



# **Ward End Primary School**

## **Headteacher Recruitment Pack 2023**



# WELCOME

Dear Candidate

Firstly, a very warm welcome to Ward End Primary School and thank you for your interest in our Headteacher vacancy.

Ward End has a strong commitment to raising standards and helping all of our children to success. Our School adopts a curriculum that reflects the aims and values of the school in content and character of the curriculum. Our pupils show respect and tolerance towards others enabling them to make positive relationships with a wide range of people. Throughout their time at Ward End Primary School, pupils develop skills and values to be responsible citizens. The school aims to encourage pupils to appreciate our natural world as a source of wonder and inspiration and to play their part in maintaining and improving their immediate environment.

Pupils are taught the value of wider school family as a resource for learning and to view home, school and the wider community as a partnership. Above all, the school aims to keep all children at the centre of all it does. Ward End Primary School is committed to serving its community. It recognises the multi-cultural, multi faith and ever-changing nature of the United Kingdom. It also understands the vital role it has in ensuring that groups or individuals within the school are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them.

It follows equal opportunities guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar. Ward End Primary School is dedicated to preparing students for their adult life beyond the formal examined curriculum and ensuring that it promotes and reinforces British values to all its students.

The government emphasises that schools are required to ensure that key 'British Values' are taught in all UK schools. The government set out its definition of British values in the 2011 prevent strategy.

The five British Values are:

Democracy  
The Rule of Law  
Individual Liberty  
Mutual Respect  
Tolerance of Those of Different Faiths and Beliefs

Ward End Primary School uses strategies within the national curriculum and beyond to secure such outcomes for students. The examples that follow show some of the many ways Ward End Primary School seeks to embed British Values.

Ward End Primary School strives endlessly to ensure that its students leave with the strongest foundation of values upon which to build a successful life and a successful contribution to our society.

Thank you. I welcome your application.

Jim Potter  
Chair of Governors



# THE HEADTEACHER POST

The Post This vacancy has arisen because the current Headteacher, Mrs Suzanne Rose, is retiring at the end of the 22/23 academic year. The successful candidate will be expected to start at the beginning of September 2023

## SALARY RANGE

LEADERSHIP SCALE – RANGE L25 – L31

## CONTRACT TERM

PERMANENT, FULL-TIME

## OUR VISION

Ward End Primary School is a Rights Respecting School, and we are currently maintaining the highest level of the award, **GOLD**, for the second time.

The UNICEF UK Rights Respecting Schools Award (RRSA) supports schools across the UK to embed children's human rights in their ethos and culture. The award recognises achievement in putting the UN Convention of the Rights of the Child (UNCRC) at the heart of a school's practice to improve well-being and help all children and young people realise their potential.

unicef  | for every child

## OUR VALUES

Our vision for our children is underpinned by our shared values of:

Equality

Dignity

Respect

Non-Discrimination

Participation

## OUR SCHOOL MOTTO

To be confident, independent, and proud of themselves and our achievements



# THE APPLICATION PROCESS

## HOW TO APPLY

To apply for the role, please complete and return the following to [v.deathridgeclark@wardend.org.uk](mailto:v.deathridgeclark@wardend.org.uk):

1. Teaching application form.
2. Recruitment monitoring form.

Application forms can be obtained by emailing: [enquiries@wardend.org.uk](mailto:enquiries@wardend.org.uk) or via the online link.

## SCHOOL TOURS

If you would like to visit the school prior to submitting your application, Ward End Primary School will be happy to facilitate this. We will be offering three opportunities:

DATE	TIME
Monday 20 <sup>th</sup> March	9am – 11am
Tuesday 21 <sup>st</sup> March	4pm – 5pm
Wednesday 22 <sup>nd</sup> March	1pm – 3pm

To arrange a visit please contact [enquiry@wardend.org.uk](mailto:enquiry@wardend.org.uk) no less than 24 hours before your preferred slot.

## SCHOOL ADDRESS:

Ward End Primary School  
Ingleton Road  
Ward End  
Birmingham  
B8 2RA

## RECRUITMENT DATES

Please note that all interviews will take place at:

Aloft Birmingham Eastside  
4 Woodcock Street  
Birmingham  
B7 4BL

STAGE	DATE
Closing Date	Friday 14 <sup>th</sup> April 2023
Longlisting	Tuesday 18 <sup>th</sup> April 2023
Final Interviews - Day 1	Thursday 27 <sup>th</sup> April 2023
Final Interviews – Day 2	Friday 28 <sup>th</sup> April 2023

Please ensure you are available for both final interview days.



# GUIDANCE FOR APPLICANTS

## DECISION TO LONGLIST

Your application form is an important part of the recruitment process. The decision whether or not to longlist you for interview will be based on the information you provide on your application form; we do not consider any previous applications or prior knowledge of you. Before you start to complete the application, please read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills, and behaviours we are looking for in our new Headteacher. You should address how you meet these in your supporting statement/letter.

