



KIRTON LINDSEY PRIMARY SCHOOL



HEAD TEACHER APPLICATION PACK



01652 648792

www.kirtonlindseyschool.co.uk

Dear Applicant,

Thank you for your interest in the role of Head Teacher at Kirton in Lindsey Primary School.

We are a maintained school in the county of North Lincolnshire, which is at the heart of a thriving local community. We know education really can change lives for the better and we passionately believe that every child should receive the very best education in order to fully prepare them for the future.

We are therefore looking to recruit a Head Teacher who believes in our vision and will embrace the culture, systems, and achievements embedded so far and develop these to meet the challenges of the future.

As a Governing Body, we will support and encourage the new Head Teacher to deliver our shared vision for the school and to ensure the long-term development and success of the school.

If you have the skills, drive and commitment to join us at this pivotal time for Kirton Lindsey Primary School, we very much look forward to receiving your application.

The staff, governors and children would like to show you our school and encourage you to visit. Appointments can be made by contacting the School Office on 01652 648792 or email admin.kirtonlindseyprimary@northlincs.gov.uk.

We look forward to meeting you.

Kind regards,

Mike Gathercole

Mike Gathercole

Chair of Governors

Kirton Lindsey Primary School



About Kirton Lindsey Primary School

Kirton Lindsey Primary School is situated on Cornwall Street, on the edge of Kirton Lindsey and is the only primary school serving the local children, the majority of whom continue their education at Huntcliff School, also in the town.



Built in the 70s, the primary school was renovated in 2006 to remove the outside freestanding classrooms and replace them with purpose-built classrooms. The older parts of the school have been refurbished to lend a more modern feel to the building.

The school has a multi-purpose hall used for whole school events, physical education and as a dining room. There is an attached community area which houses the well-attended Outer School Club at the start and end of each school day. There is an EYFS unit with a large designated outer play area, as well as hard surface playgrounds, a school field, outdoor learning classroom, a running track, trim trail and a small wooded area.

There are approximately 240 pupils divided into nine class groups named after animals, in keeping with the rural theme. These classes range from EYFS, through Key

Stages 1 and 2, sometimes necessitating the combining of mixed age groups depending on intake numbers.

The school is welcoming and prides itself on the welfare and care of its pupils and staff. There is a team of support staff who manage aspects of learning as well as pastoral care coordinated by our Learning Mentor.

We have some strong links within the community such as visiting the local churches and the choir participating in the town's Christmas light switch on ceremony every year. The Kirton Lindsey Amateur Garden Society visit the school to share planting and gardening activities with the children. Naturally, some of these links have suffered during the Covid pandemic but are ready for rekindling and new links being forged.

There is an active Friends of Kirton Lindsey School group (PTA) who organises events such as discos and bake offs, all to fundraise for the school – in the past they have been able to fund special play equipment and a trim trail. We support Local and National community links such as the Food Bank, Ukraine Appeal, Red Nose Day and Children in Need.



The children participate as much as possible in the life of the school. The House Team system provides opportunities to compete in subject events days encompassing areas such as Art, PE, Science and Music.



Through the Student Leadership team, children offer their opinions and ideas for the school. They take on the role of sports ambassadors to engage other children in sporting activities and join thousands of other children to sing in the Young Voices celebration in Sheffield.

There are many after school opportunities offered to children, including sports clubs. They are also encouraged to participate in experiences such as visits to the local farms, Normanby Hall and even overnight sleep overs in the school hall. The highlight of the year is usually the residential visit to develop team building activities provided for the year 5 and 6 pupils.

Being the only primary school in Kirton Lindsey and with other local schools being some distance away, we could become insular, but governors are determined to continue developing more links as widely as we can so that we will be known as an outward looking school with much to learn and offer to other schools and agencies.

About Kirton Lindsey

Kirton Lindsey is a small rural town in North Lincolnshire, situated 7 miles south of the industrial town of Scunthorpe and 19 miles north of the historic city of Lincoln. It has excellent motorway access via the M180 and is within an hour's drive of Leeds and Sheffield.

Kirton Lindsey is an old market town with a rich heritage which boasts a historic royal connection. Catherine Parr, sixth wife to King Henry VIII and Queen of England and Ireland from 1543 to 1547, lived in the town with her first husband Sir Edward Burgh before he died.



Curiously, Kirton Lindsey is also home to what must be one of the smallest listed buildings in the country. The Grade II whipping post, with its three pairs of shackles, is situated outside the Old Police House.

At the upper end of the town, the old Market Square is dominated by the Diamond Jubilee Hall and surrounded by a large variety of

independent shops and local businesses which also carry on the full length of the High Street.

