

HODNET PRIMARY SCHOOL



**POST:
HEADTEACHER**

**REQUIRED FROM:
April 2016**

Information for Applicants

Shropshire Council, Schools Human Resources and Employment
Services, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Post: HEADTEACHER

School: HODNET PRIMARY

**Address: Shrewsbury Street
Hodnet
Market Drayton
TF9 3NS**

Telephone: (01630) 685300

Fax: (01630) 685163

Email: admin@hodnet.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

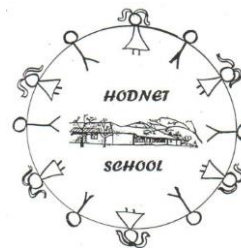
Information is also given in this pack about:

- the school
- the post
- education in Shropshire

Further information is available by contacting:

- Leanne Thompson, Schools HR Officer, 01743 254549

School: HODNET PRIMARY SCHOOL



The School

- Location and area served by the school

The school is in the small rural village of Hodnet, which has an interesting history dating back to the Norman invasion. A large number of the children come from the village or nearby small settlements of, for example, Wollerton, Marchamley and Stoke on Tern including the traveller site, the rest of the pupils come from the outer lying villages as far as Market Drayton, Prees, Tern Hill, Shawbury and Stanton.

- The buildings and facilities

The school building was built in 1986 after the closure of several smaller Victorian schools both in the village and nearby. There are seven class bases, a hall and kitchen on site. The administration area is at the front of the school with the staff room and cloakrooms. Each class base has an outdoor area with a canopy. The corridors are wide and used to house art areas and storage, these are also used for group work. There are library areas for each Key Stage, as well as a bank of laptops and I-Pads.

- The grounds and outdoor facilities

The grounds are large and leafy; there is a specimen of many native trees around the school and more as we have planted many young trees too. We have a covered outdoor learning area for each class, a fenced free flow play area for the foundation class, a forest school, a sensory garden. We also have large wooden play equipment and climbing area for all ages and a fenced pond/wildlife area, as well as a large working allotment with poly tunnel, fruit trees and chickens.

The Pupils

- **Number on roll; numbers and age ranges of classes, projected future numbers**

We have 162 on roll, organised in single aged classes from Reception through to Year 6. Numbers are steady for the next few years though these do fluctuate.

- **Nursery provision and other pre-school links**

We have a pre school on site run by an independent committee; we have excellent links as most of our intake comes from the preschool apart from one or two from other nurseries.

- **Special needs provision**

We have three children with statements and 16 on SEND support. We have regular visits from the LSAT and Educational Psychology teams and frequently use outside agencies for support.

- **Links with partner schools, clusters, school development groups and “families” of schools**

The school is part of two school development groups around Wem and around Market Drayton as we fall between the two. We work closely with these and participate in joint projects, conferences etc. We have recently joined with the Market Drayton Trust schools to work as a cluster, along with Hinstock, in order to support school improvement.

The Staff

Class	Teacher	Responsibilities of teacher	Support staff
R	Emma Noden	Early Years Music	Judy Jones Sarah Rees (temp)
1	Penny Lyall	Deputy Head teacher SENCO Art & DT	Debbie Batkin
2	Hayley Manton	PE	Alison Gaddes
3	Ceri Williams	SLT Literacy MFL	Jo Mason (SEN) Sarah Manning (SEN)
4	Katrina Huxtable/ Sharon Evans (currently on maternity leave)	Humanities	Alison Clarkson Karen Butler (SEN)
5	Ruth Jones	Maths	Angela Roberts
6	Jenny Darmanin	Computing	Angie Kitt Sarah Wellings (SEN)
Admin	Dawn O'Connor	All administration, attendance, finance and assessment	

- **The teaching commitment of the Headteacher**

No class teaching commitment but the current head delivers a programme of more able maths interventions and booster sessions for Year 6. She is also responsible for Science and Assessment.

Management

- **Budget for current financial year**

The staffing has gradually built up from 5 classes to 7 and we have managed a surplus to enable this. The current budget still allows for the staffing structure and numbers have increased as a result.

