



The Pines School

Hanworth Road
BRACKNELL
RG12 7WX

Tel: 01344 426413







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www.thepinesschool.org.uk

Dear Applicant,

Thank you for showing an interest in The Pines Primary School. This is an exciting opportunity to make a real difference to a school on its journey to improving its learning and educational experience for both children and staff.

Governors are looking for a passionate, ambitious and inspirational new Headteacher for The Pines and are sincere in their wish to find a person with whom they can work in partnership to enable the school and its children to flourish.

The school has weaknesses and has experienced a lot of challenges in the past. It is the Governors' view that the whole school community is now moving forward and whilst it is still early days there are already signs of improvement. We believe that with the right leadership the school can continue as a 'Good' or better school and the Interim Headteacher has already made a strong start along this path.

The Governors are very proud of their fully committed staff, who are professional, hardworking, friendly and very caring to our children. We strongly encourage you to visit the school and experience for yourself our bright, enthusiastic children as well as our wonderful school with its open spaces, expansive outside areas and light and airy rooms.

The Pines Primary School is a place where, with the right leadership, there is no end to its ability to achieve.

The Governors believe that as stated in the new Headteacher National Standards:

"The values and ambitions of headteachers determine the achievements of schools. Their leadership has a decisive impact on the quality of teaching and pupils achievements....." We are excited by the opportunity to work in partnership with a new Headteacher to achieve this together.

Please make contact with The Administrative Office to arrange an appointment to visit our school. The information enclosed with this letter will support you in understanding the context of the school, its priorities and vision.

Please look carefully at the Job Description and Person Specification which are based on the new National Standards of Excellence for Headteachers. Your personal statement should relate to the specification and the particular priorities of our school.

Please ensure that you have given details of your referees, one of whom must be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please note that CVs will not be accepted as applications.

The closing date for the receipt of applications is 12pm (midday) on Monday 25th February 2019

We will be contacting shortlisted candidates as soon as possible after 26th February 2019.

Interviews will be held on 5th and 6th March 2019

Please email completed applications to: Sarah.Hunter@bracknell-forest.gov.uk

If you prefer to send a hard copy please send it to;

Sarah Hunter
HR Adviser
Bracknell Forest Council
Market Street
Bracknell
RG12 1JD

Thank you for your interest in our vacancy and we wish you every success with your application.

Yours faithfully,

Carole Ann

Carole Ann Roycroft, Chair of Governors



School Information Pack

Introduction

The Pines Primary School is located on the north side of Bracknell Forest and serves a mixed catchment area, with the majority of pupils coming from a well-established urban housing estate and the town centre, whilst the remainder come from a new housing development. The school is close to local amenities and has good links to the rest of Berkshire and within easy reach of London.

History

The school was originally built in the mid-fifties. There was a successful amalgamation of the infant and junior schools in 2002, and a newer building joins the two original schools, making the school into one site for pupils aged 3 – 11. Although over 60 years old, it has had a great deal of updating and benefits from 13 classrooms, a library, a reading room, a design technology room, a sensory room and ICT suite as well as being light and airy, with lots of open areas and two large halls. The spacious outside area includes a playing field which is regularly used for sport as well as three designated play areas. The Nursery, which currently has 19 NOR, is housed adjacent to the reception wing and both foundation and nursery have their own outdoor learning environments.

School size

The Pines Primary School is an average school with two form entry for the majority of the school excluding Year 6. There are 338 children on roll.

There is a Breakfast Club and After School Club run by a separate management committee. The school is not considered to be in an area of deprivation and has average numbers of both Pupil Premium and SEND children.

School Ethos

The Pines School has been a positive and welcoming school and continues to follow this ethos, with the strapline of 'Taking Pride and Aiming High'. Strong emphasis is placed on developing pupil's health and well-being and there is an active sports agenda. All children take part in two PE lessons each week, focusing on the National Curriculum objectives as well as games (football, hockey, tennis and athletics) gymnastics and dance.

