

Birches Green Infant School

Playing Together, Learning Together, Achieving Together



HEADTEACHER

APPLICANT PACK

Birches Green Infant School

Birches Green Road

Erdington

Birmingham

B24 9SR



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Dear Applicant

Thank you for expressing an interest in the post of Head Teacher at Birches Green Infant School, which will become vacant in September 2016 upon the retirement of our existing Head.

Birches Green Infant School is a successful, happy and inclusive two-form entry school with a 52FTE nursery and a total of 243 pupils. We promote learning, where children can play, develop and explore together supported by a team of enthusiastic, well qualified and hardworking staff. As an enabler, we are fortunate to have a modern well equipped school, which promotes our vibrant and cheerful atmosphere.

As you would expect, our children, staff and governors are extremely proud of the School, which serves a socially and culturally diverse community. We expect our new Head to continue to embrace this ethos, as our diverse community has a positive impact amongst our pupils.

The governors are committed to ensuring that we appoint a high calibre candidate with the drive and enthusiasm to lead our school into the future. We expect the applicant to have a firm understanding of how to promote and lead staff and children alike.

You will have the determination to strive for excellence, whilst bringing on board new innovations to enhance the pupils learning environment.

The governors anticipate you to have an excellent track record of working at a senior level within a school and have the analytical insight to monitor effectiveness and the schools performance against critical successful factors.

The information pack and our current website will enable you to get an overview of our school, but would welcome you to come along and see for yourself.

To arrange an informal visit to the school please contact Meriel Masterson, Office Manager on 0121 464 4310

Applications for this post close at 12noon, Friday 26th February 2016.

We look forward to receiving your application

Yours sincerely

Alan Collinge
Chair of Governors
Birches Green Infant School



A letter from our School Council

Dear Applicant

We would like our new Head Teacher to show all of our values

Someone who is responsible and kind

Someone who perseveres and is successful

Someone who is respectful and treats everyone equal

Someone who is trusting and kind

Someone who is clever and educated—good at English, Maths , phonics , spelling and Science

Someone who listens to ideas and is able to understand what people say

Someone who talks nicely





About our School

Birches Green Infant School is a 2 form entry Infant school with 52 FTE nursery unit situated to the north of the city. We have 243 pupils on roll and we are proud to be fully inclusive.

Children come from a wide range of backgrounds, the rich social, cultural and racial diversity impacts positively on pupils' personal qualities. Pupils thrive in a positive atmosphere that contributes well to their personal, social and emotional development and enables them to attain competently by the time they leave.

The ethos of our happy school is reflected in our school motto;

“Playing together, learning together and achieving together”

And also in our school aims:

- To create a caring, well-disciplined and safe learning environment.
- To provide a broad, balanced and challenging curriculum which enables all pupils to lead a healthy lifestyle, achieve their full potential and encourages a lifelong love of learning.
- To provide equality of opportunity and to foster respectful attitudes towards the environment and others, which recognises and values individual differences.
- To enable all pupils to have confidence in their own ability to be successful and develop as self-motivated learners.
- To develop positive working partnerships with parents and carers, outside agencies and the wider community.
- To ensure that all members of the school community are valued, mutually respected and encouraged to promote high standards of achievement.

Our school was last inspected by Ofsted in October 2011 and was judged to be 'Good' with many outstanding features.

We have a vibrant and stimulating curriculum, described by OFSTED as “highly imaginative where pupils enjoy learning ... attitudes and behavior is excellent. Pupils personal development is outstanding because the school encourages pupils to become independent”.

Since our last inspection we have achieved a rising trend attainment, that is above NA and although increased mobility lead to a dip in attainment last year, we were still above NA. We are proud of our high standards in core skills and hold Literacy and Numeracy Basic Skills

Quality Mark Award (6) Feb 2015.

We have a strong commitment to high quality Arts experiences and also gained Artsmark Gold (for a second time) Autumn 2014.

Further areas of our curriculum strengths include the promotion of healthy lifestyles, a part of which features our exceptional delivery of P.E sport and dance.

Excellent Parent Partnerships were acknowledged in the 'Leading Parent Partnership' Award. LPPA (Autumn 2014)



Our Accommodation

We have attractive accommodation, with excellent facilities and resources. Our school is a PFI school and was newly built in 2001. Recent (and ongoing) improvements to outdoor areas have further enhanced the school to provide a rich, broad, balanced and enhanced curriculum.

As a PFI school (Public Funded Initiative) the building facilities are managed by Galliford Try. The school is on a shared site with Birches Green Junior School.