- **Grounds maintenance, cleaning and catering matters**

Grounds maintenance is by Nobridge, they cut the grass, trim the hedges and lay out the pitches; they also weed and maintain the flowerbeds in the front.

Jemma Morgan does 10.5 hours caretaking; this is mostly outside and locking up. We also have 2 Shire Services cleaners, Heather Wilkinson and Jackie Evans who work every evening.

Our kitchen is led by Debra Moreton and offers an excellent variety of meals each day, catering for a range of dietary allergies. She is supported by Amanda Mitchel, Heather Wilkinson and Lynne Godfrey.

- **Information about the governing body and its committee structure**

The supportive governing body meets termly as a full body, there are four regular committees, the Health, Safety and Premises committee; the Curriculum and Standards committee; the Performance Management and Salaries committee and the Finance and Personnel committee, they meet termly or twice a term depending on need.

Parents and the Community

There is a strong community in the village with many children related to one another. We work closely with the church of St Luke's. We also have close links with other local places such as Hodnet Hall owned by Mr and Mrs Heber-Percy and the care home.

We have very good relationships with all the parents; they run a highly successful Parent Teacher association, Friends of Hodnet, which raises lots of money for projects in school. They also run the very popular Firework night here for the village.

The parents are able to come into school with concerns; there is always the head or deputy on the playground first thing to hear about concerns or information however minor, or simply to make social contacts. We have a policy of dealing with complaints or incidents at once and always following up with a call or letter within 24 hours.

Ethos and Curriculum

- **The school's curriculum policy**

The school runs a thematic/ cross curricular curriculum based on skill development. We teach the learners through topic based work encouraging self-reliance and personalised learning. The children are involved in planning the topics and making decisions about the paths to follow. We have a homework policy predominantly linked to literacy and numeracy.

- **The school's ethos**

Our ethos is based on our motto Together Everyone Achieves More. We encourage good manners and responsibility using good role models from our staff and visiting staff. We also encourage independent thinking children who are developing a life long love of learning and knowledge gathering. The school is a very happy, friendly establishment with every member of staff working to achieve the best possible outcomes for each child.

- **Notable strengths of the school**

We had an inspection in November 2013 where we were graded Good and are rightly proud of this. We continue working together to achieve the best we can.

Current position

- The current head was appointed in September 2010 and will be leaving in December 2015 to take up the headship of a larger school in Shrewsbury.

Message from the Outgoing Head

Dear Applicant,

I became the Headteacher of Hodnet Primary School five years ago.

I can honestly say that coming to work each day has been a pleasure. I will have so many happy memories to take into my new post. I would like to offer you a small insight into this school.

It is a privilege to work here. The children are a delight; enthusiastic, eager to learn and motivated. They are well supported by their parents and members of their extended families.

I have a wonderful staff team who work well together. They are keen to always give their very best. Staff relationships are excellent.

Like any school it has its challenges; securing an outstanding OFSTED judgement, prudent financial management, responding to the Government's constant changing agenda, to name but a few. I know if you are successful you will thoroughly enjoy being in this special place and leading it forward.

With very best wishes

Caroline Gardner
Headteacher



School: Hodnet Primary School

The Post: Headteacher

In making this appointment, the Governors will be seeking the following skills and experience:

Essential Requirements

- has qualified teacher status and holds NPQH qualification;
- has substantial recent experience in primary education;
- has management and leadership responsibility and experience as a curriculum or key stage leader and/or deputy head or headteacher;
- is an outstanding classroom practitioner with an understanding of the whole primary school curriculum and an ability to lead the continuing development of the curriculum within the school;
- is a person who will create a supportive environment in which they will listen to the needs of the children and will be able to inspire them to achieve high standards;
- is an excellent communicator and role model who will motivate and support all staff with effective strategies for professional development;
- is a person who will manage resources fairly and equitably, within an established budget, for the benefit of the whole school;
- is a person able to motivate and promote good relations and communicate effectively at all levels with staff, pupils, parents, governors and the wider community;
- is a person who values and can build on the role of the school in the village community.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

Salary and Pension:

The salary for this post is Headteacher Group 2 (L10 – L16), £48,228 - £55,951 per annum.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions:

Website – www.teacherspensions.co.uk

Telephone – 0845 6066166

E-mail – tpmail@teacherspensions.co.uk

HEADSHIP

Job Description

POST TITLE: Headteacher
Salary range (L10 - L16)

RESPONSIBLE TO: Governing Body and Local Authority

The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the school's policies and in consultation with the Governing Body. He/she will work with staff, governors, parents/carers and the Local Authority to build on the existing strong foundations in order to maintain and further improve all aspects of the school's standards and quality.

