



HEADTEACHER RECRUITMENT PACK

January 2023

Bowlish Infant School

Wells Road

Shepton Mallet

Somerset

BA4 5JQ

Tel: 01749 342514

www.bowlishinfantschool.org.uk



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KEY DATES AND CONTACT INFORMATION

KEY DATES: APPLICATION

- School visits: You are warmly welcomed to visit the school on **Monday 30th January or Wednesday 8th February 2023**
- Closing Date: **Thursday 23rd February 2023**
- Shortlisting: **Tuesday 28th February 2023**
- Interviews: **Monday 20th & Tuesday 21st March 2023**

If you are unable to visit the school on the dates given above, or to arrange a visit, please contact Misha Hunt, School Office Manager on 01749 342514.

SCHOOL CONTACT DETAILS

Bowlsh Infant School
Wells Road
Shepton Mallet
BA4 5JQ

www.bowlshinfantschool.org.uk/
office@bowlshinfantschool.org.uk

LETTER FROM THE CHAIR OF THE BOARD OF GOVERNORS

Dear Candidate,

Thank you for expressing an interest in the position of Headteacher at Bowlish Infant School, Shepton Mallet. I hope the following information will encourage you to proceed with your application.

Bowlish Infant School is a caring, nurturing school where the needs of the children are central to all we do. Our aim is for children to achieve a love of learning through the development and use of a creative curriculum, ensuring that every child attending our school develops and flourishes during their time with us. The positive ethos of the school is based on traditional values where everyone is respected and supported.

Our children enjoy their learning and work hard. They are encouraged to participate fully in all aspects of school life and a range of extra-curricular activities are offered to provide the children with a fully rounded school experience. We enjoy music and arts and have involvement with local theatre projects.

This is a friendly and welcoming school where staff and pupils know one another well. Pupils feel safe and happy because they are taught to be kind to one another. (Ofsted, April 2022)

We are seeking a Headteacher who will embrace the ethos of the school, develop our children and continue to raise standards. The successful applicant will be an effective and confident leader, with excellent communication skills. They will be dedicated and resolute in their commitment to encourage and facilitate everyone in the school to strive for and achieve, their best. The successful applicant must be:

- self-motivated and enthusiastic,
- forward-thinking and creative in their approach,
- committed to the continuing development of the curriculum,
- committed to improving pupil performance.

We are looking to appoint a Headteacher who will actively maintain and develop the school's links within our local community. We are an enthusiastic Governing Body, and we work closely with our Headteacher and staff in a supportive and challenging way to ensure continued improvements in achievement and attainment. Copies of all policies, key documents and reports are available on our website:

www.bowlishinfantschool.org.uk

This is an exciting opportunity to lead a strong and supportive school community. If you would like to apply, please complete the application form and email it to SSERecruitment@somerset.gov.uk.

Thank you once again for showing an interest in applying to be our new Headteacher. We would love for you to visit our school and get a feel for what makes our school special. We look forward to meeting you and discussing the contribution you could make to our school.

Yours faithfully,

Claire Hitt, *Chair of Governors*

INTRODUCTION TO OUR SCHOOL

Bowlish Infant School is a small, friendly, community infant school for 117 children aged 4 to 7 years. The school opened in July 1869 to educate the children in the mill communities of Bowlish and Darshill and has a long history of involvement in the local community. Although established as a church school it is no longer affiliated with a particular religious body, but remains true to its original spirit of caring for and supporting children and their families.

There are three-year groups which are taught across four classes, all named after birds:



Robin - Reception class,



Owl - Mixed Reception and Year 1 class,



Woodpecker - Mixed Year 1 and Year 2 class,



Finch - Year 2 class.