We have a bright, cheerful building. The building is designed to be fully accessible to all pupils. We have two separate EYFS outdoor areas. We have excellent outdoor facilities that include a number of all-weather astro turf sporting areas, a nature garden, allotments and quiet seating spaces. All classrooms open out onto covered paved areas, which are used to promote outdoor learning opportunities.

The Governing Body

In the Autumn Term of 2015, inline with government guidelines, the school's Governing body was reconstituted and is governed, in accordance with an Instrument and Articles of Government, by a governing body of 13 members, comprising:

- 3 Parent Governors
- 6 Co-opted Governors –1 vacant post
- 1 LA Governor
- 1 Staff Governor
- 1 HT Governor
- 1 Associate Governor (non- voting) (AHT)

The school has a committed group of Governors who meet at least half termly. The Governing Body has a strong working relationship with the school, they share in the schools ideals and standards, acting as a critical friend and successfully holding the school to account for achievement and the quality of provision that is offered.

<u>STAFFING</u> The current staffing structure includes:	
Senior Leadership Team	Head Teacher, 2 Assistant Heads and part time School Business Manager
Senior Management Team	Early Years Co-Ordinator, KS1 Co-Ordinator
Teaching Staff teachers	8 class based teachers, 3 part time PPA
Support Staff	12 Learning Support Assistants, 1 Family Support Worker 1 Senior Lunchtime Supervisor, 11 Lunchtime
Supervisors	1 Catering Supervisor, 1 Cook, 2 Kitchen
Assistants	1 Office Manager, 1 Administrative Assistant

Other School-Based Support Staff

The school-based support staff also include a Site Premises Manager, Grounds Maintenance and Cleaning Contractors provided by Galliford Try our facilities management company.

Budget

The delegated budget for 2015/2016 is £1,524,418.

We are currently running a budget with no deficit.

Organisation and Curriculum

We have six classes in the Infant School, each class has a Teacher and qualified Teaching Assistant. Children transfer from Birches Green Infants to the Birches Green Junior School in the September at the end of year two. There is a process to be completed by Parents but the criteria for admittance to the Junior school is to be on roll at the Infant School in Year Two. There is a planned transition programme in place which supports children as they move from Key Stage One to Key Stage Two.

Children in our Nursery and EYFS are taught Foundation Stage Curriculum. Building on pupils' prior experiences extending their knowledge, skills and understanding through exciting half-termly topics that are linked to the areas of learning. Our children actively contribute to their own learning through child initiated lines of enquiry.

Key Stage 1

Children experience the delivery of the curriculum through a creative, thematic approach, with subjects presented in an exciting cross-curricular way. A new central topic based on 'Cornerstones' is introduced each half term

The subjects taught are in keeping with the requirements of the New National Curriculum. They include; English, Mathematics our school follows the 'Little Big Maths' approach.

In addition, all schools are required to provide Religious Education and a daily act of worship. Religious education is provided in accordance with the authority's "Agreed Syllabus". The religious beliefs of all pupils and their parents are respected, and appropriate arrangements are made for the withdrawal of pupils from RE lessons and acts of worship, when parents request this.

KS one children enjoy a wide variety of extra-curricular activities at lunchtimes and after school clubs, this includes:

Recorder club; guitar club; violins; computer club; art; sports4U and drama club.

We also have before and after-school provision, run by an external provider Precious People. This facility allows working parents to have high quality, on site, wrap around childcare, whilst providing a small income stream for the school.

<u>SATs Results</u> <u>School Results</u>	2013	2014	2015
Sp&L	L2 53% L3 37%	L2 50% L3 43%	L2 70% L3 28%
Writing	L2 68% L3 19%	L2 75% L3 22%	L2 79% L3 16%
Reading	L2 54% L3 34%	L2 55% L3 42%	L2 67% L3 30%

Mathematics	L2 64% L3 29%	L2 55% L3 43%	L2 70% L3 28%
Science	L2 58% L3 39%	L2 53% L3 45%	L2 65% L3 33%

Pastoral Care and Positive Behaviour

A strong emphasis is placed on pastoral care of children at Birches Green Infants , all members of staff are responsible for the welfare and safeguarding of children in their care and raise any concerns about individual children to members of the SLT who are all trained DSL

Partnership Monitoring, Advice And Support

Birches Green Infant school works collaboratively with local schools through active involvement and networking with various groups within the Erdington Consortia

The School is also a member of Birmingham Education Partnership and is actively involved in the Peer to Peer process together with five other schools, in this way we have secured school to school support and the sharing of good practice in order to be rigorous in our practice and impact positively on pupil achievement.

