

Springdale Primary School

Headteacher Vacancy Recruitment Brochure



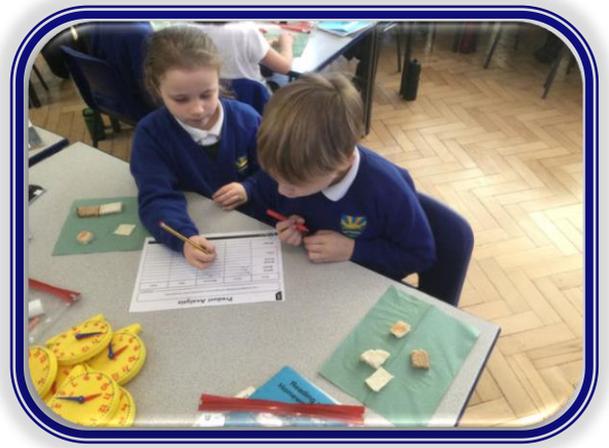
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Letter from the Chair of Governors

Dear Applicant

Thank you for expressing an interest in being Headteacher of Springdale Primary School. I am delighted that you are considering applying for this post at our wonderful school.

Springdale Primary is a community school which came into being 5 years ago when the Infant and Junior Schools merged under the leadership of our current headteacher. I have been involved with the school all my life, starting there as a pupil, going on to be a parent of children attending and then a teacher and governor at both the Infant School and, currently, the primary. You can see how much the school means to me, and how well it continues to serve the local community. We have seen so many children grow and mature happily until they leave ready to move onto the next step in their educational journey, often at our local secondary school, Highfields. You only need to see the smiles and listen to the chatter about what our children have been doing as they leave school each afternoon to know how much their school means to them.

Our school has achieved so much in the short time it has been a primary and also in the years when both infant and junior schools worked independently, and we are all extremely proud of the strong position it is in currently. We were rated good at our last Ofsted inspection and are working hard to move to outstanding in the future. Inspectors reported that 'following a merger between two schools, leaders and governors have worked tirelessly to create a successful primary school that aims to help every pupil reach their potential.'

There is so much more to learn about our fantastic school, but one important aspect is our 28 place base which offers specialist provision for children who have an Education, Health and Care plan highlighting speech, language and communication as their primary need. All of the children in our base are attached to a mainstream class and spend time with their peers alongside expert teaching within the base itself.

We have a strong and dedicated staff who are committed to our school and the children they work with. Teaching is strong and our curriculum is relevant and exciting. Our Governing Board is made up of both experienced and longstanding members, as well as new and enthusiastic members. As governors we aim to provide both the support and challenge that is so important as school continues to develop and improve.

The next, and very exciting, step for our school is joining a newly forming multi academy trust to be made up of an existing secondary academy and two primary schools initially. The schools are all good schools with a shared aim to support the community they operate within. All three schools firmly believe that together we will be stronger and able to improve the educational offer and support within our area even further.

We are looking for a great leader to continue to work to move our school forward towards an exciting future and ensure that the community of Springdale Primary continues to enjoy the success that it deserves.

Come and visit us, take a look around and see for yourself. We would love to meet you.

Yours sincerely

Jackie Lloyd

Chair of Governors

Job Description

The Headteacher will provide professional leadership and vision for the school that ensures continued success and ongoing improvement from all members of the school's community. The Headteacher will provide a secure foundation from which to achieve high standards in all areas of the school's work. In order to achieve this, they will establish high quality education provision by effectively managing teaching and learning, whilst also successfully maintaining a positive and nurturing environment that empowers both pupils and staff to achieve their potential.

The Headteacher should establish a culture that promotes excellence, equality and high expectations of all. Accountable to the Governing Body, the Headteacher is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards.

This job description reflects the National Standards of Excellence for Headteachers (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers.