## RECRUITMENT MONITORING FORM

We positively welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability, gender and sexuality. To help monitor the effectiveness of our recruitment practices, to assess whether we are meeting the Public Sector Equality Duty and whether we are complying with relevant legislation, please complete the equality form with your application. It is used for statistical purposes only. All longlisted candidates will be subject to an online search as part of our due diligence.

## APPLICATION FEEDBACK

We will advise all candidates by email whether they have been successful for longlisting. We are only able to provide feedback for interviewed candidates. If you have any queries / complaints about our recruitment procedures, please contact us via [enquiry@wardend.org.uk](mailto:enquiry@wardend.org.uk). Alternatively, you can call the School directly on 0121 464 5424.

If you have any questions about the completion of the application form, or if you require this form in an alternative format, please contact [enquiry@wardend.org.uk](mailto:enquiry@wardend.org.uk) for assistance.

Ward End Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## DATA PROTECTION NOTICE

Within our application form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data in line with our legal obligations.



# OUR SCHOOL

## SCHOOL DETAILS

Ward End Primary is an Ofsted rated **OUTSTANDING** large multi-cultural school (NOR 948) including a nursery with 52 part time places, situated in the inner city of Birmingham. The school has undergone significant changes since 2010 growing from a two-form entry school to a 4-form entry school; this pattern of growth was completed by September 2018.

The school has a new Resource Base which opened in September 2022 commissioned by Birmingham Local Authority. Places within our Resource Base are allocated by SENAR and are allocated to those children in receipt of an EHC Plan and Autism diagnosis. The Resource Base is an invaluable asset to our school, it enables children from all backgrounds and academic ability to access education and socialise in a controlled and bespoke environment.

Pupils come from a wide range of social economic backgrounds, many families experience high levels of social and economic disadvantage, requiring the support of the school. In addition, the school deprivation indicator is 0.48, twice the national average (0.24) and the proportion of pupils eligible for free school meals is 40%. Within the school 40% of our pupils are considered to be disadvantaged. There are 18% of pupils with Special Educational Needs. Ward End is a multicultural school with 94.9% of pupils coming from ethnic minority backgrounds; pupils who have English as an additional language is 76.8%, significantly above the NA. The stability of the school is 87.1%. Currently, there is one 'Looked After' pupil on roll.

Ward End has a strong commitment to raising standards and helping all of our children to succeed. Our school adopts a curriculum that reflects the aims and values of the school in content and character of the National Curriculum. Pupils show respect and tolerance towards others enabling them to make positive relationships with a wide range of people. Whilst at Ward End Primary School, pupils develop skills and values to be responsible citizens. We are proud that Ward End Primary School is a UNICEF Rights Respecting School at the Gold standard, and also is a Basic Skills Quality Mark School.

On starting school in the EYFS, the majority of pupils' skills and abilities are well below national expectations. The majority of pupils make good progress throughout the EYFS, where the teaching is good or better and tailored to the pupils' needs. We are an inclusive school and reflect the community we serve. Pupils' achievement consistently improves throughout the school. The school has high aspirations for all its pupils which helps the majority of them make sustained, accelerated and rapid progress by the end of KS2, in line with National Average or better.

## CURRICULUM

At Ward End Primary School, we have designed our curriculum with pupils' learning at the centre. We recognise that a curriculum has to be broad, balanced and offer pupils opportunities to grow as individuals as well as learners. There is a clear and coherent rationale for curriculum design. The rationale and aims of the curriculum are shared across the school.

Through a combination of learning techniques, we aim to ensure pupils enjoy learning and feel prepared for life after school. We also intend to offer our pupils new and exciting experiences through extra-curricular activities that are designed to build resilience, confidence, and self-esteem.

We recognise that pupils should be challenged in their schooling, learning from failures, and celebrating successes. We intend for our curriculum to be empowering, enabling pupils to develop their interpersonal skills, creativity and independence. The curriculum coverage allows all of our pupils to access the content and make progress.



# OUR SCHOOL CONTINUED

## STANDARDS

Latest statutory test results include:

Reception GLD: 45.9%

Year 1 Phonics 70%

Year 2 Reading: 51% expected, 2% greater depth

Writing: 40% expected

Maths: 48% expected, 2% greater depth

Year 6 Reading: 73% expected, 23% greater depth

Writing: 73% expected, 13% greater depth

Maths: 74% expected, 19% greater depth

Combined Reading, Writing & Maths: 62%

## GOVERNING BODY

Governance is outstanding as governors are highly effective in their role.

Valuable contributions are made to the leadership of the school, offering a wide range of experience ensuring all their statutory duties are fulfilled; key policies are up to date, safeguarding and safer recruitment practices are followed rigorously and there is full compliance on the school website including an outline of how the school promotes British values.

The Governing Body are both effective and supportive, challenging the Headteacher, the leadership team and the effectiveness of the school, keeping in close touch with the work of the school and its drive for improvement. They recognise the strength of the leadership team and fully support and respect the position they adopt on externally imposed pressures. They are equally confident in the school's capacity to continually improve.

