



Headteacher Recruitment Pack

Group 3 L19 – L25
£61,341 - £71,053

Letter from Chair of Governors

Letter from Children

Job Description

Person Specification



Dear Applicant,

Thank you for expressing your interest in the current vacancy for a headteacher at Glynne Primary School.

We encourage applications from outstanding, committed and enthusiastic senior leaders who would like to lead our successful and highly motivated team.

The Governors will appoint someone who:

- Is an outstanding communicator
- Has strong management and leadership skills
- Is committed to ensure that every child succeeds and is treated as an individual
- Has a genuine passion for teaching and will lead the development of the school and continue to embed our school ethos 'Aiming High'
- Will continue to build strong partnerships with pupils, parents, colleagues and the wider community



In return governors can offer the opportunity of leadership in our successful school where:

- Children are considerate, polite and enthusiastic
- Staff are innovative, creative and committed
- Children are successful and engaged in an 'Irresistible Learning' curriculum
- The environment facilitates the delivery of quality first teaching and learning
- Learning extends beyond the school day
- There are close links between school, parents and the wider community

How to apply: via www.tes.com

We encourage you to visit our school on either: Wednesday 1st November 13:00 or Thursday 2nd November 2017 10:00am

Please email our School Business Manager, Mrs Baker to arrange a visit at abaker@glynne.dudley.sch.uk

Closing date for applications: Sunday 12th November 2017

Interview dates: 5th and 6th December 2017

Thank you again for your interest in this vacancy. We look forward to receiving your application.

Yours faithfully,

Jane Hales

The successful applicant will be expected to comply with current legislation regarding safeguarding procedures and will be subject to the relevant DBS and safeguarding checks and must comply with the Asylum and Immigration act.

Dear Applicant,

Thank you for taking an interest in our school. We as the children are really proud of Glynne. Our school is a happy, bright, safe and fun place to learn. Our learning is always a positive and an enjoyable experience.

We are grateful for all the wonderful opportunities that come our way and everyone in our school can achieve great things. We learn in an irresistible way and cannot imagine what it would be like learning in any other way.

As friends we support each other and our teachers always help us to do our very best. They are funny and easy to talk to and take time to get to know us and care about us all.

Glynne is a very active school, there are always things going on and this allows us to take part in many different activities.

We are hoping that you will be fun, demonstrate a creative approach and be as passionate about our school as we are.

Yours faithfully

Glynne School Council



Headteacher Job Description

Job Purpose

To lead and manage the school, in consultation with the Governing Body, in order to provide an educational community in which all pupils are enabled to achieve their highest potential and be supported and nurtured on their journey of learning.

Responsible to:

The Headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in the current version of the Teachers Pay and Conditions Document and Instrument of Government of the school. The Headteacher must meet the requirements set out by the Governors and implement policies as required. This job description may be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

Core Purpose of the Headteacher:

- To provide professional leadership and management of the school whilst being proactive rather than reactive.
- To establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:
 - The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
 - The school will promote and safeguard the welfare of all children, enabling every child, regardless of background, faith or circumstances, to have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
 - All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.
- To establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- To evaluate the school's performance in order to identify the priorities for continuous improvement.

- To be accountable to the Governing Body and provide vision, leadership and direction for the school to ensure that it is managed and organised to meet its aims and targets.
- To ensure equality of opportunity for all.
- To be supportive of staff and to demonstrate a healthy work-life balance.
- To be fully informed of current educational ideas and ready to lead the school forward in the next stage of its development.
- To develop policies and practices to ensure that resources are efficiently and effectively used to achieve the school's aims and objectives.
- To secure the commitment of the wider community to the school by developing and maintaining effective partnerships.

Key Areas of Responsibility

Shaping the future

- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.

Leading Teaching and Learning

- To ensure a consistent and continuous focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To make effective use of all resources in order to close the gap in educational achievement of different groups of children.
- To ensure that learning is at the centre of strategic planning and resource management.
- To ensure high quality Personal, Social, Health and Economic Education and Citizenship.
- To create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.
- To implement strategies that secure high standards of behaviour and attendance.
- To formulate a clear strategy and vision for further improving pupil outcomes and leading the continuous improvement of the school.
- To determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To fulfil the school's responsibilities to secure and train the next generation of teachers and school leaders.
- To be passionate and committed to the curriculum.

Developing Self and Working with Others

- To inspire, motivate and support colleagues to fulfil the school's mission statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To actively support the professional development of colleagues and self.
- To develop and maintain effective strategies and procedures for the induction of new staff.

- To ensure effective planning, support and evaluation of work undertaken by groups of staff and individuals.
- To develop and maintain a culture of high expectations for all members of the school community and to take appropriate action when performance is unsatisfactory.

Managing the Organisation

- To create an organisational structure which reflects the school's values and which conforms to legal requirements.
- To produce and implement improvement plans and policies for the development of the school and its facilities.
- To manage the school's financial and human resources effectively and efficiently.
- To recruit, retain and deploy staff appropriately and implement successful Performance Management processes with all staff.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- To evaluate and review policies to improve the quality of education for all pupils and provide value for money.

