



**Head of School  
Job Pack  
January 2018**

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Niton Primary School  
School Lane  
Niton  
Isle of Wight  
PO38 2BP  
01983 730209  
office@niton.iow.sch.uk

Dear Candidate

Thank you for expressing an interest in this exciting new post of Head of School at Niton Primary School.

### **General Information**

Niton is a 'growing' village school serving the communities of Niton, Whitwell, Ventnor and Chale. In 2016, Niton joined with The Bay CE Primary to create the Cornerstone Federation. The school was inspected in May 2017 and judged to be a good school with many excellent features.

We are proud of our children at Niton for their attitude and effort in learning and their exemplary behaviour. We work closely with our parents and the local community which we feel is key to all that we do. Our curriculum aims to prepare and develop children's academic, social and emotional skills; in order that they will they will achieve their full potential.

Our 2017 results demonstrate our relentless focus on school improvement. 87% of our reception children achieved a good level of development at the end of reception. Our phonic screen and key stage 1 results placed the school well above the national average for each area. At the end of key stage 2 we exceeded the national floor target and returned the best results for a primary school on the Isle of Wight.

We expect hard work, skill and dedication from our staff and in return we will provide an excellent working environment and access to high quality professional development.

### **We are looking for a Head of School that will be:**

- Passionate about ensuring our children are able to fulfil their potential in all areas.

- Resilient and flexible in leading the school forward.
- Strategic in their thinking and collaborative in their working approach.
- Committed to our inclusive ethos, putting the safety and wellbeing of the children and the school community at the forefront of all they do.
- Articulate in communicating to a range of audiences, and active in fostering partnerships between school, home, and the wider community.
- Be part of the strategic Leadership Team for the Cornerstone Federation.

### **How to Apply**

Interested candidates can download an application pack from the Niton Primary School website: [www.nitonprimary.org](http://www.nitonprimary.org)

Prospective candidates are encouraged to visit the school informally and to meet the Executive Headteacher. To organise a visit please contact Duncan Mills at the e-mail address below or call 01983 730209.

Closing date for applications, Monday 5th February 2018 (noon)

Interview date: Thursday 22<sup>nd</sup> February 2018

Completed application forms should be e-mailed to [recruitment@niton.sch.iow.uk](mailto:recruitment@niton.sch.iow.uk) or posted FAO: Mrs K Whiting, Niton Primary School, School Lane, Niton PO38 2BP. All applications will be acknowledged upon receipt.

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely

Mr Duncan Mills  
Executive Headteacher

**Please note applications must be received by 12 noon on Monday 5th February 2018.**



## **Niton Primary School**

### **Post: Head of School Job Description**

#### **Pay Range Leadership Scale 7 – 11 (£45,743 - £50,476)**

**Reporting to:** Executive Headteacher

The Executive Headteacher has overall and strategic responsibility for both The Bay CE Primary and Niton Primary Schools, providing support and guidance to the Head of School.

The Head of School will be based at Niton Primary, but will work as part of the Senior Leadership Team across the Cornerstone Federation.

#### **Main Purpose of the Job:**

To work with the Executive Headteacher and Governing Board to provide an environment in which all staff and children are inspired, encouraged and developed, so that each individual achieves success and build towards achieving their potential, and by doing so continue to raise standards of achievement for all.

To lead and manage the school on a day-to-day basis and act as the first point of contact for all stakeholders and external agencies in matters relating to the school. The Head of School will be an ambassador for the school, promoting and raising its profile in the local and wider community.

To ensure good behaviour and attendance is maintained at all times; supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

Deputise for the Executive Headteacher at School or Federation events/meetings when required to do so.

To lead, manage, develop and maintain high quality SEN provision which enables

quality teaching, excellent learning outcomes and success for all pupils.

## **Key Areas of Responsibility**

### **Vision, direction and development**

The Head of School will:

- Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
- Work with the Executive Headteacher, Governing Board and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- Work with Senior Leaders, Staff and Governors to translate the strategic plan for the Federation into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with Senior Leaders, Staff and Governors to rigorously evaluate progress towards targets and outcomes.
- Support the Executive Headteacher in ensuring that all curriculum policies are regularly reviewed and updated and that Staff and Governors are involved in this process.
- Take a strategic overview of all forms of support designed to ensure children with SEN achieve success.

### **Leading Teaching and Learning**

The Head of School will ensure:

- High expectations are set for all children and staff.
- High quality teaching and learning is given the highest priority at all times.
- A consistent and continuous focus on children's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively.
- They offer practical support and advice to class teachers and learning support assistants, enabling them to offer high quality provision to children with SEN.
- The collection and interpretation of specialist assessment data on SEN to inform practice.
- That the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the School.
- That statutory requirements for the National Curriculum are met and that all children are enabled to access the school curriculum.
- The curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds.
- The school environment, including each classroom environment, reflects and supports high quality learning.
- High standards of behaviour and attendance are maintained through the implementation of the school policy.
- The agreed system for monitoring and developing the quality of teaching and learning is in place.