He/she will ensure the school fully adheres to all current statutory requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children. Equality, safety and respect will underpin all aspects of the Headteacher's work.

The Headteacher should be committed to their own continuing professional development.

STRATEGIC DIRECTION AND SCHOOL IMPROVEMENT

The Headteacher will:

Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:

- Outstanding teaching.
- Successful learning and outstanding pupil achievement.
- High standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life in modern day Britain.

Draw on experience and best practice and work together with the Governing Body and Senior Management Team to build a strong strategic direction and on-going learning improvement plan which:

- Identifies priorities and targets that support high standards enabling pupils to make progress and maximise achievement.
- Supports continuous improvement in the school environment and teachers' effectiveness and secures continuing school improvement.
- Is underpinned by sound financial planning.
- Ensure the management, finances, organisation and administration of the school support its vision and aims.
- Make certain that all those involved in the school are committed to its aims, are motivated to achieve them and involved in establishing the short, medium and long term objectives and targets which will secure educational success.
- Stipulate that policies and practices take account of national, local and school guidelines and reflect best practice. Monitor, evaluate and review the effectiveness of the school's policies, priorities and targets with the Senior Management Team and the Governing Body.

LEADERSHIP

The Headteacher will:

- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Be highly visible and approachable to all members of the school community. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Hold and articulate clear values and moral purpose.
- Identify and nurture talent to enable effective leadership development and succession planning.
- Maximise the contribution of staff and ensure effective working relationships are in place throughout the school. Implement and sustain effective systems for management of staff performance, incorporating appraisal systems and targets for all staff, ensuring those for classroom staff relate to pupil achievement.

LEARNING AND TEACHING

The Headteacher will:

- Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- Work with the Governing Body and Senior Management Team to continue to develop a rich curriculum that engages all children of all abilities that sustains effective teaching and learning throughout the school.
- Routinely assess, monitor and evaluate in order to identify effective teaching and ensure it is evidenced across the full curriculum with a comprehensive programme of monitoring, evaluation and continuous assessment in place.
- Share good practice and improve where required.
- Monitor and evaluate the standards of learning and achievement of all pupils across the school, in order to set challenging, realistic targets for achievement.
- Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- Develop and maintain effective links with the wider educational, global and local community, in order to extend and enhance the curriculum with economic, social, moral, cultural and religious experiences.
- Enhance the school's effective partnerships with parents and carers that support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

RESOURCE MANAGEMENT

The Headteacher will:

- Recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Create an effective staff structure to facilitate the development of high quality education.
- Set appropriate parameters for expenditure and the allocation of funds in order to safeguard effective administration and control in line with the SFVS to meet the short, medium and long term plans of the school.
- Set and review budgets that maximise pupils' potential for learning and achievement.
- Organise the school environment efficiently and effectively to ensure the needs of the curriculum and statutory requirements are met at all times.

ACCOUNTABILITY

The Headteacher will:

- Analyse data in order to formulate education objectives and establish the school's relative performance for a wide range of audiences.
- Provide information, objective advice and support to the Governing Body to help it meet its responsibilities for securing effective teaching and learning and the highest standards of achievement, efficiency and value for money.
- Guarantee the compilation, maintenance and auditing of accurate and up-to-date records to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Make certain that pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.



