract of the document.

## **Professional Responsibilities**

A headteacher may be required to undertake the following duties:

### **Whole school organisation, strategy and development**

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures

### **Teaching**

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances that a teacher is assigned in the school timetable to every class or group of pupils in:
  - (a) the first and second key stages, for foundation and other core subjects and religious education and,
  - (b) in the preliminary stage
- Teach

### **Health, safety and discipline**

- Promote the safety and well-being of pupils and staff
- Ensure good order and discipline amongst pupils and staff

### **Management of staff and resources**

- Lead, manage and develop the staff, including appraising and managing performance
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range
- Organise and deploy resources within the school
- Promote harmonious working relationships within the school
- Maintain relationships with organisations representing teachers and other members of the staff
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments

**Professional development**

- Promote the participation of staff in relevant continuing professional development
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction

**Communication**

- Consult and communicate with the governing board, staff, pupils, parents and carers

**Work with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

## Person specification

Criteria	Essential/ Desirable	How assessed
<b>Qualifications / Experience</b>		
1. Qualified teacher status	E	AF/SS
2. Experience of working in at least two primary schools	E	AF/SS
3. Experience as a headteacher / interim headteacher / deputy headteacher/ senior teacher in a primary school	E	AF/SS
4. Experience across EYFS/ KS1/ KS2	E	AF/SS
5. Experience of working collaboratively with other agencies within the school's setting	D	AF/SS
<b>Professional knowledge, experience and skills</b>		
<b>Vision and core purpose</b>		
6. Ability to communicate a clear and appropriate vision for the school's strategic development, based on a strong understanding of the school's existing strengths and areas for development	E	SS/I
7. Good ambassador for the school with clear values and moral purpose, who is able to articulate and model the vision of the school	E	SS/I
8. A leader with a proven track record of successfully leading change to raise standards of achievement	E	SS/I
9. Ability to develop and maintain a positive ethos, with emphasis upon high achievement for all	E	SS/I
10. Prepared to take challenging and difficult decisions that will take the school forward	E	SS/I

<b>Improving learning and achievement</b>		
11. Ability to secure and maintain excellent teaching which results in strong pupil progress in learning	E	SS/I
12. Ability to lead curriculum development to ensure a varied and challenging curriculum that enables pupils to develop a broad range of skills and interests, as well as developing pupils' character and values	E	SS/I
13. Ensure ambitious standards are set for all pupils that overcome disadvantage and advance equality	D	SS/I
14. Have high expectations of pupil's behaviour; be able to empathise with pupils and be firm, fair and consistent	E	SS/I
<b>Leadership and management</b>		
15. Demonstrate optimistic personal behaviour, positive relationships and positive attitudes towards pupils, staff, parents, governors and the wider community	E	SS/I
16. Ability to challenge, influence, motivate and support individuals and teams to attain high goals	E	SS/I
17. Evidence of leading high-quality staff professional development and rigorous performance management	D	SS/I
18. Understanding of safeguarding requirements and commitment to meeting them fully	E	SS/I
19. Demonstrate high levels of energy, resilience and an ability to manage workload in order to cope with conflicting pressures and priorities	E	SS/I
<b>Wider engagement and contribution</b>		
20. Ability to build and maintain effective relationships with parents, carers, partners, governors and the community that enhance the education of all pupils	E	SS/I
21. Ability to ensure that the school is at the heart of the community	E	SS/I
22. Ability to collaborate and network with other schools and settings to improve outcomes	E	SS/I

## What the children think.....

The teachers at TPPS are kind, respectful and fair

The teachers sort out issues at lunch and playtime

The outside area is large, there is a wide variety of learning and play spaces. We also get to do lots of sporting activities and festivals

The visits are educational but in a really fun way

The teachers and the staff are hardworking because they ensure we get our knowledge right



## What the teachers think.....

Spacious outdoor  
environment, excellent  
scope for outdoor  
learning

Tickford Park helps build  
children's confidence and  
gives them good social  
skills

Join a team with friendly,  
dedicated committed and  
supportive staff

Well behaved and  
empathetic children













# How to apply

To apply you will need to submit a completed application form and a supporting statement, setting out the relevant experience, skills and competencies that demonstrate how you will meet the criteria in the person specification.

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If you need any further information or wish to have an informal discussion, please in the first instance contact Judith Cumino at [HTRecruitment@Milton-Keynes.gov.uk](mailto:HTRecruitment@Milton-Keynes.gov.uk)

Visits to the school are welcome on **Friday 8<sup>th</sup> June and Friday 15<sup>th</sup> June**. Please contact Heather at the school at [heather.dean@tickfordpark.milton-keynes.sch.uk](mailto:heather.dean@tickfordpark.milton-keynes.sch.uk) to arrange.

Applications can be emailed to [HTRecruitment@Milton-Keynes.gov.uk](mailto:HTRecruitment@Milton-Keynes.gov.uk) or posted/hand delivered to:

Judith Cumino  
Leadership and Governance  
Milton Keynes Professional Development Centre  
Milton Keynes  
Galley Hill  
Milton Keynes  
MK11 1PA

Contact no. 01908 253116/3903

**Closing date for applications: Monday 18<sup>th</sup> June at noon**

**Selection day: Monday 25th June**

We look forward to hearing from you

