

Milton Hall Primary School & Nursery



Headteacher Application Pack



Welcome from the Governors

Dear Applicant

Thank you for expressing an interest in the role of our Headteacher.

The Governors are looking to appoint an enthusiastic, dynamic and inspirational Headteacher with the vision and drive to lead our vibrant and happy school.

We are seeking an outstanding individual who shares our commitment to a caring ethos, professionalism, and high standards of academic achievement for every one of our pupils, and who will go the extra mile to help them achieve excellence.

Milton Hall is a friendly, inclusive, three-form entry school and nursery, with an on-site Children's Centre managed by Family Action. Our many school awards include NACE Challenge Award, ICT Mark, Healthy Schools, Young Carers in Schools, Good Diabetes Care in Schools, Leading Parent Partnership Award, and we currently hold the Unicef UK Human Rights Bronze Award. We participate in the Daily Mile challenge and the Children's University and are an accredited LAMDA Examination Centre.

We are part of a strong six-school collaboration which has just been awarded Primary Teaching School Alliance status.

Please click here to see an online tour from our children and multi-lingual welcomes from our Young Interpreters.

<http://www.miltonhallschool.com/school-tour/>

If you are an outstanding leader with a strong work ethic and a great sense of humour, who is passionate about making a difference to our amazing children's lives, then we would love you to apply for this position at our school.

To arrange a visit and tour please contact the recruitment team on 01702 330758 or recruitment@miltonhall.southend.sch.uk.

Planned visit days are Thursday 14th and Wednesday 20th June, and alternative dates could be arranged if needed.

We very much look forward to receiving your application.

Best wishes,

Niki Lamont, Chair of Governors

About us

Milton Hall is a three-form entry primary school and nursery in Westcliff-on-Sea. We are part of an established strong collaboration of six local primary schools actively sharing good practice, INSET days and CPD at all levels. We are excited to have just been awarded Primary Teaching School Alliance status (May 2018) and look forward to the next stage on our journey to excellence.

We have many accredited awards, and are committed to becoming a Gold Unicef UK Rights Respecting School. We participate in the Daily Mile challenge, the Children's University and are an accredited LAMDA Examination Centre. Children, parents, staff and governors take great pride in our inclusivity and caring ethos, where we celebrate the rich diversity of our school and local community. We passionately believe in offering our children and staff the best experience possible, for our whole school community to be inspired and excited, to achieve and succeed, and be the best they can be.

We offer outstanding facilities and opportunities for children and staff alike through our cutting edge technology. We have our own green-screen Media Suite, Dance/Drama and Music Studios, 4D Immersion Room and our Milton Hall plane as featured on George Clarke's 'Amazing Spaces' TV programme, which we use to deliver our curriculum to all age groups.

Investing in our staff is a high priority at Milton Hall where we pride ourselves on not only nurturing our pupils' talents but also those of our staff, through a generous staff well-being package consisting of: Wellbeing days, free Flu Jabs, free eye tests, Employee Assistance Programme through Workplace Options, Childcare Vouchers, Cycle to Work Scheme, Pension Scheme, Relevant CPD, Health Checks, Yoga classes, discounted Gym membership and staff socials. Excellent CPD opportunities are offered to ensure staff are developing professionally and looking at new and innovative ways of working. We have a highly skilled, confident and happy staff who strive daily for success.

To summarise:

Milton Hall is a fulfilling and exciting place to work which offers our children a vibrant learning environment and community.

We believe learning and teaching is most effective when everyone feels valued and happy.

Flavour of the school





Person Specification for the role of Headteacher

E/D: Essential/Desirable criteria, Assess: Method of selection (A: Application; I: Interview)

