

# MILFORD JUNIOR SCHOOL



*Aspire, Achieve, Succeed*

Headteacher  
Application  
Pack  
April 2018



Glenthorne Avenue, Yeovil, Somerset, BA21 4PG  
Tel: 01935 474477  
Email: [milfordjuniors@educ.somerset.gov.uk](mailto:milfordjuniors@educ.somerset.gov.uk)  
Website: [www.milfordjuniors.com](http://www.milfordjuniors.com)





*“Every Day Matters  
Aspire Achieve Succeed”*

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Dear Applicant,

On behalf of the Governing Body I am writing to thank you for your interest in the position of Headteacher at Milford Junior School. This pack is intended to provide more information about the role and the application process and to provide some context about our school and community. Our website [www.milfordjuniors.com](http://www.milfordjuniors.com) conveys more of the essence and character of our wonderful school and if possible we warmly welcome visits so that you can see what makes Milford Junior School a special place to be.

Our current Headteacher has led a dedicated, talented and committed school staff which secured a 'good' Ofsted report for the school in July 2016. With the current post holder moving on to new opportunities at the end of the Summer term we are now looking to appoint an experienced and enterprising Headteacher who can embrace and build on our many successes and achievements. To develop our vision for the future key strengths of the appointed leader will be the ability to steer and embrace engagement and collaboration within the school and the wider education community whilst having the leadership knowledge and practitioner experience, passion and commitment to drive improvement in learning outcomes and standards.

Milford Juniors is a popular and respected school that shows great care, determination and commitment to its pupils and the community we serve. It is financially sound, has a diverse and supportive governing body and an active and dedicated parent association known as "Milford Helping Hands". The governors have set an ambitious remit for the new post holder as we know we have the potential to become an outstanding school.

I hope you will enjoy reading the information in this pack and on our website. I appreciate the time you have given to find out more about our school and if in doing so you believe we are a good match for each other's requirements I look forward to receiving and considering your application in due course.

Yours sincerely,  
Shaun Kitto  
Chair of Governors  
[SKitto1@educ.somerset.gov.uk](mailto:SKitto1@educ.somerset.gov.uk)



## ABOUT YEOVIL AND MILFORD JUNIOR SCHOOL

Milford Junior School is a maintained Community Junior School which provides an education for over four hundred boys and girls between the ages of 7 and 11 - the Key Stage 2 age range for learning. Built in 1952 the school is set on the northern edge of Yeovil, which is situated in the beautiful countryside of South Somerset, near the Dorset border. The town itself has a population of over 45,000 people with the largest employers being Leonardo Helicopters (formally Agusta Westland) and RNAS Yeovilton. There are two country parks, a modern leisure park, two theatres, two railway stations and contemporary shopping complexes.



<http://www.yeoviltown.com/>

<http://www.visitsomerset.co.uk/explore-somerset/yeovil-p500293>

<https://www.somersetlive.co.uk/all-about/yeovil>

We share a pleasant campus with Milford Infant School and have the benefit of space which includes a large games field, two playgrounds, an outdoor classroom and an established environmental area.

[https://www.google.co.uk/search?](https://www.google.co.uk/search?q=google+maps+BA21+4PG&rlz=1C1GCEA_enGB756GB756&oq=google+maps+BA21+4PG&aqs=chrome..69i57j69i64.7030j0j8&sourceid=chrome&ie=UTF-8)

[q=google+maps+BA21+4PG&rlz=1C1GCEA\\_enGB756GB756&oq=google+maps+BA21+4PG&aqs=chrome..69i57j69i64.7030j0j8&sourceid=chrome&ie=UTF-8](https://www.google.co.uk/search?q=google+maps+BA21+4PG&rlz=1C1GCEA_enGB756GB756&oq=google+maps+BA21+4PG&aqs=chrome..69i57j69i64.7030j0j8&sourceid=chrome&ie=UTF-8)

The school enjoys strong relationships with other educational establishments in the local area, belonging to the Yeovil Federation (a community learning partnership comprising 34 cross phase schools/academies/colleges located in and around Yeovil). We work collaboratively with schools and academies within the South West region and also belong to the Yeovil School Games Association and the Somerset Association of Primary Headteachers (SAPHTO).