HOW TO APPLY & FURTHER INFORMATION FOR CANDIDATES

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Applications:

- Application forms are submitted online and can be accessed at <https://shropshirejobs.engageats.co.uk>;
- Please also submit a concise letter of application. This is your opportunity to provide evidence of how your experience, skills and abilities are relevant to the requirements of the post as set out in the person specification. You should do this by providing **one specific example** under each of the headings below which demonstrates the **actions you took and the impact of those actions**. You should use no more than **150 words** in each section. Please e-mail your response to hrcontact@shropshire.gov.uk;
 - Raising standards with measurable outcomes
 - Leading and managing staff; including building a successful team, delegating effectively and implementing and managing change, impact of management style
 - Effective strategic, financial and resource management to achieve educational priorities and ensure value for money
 - Performance management skills; recognising high performance and tackling underperformance through to resolution and supporting continuous professional development of colleagues
 - In depth knowledge of Child Protection, Safer Recruitment and Safeguarding procedures
 - A commitment to promoting diversity and equal opportunities within the school curriculum and employment practice
 - Managing Assessment without Levels
 - Managing, monitoring and evaluating pupil progress and of translating the information into assessment for learning and effective intervention strategies

Please Note:

- You should not include testimonials or a curriculum vitae;
- Your letter of application must be specific to the post; generalised applications are unlikely to be successful;
- Two referees should be given; one of which should be the applicant's current Local Authority and the other the applicant's current headteacher. If the applicant is an existing headteacher the Chair of Governors of the current school should be named.

Schedule of Dates:

If you would like to apply for the post of Headteacher at Hodnet Primary School please note the schedule of dates below.

DEADLINE FOR APPLICATIONS: 15th November 2015

SHORTLISTING: If you have not been contacted by 24th November 2015 please assume your application has been unsuccessful.

INTERVIEWS: Tuesday 1st December 2015 - 3.30pm – ‘Meet & Greet’ all Stakeholders

Wednesday 2nd December 2015 - 8.30am - tasks, presentation & interview

START DATE: April 2016

SCHOOL VISITS: We would expect and encourage potential applicants to visit us at school. Please contact Dawn O'Connor, School Administrator, on 01630 685300, to arrange a visit before the application deadline.

The following dates are available for a visit to the school:

02/11/15:	9.30-10.30am, 2.00-3.00pm
04/11/15:	9.30-10.30am, 2.00-3.00pm
10/11/15:	1.15-2.15pm
12/11/15:	2.00-3.00pm



FURTHER INFORMATION FOR APPLICANTS

- any canvassing in respect of this selection process will disqualify the applicant;
- the appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause;
- the Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered;
- the Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time within the County. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post;
- candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport;
- expenses on the Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses;
- post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.

PRIMARY EDUCATION IN SHROPSHIRE

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

The Council's headquarters is located in the Shirehall on the outskirts of Shrewsbury. The Council's Children's Services is led by Karen Bradshaw (Director) and offers a full range of services to primary schools and their parents, pupils, governors and staff.

The Local Authority's policy is that the school curriculum should help all pupils to:

- enjoy learning and perceive education as a life-long process;
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society;
- to fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative;
human and social;
linguistic and literacy;

mathematical;
moral;
physical;

scientific;
spiritual;
technical.

- develop lively, enquiring minds and the ability to:

find and use information

question and debate rationally

apply understanding and skills in order to address issues, solve problems and

carry out practical tasks;

- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- understand the world in which they live and the interdependence of individuals, groups and nations;
- develop appreciation and concern for the environment;
- work co-operatively with others, including developing confidence and respect in relating to adults;
- develop self-reliance and the ability to learn independently.

The Local Authority has 133 primary schools and several general and specialist teachers' centres.

Schools are supported by a strong Advisory Service which includes both subject specialists and primary generalist area advisers. Each school has an allocation of area adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies which can be purchased to support particular development needs.

Children's Services gives support to schools in financial, human resources and management matters.

Newly appointed heads, whether in their first or a further headship, can expect particular support from their Attached Adviser and to be invited to take part in an induction programme.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support roles. Shropshire advisers carry out inspection contracts under the Ofsted framework so that they continue to blend both evaluative and advisory functions, to the benefit of the schools.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.

Standards in Shropshire schools are high and there is a tradition of continuous development and improvement.