<p>Strategic Direction and Development of the School</p> <p>Working with the Governing Board to develop a strategic view of the school and its community, which can be understood, communicated, and acted upon effectively</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practice and excellent outcomes for pupils review, hone and implement an ambitious and realistic Development Plan which will secure continuous school improvement ensure robust governance arrangements are in place which are communicated to those both within and outside of school e.g. finances, organisational roles and responsibilities and administration lead by example to inspire and influence others to believe in the importance of education and to promote the value of education
<p>Teaching and Learning</p> <p>Excellence is pursued and achieved through teaching and learning and takes place in the context of the individual needs and aspirations of the pupils</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design expect ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes robustly monitor and evaluate the school's performance responding and reporting to the Governing Board on a regular basis ensure a consistent and continuous whole school focus on pupil achievement through the development and implementation of a performance framework. have the ability to use a range of data to monitor pupil progress and make evidence-based improvements ensure that learning is at the centre of strategic planning and resource management which ensures that each pupil achieves their full potential build and develop an environment underpinned by a code of behaviour that promotes and secures excellent teaching, effective learning and high standards of achievement and exemplary behaviour

<p>Teaching and Learning (continued)</p>	<ul style="list-style-type: none"> • promote respect and understanding of diverse cultures, languages, ethnic communities and faiths • monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils • provide pupil centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils
<p>Leading and Managing Staff</p> <p>The role of Headteacher is one of Leadership. In the teaching and management of staff their unique contribution as individuals should be valued and recognised</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • lead by example; a model of professionalism, conduct and presentation, demonstrating high standards of expertise and commitment • create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other • establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under performance, supporting staff to improve and valuing excellent practice • motivate and enable all staff in the school to carry out their respective roles to the highest standard through a high quality CPD based on assessment of needs and systematic monitoring and evaluation • effectively lead and manage school staff in ways that reflect and meet the policies of the Governing Board, ensuring that professional duties are fulfilled, as specified in the Teachers Pay and Conditions Document • actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace opportunities for their own continued professional development • ensure that a suitably nominated person assumes responsibility for the discharge of the Headteacher’s functions at any time when absent from school
<p>Efficient and Effective Deployment of Staff and Resources</p> <p>Ensuring that the deployment of all staff, finance, resources, time, and energy reflect the aims of the community and the needs of all of the pupil</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • in partnership with Governors and senior colleagues create an environment which attracts and retains staff of a high calibre who are passionate and strive for excellence, and share and contribute to the school ethos • work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education and raise standards • manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations • make arrangements for the security and effective supervision of the school buildings, their contents and the grounds • in partnership with the Governing Board develop and implement robust financial arrangements; prioritising expenditure, allocation of funds and effective administration, control and management of the school’s budget • manage and organise the school accommodation efficiently and effectively to ensure it meets the needs of the pupils, curriculum, community use and health and safety regulations • manage, monitor and review the range, quality and use of all available resources in order to improve the school environment and quality of education • produce and implement clear, evidence-based improvement plans and policies for development of the school and its facilities

<p>Accountability</p> <p>The Headteacher recognises their responsibilities and those of the Governing Board as specified by legislation</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • welcome strong governance and actively support the Governing Board to understand its role and deliver internal and external accountability in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance • continue to develop the organisation and ethos of the school so that all staff individually and collectively recognise that they are accountable for its success • provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money • present a coherent and accurate account of the school’s performance to a range of audiences, including Governors, the LA, the local community, OFSTED and others to enable them to hold the school to account • develop and implement clear and transparent mechanisms which inform parents/carers and pupils about the curriculum, attainment, and progress as well as the contribution they can make in supporting their child’s learning and achieving the school’s target for improvement • carry out any such duties as may be reasonably required by the Governing Board
<p>Safeguarding</p>	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • act as the Designated Safeguarding Lead in school • ensure a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society • ensure that the policies and procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers • ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including participating in other inter agency meetings, and contributing to the assessment of children • all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

This job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document.