This growing town, which has a population of over 4,000, offers a library, shops, a bistro, two pubs, a large garden centre with a café, a GP surgery and dental practice. There are many organisations, clubs, and societies available in the community, based at both the Town Hall and at the KLASSIC Park Community Pavilion.

Kirton Lindsey's rural location is perfect for taking a walk along one of its many public footpaths that lead out of the town, one of the walks passing the 19th century Mount Pleasant Windmill.

In addition to Kirton Primary School, there is a secondary school in the town and two pre-school nurseries serving the local community.



What our children say

We asked our children what kind of Head Teacher our school needs.
They think their new Head teacher should...



- Be kind, helpful and respectful
- Treat everybody in the school equally
- Listen to all our ideas and come up with their own good ideas
- Be motivated and full of energy

- Participate in school activities
- Be a calming influence on children and teachers
- Be strict but fair



- Be inspiring
- Be someone who is funny
- Be helpful to all staff in the school
- Be organised and tidy
- Take time to look at our work
- Want us all to be happy in our learning.

Job description

Head Teacher at Kirton Lindsey Primary School

Overall purpose of the post

The Headteacher is responsible for the day-to-day leadership, internal organisation, management and control of the school.

Job Summary

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. The Headteacher has overall management responsibility for Kirton Lindsey Primary school, in line with the policies of the Governing Body, applicable legislation and the policies of North Lincolnshire Council.

Main responsibilities

The Headteacher works in partnership with the Governing Body to:

- develop a strategic view for the school in its community
- analyse and plan for its future needs, development and improvement
- ensure effective management.

Specific responsibilities

1. Strategic Direction and Development

Working with the Governing Body, you will develop a strategic view for the school in its community, analyse and plan for the future needs and further develop the school within the local, national, and international context. You will:

- a. Lead by example, providing inspiring, creative and purposeful leadership for the staff and pupils
- b. Create and implement a strategic plan underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- c. To work in positive partnership with the Governing Body, staff, parents and the local authority
- d. Monitor and evaluate the performance of the school and respond and report to the Governing Body as required

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- e. Ensure that management, finances, resources and administration of the school supports the governors' vision and maximises outcomes for all pupils
 - f. Ensure that policies and practices take account of national and local requirements, and regularly monitor, evaluate and review the impact of policies, priorities and targets and take action if necessary
 - g. Keep up to date with developments in education, ensuring that you utilise research and peer recommendations to bring new ideas to further develop the school. These include the use of digital systems and developments across the school.

2. Teaching and learning

The Head Teacher promotes excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development. You will:

- a. Ensure that a high-quality education is available for all children and young people
- b. Provide a model of outstanding (teaching) practice to all staff in teaching and school leadership. You are the best teacher in the school. You will participate, as appropriate, having regard for other duties, in the teaching of pupils at the school
- c. Secure and sustain effective teaching and learning throughout the school by ensuring sound strategies are in place for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups
- d. Ensure a broad and balanced curriculum within the framework of the National Curriculum, ensuring all ages and abilities are catered for, and in accordance with statutory requirements
- e. Have high expectations and aspirations for all pupils with respect to attainment, progress and personal development
- f. Ensure excellent pastoral care for all pupils.

3. Ethos

The Head Teacher provides an educational vision and direction which secures effective teaching, successful learning and achievement by all pupils and prepare them for the opportunities, responsibilities, and experiences for their next phase of

education and life. The Head Teacher will:

- a. Motivate and work with others to create a shared culture and positive climate
- b. Maintain an ethos in which children, staff and parents feel valued and where hard work and personal responsibility are expected
- c. Lead by example, providing inspiring, creative and purposeful leadership for all children and staff
- d. Champion safeguarding, putting the welfare of all children at the front of everyone's mind.

4. Leadership and Management

The Headteacher has responsibility for the overall internal organisation and management of the school, including that of teaching and support staff. This includes to:

- a. Lead, motivate, support, challenge and develop staff to secure improvement
- b. Develop, implement and manage a strong and clear leadership structure
- c. Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment
- d. Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting
- e. Promote and monitor the continuing professional development of all staff
- f. Hold staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of Teachers
- g. Ensure that Trainee and Early Career Teachers are appropriately trained, monitored, supported, and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile, and standards for induction
- h. Ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document are fulfilled.