	Criteria	E/D	Assess
EDUCATION AND QUALIFICATIONS			
1	Qualified Teacher Status	E	A
2	Strong Record of CPD	E	A
3	Record of meeting PMR targets	E	A
4	NPQH (or working towards)	D	A
5	Further Post-Graduate study	D	A
EXPERIENCE			
Substantial Primary School teaching experience to include:			
6	Proven track record of raising attainment, including pupils with EAL and SEND	E	A/I
7	Successful strategies implemented in broadening participation and narrowing the gap	D	A/I
8	Evidence of developing strategies based upon data analysis and research	E	A/I
9	Working in urban settings, including within good or outstanding schools	D	A
10	Involvement within a Teaching School Alliance	D	A
11	Research conducted in the field of education	D	A
Substantial Senior Leadership experience to include:			
12	Developing, implementing and monitoring a School Development Plan	E	A/I
13	A proven track record in working collaboratively and building, leading, empowering and developing effective teams	E	A/I
14	Use of Performance Management and Line Management to secure accountability and improve performance	E	A/I
15	Succession planning within professional development of all staff members	E	I
16	Managing HR processes such as grievances and capability issues	E	I
17	Financial planning and management at a senior level within a school environment	D	I
18	Fulfilling the role of Designated Safeguarding Lead and the associated challenges within a deprived area	D	A/I
19	Mentoring trainee or newly qualified teachers	D	A/I
KNOWLEDGE AND SKILLS			
Knowledge and understanding of:			
20	The current major curriculum issues, recent educational developments and legislative changes, and their significance	E	A/I
21	OFSTED Inspection Framework, especially in relation to EYFS, KS1, KS2	E	I
22	The social and economic barriers to learning and inclusion faced by some children and parents or carers	E	A/I
23	Detailed knowledge of Safeguarding practices and implementation of policies	E	A/I

24	Legal issues relating to managing a school including equal opportunities, race relations, disability, human rights and employment legislation and Child Protection	E	I
25	Financial Benchmarking, statutory requirements and best value principles	E	I
The ability to:			
26	Think strategically and to build and communicate a coherent vision for the school, and be able to inspire, challenge, motivate and empower others to carry that vision forwards	E	A/I
27	Apply national policy in a local context	E	I
28	Lead by example in promoting the school's vision, and values to staff, governors, pupils, parents and carers, in their contribution to the broader life of the school	E	I
29	Initiate and support research and debate on effective learning	E	I
30	Collaborate with others, within and beyond the school	E	A/I
Commitment to :			
31	Providing choice and flexibility in learning, to meet the needs of every child to ensure that they achieve their best	E	A/I
32	Inclusive education which addresses the needs of all learners in a diverse community	E	A/I
PERSONAL QUALITIES			
33	Self-motivated with good organisational skills, excellent interpersonal skills and the ability to prioritise and delegate effectively	E	I
34	Adaptable to changing circumstances and willing to embrace new ideas	E	I
35	Persistent and driven in the pursuit of excellent teaching, and high standards for all pupils in attainment and behaviour	E	I
36	The understanding that attainment forms only one part of every child's personal development, and a commitment to embedding this into the culture of the school	E	A/I
37	The ability to work under considerable pressure, whilst maintaining awareness of the opportunities and threats to the success of the school	E	I
38	Able to accept appropriate support from others, including colleagues and governors	E	I
39	Commitment to ongoing personal and professional development	E	A/I
40	A good sense of humour	E	I

The successful applicant will be expected to meet the National Standards of Excellence for Headteachers (DfE January 2015) in all their duties.

Milton Hall School Headteacher Job Description

Job Title: Head Teacher, Milton Hall Primary School and Nursery

Salary Scale: Salary Leadership Pay Spine L21-L27

Reports to: The Governing Board

Main Purpose

The Head Teacher will provide professional leadership and develop the vision and strategic direction of Milton Hall Nursery and Primary School, in partnership with the governors. The Head Teacher will be innovative and ambitious in order to maintain a culture that is aspirational and drives improvement.

The Head Teacher will maintain robust financial management, safeguarding processes and delivery of high quality education, supported by outstanding teachers and staff, to provide optimal outcomes for our children.

Leadership and Management

The Head Teacher will:

1. Employ a dynamic, responsive and proactive leadership style to engage and motivate staff and children alike.
2. Work collaboratively with all stakeholders to articulate a clear and ambitious vision for the school.
3. Lead by example in valuing difference and respecting diverse communities to the benefit of pupils and staff.
4. Create a culture that enables pupils to demonstrate their best behaviour, to encourage optimum attendance and to safeguard them from harm.
5. Promote positive institutional development by instilling high standards, identifying emerging talent, offering coaching and support for staff to achieve their potential, and by succession planning.
6. Ensure the school's policies and procedures are developed and reviewed in line with relevant legislation and guidance and implemented throughout the school.
7. Keep abreast of local and national best practice to ensure the school continues to excel.
8. Ensure pupil, staff and financial performance data and analysis is provided in an accessible and timely manner to the Governing Board to support school improvement and raise achievement.
9. Lead effective staff performance management, clearly linked to the School Development Plan (SDP) priorities.
10. Maintain and update the Self Evaluation Form (SEF), collecting evidence to support judgements in evaluating the school's success.