There are a number of sporting clubs offered at lunchtime and after school and we have successful teams in football, tag rugby, athletics, cricket and cross-country. The 2018-19 school year has proved to be one of the most successful so far. Highlights include our first medals placing Bronze in Yr 3/4 Badminton, and Bronze and Gold in Boccia.

Having never scored a goal in the County Cup, we finished 2nd in our group winning 2 games including the group winners qualifying for the knockout rounds. Our football 'A' team currently sits 4th in a league of 12. We have had successful Year 3/4

football and rugby tournaments as well as High 5 netball and still over 20 competitions and half a football season remaining this year.

Drama, Music and Art are of a good standard and there are opportunities for performances, concerts and displaying art. The whole school takes part in various art competitions every year and an exhibition of artwork is displayed for all parents to enjoy. Music is a strength of the school, and the Year Four pupils learn a musical instrument (currently brass instruments) with Berkshire Maestros. We have a large choir and attending the Young Voices concert at the 02 is a highlight of our school year and an opportunity for our talented choir to perform. The Pines School enjoys taking part in all Bracknell Young People in Sport activities and the Schools Music and Dance Productions.

Staff

The School has a senior leadership structure with currently a Headteacher, and Head of School. There are phase leaders for each two-year band of classes. The staff are very friendly and helpful with a strong commitment to the School, working hard and supporting the children in their care. They give freely of their time to the children, providing extra-curricular during lunchtimes. There is a dedicated team of both administrative and support staff who provide continuous support across the school.

School Organisation

There is a brand new purpose built Nursery alongside the Reception classroom area. The classrooms are large and airy. There is a school hall which doubles as a dining room and a separate gym. Years 5 and 6 have been relocated to the former infant school where they have spacious classrooms and another school hall for activities requiring more space.

Foundation	Nursery and Reception
Lower School	Year 1 and Year 2
Middle School	Year 3 and Year 4
Upper School	Year 5 and Year 6

Most children experience a seamless journey from the Pre-School to Secondary transfer.

Curriculum

The Pines Primary is a school where the children are eager and enthusiastic to learn. As children enter their class each morning it is very evident that a purposeful working environment is set up in each classroom from Reception to Year 6. Children are keen to engage in their morning work and this quickly locks them into their learning.

The school has recently implemented a new reading scheme (called Read, Write Inc.) throughout the school and this is having a positive impact on the progress of all children in reading.

The school is currently working hard to develop quality teaching in mathematics using the White Rose materials which focuses on a mastery curriculum so all children develop a depth in conceptual understanding of number and the number system. The school is focussed on providing practical based tasks, as well as the use of language to reason, for all children so that they can begin to see the logic within the number system. The LA Mathematics advisor is supporting the school in this area.

The school uses Talk for Writing across in English across the school. This is used to build a thematic curriculum which links to all National Curriculum subjects and gives the opportunity to develop a unique and creative curriculum relevant to the needs of the children at The Pines.

The school has links with many extra curricula organisations enabling the children to develop other aspects of their learning such as the Berkshire Maestros who provide musical instrument instruction to year groups as well as individuals. Sport is also well supported with the school funding a fulltime sports coach. These opportunities provide the children with a breadth of learning as well as helping them to develop lifelong attitudes such as determination, discipline, health and wellbeing.

Community Links

The School's community links have been developed over the years and include working in partnership with our early years' feeder settings. Easthampstead Park is the main secondary school of choice for the majority of pupils.

The parents are generally very supportive of the School with a very strong Parent Teachers Association (PTA) which regularly raises considerable funds through a variety of events and have for example, funded the improved the lower library and playground and contribute towards school events so that all children can attend these valuable educational visits.

Governing Body

The Governors are totally committed and supportive of the School. Though few in numbers, they visit the school to monitor the delivery of the curriculum and to take part in school events such as the Parents Coffee morning and School performances.

What are our Most Important People looking for in our new Headteacher?

Our children have said:

'I believe a headteacher should be positive, kind and warm hearted.'

'The headteacher of The Pines should be exciting and out of the ordinary because that is what The Pines is.'

'Listening to both sides of a story is important as this is helpful.'