5. Behaviour

- a. Create a culture where pupils experience a positive and enriching school life
- b. Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

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- c. Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
 - d. Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

6. Building relationships

It is vital that the Head Teacher has a strong commitment to building relationships with governors, parents, the wider community and the local authority to extend the curriculum and enhance teaching and learning. You will:

- a. Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development, ensuring that parents/carers are provided with relevant information about their child, information about school policies and developments, and are made to feel welcome in school
- b. Maintain positive relationships with staff unions and professional associations
- c. Welcome Governors to participate in school life, attend activities and ensure that they are fully conversant with the workings of the school and to assist and support them in the fulfilment of their responsibilities
- d. Maintain a high profile within the community, developing the school as an integral part of it and to include the school in the wider activities in Kirton Lindsey wherever possible
- e. Collaborate with other schools and educational establishments to develop effective networks to learn from, and to help further develop the school
- f. Link and work collaboratively with the LA, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.

7. Efficient and effective deployment of staff and resources

You will deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context. You will:

- a. Manage all the delegated financial resources available to the school taking into account the changing needs of the school population, the school development plan, and the need to maintain the high and well regarded status of the school

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- b. Maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation
 - c. To propose to the Governing Body a balanced budget that meets the needs of the school and takes particular cognisance of the School Development Plan
 - d. To work with the peribursar to present the termly budget reports to the Governor Resources Committee with an analysis of the figures
 - e. Manage, monitor and review the range, quality, quantity, and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency, and secure value for money
 - f. Recruit and appoint teaching and support staff of the highest quality available, and work with senior leaders to deploy and develop all staff effectively in order to improve the quality of education provided
 - g. Work with HR, using policies and procedures to deal with the competence wellbeing and capability of staff
 - h. To have overall responsibility for the health and safety of all staff and pupils, ensure that the building and its contents are well maintained, cleaned and repaired as necessary
 - i. To supervise the maintenance and security of equipment and accommodation.
 - j. Manage and organise the school efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
 - k. Ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity.

9. Accountability

The Head Teacher must present a coherent account of the school's performance in a form appropriate to the range of audiences, including governors, parents, local authority, OFSTED and others. You will:

- a. Provide accurate, transparent and up to date information for all Governing Board meetings in a timely manner, including but not limited to: the School Development Plan, termly reports, budget reports and any other relevant information
 - b. Ensure that all statistical returns are completed, following given procedures and write any necessary reports which may be required by the LA and other relevant bodies, in compliance with current Data Protection legislation
 - c. Ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the Statement of Special Educational
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Needs are met, and that the school's own procedures for informing and reporting to parents are followed.

10. General

- a. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay
- b. You will participate in training and other learning activities and performance development as required
- c. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
- d. You will ensure strict confidentiality in all areas of work
- e. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
- f. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
- g. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
- h. You will always comply with the school's policies and procedures.

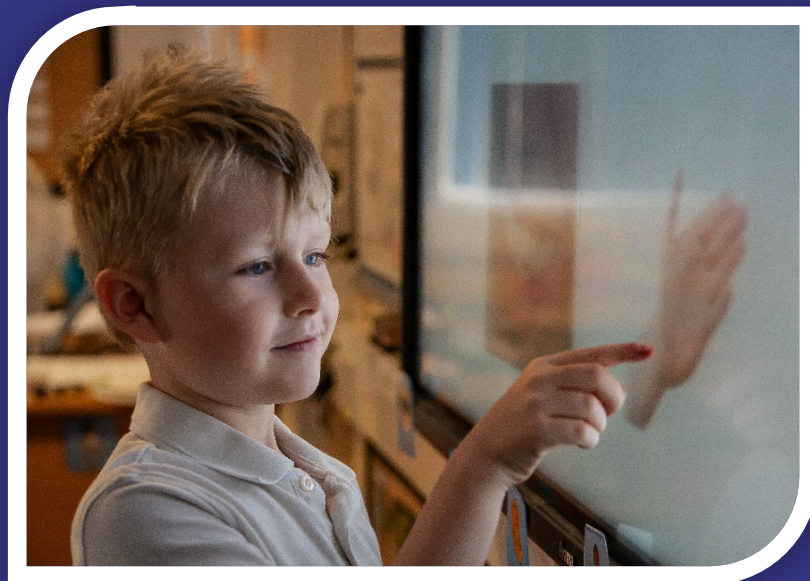
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Interested?

If you are the passionate, tenacious and ambitious school leader we are looking for, and you are ready to lead our school through an exciting phase in its development, we'd love you to apply.

The staff, governors and children would like to show you our school and encourage you to visit. Appointments can be made by contacting the School Office on **01652 648792** or email admin.kirtonlindseyprimary@northlincs.gov.uk

We are committed to the safety and wellbeing of the whole school community. The successful candidate will be required to undertake an enhanced DBS check and participate in a safer recruitment process.



Important dates

- Closing date: Monday 19 September 2022 at 12pm
- Shortlisting date: Wednesday 21 September 2022
- Interview dates: Wednesday 28 September and Thursday 29 September 2022