11. Understand the principles and benefits of strong governance, and demonstrate this by actively supporting and working closely with the Governing Board to embed effective planning and scrutiny of pupil, staff and financial performance.

Teaching and Learning

The Head Teacher will:

1. Lead by example in demonstrating exceptional teaching practice and conduct, motivating and supporting staff development, and promoting a school-wide culture of initiative and CPD.
2. Develop an environment that allows teachers to learn from experience by sharing best practice and evidence from data analysis.
3. Embed and further develop a curriculum which is broad, challenging and innovative in line with the National Curriculum.
4. Ensure rigorous analysis and evaluation of pupil progress through efficient monitoring systems to enable prompt identification and mitigation of underperformance of any specific pupil groups.
5. Ensure effective strategies and monitoring are in place to improve outcomes in all vulnerable groups, and targeted use of PP, SEND and other additional funding.
6. Ensure the school maximises opportunities to offer extra-curricular activities and extension opportunities for all children by engaging with relevant local and national initiatives.

Finance and Accountability

The Head Teacher will:

1. Have strategic oversight of the production of the annual budget and financial strategy, in line with the School Development Plan (SDP) objectives and regulations for approval by the Governing Board
2. Ensure robust financial management of the budget and rigorous financial controls are in place, to achieve value for money and compliance with financial regulations and audit requirements.
3. Have strategic oversight of the management of the use of buildings, grounds and equipment to meet the curriculum needs and health and safety requirements.
4. Ensure a safe environment for pupils, and all users of the site, by following legislation and guidance for health & safety and safeguarding

Engagement with Parents and Carers

The Head Teacher will:

1. Ensure that the school works closely with parents and carers, to keep them informed, supported and engaged about their children's progress.
2. Have an imaginative and inclusive approach to strategies that manage the wellbeing of the children beyond their formal curriculum.
3. Maintain the strength of the partnership with parents, carers and volunteers who work together for the benefit of the school.

Stakeholder and Community Engagement

The Head Teacher will:

1. Continue and further develop effective, supportive working and collaboration with all stakeholders, including statutory agencies, voluntary sector, parents and carers.
2. Actively contribute to the development of the Teaching School Alliance, and maintain Milton Hall's standing within the TSA.
3. Lead and support further development of inter-school partnerships and collaborations, sharing the good practices of the staff.



Flavour of Southend

Milton Hall Primary School is situated in Westcliff-on-Sea, part of the Southend-on-Sea conurbation. The town has a population of around 180,000 and is located on the Thames estuary, about an hour's direct rail journey or drive from London. Known for the world's longest pleasure pier Southend's other popular attractions include Adventure Island - a seafront amusement park with rides for all ages, a Sealife Adventure centre and its own football league club, as well as lots of amateur sporting clubs to cater for most interests. The 7 mile long seafront has many beaches, 3 of which have been awarded the Blue Flag, and there are opportunities for various water sports and sailing. The Cliffs Pavilion, Palace Theatre, and independent venues offer a wide variety of plays, musicals, concerts, gigs and comedy and there is an 8-screen Odeon cinema. Shopping, eating out and other forms of entertainment are also very well catered for.

London Southend Airport, offers affordable flights to many UK and European destinations, now with fast linking to the USA via Dublin, and has won Which! Best London Airport award for the past 5 years. The glorious Essex countryside is on our doorstep and there are many well maintained parks and conservation areas. Southend is known as Sunny Southend for good reason – this area is one of the driest areas in the UK!

There is a full range of primary and secondary schools in the district including LA maintained schools, academies, faith schools, a variety of MATS, and the independent sector. Southend has four highly ranked grammar schools which are looking to expand. The University of Essex and South Essex College (FE) each have a campus in the town centre, integrated with the main library and learning space, which is housed in the new 'Forum' building.

Milton Hall is located in a densely populated area, within a 15 minute walk from both the town centre and the beach. Its catchment area is diverse, from tower blocks to large Edwardian houses, which is reflected in our school population.



Notes from my visit to Milton Hall

This image shows a blank sheet of white paper with horizontal ruling lines. A solid green vertical band runs along the left edge, serving as a margin. The paper is otherwise empty, with no text or markings.