## SCHOOL VALUES & BELIEFS

Milford is a happy and friendly school, where the Staff is committed to ensuring that every child does 'the best that he or she possibly can', both academically and socially. We provide a stimulating, rich and varied curriculum which gives all our children the opportunity to learn from a wide range of experiences, including visits out of school and bringing visitors into school. Through this high quality education, delivered in a supportive, safe learning environment, we help the children to develop an excitement, and enthusiasm for life-long learning. At Milford Junior School we believe that **every school day matters** and that every child has the right to "Aspire Achieve Succeed". Our values and beliefs are summarised by the following:

*We aim to provide a safe, nurturing, stimulating environment where the learning and welfare of all children are at the heart of our school. Milford Junior School is an inspiring place where all children feel encouraged and supported to become the best they can be. We aim to make a positive difference to children's lives within our care.*



*The values at the heart of all we do are:*

### *Collaboration*

*(Empathy, Teamwork, Reflection)*

### *Aspiration*

*(Expectations, Motivation, Individuality,  
Enjoyment, Potential, Engagement)*

### *Resilience*

*(Understanding, Confidence,  
Emotional wellbeing)*

Our SENCo role is currently undertaken by our Deputy Head.

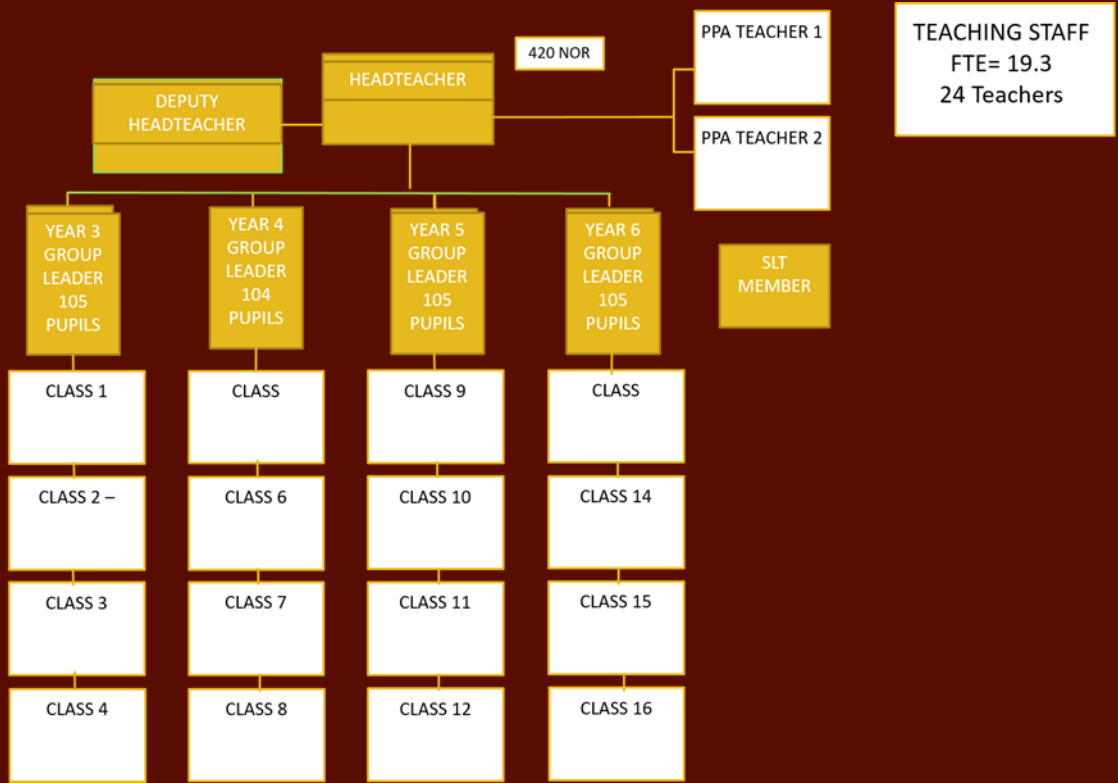
We also operate a self-financing extended school facility known as Milford Morning Club (MMC) on behalf of both schools on campus and run over twenty five different after school clubs across the academic year.

Our governing body comprises a professional clerk and governors from diverse backgrounds who provide school leadership with support and challenge which facilitates continuous school improvement. The Full Governing Body, Business and the Teaching, Learning and Wellbeing committee(s) meet termly.