The Headteacher is supported termly by an independent School Improvement Partner.

Equality For All

Our school serves a diverse community from a range of different backgrounds.

40% of our pupils are white,

20 % of our pupils are Asian,

20% of our pupils are Black or black British

15% of our pupils have mixed dual background,

18% of our pupils have SEN

18% of our pupils have EAL

47% of our pupils qualify for pupil premium

In line with British Law, the school has adopted a code which outlines our commitment to ensure equality for all.

At Birches Green Infants, we respect each other's age, disabilities, gender, race, religion and gender identity. We Promote British Values and achieve this through the whole school focus and exploration of a planned value each month - Friendship, Equality , Courage,

Peace, Responsibility, Perseverance, Respect, Consideration, Trust , Compassion and Self-Belief.



Parent/Teacher Links

Our school very much values working in genuine partnership with Parents and we are proud to hold the LPPA - **“Leading Parent Partnership Award” (2014)**

We have a wide range of initiatives that successfully seek to involve parents in the life of the school in order to support children's progress and attainment.

Links with the Community

We are committed to working with the wider community as well as our partnerships with other local schools, we actively participate in competitive sports through our Links to Kingsbury, we also host the St George's Day Music Festival and we currently have strong links to Birmingham REP Theatre.

Our Pupils attend Forest School Activities at Plantsbrook Nature reserve.

Head Teacher Induction

All new head teachers are able to access induction and support, on a rolling programme, provided by the Teaching Schools across the city, in partnership with Schools HR Services.

Website

www.birchgni.bham.sch.uk



Birches Green Infant School

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

HEAD TEACHER - JOB DESCRIPTION

SALARY SCALE: Group 2: Individual School Range: L13 –L19 £51,886 -£60,131

Starting Point L13

As required by Paragraphs 46-49 & 53 of the School Teachers' Pay and Conditions Document.

Job description issued after consultation _____(Signature of the Chair of the Staffing Committee)

Copy received by _____(Signature of the Head Teacher)

Date _____

Job Description

1 Job Purpose

As required by paragraph 46-49 & 53 of the School Teachers' Pay and Conditions Document, to be responsible for the internal organisation, management and control of the school.

Duties and responsibilities

2 General

To act in accordance with the requirements of paragraphs 46 – 49 & 53 of the School Teachers' Pay and Conditions Document

To undertake the professional responsibilities of a head teacher as set out in paragraph 48 of the School Teachers' Pay and Conditions Document

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights

3 **Line Management**

Responsible for the supervision of all staff employed in the school (other than school meals staff)

4 **Conditions of employment**

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

5. **Review and Amendment**

- 5.1 This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

6. **Complaints**

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.



Person Specification: Head Teacher

Birches Green Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

	ESSENTIAL	* METHOD OF ASSESSMENT
INITIAL QUALIFICATIONS	Qualified Teacher status.	AF, I
FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT	Recent, relevant in-service training in current educational practice, including the leadership and management of teaching and learning. Knowledge and understanding of education and schools systems locally and nationally.	
EXPERIENCE	Considerable successful experience in leadership and management and demonstrating the ability to differentiate between them. Demonstration of a good understanding of School Improvement Planning and implementation. Experience of implementing Performance Management. Experience of partnership working with parents and the wider community including external agencies. Successful and varied teaching experience in appropriate phase(s), including working with children with social, emotional and mental health difficulties. Experience of co-ordinating family support services as appropriate.	AF, I AF, I AF, I AF, I AF AF, I
SKILLS AND ABILITIES	To develop and implement the school vision and values, and promote inclusivity and diversity within a framework of British Values. To develop a culture for learning and set high expectations for achieving success for all. To work to high professional standards, strategically and operationally, leading by example. To monitor, evaluate, and plan strategically for School Improvement and continuous professional development. To lead and manage effectively in an environment of high accountability. To manage the implementation of change effectively and sensitively.	AF, I AF, I AF, I AF, I AF, I, P AF, I

	Demonstrate the ability to manage, motivate and support individuals and teams effectively.	AF, I
	To deal effectively with under performance, in accordance with relevant policies and procedures.	AF, I
	To understand and interpret complex data to inform effective decision-making.	AF, I
	To maintain a clear strategic financial overview of the school.	AF, I
	To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking.	AF, I
	To demonstrate a wide range of high level communication skills including new technologies.	AF, I
	To use authority appropriately to maintain discipline.	AF, I
	To promote and foster a positive school image.	AF, I
	To seek and maintain effective multi-agency partnerships and collaboration, in order to share and disseminate best practice throughout the whole school and beyond.	AF, I