- The agreed system for assessing, recording and reporting of children's progress is implemented.
- The effective use of resources, teaching activities and target setting and maintain a recording system for progress with SEN.

To work with the Executive Headteacher to:

- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- Strategically develop the use of new and emerging technologies to enhance and extend the learning experience of children.

### **Leading and Managing Staff**

The Head of School will:

- Liaise with the Executive Headteacher and Governors in the recruitment and selection of teaching and support staff.
- Support the Executive Headteacher and Governors in creating and maintaining good working relationships, promoting the highest standards of courtesy and mutual respect amongst all members of the school community.
- Encourage and model initiative, team work and working in partnership.
- Act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the Governing Board on the professional development of all staff.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Develop and strengthen leadership, including middle leadership, across the school, delegating specified duties to members of the SLT as appropriate.
- Ensure appropriate supervision and training of teachers during their induction periods. (NQTs/new staff).
- Provide regular updates to the Governing Board, on teaching and learning, professional development and the effectiveness of SEN provision and outcomes.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Arrange for a member of the Senior Leadership Team to assume responsibility for the discharge of Head of School responsibilities at any time when they are unavailable.
- Have regard for the work-life balance of school staff.

### **Efficient Use of Resources**

The Head of School will:

- Work with the Executive Headteacher to manage the agreed budget on a day-

- to day basis ensuring effective administration and value for money.
- Initiate SEN funding requests and monitor spend and impact.
  - Be responsible for the organisation and management of staff on a day to day basis within the school in accordance with statutory guidance on school teachers' pay and conditions.
  - Ensure that cover is provided for absent teachers and support staff.
  - Identify appropriate resources to promote and support the achievement of SEN children and ensure they are used efficiently, effectively and safely.

### **SEN direction and development**

The Head of School will:

- Support all staff in understanding the needs of SEN children.
- Devise and promote plans to ensure the needs of pupils with SEN are met and that they are reflected in the SIP.
- Regularly monitor progress against target for pupils with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use this analysis to guide future improvements.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN.
- Maintain the SEN register.
- Ensure the information required for statutory assessments is completed to a high standard and forward to the LA as and when required.
- Review, update and publish at least on an annual basis the school's SEND offer.

### **Partnership**

The Head of School will work with the Executive Headteacher and Governors:

- To ensure an effective partnership with the community of The Bay and Niton Primary Schools drawing upon the strengths and expertise of both groups of Staff and Governors, sharing information and ideas and working collaboratively.
- To develop inter-school links and events of mutual benefit to pupils at both schools.

The Head of School will develop and encourage:

- Working partnerships with parents and carers.
- Mutually supportive working relationships with relevant agencies including, Social Services, health professionals, The Diocese and other outside agencies.

### **Relationships**

The Head of School will work with the Executive Headteacher to:

- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the School, so as to promote common understanding of its aims.
- Provide information and to work with the Governors of the School to ensure they are able to carry out their role effectively with regard to teaching and learning.
- Provide for liaison and co-operation with officers of the Local Authority and report to the Local Authority on the discharge of the Head of School's functions as required.
- Maintain liaison with other schools and other education establishments with which the school has a relationship. (i.e. pre-schools and secondary schools)
- Recognise and support the work of the parental community in supporting School initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

### **Accountability**

The Head of School will work with the Executive Headteacher and Governors to:

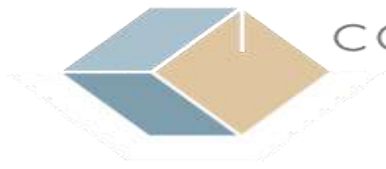
- Promote positive working relationships with all stakeholders.
- Ensure that the School Staff and Governors collect and utilise performance data to support school improvement and raised levels of achievement.
- Update regularly the Self Evaluation Form (SEF) for Ofsted, update the School Improvement Plan and collect evidence to support judgments made in evaluating the School's success.
- Ensure that School reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning.

## Head of School Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Degree level (or equivalent qualification)</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualification eg. Leadership Pathways or NPQH</li> <li>• National Qualification for Special Educational Needs Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Demonstrable evidence of Senior Leadership experience eg. Senior Leader, Assistant Head</li> <li>• Evidence of raising the standards</li> <li>• Experience as SENCo or working closely with the SENCo</li> <li>• Line management of other staff</li> <li>• Involvement in systems for recording pupils' progress and collecting, interpreting specialist assessment data</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience in more than one school</li> <li>• Experience of working in a wider context than an individual school</li> <li>• Leading of professional development</li> <li>• Effective collaboration with external agencies</li> <li>• Development of innovative teaching and learning</li> <li>• Designated safeguarding lead</li> <li>• Use of technology to improve systems that raise pupil achievement</li> <li>• Effective contribution to SEF</li> <li>• Further specialist qualification in aspects of SEN eg. ASD, SpLD</li> <li>• Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion</li> <li>• Knowledge of the range and types of interventions available</li> <li>• Experience as SENCo or working closely with the SENCo</li> <li>• Line management of other staff</li> <li>• Curriculum leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Task</li> <li>• Interview</li> </ul>

