



Long Knowle Primary School

Headteacher Vacancy Recruitment Brochure

In Partnership with Services4Schools



Long Knowle Primary School, Blackwood Avenue, Wolverhampton WV11 1EB
Telephone: 01902 558986 | Email: NShaw@longknowleprimary.co.uk

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Letter from the Chair of Governors

Dear Applicant,

Thank you so much for the interest you have shown in the position of Headteacher at Long Knowle Primary School. This post has arisen because our current Headteacher, Karen Elliot, is retiring at the end of the Summer Term.

I have been a member of the Board of Governors for 21 years, with 8 years as Chair of Governors. During this time my own six children have progressed through the school and received an excellent education. I have had first-hand experience of the progress and positive changes that the school has achieved during this time, including being rated as a Good School by OFSTED in 2016 and 2019.

We are very pleased that you are considering applying to lead our wonderful school. We are extremely proud of Long Knowle Primary School and its achievements. The school is successful and consistently delivers positive outcomes for our pupils and families. The OFSTED inspection in November 2019 recognised our pupils' very positive attitude to school, and our staff's strong knowledge of, and care for, the children.

We want to employ somebody who is able to build on the strong foundations and structures that our outgoing Headteacher and the staff have achieved.

Our new Headteacher should be a strong, approachable, compassionate, and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools and who has a love of working with children. The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the wisdom, experience, and confidence to take the school forward; someone who builds on what currently works well and who ensures that we will continue to improve by embracing the opportunities and challenges which are offered to our school.

We offer a supportive, dedicated and aspirational team, alongside pupils who are enthusiastic about their learning and who thrive on challenge. The Governing Board enjoys a good working relationship with the school, being the 'critical friend' that enables the Headteacher to lead, manage and deliver their vision for Long Knowle Primary School.

We warmly encourage you to visit the school to see the pupils and staff at work. Please contact our School Business Manager, Natalie Shaw, on 01902 558986 to make an appointment. We look forward to hearing from you and receiving your application by the closing date.

Yours sincerely

Andrew Corbett

Chair of Governors

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Job Description

Headteacher

The Headteacher will provide professional leadership and vision for the school that ensures continued success and ongoing improvement from all members of the school's community. The Headteacher will provide a secure foundation from which to achieve high standards in all areas of the school's work. In order to achieve this, they will establish high quality education provision by effectively managing teaching and learning, whilst also successfully maintaining a positive and nurturing environment that empowers both pupils and staff to achieve their potential.

The Headteacher should establish a culture that promotes excellence, equality and high expectations of all. Accountable to the Governing Body, the Headteacher is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards.

This job description reflects the National Standards of Excellence for Headteachers (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers.

Strategic Direction and Development of the School Working with the Governing Board to develop a strategic view of the school and its community, which can be understood, communicated, and acted upon effectively.	The Headteacher will: <ul style="list-style-type: none">• Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context• Work in partnership with other schools, agencies and organisations to champion best practice and excellent outcomes for pupils• Review, hone and implement an ambitious and realistic Development Plan which will secure continuous school improvement• Ensure that robust governance arrangements are in place which are communicated to those both within and outside of school e.g. finances, organisational roles and responsibilities and administration• Lead by example to inspire and influence others to believe in the importance of education and to promote the value of education.
Teaching and Learning Excellence is pursued and achieved through teaching and learning and takes place in the context of the individual needs and aspirations of the pupils.	The Headteacher will: <ul style="list-style-type: none">• Secure excellent teaching and learning through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design• Expect ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a sense of ownership and accountability from staff for the impact their work has on pupils' outcomes• Robustly monitor and evaluate the school's performance, responding and reporting to the Governing Board on a regular basis• Ensure a consistent and continuous whole school focus on pupil achievement through the development and implementation of a performance framework.• Have the ability to use a range of data to monitor pupil progress and make evidence-based improvements