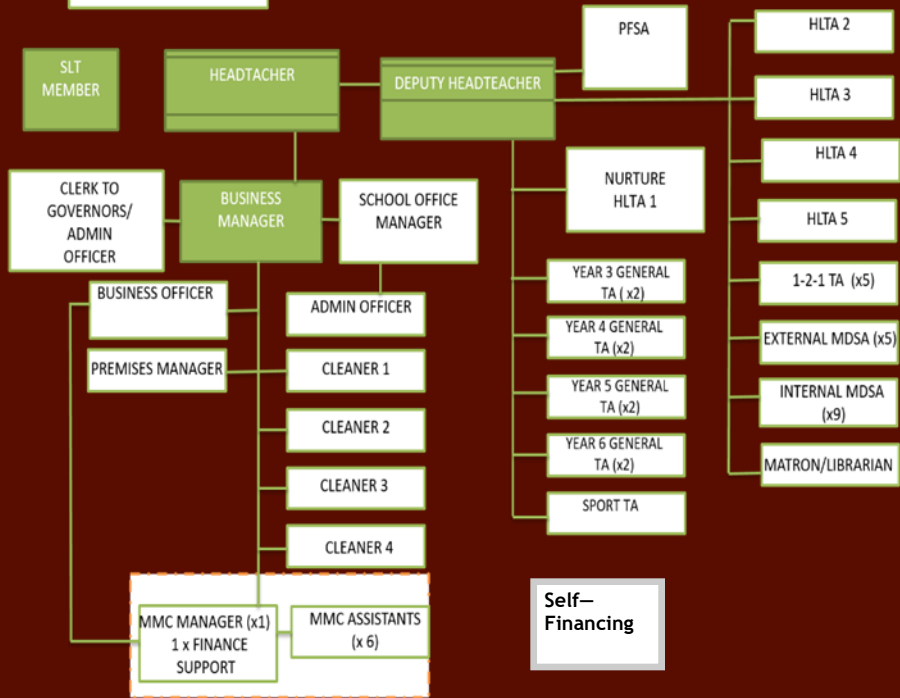
Milford Helping Hands is our voluntary fund-raising organisation where members of our wider school community (parents, grand-parents, relatives, staff and friends) work hard to raise funds to provide our pupils with events, activities and resources which will enrich their school experience.

# SCHOOL STRUCTURE

Milford Junior School has a four form entry in Year 3 and the majority of these pupils enrol from Milford Infant School. Our school is currently structured as follows:



**SUPPORT STAFF**  
FTE= 17.68  
23 HLTAs/TA status



## HEADTEACHER JOB DESCRIPTION

### Job Purpose

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed, organised and resourced to meet its educational aims and ambitions.

### Key Responsibilities

Working with and being accountable to the governing body the key responsibilities of the Headteacher include but is not limited to the following:

#### *Shaping the future*

- Identifying and consolidating the overall school aims and vision for the future and cascading them effectively to all members of the school community
- Working within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement
- Exploring and investigating local and regional collaboration and networking opportunities which align with the school vision and strategic plan
- Demonstrating the vision and values in everyday work and practice
- Developing the Leadership Team and investing in whole school staff CPD
- Motivating and working with others to create a shared culture and positive climate
- Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensuring that strategic planning takes account of the diversity, values and experience of the school and community at large

#### *Leading, learning and teaching*

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using assessment data and benchmarks to monitor progress for all learners
- Ensuring strategic planning and resource management is learning centric
- Establishing creative, responsive and effective approaches to learning and teaching
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrating and articulating high expectations and setting stretching targets for the whole school community
- Implementing strategies which secure high expectations of behaviour and attendance
- Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework
- Undertaking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Monitoring evaluating and reviewing classroom practice and promoting improvement strategies

### *Developing self and working with others*

- Treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Building a collaborative learning culture within the school and actively engaging with other cross phase educational establishments to build effective learning communities
- Attending and encouraging others to attend, local and regional seminars, meetings and conferences and networking opportunities relevant to job role
- Encouraging membership of professional bodies for others and self to access current, best and innovative practice
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review - includes managing the induction of newly qualified teachers
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals and establishing clear delegation of tasks and responsibilities
- Acknowledging responsibilities and celebrating the achievements of individuals and teams
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory
- Regularly reviewing own practice, personal targets and taking responsibility for own personal development
- Managing own workload and that of others to allow an appropriate work/life balance

### *Managing the organisation*

- Creating an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Producing and implementing clear, evidence-based improvement plans and policies for the development of the school and its facilities
- Ensuring that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school
- Implementing and maintaining successful performance management processes with all staff
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for pupils and provide value for money
- Using and integrating a range of technologies effectively and efficiently to manage the school
- Promoting and safeguarding the welfare of pupils and ensuring that staff, governors and others are clearly aware of and meet their responsibilities for safeguarding and child protection



### *Securing accountability*

- Fulfilling the commitment arising from contractual accountability to the governing body and the Local Authority
- Developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensuring individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Working with the governing body (providing information, assessment data, objective advice and support) to enable it to make informed decisions and to meet its responsibilities
- Developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including local authority, governors, parents and carers and external agencies
- Reflecting on personal contribution to school achievements and taking account of feedback from others