'Having the ability to be helpful and funny at the same time.'

'The Headteacher of The Pines needs to push themselves whilst also being able to motivate us.'

'Making pupils feel safe is really important for our next headteacher.'

Our staff would like someone who;

Is approachable

Leads strongly with authority and respect

Has excellent people skills

Is a good listener

Is a good communicator

Has experience of Early years

Is passionate about developing all the talents of the children

Is visible

The Pines Primary School

Job Description

Headteacher

Job Title: Headteacher

Purpose: To provide strategic leadership, vision and professional expertise to empower all staff, pupils and governors to excel and for the performance of the school to flourish.

Duties: To fulfil all the requirements of the conditions of service as a Headteacher as outlined in the current School Teachers Pay and Conditions Document and to provide leadership as defined with the National Standards of Excellence for Headteachers.

Accountable to: The Governing Body

Accountable for: The pupils, staff and community of The Pines Primary School

1. Provide the leadership and strategic direction for the school, in partnership with the Governing Body

- To effectively deploy, motivate and lead all teaching and support staff appointed to the school, allocating particular duties, in a manner consistent with their conditions of employment.
- Maintain a positive and high profile in and around the school and in the local community.
- Set and maintain high standards of behaviour throughout the whole school
- Promote and expect high standards, encourage creativity in all areas of school life.
- Ensure positive participation of all staff through effective communication instilling a strong sense of accountability for the impact on pupils' outcomes.

2. Be responsible for the organisation and performance management of the school

- In consultation with the Governing Body, to formulate the School Development Plan, that will translate the school aims and policies ensuring robust systems of evaluation.
- Create robust systems of evaluation of the school performance and providing reports to enable the Governing Body to effectively fulfil its functions.
- Implement the LA's and Governing Body's policies on equal opportunity issues, promoting and providing for all staff and pupils, in relation to gender, race, disability and special educational need.
- Responsible for ensuring high quality teaching and learning ensuring fair and transparent systems of performance management and effective appraisal arrangements.
- Effective deployment of staff and financial resources.

- Effective use of the funding for Pupil Premium ensuring robust arrangements for evaluation of the impact of the spend.
3. **Provide a creative curriculum within the school providing for the requirements of the DfE, the Governing Body and the LA.**
- Ensure the effective and efficient delivery of a broad and balanced curriculum using creativity and encompasses the statutory requirements.
 - Keep the work and organisation of the school under review by monitoring and evaluating its standards of teaching and learning.
 - Provide effective arrangements for parent consultations, to give information on their child's progress.
4. **Manage the financial and physical resources of the school**
- Manage the school's delegated budget in partnership with the school business manager and ensure the provision of such reports as may be required to monitor spending through the Governing Body
 - Ensure the accurate and efficient budgeting procedures and the keeping of records, account and financial statements.
 - Manage the implementation of the school development plan.
 - Ensure that the school building, its contents and the school grounds are maintained in good order with particular regard to health and safety.
 - Ensure the establishment and maintenance of continuous procedures and systems enabling the efficient storage and retrieval of information mindful of the Data Protection Act.
 - Keep the legal, policy and procedural documentation up to date and available to those who require them.
5. **Be responsible for the management of all The Pine's Pupils**
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality.
 - Encourage a sense of responsibility and to adopt a firm, fair and friendly approach to relationships with all pupils.
 - Value, respect, encourage and celebrate achievements of all pupils of all ability at all levels.
 - Handle individual disciplinary cases with pupils, including exercising the power to exclude when necessary.
 - Foster a positive and supportive atmosphere to enhance the quality of learning throughout the whole school.
6. **Be responsible for the public relations of the school**
- Work to achieve the understanding, support and involvement of the parents in the life of the school.
 - Promote effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils.
 - Work in partnership with the Local Authority.