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<p>Teaching and Learning (continued)</p>	<ul style="list-style-type: none"> • Ensure that learning is at the centre of strategic planning and resourcing • Maintain and further develop an environment underpinned by a code of behaviour which promotes and secures excellent teaching, effective learning, high standards of achievement and exemplary behaviour • Promote respect and understanding of diverse cultures, languages, ethnic communities and faiths • Monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils • Provide pupil centred extra-curricular opportunities which extend the horizons for pupils
<p>Leading and Managing Staff</p> <p>The role of Headteacher is one of Leadership. In the teaching and management of staff their unique contribution as individuals should be valued and recognised</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Lead by example as a model of professionalism, conduct and presentation, demonstrating high standards of expertise and commitment • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other • Implement rigorous, fair and transparent systems for managing the performance of all staff, addressing any under- performance, supporting staff to improve and valuing excellent practice • Motivate and enable all staff in the school to carry out their respective roles to the highest standard through high quality CPD based on assessment of needs and systematic monitoring and evaluation • Effectively lead and manage school staff in ways which reflect and meet the policies of the Governing Board, ensuring that professional duties are fulfilled, including those of Headteacher, as specified in the Teachers' Pay and Conditions Document • Actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace opportunities for their own continued professional development • Ensure that a suitably nominated person assumes responsibility for the discharge of the Headteacher's functions at any time when absent from school
<p>Efficient and Effective Deployment of Staff and Resources</p> <p>Ensuring that the deployment of all staff, finance, resources, time, and energy reflect the aims of the community and the needs of all of the pupil</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • in partnership with Governors and senior colleagues, attract and retain staff of a high calibre who strive for excellence, and are willing to share and contribute to the school ethos • Work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education and raise standards • Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations • Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds

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<p>Efficient and Effective Deployment of Staff and Resources (continued)</p>	<ul style="list-style-type: none"> • In partnership with the Governing Board, develop and implement robust financial arrangements; prioritising expenditure, allocation of funds and effective administration, control and management of the school's budget • Manage and organise the school accommodation efficiently and effectively to ensure that it meets the needs of the pupils, curriculum, community use and health and safety regulations • Manage, monitor and review the range, quality and use of all available resources in order to improve the school environment and quality of education • Produce and implement clear, evidence-based improvement plans and policies for development of the school and its facilities.
<p>Accountability</p> <p>The Headteacher recognises their responsibilities and those of the Governing Board as specified by legislation</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Continue to develop the organisation and ethos of the school so that all staff individually and collectively recognise that they are accountable for its success • Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money • Present a coherent and accurate account of the school's performance to a range of audiences, including Governors, the LA, the local community, OFSTED and others to enable them to hold the school to account • Implement clear mechanisms which inform parents/carers about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving the school's target for improvement • Welcome strong governance and actively support the Governing Board to understand its role and to deliver internal and external accountability: in particular, its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance • Carry out any such duties as may be reasonably required by the Governing Board
<p>Safeguarding</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Act as the Designated Safeguarding Lead in school • Ensure a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society • Ensure that the policies and procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers • Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including participating in inter-agency meetings, and contributing to the assessment of children

Safeguarding (continued)	<ul style="list-style-type: none">• Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices
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This job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

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Person Specification

Assessed by:

A	Application
I	Interview
R	Reference

		Essential	Desirable	Assessment
Qualifications	Degree or equivalent	•		A
	Qualified teacher status	•		A
	National professional qualifications for Headship (NPQH or equivalent)		•	A
Professional Development	Evidence of recent safeguarding/inclusion CPD	•		A I
	Proven leadership skills	•		A I R
	Currently a highly successful Headteacher, Deputy Headteacher, Assistant Headteacher in the Primary Phase (3-11 age range)	•		A I R
	Excellent communication skills	•		A I R
	Record of significant, recent, successful teaching experience within a range of UK schools	•		A I R
	Experience of working with pupils covering a broad range of abilities and backgrounds		•	A I R
	Experienced in leading a whole school priority	•		A I R
	Experience of developing curriculum continuity and progression between Early Years, KS1 and KS2	•		A I
	Experience of using assessment data to inform decision-making	•		A I
	Experience of working with stakeholders including governors	•		A I
	Experience of school management including budget management and resources	•		A I
	Recent evidence of relevant professional development and training including in safeguarding	•		A I R
	Has undertaken the role of Designated Safeguarding Lead or Deputy Safeguarding Designated Lead		•	A I R
	Has undertaken the role of Designated Teacher for Looked After and Post Order Children		•	A I R