### *Strengthening community*

- Building a school culture and curriculum which takes account of the richness and diversity of the school's community
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Continuing to ensure learning experiences for pupils are linked into and integrated with the wider community
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families
- Creating and maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seeking opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Co-operating and working with relevant agencies to protect children

# Person Specification



## PERSONAL QUALIFICATIONS, QUALITIES AND EXPERIENCE

Has QTS status

Holds or is working towards NPQH or is already a serving Headteacher

Can evidence ongoing professional and personal development

Has extensive relevant and current experience of senior management and leadership as a Headteacher

Has teaching or management experience across KS2

Shows evidence of expertise and success in raising pupil achievement and securing school improvement

Has experience of special educational needs management

Can lead an effective senior leadership team

Can generate and use assessment data effectively to implement initiatives across the school curriculum to improve learning outcomes

Ability to inspire, lead and manage staff and engage with pupils and parents/carers

Has excellent verbal and written communication skills

Demonstrates resilience under pressure and challenge

## SHAPING THE FUTURE

Is able to lead and respond effectively to change and challenge

Understands local and national issues in education with an ability to respond effectively and appropriately to them

Able to model and communicate vision and values within and beyond the school

Understands how to bring about change and improvement and shows evidence of having done so

Has successful experience of developing a strategic view for the future needs and development of the school

Has a proven track record of networking and collaboration with other local and regional education organisations

## ORGANISATIONAL SKILLS

Shows experience and knowledge of strategic financial planning and budgeting

A demonstrable understanding of the statutory requirements for safeguarding and child protection

Has knowledge and understanding of planning and managing the school's resources appropriately and effectively

Can facilitate and manage change effectively

Has a good knowledge and understanding of health and safety and premises management

Is aware of current data protection legislation (GDPR), and statutory requirements

Liaises well with all members of the school community and outside agencies and can evidence this from previous experience

## TEACHING AND LEARNING

Knows how to improve teaching and learning in the classroom of other staff and shows evidence of being an excellent classroom practitioner

Has taken a lead role in staff appraisal and performance management and CPD

Has experience of tracking children's progress and analysing data in order to set effective targets and raise standards



## SCHOOL COMMUNITY VOICE

Qualities the school community would like in their Headteacher:



Passionate about education  
Good listener  
Communicates well  
Shares our goals and values  
Encouraging and inspirational  
Proven record of improving standards and outcomes  
Experienced leader and manager  
Able to make difficult decisions  
Visits classes  
Committed  
Keeps us safe  
Kind and helpful  
Keeps the fun  
Strict but fair  
Cares about pupils  
Collaborates and networks  
Supportive and visible  
Team player  
Clear focus and direction  
Leads by example  
Consistent and confident  
Embraces change  
Good classroom practitioner  
Smiles  
Energetic and creative  
Inclusive  
Authoritative



## APPLICATION & INTERVIEW PROCESS

1. Complete the application form in full. We require a supporting statement/letter of no more than 2 sides of A4 which addresses the criteria in the person specification and gives reasons as to what makes you a suitable candidate for the role. A Curriculum Vitae will not be accepted.
2. Completed applications and supporting documents may be sent online or by email to [milfordjuniors@educ.somerset.gov.uk](mailto:milfordjuniors@educ.somerset.gov.uk) no later than **noon on Friday 18<sup>th</sup> May 2018.**
3. Shortlisting will be held on **Wednesday 23rd May 2018** and the selected applicants will be informed by noon on **Thursday 24th May 2018.**
4. Interview and role related exercises will take place for the selected candidates on **Thursday 7<sup>th</sup> June 2018.** At the end of this day the panel will meet to decide which candidates will progress to an additional interview day on **Friday 8<sup>th</sup> June 2018.** All shortlisted candidates will be contacted and informed of the panel's decisions by 6pm.
5. References will be taken up for shortlisted candidates prior to the first interview date.
6. Milford Junior School is committed to safeguarding and promoting the welfare of all children and young people. In line with safer recruitment practice candidates will be asked to bring with them on the first interview date proof of identity, qualifications and other related documents which will be listed in the invitation to interview letter. If you have any queries regarding this application process please contact Mrs Julie Qazi on 01935 474477 or email [milfordjuniors@educ.somerset.gov.uk](mailto:milfordjuniors@educ.somerset.gov.uk).

Headteacher salary:	L18-24 Currently £59,264 - £69,330 per annum
Application closing date:	Friday 18 <sup>th</sup> May @ noon
Interview date(s):	7 <sup>th</sup> and 8 <sup>th</sup> June 2018