The governing body is self-reflective and there is evidence that regular on-going training is taking place.

The strong caring community ethos in school is governed by the SMSC principles expected of Ward End Primary.

## BUDGET

The total delegated budget for 2022-23 is £6,421,363.

The school has set a balanced budget for this year and has never had a deficit budget.



# JOB DESCRIPTION

Ward End Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service. Observance of the City Council's Equal Opportunities policy will be required.

## INTRODUCTION

POST TITLE:	HEADTEACHER
SALARY/GRADE:	LEADERSHIP SCALE – RANGE L25 – L31
RESPONSIBLE TO:	GOVERNING BODY

## JOB PURPOSE

- To raise standards of achievement
- To create a positive, safe environment in which children can learn and teachers can teach
- To be responsible for the day-to-day management and organisation of the school
- To seek to achieve the highest standards of pupil achievement and school efficiency
- To ensure that all areas of work within school reflect The National Standards of Excellence for Head Teachers, focussing on:

School Culture  
Teaching  
Curriculum & Assessment  
Behaviour  
Additional & Special Educational Needs & Disabilities  
Professional Development  
Organisational Management  
Continuous School Improvement  
Working in Partnership  
Governance & Accountability

## STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Share in formulating the aims and objectives of the school and actively supporting them.
- Ensure they are clearly understood and acted upon by all.
- Support the vision, ethos and policies of the school and promote high levels of achievement in order to raise standards.
- Plan, monitor, and evaluate the development of the school curriculum through the School Improvement Plan.
- Support staff in achieving the priorities and targets set by the school, and monitor the progress made towards meeting them.
- Direct staff in strategic planning which takes into account the diversity, values and experiences of the school and community.



## TEACHING AND LEARNING

- Support other colleagues to achieve high standards in teaching and learning and in the management of children's behaviour.
- Being able to share ideas for improving the quality of teaching and learning.
- Encourage innovation and create opportunities for others to organise and implement a diverse, creative and flexible curriculum.
- Monitor, evaluate and review classroom practice and give feedback, which will promote improvement.
- Challenge underperformance and praise good performance, ensuring appropriate action is taken.

## LEADING AND MANAGING STAFF

- Implement the performance management policy and ensure Professional development opportunities are provided for all.
- Ensure that staff are well informed of aspects of school life in order to promote good communication and high morale.
- Treat people fairly and with respect to create and maintain a positive school culture.
- Develop and maintain effective strategies and procedures for staff induction and professional development.

## EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Responsibility for maintaining the highest possible rigour in all aspects of financial management in line with Birmingham's Financial management standards
- Ensure that opportunities are taken for keeping up to date with developments and issues with regard to the management and curriculum of the primary school.
- Responsibility for the recruiting and deploying staff. In line with principles of 'Safer Recruitment'

## ACCOUNTABILITY

- Encourage a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are understood, and subject to review.
- Act as a Team leader for Performance management

## SPECIFIC DUTIES

- Maintain a school culture and curriculum, which takes account of the richness and diversity of the school's communities.
- To promote fundamental British Values, DFE (November 2014) as part of the Spiritual, Moral, Social and Cultural Curriculum
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.



## SPECIFIC DUTIES CONTINUED

- Designated Senior Lead for Safeguarding; to commit to applying rigour to safeguarding via procedural implementation and to promote the continued welfare of children, as outlined in the school's safeguarding policy, DFE Keeping Children Safe in Education (Sept 2022).

## CONDITIONS OF EMPLOYMENT

This job description is to be performed in accordance with the provisions of the School Teacher's Pay & Conditions document and the range of teachers' duties set out therein. This responsibility is in addition to the standard scale job description for all teachers at our school and any other accepted areas of responsibility.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out.



# PERSON SPECIFICATION

## CRITERIA QUALITIES - QUALIFICATIONS AND TRAINING

- Qualified teacher status.
- Degree.
- National professional qualifications for headship would be desirable or a willingness to undertake.
- Evidence of further continued development.

## EXPERIENCE

- Successful leadership and management in school through leadership/DHT.
- Teaching in primary schools.
- School self-evaluation and development planning.
- Success in the line management and development of staff.
- Track record of raising standards, managing change, leading innovations, and successfully meeting challenges.
- Record of effective personnel management.
- Evidence of awareness of current educational practice, thinking and theory.
- Successful collaboration with parents, governors, feeder and partner schools and other organisations within the wider community.

## SKILLS AND KNOWLEDGE

- Broad range of data analysis skills, including the ability to use data to set targets/identify weaknesses and interpret financial data.
- Understanding of high-quality teaching-based evidence and the ability to model this for others and supports others to improve.
- Understanding of school finances and financial management.
- Ability to communicate a vision and inspire others.
- Ability to build effective working relationships.
- Ability to use a range of IT systems for school management.

## CRITERIA QUALITIES - PERSONAL QUALITIES

- Integrity, including personal adherence to and application of the Nolan principles.
- A passion for getting the best outcomes for all students and promoting the ethos and values of the school.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding, inclusiveness and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.