Our school staff, parents and governors work together to help our children flourish as respectful, confident, and aspirational citizens who seek to positively contribute to the school community, local community and the world beyond. Our aim is to ensure that each member of the school community feels valued, so we follow our golden rules:

- Always try your best,
- Use walking feet,
- Use quiet voices,
- Always be kind and helpful to everyone,
- Listen to the adults in school and do what they say,
- Use kind words and remember to say please and thank you,
- Look after the toys and equipment in school.

In April 2022, Ofsted confirmed Bowlish continues to be a **"GOOD school."**

There is a broad and ambitious curriculum in place at the school. Leaders know that some areas of the curriculum are less developed and are improving them. Pupils enjoy and learn a lot from workshops and creative events which staff organise.



OUR SCHOOL COMMUNITY

Friends of Bowlish School (FOBS)

Our Parent Teacher Association - Friends of Bowlish School – is a registered charity which brings together parents, families of children at Bowlish, teachers and staff to enhance the children's time at the school. The Friends organise fun events that provide opportunities and additional resources to enrich their learning, all the while celebrating our lovely school community.

Throughout the year, the Friends organise fun events for the children and their families to get involved with, such as a Christmas Fayre and Summer BBQ; Movie and Quiz nights; Holly Hop Sponsored Bounce and Design your own Christmas card. Money raised by the Friends has equipped Forest School and provided gardening equipment as well as contributed to learning enrichment in each class.

School Council

We have an active School Council at Bowlish - a formal pupil-elected council that allows our children to have an active say in the school issues that affect their school experience. Classes hold yearly elections with two representatives per class, who meets regularly with the Headteacher to discuss pertinent issues and to provide a pupil perspective.



Kindness Ambassadors

Our Kindness Ambassadors are selected to support the 'Kindness Project' in our school. They meet regularly to work on actions to ensure that kindness is always seen in and around our school. They have reviewed the Kindness Charter which is displayed in all classes and discussed ensuring that everyone is being kind in school.

Local Community

We love our town and there is a real local community spirit in Shepton. We actively engage in local events that bring the community together, showcasing our school and its diversity.

We recently took part in Shepton's annual 'Window Wanderland' event, where over 100

homes and organisations took part in creating illuminated window displays. We are part of the Community Learning Partnership, made up of eight schools in Shepton and surrounding villages, who work together for the benefit of children.

We partner with local charity "Make the Sunshine," which provides creative opportunities in school through local theatre company performances such as Plays in the Playground, 374 Ways to Change the World theatre performance, involving 6 local schools and the Happiness Hunt; a cross-community project connecting schools and care homes.



Fundraising

Each year our School Council, House Team Captains and Kindness Ambassadors choose a different charity for the school to support. Past charities we have supported include Shepton Mallet Community Hospital, The British Legion, School in a Bag, and World Wildlife Fund UK.



GOVERNING BODY

We have a strong and enthusiastic Governing Body, who enjoy good relationships with our Headteacher and the staff. We work closely with all members to improve outcomes for the children. We monitor the school development plan and fulfil our statutory duties in all areas.

We meet at least twice termly as a full board and link governors undertake termly visits and report back to the board. The members of the board have a wide range of skills and experience. We ensure the budget is used appropriately to ensure the best opportunities and support for all our children.

The governors enjoy spending time with the children in school and accompanying them on external visits.

Board Members

- Mrs Claire Hitt - Chair of Governors – Co-opted Governor
- Mr Matt Lockyer – Vice Chair of Governors - LA Governor
- Mr Mark Sully – Parent Governor
- Miss Hannah Johnson – Parent Governor
- Mrs Amy Eaton - Co-opted Governor
- Mrs Carly Harpin – Staff Governor
- Mrs Teresa Gilbert – Headteacher
- Mrs Sam Nicol - Clerk to the Board of Governors