Person Specification

Assessed by:	A	Application
	I	Interview
	R	Reference

		Essential	Desirable	Assessment
Qualifications	Degree or equivalent	•		A
	Qualified teacher status	•		A
	National professional qualifications for Headship (NPQH or equivalent)		•	A
Professional Development	Evidence of recent safeguarding/inclusion CPD	•		
	Proven leadership skills	•		A I R
	Currently a highly successful Headteacher, Deputy Headteacher, Assistant Headteacher in the Primary Phase (3-11 age range)	•		A I R
	Excellent communication skills	•		A I R
	Record of significant, recent, successful teaching experience within a range of UK schools	•		A I R
	Experience of working with pupils covering a broad range of abilities and backgrounds	•		A I R
	Experienced in leading a whole school priority	•		A I R
	Experience of developing curriculum continuity and progression between Early Years, KS1 and KS2	•		A I
	Experience of using assessment data to inform decision-making	•		A I
	Experience of working with stakeholders including governors	•		A I
	Experience of school management including budget management and resources	•		A I
	Recent evidence of relevant professional development and training including in safeguarding	•		A I R
	Has undertaken the role of Designated Safeguarding Lead or Deputy Safeguarding Designated Lead		•	A I R
	Has undertaken the role of Designated Teacher for Looked After and Post Order Children		•	A I R
	Personal Qualities	Visible, approachable and empathetic and enjoys engaging with children, staff, parents and the wider community	•	
Able to be resilient and robust whilst also showing compassion in dealing with issues and is calm under pressure		•		I R
Flexible leadership style, being 'hands on' when required		•		I R

		Essential	Desirable	Assessment
Person Qualities (Continued)	Can effectively engage and communicate at all levels including listening to and inspiring children, staff, parents and the wider community, as well as having personal presence	•		A I R
	Natural networker able to engage effectively within the school and local community	•		I
	Resourceful dealing with diverse education situations (e.g. resourcing, problem solving)	•		A I R
	Able to inspire high levels of performance in children and staff	•		A I R
Knowledge, skills and leadership	Able to delegate effectively to achieve outcomes and provide development opportunities for staff	•		A I R
	Evidence of a commitment to promoting the welfare and safeguarding of children including the promotion of regular pupil attendance	•		A I R
	Able to articulate and share a clear vision for the future	•		I R
	Understands what contributes to successful learning and able to promote effective teaching strategies	•		A I
	Expertise in monitoring and evaluating children's progress to inform teaching and intervention planning and coaching	•		A I R
	Able to analyse complex issues relating to children's attainment and progress and develop effective and creative responses	•		A I R
	Skilled in delivering successful approaches to behaviour management	•		A I
	Knowledge of the SEND code of practice and related statutory regulations and other relevant legislation		•	A I R
	A good understanding of both the National Curriculum and assessment and progress systems for pupils	•		A I
	Experience of recruiting and managing staff	•		A I
	Proven track record in motivating, training and developing staff	•		A I R
	Experience of developing and delivering School Improvement Plans	•		A I R
	Experience of the Ofsted Inspection process in a leadership capacity	•		A I
	Clear understanding of financial procedures in schools and ability to manage a budget		•	A I

Application and Selection Process

Start date	1 September 2023
Salary	The starting salary will be in respect of: Group 3 18-24 £67,351 - £77,237. Salary negotiable to reflect skills and experience.
Application forms	Your application form should be completed with reference to the job description and person specification, we ask that you limit your further information to two A4 pages. The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.
Closing date for applications	13 April 2023 at 0900 hours
Shortlisting of applicants	17 April 2023 Candidates selected for the shortlist will be contacted as soon as possible after the meeting of Governing Board. Unsuccessful applicants will also be notified by email.
Visits to school	Visits to the school are strongly encouraged. Please contact Mrs Kully Mal, School Business Manager on 01902 558810 for an appointment.
Assessment & Interview Dates	24 and 25 April 2023
Full Governing Board decision	25 April 2023
Completed Application forms	Please return your completed application form, to Services4Schools Ltd, HR Consultancy Team at the following email address: HRC@services4schools.org.uk

Contact Details

School Details	
School Address	Springdale Primary School Warstones Drive Penn Wolverhampton WV4 4NJ
Email Address	springdaleprimaryschool@wolverhampton.gov.uk
Contact Number	01902 558810

In School Point of Contact for Visits only	
Name	Mrs Kully Mal
Job Title	School Business Manager
Contact Number	01902 558810

Services 4 Schools Contact Details	
Name	Ms Sue Jacques
Job Title	Deputy Head of Service - HRC
HR Consultancy Mailbox	HRC@services4schools.org.uk
HR Consultancy Landline	0333 772 1272 (extension 7)