Strengthening Community

- To collaborate with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To maintain an effective partnership with parents, carers, the local community, neighbouring schools, the Local Authority and professional bodies.

Safeguarding

- Have due regard for safeguarding and promoting the welfare of pupils ensuring that robust child protection procedures are adopted and adhered to by the school.
- Ensure that the highest priority is given to statutory guidance, regulations and policies relating to the safeguarding of children and young people.
- Ensure the safety and welfare of pupils at all times.
- Report to the appropriate authorities any concerns relating to safeguarding and child protection.
- Ensure that an effective PREVENT strategy is implemented and complied with.
- Undergo an Enhanced DBS check and any other statutory clearance.
- Ensure all staff, volunteers and contractors have obtained required clearances and that the Single Central Record is appropriately maintained.

Headteacher Person Specification

Criteria	Assessed by:		
Professional Qualifications and Training	A	R	I
Qualified Teacher Status (QTS) with good honours degree or equivalent	✓		
Significant senior leadership experience within a primary school	✓	✓	✓
Holds NPQH (desirable)	✓		
Recent and relevant training and development at headship level	✓		
Current safeguarding training	✓		✓
Knowledge and understanding of school budgets			✓
Professional Experience, Knowledge and Understanding			
Has a proven track record as a successful teacher and of achieving high standards	✓	✓	✓
Experience of leading curriculum areas and initiatives	✓	✓	✓
Has the ability to interpret and analyse pupil data and identify target areas in order to ensure good levels of progress	✓		
Has a proven track record in leading and managing staff to support successful outcomes for all abilities of pupils	✓	✓	✓
Evidence of successfully developing teams of professionals, delegating effectively and managing change	✓	✓	✓
Ability to work with and advise the Governing Body to enable it to fulfil its role and statutory obligations	✓		✓

Personal aptitudes, qualities and skills			
To be a role model of best practice with a professional demeanor that engenders confidence, trust and respect in others		✓	
Has the enthusiasm, initiative and commitment to ensure good practice is embedded throughout the school	✓	✓	✓
Is articulate and approachable with excellent inter-personal skills, able to communicate and inspire trust and warmth			✓
Has the ability to tackle difficult situations and make difficult decisions, conveying outcomes clearly and with sensitivity	✓		
Is able to relate well to parents/carers, staff, governors, partners schools and the wider community and forge strong links			✓
Strong leadership style with the ability to motivate and influence others			✓
Commitment, integrity, flexibility and enthusiasm		✓	✓
Ability to demonstrate good humour, adaptability and empathy			✓
A robust disposition that shows energy and resilience alongside warmth and tolerance	✓		✓
Is committed to the development of an open and fair culture based on British values	✓		✓
Manages own workload and that of others to allow an appropriate work/life balance	✓	✓	✓
Leading Teaching and Learning			
Is able to secure high standards of behavior and attendance		✓	
Is passionate about learning and seeks to create an inspirational learning environment	✓	✓	✓
Is confident in judging lessons and effective in giving feedback to staff resulting in improvement	✓		
An outstanding teacher with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and further raise standards		✓	
Is able to implement strategies that improve teaching and learning in a sustained way and challenge underachievement		✓	✓
Has experience of Ofsted at a senior leadership level	✓		✓

Safeguarding			
Current safer recruitment training	✓		
Current safeguarding training	✓		
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	✓		✓
Evidence of maintaining a safe school environment	✓		✓
Strengthening the community			
Evidence of building effective relationships with parents/carers, partners and the community, that enhances the education of all children	✓		✓
Be approachable and accessible		✓	✓
Has a commitment to collaboration and networking with other schools to improve outcomes		✓	✓
Is able to listen to, reflect and act on community feedback			✓
A commitment to and evidence of promoting diversity and equal opportunities within the school, the curriculum and in employment practice	✓		✓
Shaping the future			
Able to promote and nurture a shared school ethos which underpins all aspects of school life			✓
The ability to inspire, challenge, motivate and empower others to carry forward a shared vision for school improvement	✓		✓
A proven track record of leading others to success, sustaining and developing a culture of collaboration, knowledge sharing and celebration of success, accepting responsibility for outcomes	✓	✓	✓
Values the views of stakeholders			✓
Leading and Managing the organisation			
Evidence of successful leadership of whole school initiatives leading to improved standards	✓	✓	✓
Is well informed, shows evidence of keeping up to date with curriculum developments and is familiar with government initiatives and their relative importance	✓		✓

Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	✓		✓
An in depth understanding of the latest school inspection frameworks and the ability to prepare staff and evidence to realise the best judgments possible	✓		✓
Experience and understanding of the recruitment process to ensure the appointment and retention of the highest quality staff, including all safer recruitment and safeguarding procedures	✓		✓
Securing accountability			
Proven successful experience of school self-evaluation and accountability and the school improvement process	✓		✓
Understanding of the importance of maintaining the school buildings, its fabric and environment, ensuring it is safe and secure			✓
Understanding legislation with regard to Health and Safety, such that the school meets its statutory requirements and is a safe environment for learning, promoting the well-being of staff and children	✓		✓

A = application

R = reference

I = interview process

During the interview process you will be given further opportunities to provide evidence to support the above.