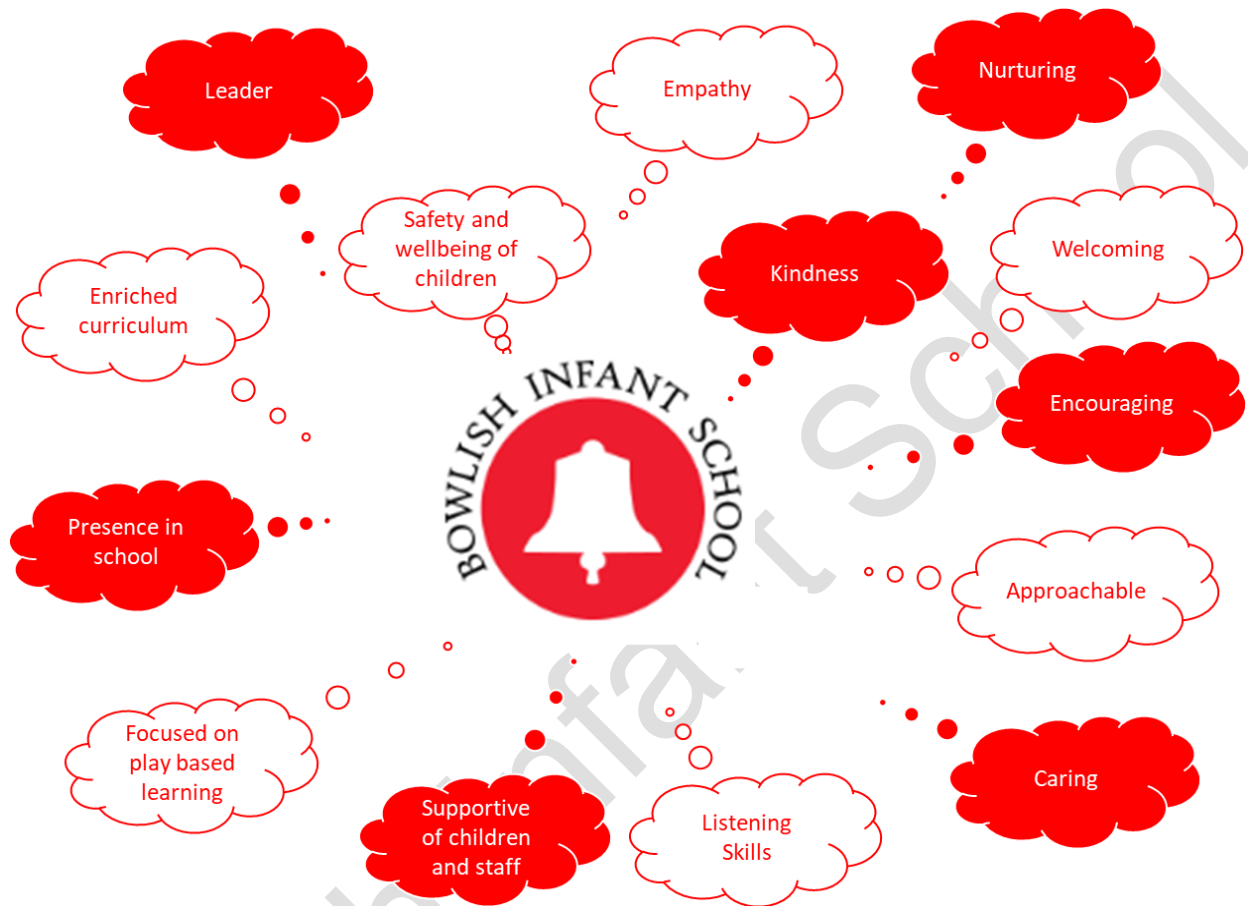
WHAT THE CHILDREN SAY

We asked the children what they were looking for in a new Headteacher and these are the words they came up with:



WHAT PARENTS AND CARERS SAY

We asked parents and carers what they are looking for in a new Headteacher. They said:



The Board of Governors' conduct an annual parents and carers feedback survey to gather their views on the school and identify areas to improve.



