



**Dunstall Hill Primary School**

**Head of School** candidate information

*Together, everyone achieves more*



# Welcome



This is an exciting time for Dunstall Hill Primary. As well as preparing to double in size, our friendly community is converting to an academy in April 2016, with Perry Hall Multi-Academy Trust as our sponsor.

Dunstall Hill Primary School is part of a growing community that caters for around 250 boys and girls aged from 3-11 years of age. The school is presently a one form entry but with a big building project on the way, we will become a two form entry. Our strengths lie in the family atmosphere and the relationships we enjoy with parents and the local community. The dedication of our staff and parents means that we are all striving continuously to provide the best facilities, opportunities and education for our children.

At present we have both morning and afternoon nursery classes, two reception classes and one class per year group from year one to six. The school classrooms and many breakout areas are centred around a hall that serves as a place for communal dining and assemblies.

Our aim is to provide a safe, happy and stimulating environment, where children are motivated to reach for their goals and to be the best they can be. We work closely with children to help them to develop into life long, independent learners who enjoy and value education.

From Easter 2015 Dunstall Hill will begin an exciting journey as it prepares to double in size. A fantastic new building project will take place that will see wonderful new learning spaces both indoors and outdoors; enabling all children to really enjoy all aspects of their learning. A brand new kitchen will be built; the school hall will double in size and outside play areas will be developed even further.

## Key facts and stats

<b>Age range</b>	3-11
<b>Number on roll</b>	270
<b>Percentage of children with SEN or EHC plan</b>	0%
<b>Percentage of children with EAL</b>	81.3%
<b>Percentage of children with FSM</b>	45.9%
<b>Number of teaching staff</b>	10 teachers + 12 teaching assistants

"The school has a culture of mutual respect. Staff value and celebrate the rich diversity within the school."  
Ofsted

## About the role

We, the children, staff, parents and governors of Dunstall Hill Primary, wish to appoint a motivated and inspirational leader to become our Head of School. This is an exciting opportunity for an ambitious leader to join a dedicated, forward thinking leadership team within the trust.





### The children would like someone...

- kind, caring and considerate
- who will listen to them and promote good behaviour
- who will improve the school grounds and give them harder homework

### The staff would like...

- a leader, who has the ability to nurture, inspire, challenge and motivate staff and children

### The parents would like someone...

- who has a strong presence around school
- who is approachable and will listen to them
- who will keep them informed about their child's progress and successes

### The Governors would like someone....

- with proven leadership, management and interpersonal skills, who is committed to developing the vision of our school and Children's Centre

### What we can offer you ...

- Friendly, welcoming children
- Challenge
- Excitement
- Fulfilment
- Achievement
- Support

# Job description

**Job title:** Head of School

**Leadership scale:** L13 to L17

**Staff responsible for:** All School Based Staff at Dunstall Hill Primary School

**Responsible to:** Executive Headteacher of Perry Hall Multi-Academy Trust

**Hours of work:** Outlined in the Teachers' Pay and Conditions Document. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of staff Performance Management, to clarify individual responsibilities. In addition to the Conditions of Employment for Headteachers laid down in Part 10 of the School Teachers' Pay and Conditions Document 2015 (section 2, paragraphs 65 to 67) Teachers in conjunction with the school's job description be fully meeting the Teacher Standards.



## Main purposes of post:

- Lead on teaching and learning across the whole school promoting high quality learning opportunities and the highest possible outcomes for children
- Continue to build on the strong creative, innovative and strong pastoral ethos of the school
- Value each child's learning experience and actively promote inclusion
- Drive and inspire a passion for learning in every member of the school community
- Bring a wide range of personal skills and creative solutions to all relationships – with children, staff, parents, governors and the wider community
- On a daily basis, be the lead professional and public face of Dunstall Hill Primary School, managing the daily business of the school and engaging in all activities and elements of school life
- In conjunction with the Executive Headteacher:
  - Ensure the long term success of the school
  - Contribute to, and communicate, the school's shared vision which expresses core values and purpose
  - Implement the vision through agreed objectives and operational plans
  - Motivate others to create a shared learning culture and positive climate

## Leading teaching and learning in the school to:

- Ensure a continuous and consistent School-wide focus on pupils' achievement, using data and benchmarks to monitor progress
- Establish creative, responsive and effective approaches to learning and teaching
- Set high expectations and set stretching targets for the whole school; monitor, evaluate and review school practice; and promote improvement strategies to tackle under-performance at all levels
- Ensure the continuous development of self and others
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Promote and maintain a culture of high expectations for self and others
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals
- Regularly review own practice, set personal targets and take responsibility for own development