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		Essential	Desirable	Assessment
Personal Qualities	Visible, approachable and empathetic and enjoys engaging with children, staff, parents and the wider community	•		A I R
	Able to be resilient and robust whilst also showing compassion in dealing with issues and is calm under pressure	•		I R
Knowledge, skills and leadership	Able to articulate and share a clear vision for the future	•		I R
	Able to delegate effectively to achieve outcomes and provide development opportunities for staff	•		A I R
	Evidence of a commitment to promoting the welfare and safeguarding of children including the promotion of regular pupil attendance	•		A I R
	Understand what contributes to successful learning and able to promote effective teaching strategies	•		A I
	Expertise in monitoring and evaluating children's progress to inform teaching and intervention planning and coaching	•		A I R
	Able to analyse complex issues relating to children's attainment and progress and develop effective and creative responses	•		A I R
	Skilled in delivering successful approaches to behaviour management	•		A I
	Knowledge of the SEND code of practice and related statutory regulations and other relevant legislation	•		A I R
	A good understanding of both the National Curriculum and assessment and progress systems for pupils	•		A I
	Experience of recruiting and managing staff	•		A I
	Proven track record in motivating, training and developing staff	•		A I R
	Experience of developing and delivering School Improvement Plans	•		A I R
	Experience of the Ofsted Inspection process in a leadership capacity	•		A I
	Clear understanding of financial procedures in schools and ability to manage a budget		•	A I

		Essential	Desirable	Assessment
Personal Qualities	Visible, approachable and empathetic and enjoys engaging with children, staff, parents and the wider community	•		A I R
	Able to be resilient and robust whilst also showing compassion in dealing with issues and is calm under pressure	•		I R
	Can effectively engage and communicate at all levels including listening to and inspiring children, staff, parents and the wider community, as well as having personal presence	•		A I R
	Flexible leadership style, being 'hands on' when required	•		I R
	Resourceful dealing with diverse education situations (e.g. resourcing, problem solving)	•		A I R
	Able to inspire high levels of performance in children and staff	•		A I R

Application and Selection Process

Start date	1 September 2022
Salary	The starting salary will be in respect of: Group 2 L15 – L21 (£59,581-£68,347) – Salary negotiable to reflect skills and experience.
Application forms	Your application form should be completed with reference to the job description and person specification, we ask that you limit your further information to two A4 pages. The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.
Closing date for applications	Monday 21 February 2022 at 0900 hours
Shortlisting of applicants	Monday 28 February 2022 Candidates chosen for the shortlist will be notified as soon as possible after the meeting of Governing Board. Unsuccessful applicants will also be notified.
Visits to school	Visits to the school are warmly welcomed and are planned to take place on the morning of Tuesday 8 February 2022 and on the morning of Wednesday 16 February 2022. Arrangements for a safe tour can be arranged. Please contact Natalie Shaw, School Business Manager on 01902 558986 or by email: nshaw@longknowleprimary.co.uk for an appointment.
Assessment & Interview Dates	Tuesday 15 March and Wednesday 16 March 2022.
Full Governing Board decision	Wednesday 16 March 2022.
Completed Application forms	Please return your completed application form, to Services4Schools Ltd, HR Consultancy Team at the following email address: HRC@services4schools.org.uk

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Contact Details

School Details

School Address	Long Knowle Primary School Blackwood Avenue Wolverhampton WV11 1EB
Email Address	office@longknowleprimary.co.uk
Contact Number	01902 558986

In School Point of Contact for Visits only

Name	Natalie Shaw
Job Title	School Business Manager
Contact Number	01902 558986

Services 4 Schools Contact Details

Name	Ms Sue Jacques
Job Title	Deputy Head of Service - HRC
HR Consultancy Mailbox	HRC@services4schools.org.uk
HR Consultancy Landline	0333 772 1272 (extension 7)

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