WHAT THE STAFF SAY

We asked school staff what attributes they would like their new Headteacher to have. They said:

A commitment to supporting families in Shepton Mallet

Continues the positive relationship between the school and the community

Values their staff and appreciates their efforts

Commitment to continuing professional development

Dedicated

Reliable

Supportive

Approachable

Motivational

Clear values

Professional

Inspiring

Values the wider curriculum, particularly the creative arts

Supportive of the ethos of the school and the community

Empathy and understanding of staff, their workload and families

Experience in developing the EYFS curriculum

Understanding

Proactive

Good Communication skills

Leadership

Prioritises the children

Calm

High Expectations

Sense of humour



PERSON SPECIFICATION

We are looking to recruit an outstanding Headteacher who will demonstrate and uphold the [Headteacher Standards, 2020](#).

To meet the high standards expected of the leader of our school, the governing body is seeking to employ a person with the following qualities, experience, skills, and abilities.

Criteria	
Essential	Desirable
Qualifications and Training	
Qualified teacher status	NPQH/CEPQH certificate or equivalent, or a commitment to work towards this
Evidence of recent and relevant CPD	A good understanding of SEND
	Designated Safeguarding Lead Training
Knowledge and Experience	
Substantial proven experience of successful senior leadership within schools	
Experience of making informed and impactful decisions/recommendations based on thorough analysis and interrogation of data	
Ability to manage financial and human resources effectively to achieve the school's priorities, improve the quality of education for all pupils and provide value for money	
Knowledge and understanding of the legal responsibilities (e.g., SEND, safeguarding, health & safety) and ability to implement them effectively and efficiently	
Ability to promote strategies for ensuring inclusion, diversity and access and supporting a culture where all pupils can achieve success	
Experience of supporting training and helping to coordinate the professional development of colleagues	
Extensive knowledge of current educational issues, including their implications and potential impact	
Secure knowledge of the EYFS and KS1 curriculum, and its influence on KS2	
Experience of communicating effectively both orally and in writing to a wide variety of audiences and in a variety of settings	
Experience of maintaining and developing good links with parents, carers, the community and the LA to enhance and enrich the school and its value to the community.	

Criteria	
Essential	Desirable
Leadership and Management	
To have a vision of the overall aims and direction of a successful school and be able to communicate these to inspire and motivate others	
Proven track record of high-quality leadership, within a school setting or subject area which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies	
Ability to access and analyse relevant data and to use this information to set priorities and determine school action	
Experience of developing a school curriculum demonstrating the progression of skills in each subject area, and clear intent, implementation and impact	
Experience of establishing and sustaining a high standard of behaviour for all children	
Experience of ensuring that the school's vision and values permeate through all aspect of school life	
Ability to motivate and encourage the children to aim high	
Fosters supportive relationships with children, staff, families, governors, local schools' early years settings and the wider community.	
Safeguarding	
Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures.	Experience of being a Designated or Deputy Designated Safeguarding Lead.
Personal Attributes	
Positive attitude towards your own wellbeing and that of the school community	
Personal resilience	
Committed to developing the wider curriculum including music, creative arts, sport	
Supportive and inclusive leadership style	
Forward thinking and proactive, and a creative problem solver	
Strong listening and communication skills	
Approachable and empathetic	
Motivated, enthusiastic, and positive	
Reflective practitioner who can recognise and celebrate success	
Able to relate to people from different walks of life	
Ability to manage own workload and that of others to allow: <ul style="list-style-type: none"> an appropriate work/life balance working well under pressure motivation, enthusiasm, and commitment 	
Sense of humour.	