## Managing the organisation

- Ensure the smooth day-to-day running of the school and report ultimately to the Executive Headteacher
- Liaise with Governors where appropriate
- Under the direction of the Executive Headteacher recruit, retain and deploy staff appropriately within the School



## Securing accountability

- Contribute to, and articulate, a school ethos which enables everyone to work collaboratively
- Ensure individual staff accountabilities are clearly defined, understood and agreed within the school
- Ensure every individual child has access to high quality teaching and learning

## Strengthening community

- Promote positive strategies for challenging racial and other prejudice
- Ensure a range of community-based learning experiences
- Collaborate with other agencies to ensure pupil and community needs are met



# Person specification



## Criteria for consideration, knowledge and understanding of:

- Statutory education frameworks
- Ways to build, communicate and implement a shared vision
- Strategic planning processes
- Leading change, creativity and innovation
- New technologies, their use and impact
- Strategies for communication, both within and beyond the school
- Strategies for raising achievement and achieving excellence
- Models of learning and teaching
- Models of behaviour and attendance management
- Curriculum design and management
- School self evaluation process
- Strategies to promote individual, team and organisational development
- Building and sustaining a learning community
- The impact of change on organisation and individuals
- Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation
- The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance
- The wider curriculum, across the Multi Academy Trust and the opportunities it provides for pupils and the school community
- Strategies which encourage parents and carers to support their children's learning

Essential	Desirable	Evidence
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal commitment to continuous professional development</li> <li>• Leadership course attendance within past two years</li> </ul>	Application form
<b>Experience</b> <ul style="list-style-type: none"> <li>• Successful teaching experience</li> <li>• Understanding of how children learn in a high achieving and successful school</li> <li>• Responsibility for leading a core subject across the school</li> <li>• Building and sustaining effective working relationships with staff, governors and parents in the wider community</li> <li>• Experience of working with Governors</li> </ul>	<ul style="list-style-type: none"> <li>• Former responsibility at phase or whole school level for raising standards</li> <li>• Experience of leading teams to achieve a specific outcome for children</li> <li>• Evidence of the development of policy or curriculum schemes of work</li> <li>• Successful teaching experience in more than one phase</li> <li>• Experience carrying out performance reviews</li> </ul>	Application form Selection day Interview

Essential	Desirable	Evidence
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>• Evidence of strong professional subject knowledge</li> <li>• Ability to plan lessons effectively for all pupils in a class, setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues</li> <li>• Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues</li> <li>• Ability to coach and mentor individuals to achieve specific outcomes</li> <li>• Ability to challenge and inspire colleagues</li> <li>• Strong ICT skills including use of interactive whiteboard for teaching</li> <li>• Clear understanding and commitment to safeguarding procedures</li> <li>• Ability to analyse data and pinpoint key issues in order to inform staff re: way forward</li> <li>• Ability to work effectively under pressure, to prioritise appropriately and to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the skills and attributes involved in effective leadership</li> <li>• Evidenced experience of raising standards within key whole school priorities</li> <li>• Evidence of understanding of strategic management in a large school</li> <li>• Understanding of New Ofsted framework regarding learning and teaching and leadership and management.</li> <li>• Understanding of use of data to raise standards</li> </ul>	Application form Selection day Interview
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Relish challenge and perform efficiently in this significant key role</li> <li>• Ability to take responsibility for others' performance</li> <li>• Ability to lead by example</li> <li>• Tenacity and commitment while working under pressure</li> <li>• Ability to think strategically</li> <li>• Ability to organise, prioritise and delegate</li> <li>• Ability to synthesise information quickly and effectively whilst maintaining an intensive workload</li> <li>• Ability to manage time effectively and work to deadlines</li> <li>• Good team player</li> <li>• Ability to enthuse and motivate others</li> <li>• Good communication skills, both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to providing extra-curricular activities and an understanding of its impact upon school ethos</li> </ul>	Application form Selection day Interview
<b>Other</b> <ul style="list-style-type: none"> <li>• Commitment to inclusive practice</li> <li>• Commitment to pupils</li> <li>• Good attendance and punctuality record</li> </ul>	<ul style="list-style-type: none"> <li>• Governance experience/involvement with governors</li> </ul>	Application form Interview



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[www.dunstallhillprimary.com](http://www.dunstallhillprimary.com)