Professional development	<ul style="list-style-type: none"> <li>Evidence of relevant further professional development</li> </ul>	<ul style="list-style-type: none"> <li>Appraisal of other staff</li> <li>Evidence of leading on the professional development of other staff</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>interview</li> </ul>
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> <li>Able to build and maintain professional relationships with Children, Staff, Parents and Governors through effective interpersonal skills and empathy</li> <li>Ability to communicate effectively, orally and in writing to a range of audiences eg. Staff, Pupils, Parents and Governors</li> <li>Inspire, challenge and have the ability to motivate and empower others</li> <li>Think creatively to anticipate and solve problems</li> <li>Develop effective teamwork and be able to contribute effectively to a range of teams</li> <li>Inclusive approach to education</li> <li>High expectations of self and others</li> <li>Manage and resolve conflict sensitively</li> <li>Work under pressure, maintaining a sense of perspective</li> <li>Commitment, honesty and dedication</li> <li>Ability to manage own time effectively</li> <li>Reliable</li> <li>Resilience and tenacity</li> </ul>	<ul style="list-style-type: none"> <li>Knows what 'outstanding' looks like and the proven ability to develop outstanding practice</li> <li>Excellent IT skills</li> <li>Build on current good practice whilst moving the school forward with vision and vigour</li> <li>Think strategically and contribute to creating a coherent school vision</li> </ul>	<ul style="list-style-type: none"> <li>Task</li> <li>interview</li> </ul>
Knowledge and Attitude	<ul style="list-style-type: none"> <li>Knowledge of current educational trends, curriculum developments and educational initiatives including assessment without levels</li> </ul>	<ul style="list-style-type: none"> <li>A creative approach to teaching and learning</li> <li>Knowledge of the role of the Governing Board</li> </ul>	<ul style="list-style-type: none"> <li>Task</li> <li>interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>• Passionate about children's learning</li> <li>• Commitment to safeguarding and promotion of welfare of children and young people</li> <li>• Knowledge of the latest Ofsted requirements relating to learning, teaching and evaluation</li> <li>• Excellent strategies for behaviour for learning</li> <li>• A dedication to high academic standards</li> <li>• Sound knowledge of the Early Years curriculum and Primary National Curriculum</li> </ul>		
Other	<ul style="list-style-type: none"> <li>• Fulfil the requirements of an enhanced DBS disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm and humour</li> <li>• Excellent record of attendance and punctuality</li> <li>• Open and honest</li> </ul>	<ul style="list-style-type: none"> <li>• Task</li> <li>• Interview</li> <li>• References</li> <li>• Enhanced DBS check</li> </ul>



# Head of School

## Leadership Scale 7-1 Required for April 2018

The Governors and Executive Headteacher of Niton Primary School are looking to appoint a highly effective and dedicated teacher to lead Niton as our Head of School from April 2018.

The post offers a tremendous opportunity for a visionary and collaborative leader to drive the school forward through the next exciting stage of its development within the Cornerstone Federation.

We are looking for a Head of School who will be:  
Passionate about learning  
Strategic in their thinking  
Resilient and flexible  
FUN!

We can offer a welcoming school, committed to providing the very best education and care for the children at our community school.  
Travel and relocation package available.

For further information on the post please contact Duncan Mills, Executive Headteacher on 01983 730209

For an application pack please email [recruitment@niton.iow.sch.uk](mailto:recruitment@niton.iow.sch.uk)  
or download via our website [www.nitonprimary.org](http://www.nitonprimary.org)

Visits are welcomed and encouraged

**Closing date: 5th February 2018 (noon) Interview date: 22nd February 2018**

The Cornerstone Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced DBS clearance.

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School Lane  
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# The Isle of Wight

Getting to the Isle of Wight has never been easier with up to 200 fast and reliable services running everyday. There are excellent rail connections to all the major ferry ports, providing fast access to the Isle of Wight from across the UK.

Travel time from London Stations to most of the ports is less than two hours, and many ferry services coincide with train arrival times.

Wightlink operate a vehicle ferry from Portsmouth to Fishbourne or Lymington to Yarmouth and a fastcat service to Ryde. Red Funnel operate a vehicle ferry from Southampton to East Cowes and a redject to Cowes. Hovertravel offer a foot passenger only service from Southsea to Ryde. Journey times vary depending on which route you are choosing, from 12 minutes to 55 minutes.

The Isle of Wight is a great and safe place to live. With fabulous scenery to explore, coastal and countryside walks, plus miles of beaches; coupled with a lively events calendar, plenty of family-friendly attractions and a thriving food and drink scene, there is something for everyone.

The picturesque village of Niton is based on the southern point of the Island. Surrounded by idyllic beaches, countryside and some of the best walks on the Island. There is a well-stocked local shop, two pubs and a quirky yet busy post-office come bar. There is a real sense of community in Niton as anyone who lives or works here will tell you - this is a place where people will stop and say hello to you, whatever the weather!