JOB DESCRIPTION

We are looking to recruit an outstanding Headteacher to fulfil the following job description:

Job Purpose
<ul style="list-style-type: none"> To fulfil all duties and requirements as set out in the 2020 Headteacher Standards or any subsequent superseding Standards.
<ul style="list-style-type: none"> To provide effective and supportive leadership and direction, in consultation with the Governors, staff, parents; ensuring a high quality of education for all pupils, irrespective of their background or additional needs.
<ul style="list-style-type: none"> To maintain and develop the relationships that have been created with the wider community and to keep the school outward looking, whilst not losing sight of the need to encourage good progress and attainment amongst all pupils.
<ul style="list-style-type: none"> To support and develop a Curriculum that is intended to develop the whole child; socially, emotionally, morally, culturally, physically, spiritually and intellectually and to provide the basic skills needed for life; aiming to develop enquiring minds and a spirit of curiosity and the skills to work independently and as a team.
<ul style="list-style-type: none"> To carry out all professional duties in accordance with, and subject to the standard pay and conditions as set by the Department of Education.
Key Relationships
To establish and maintain effective working relationships with:
<ul style="list-style-type: none"> The school Governors and staff Parents and carers Headteachers in Shepton Mallet and surrounding villages Early Years Providers All relevant stakeholders and practitioners involved in the care and education of children Local community.
Key Responsibilities & Accountabilities
In consultation, where appropriate, with the Governing Body, the Local Authority, ie, the staff and parents, to maintain and develop the following:
<ul style="list-style-type: none"> To inspire children in their learning, ensuring it is fun and relevant To meet the needs of families and involve them in their children's learning To value children as individuals but to encourage them to recognise the needs of others To help children to feel safe and to be happy and healthy To give children access to the skills they need to enjoy life and achieve personal fulfilment To involve children within the wider community To foster a positive, caring, and inclusive ethos, whilst promoting an understanding of, and respect for other faiths and cultures To maintain the school's distinctiveness, and its vision and values.
Strategic Direction & Development
<ul style="list-style-type: none"> To provide effective leadership, ensuring that the school is maintained as a stimulating place of learning, where children will enjoy success and reach their full potential whilst gaining a happy and positive experience
<ul style="list-style-type: none"> To maintain and develop existing strategic views and plans, underpinned by sound financial planning and management, identifying and determining its philosophy, overall aims and objectives and setting a clear direction for the school
<ul style="list-style-type: none"> In consultation with the Governing Board and staff, to review the School Development Plan and, underpinned by sound financial planning, set a clear vision and direction for the school, identifying priorities and targets, and determining how high standards will be maintained