Person Specification

Headteacher: The Pines Primary School

	Essential attributes	Desirable attributes
Qualifications and General Experiences	<p>Qualified teacher status</p> <p>Qualified to degree level or equivalent</p> <p>Proven record of leadership of a primary school</p> <p>Demonstrate a clear understanding of the needs of the primary age range and early years' education.</p> <p>Trained to Level 2 Safeguarding Children</p>	<p>Relevant further professional qualification which may include LPSH or NPQH</p> <p>Experience of teaching in at least two previous schools</p> <p>Proven successful Headship of a primary school</p>
Professional Knowledge and Understanding	<p>A proven track record of excellent classroom practice.</p> <p>Understanding and experience of organising, developing and motivating staff.</p> <p>Understanding of quality in learning and teaching and how to achieve outstanding.</p> <p>Understanding of current educational legislation and its impact on schools and their wider community.</p> <p>Evidence of leading curriculum and staff professional development.</p> <p>Proven record of monitoring and evaluating performance and use of school self evaluation in order to raise achievement.</p> <p>Understanding of the tools for the interpretation, analysis and use of data to inform and drive school improvement.</p> <p>Understanding of the primary curriculum and early years' curriculum and assessment at all</p>	

	<p>relevant stages.</p> <p>Understanding of how pupils develop a sense of values planned within the broader curriculum in order to support the school community, local community and pupils as citizens of the world.</p> <p>Knowledge of best practice and procedures for safeguarding children together with ensuring a safe learning environment for staff and pupils.</p> <p>Experience of managing delegated budgets and the principles of best practice.</p> <p>Evidence of commitment to working in partnership with the governing body and a full understanding of its role within school.</p>	
Philosophy and Commitment	<p>Clear and appropriate vision for the continued development of the school.</p> <p>Ability to articulate a clear philosophy of primary education and its development within the whole school.</p> <p>Commitment to putting pupil outcomes at the core of all aspects of leadership and management.</p> <p>Demonstrates a full understanding of the primary curriculum that provides a rich, balanced and relevant experience for all pupils.</p> <p>Commitment to promoting equal opportunities and meeting the educational needs of all pupils.</p> <p>Understanding of pupils with special educational needs and those with English as an additional language.</p> <p>Understanding of, and commitment to, developing links between home, school, the community and local businesses.</p> <p>Commitment to leading teams to ensure the highest standards of pupil achievement.</p> <p>Commitment to publicizing the development and achievements of the school.</p>	<p>Experience of promoting home-school and other partnerships</p> <p>Involvement in successful school improvement work</p>
Professional Skills	<p>Ability to establish, develop and promote a positive school ethos with an accent on high</p>	<p>Experience of promoting the</p>

	<p>achievement for all.</p> <p>Ability to motivate, challenge and influence others in addition to being able to deal sensitively with people and resolve conflict.</p> <p>Ability to think creatively and solve problems and challenge underperformance.</p> <p>Ability to communicate the aims, objectives and values of the school to people with the whole school community.</p> <p>Ability to communicate effectively both orally and in writing with a wide range of people both inside and outside school.</p> <p>Ability to empathise with children and adults across a wide social and ethnic background and to be fair, firm and consistent.</p> <p>Ability to set up effective teams and develop team approaches, in addition to empowering individuals to attain higher goals.</p> <p>Ability to be pro-active and positive about challenge and change.</p> <p>A clear understanding of and a competent use of ICT and an understanding of new and emerging technologies to aid and promote the quality of learning, teaching and administration.</p> <p>An understanding of the patterns of children's learning and development.</p>	<p>school within the community</p> <p>A competent user of ICT</p> <p>Experience of working with a School Parent Association.</p>
Professional Qualities	<p>Determination and the ability to be decisive, consistent and focused on solutions.</p> <p>Resilience, perseverance and optimism in the face of difficulties and challenges.</p> <p>Positive, enthusiastic outlook, embracing change.</p> <p>Capacity to be flexible, approachable, adaptable and creative.</p> <p>Committed to professional development of all who work and learn within the school.</p> <p>Committed to a whole school collaborative approach to ensuring that Sandy Lane is the school of choice for the local community, ensuring a welcome for staff, pupils, parents</p>	

	and visitors.	
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The Pines Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. Appointment to the post will be subject to an enhanced DBS.