<ul style="list-style-type: none"> To promote and safeguard the welfare of all children within the school by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibility and that staff, pupils, parents and carers, and others feel able to raise concerns and that these are addressed sensitively and effectively
<ul style="list-style-type: none"> To secure and develop effective teaching and successful learning and achievement for all children in their spiritual, moral, cultural, mental and physical development
<ul style="list-style-type: none"> To ensure that the management and organisation of the school is consistent with its distinctiveness and inclusive ethos, and supports the school's vision and values, and aims and objectives, whilst giving staff the opportunity to take responsibility for decisions and outcomes
<ul style="list-style-type: none"> To maintain and develop collaborative engagement with all stakeholders
<ul style="list-style-type: none"> To ensure that parents and carers have a good knowledge and understanding of the curriculum, empowering them to support their children's learning and progress and of the school's aims and objectives.
Teaching & Learning
<ul style="list-style-type: none"> To continue to raise standards across the school so that all pupils achieve to the best of their ability, within the overall framework provided by the National Curriculum; and to continue to assess, monitor and evaluate the curriculum in order to identify and act upon areas of improvement and to lead in the provision of excellent teaching
<ul style="list-style-type: none"> To lead in the embedding of ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes including SEND, CLA, disadvantaged pupils, higher attainers and other vulnerable and under performing groups
<ul style="list-style-type: none"> To promote a broad and balanced curriculum and extra-curricular opportunities which contribute to the children's moral, social and cultural development
<ul style="list-style-type: none"> To secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities; ensuring the appropriate standards of professional performance are established and maintained through a programme of monitoring and evaluation
<ul style="list-style-type: none"> To develop and maintain effective partnerships with parents, other schools, the local communities including business and industry, so as to extend the curriculum, enhance teaching and learning and improve pupil achievement, experience and personal development.
Safeguarding
The Headteacher has responsibility for:
<ul style="list-style-type: none"> Ensuring all the statutory duties relating to safeguarding are embedded
<ul style="list-style-type: none"> Sustaining a culture of vigilance
<ul style="list-style-type: none"> Continuing to promote the school's reputation for safeguarding
<ul style="list-style-type: none"> Strengthening provision for children with additional needs, looked after children, and vulnerable pupils and their families
<ul style="list-style-type: none"> Ensuring the health, safety and security of all children, staff and visitors to the school site
<ul style="list-style-type: none"> Maintaining the school environment
<ul style="list-style-type: none"> Maintaining and promoting the school's inclusive ethos and equality, and challenging discrimination
<ul style="list-style-type: none"> Ensuring all statutory duties relating to the SEN code of practice and looked after children are met
<ul style="list-style-type: none"> Promoting the health, safety and wellbeing of all children.
Leading, Managing & Deploying Staff
The Headteacher will:
<ul style="list-style-type: none"> Develop and support staff with leadership responsibilities, embedding prior knowledge and encouraging further responsibility and accountability, to positively impact pupils progress and ensure that teachers receive information they need in order to carry out their professional duties
<ul style="list-style-type: none"> Identify emerging talents and shape the quality of current and future staffing through high quality training and coaching, and sustained professional development
<ul style="list-style-type: none"> Manage the arrangements for the deployment and supervision of all teaching and support staff in the

school to maximise their contribution to the improvement of the quality of the education provided and the standards achieved
<ul style="list-style-type: none"> Implement and sustain effective systems for the management of staff performance, participating in arrangements for the appraisal of performance and the appraisal and performance management of teaching and support staff, as appropriate
<ul style="list-style-type: none"> Ensure that professional duties and conditions of employment including those for the Headteacher, and national and local conditions of service for teachers and support staff are fulfilled
<ul style="list-style-type: none"> Maintain and enhance the decision-making structure, providing opportunities for teaching and support staff participation, and establish channels of communication, including the use of formal procedures to solve problems and resolve conflict.
Deployment & Resources
The Headteacher will:
<ul style="list-style-type: none"> Be proactive, working with the Board of Governors, the School Office Manager and other staff, in recognising financial constraints and seeking to find solutions to ensure that the aims and objectives of the school can be delivered
<ul style="list-style-type: none"> Set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff, within the parameters of the prevailing annual budget agreed by the Board of Governors
<ul style="list-style-type: none"> To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the 2022 School Teachers' Pay and Conditions Document or any subsequent superseding document
<ul style="list-style-type: none"> Ensure the sound financial management of the school in accordance with LA regulations and within the agreed framework for Schools Financial Value Standard
<ul style="list-style-type: none"> Make arrangements for the security and effective supervision of the school buildings and their contents, and of the school grounds, ensuring that such resources are managed and maintained sufficiently to meet the needs to the curriculum and to comply with all relevant Health & Safety Regulations and laws
<ul style="list-style-type: none"> Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money.
Accountability
The Headteacher will:
<ul style="list-style-type: none"> Be accountable for the efficiency and effectiveness of the school to the Board of Governors, Local Authority, Ofsted, and any other stakeholders including parents through and in accordance with the National Standards for Excellence
<ul style="list-style-type: none"> Comply appropriately with the requirements of the Local Authority, Ofsted, in accordance with their responsibilities to ensure an efficient and improving education service in Somerset and with the requirements of the Board of Governors in respect of the strategic management and direction of the school
<ul style="list-style-type: none"> Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, maintaining and providing adequate and appropriate records, statistical data and returns.

*The job description may be amended at any time after consultation with the post holder.