



"Learning together"

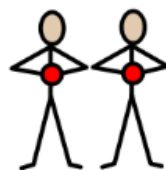
HEADTEACHER RECRUITMENT PACK

Manor Green Primary School caters for children aged
2 - 11 who have learning difficulties and additional needs.



Welcome

to



our



school

Manor Green Primary School
Lady Margaret Road
Ifield
Crawley
West Sussex
RH11 0DU

Tel: 01293 526873
Email: office@mgprimary.co.uk
Website: www.mgprimary.co.uk



West Sussex County Council

Manor Green Primary School

Lady Margaret Road

Ifield

Crawley

West Sussex

RH11 0DU

"Learning Together"

December 2020

Dear Applicant

Thank you for your interest in the role of Headteacher at Manor Green Primary School. We are delighted that you see Manor Green as a great opportunity for you to take the next step in your career.

Our current Headteacher, David Reid, is retiring at the end of the current academic year. He has led the school with great distinction through an exciting and challenging time as we relocated from two small, older schools into a new combined site. We are looking to replace him with an equally enthusiastic and knowledgeable Head who will share our vision and values. Our new Headteacher must share our passion and drive to make Manor Green a safe, happy and ambitious place for all our students to be, along with the ability to form great relationships with staff, students and parents, and a 'wacky, children's entertainer personality' would be greatly appreciated by students!

Governors, and indeed the entire school community, are relishing the opportunity of meeting applicants with ambition and drive, who share our enthusiasm, and understand the vital role they would play in leading the school into the future.

Should you believe you are the right person to lead Manor Green then please come along and visit us, meet pupils and staff and find out a bit more about what we do.

Visits to the school are warmly encouraged. Please contact the school office to make an appointment.

Yours sincerely,

Jan Chester
Chair of Governors

Headteacher: Mr David Reid
BA Hons., Adv. Dip., P.G.C.E.

Manor Green Primary School Trust is a registered Charity No. 1015188



National Support School
designated by
 National College for
Teaching & Leadership





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Welcome letter and personal message from the existing Headteacher

Dear Candidate,

Thank you for expressing an interest in the role of Headteacher at Manor Green Primary School. I have been Headteacher of this outstanding special school since it opened in April 2004.

The school is a generic learning disability school and caters for pupils across a wide spectrum of need and our catchment area is mainly Crawley, Horsham and East Grinstead. The school is popular and as a result is oversubscribed. When I opened the school in April 2004 we had eighty pupils and this number has now grown to over two hundred.

The school will be opening two more class bases in September 2020 to meet the needs of pupils in our local area with SEN. As a national support school we have developed a robust systems-led school programme and we are proud of our partnership working with other special and mainstream schools.

Manor Green is a vibrant, creative and child-centred school where we offer our pupils a broad, balanced and relevant curriculum which is highly personalised to meet their unique needs. This is the part of my legacy that I am most proud of and I feel very strongly that anyone wishing to succeed me, should be firmly committed to this ethos.

I have reluctantly decided to retire but I know that it is the right time for me and I want to ensure that it represents a positive opportunity for the school. I have spent sixteen fantastic years as the head and feel privileged to have had the opportunity to lead and manage this school. I have developed a fantastic team that has embraced the vision and moral purpose and we have created a very special school where every child has the opportunity to 'enjoy and achieve' and where 'every unique child has a positive contribution to make to the school and the wider community'.

I wish all applicants interested in my role good luck and, most importantly, success in taking this wonderful school forward in the future.

Yours sincerely,

David Reid
Headteacher



Headteacher: Mr David Reid
BA Hons., Adv. Dip., P.G.C.E.

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"Learning together"



Ofsted Inspection 2017 – "The leadership team has maintained the outstanding quality of education in the school since the last inspection. The leadership team and staff have succeeded in achieving the school's aims of unlocking each pupil's potential and inspiring a love of learning"

Manor Green Primary School

At present we have 19 classes covering the Early Years Foundation Stage, Key Stage 1 and Key Stage 2. There are 11 generic classes. Each class has 12/13 pupils and the class teacher is supported by 3 support staff. There are 8 classes for pupils with complex needs and there is a high staff/pupil ratio. To ensure that all pupils make rapid and sustained progress the curriculum is delivered so that all pupils have a fully differentiated delivery.

The range of ability and need in each class is wide and our teachers plan creatively and use their staff team effectively so that all children learn and make outstanding progress. Our school prides itself on its innovative curriculum where personalised learning needs are central to everything we do.

Our school is purpose built and houses a range of specialist facilities as well as very well resourced classrooms. All pupils have access to outdoor learning and opportunities for learning in the local community and beyond. We work very closely with our local mainstream primary schools with outreach and inreach programmes in place to support individual pupils.

The Local Area

Ifield is a former village and now one of 14 neighbourhoods within the town of Crawley in West Sussex. Ifield is in the west of the town and is bordered by Ifield West, Horsham, Langley Green to the north east, West Green to the east across the ring road and Gossops Green and Bewbush to the south across the Arun Valley railway line.

Crawley is a town and borough in West Sussex, England. It is 28 miles (45 km) south of Charing Cross (London), 18 miles (29 km) north of Brighton and Hove, and 32 miles (51 km) northeast of the county town of Chichester.

Gatwick Airport, now one of Britain's busiest international airports, opened on the edge of the town in the 1940s, encouraging commercial and industrial growth. After the Second World War, the British Government planned to move large numbers of people and jobs out of London and into new towns around South East England.

Economically, the town has developed into the main centre of industry and employment between London and the south coast. Its large industrial area supports manufacturing and service companies, many of them connected with the airport. The commercial and retail sectors continue to expand.



Important Information

School Visits:

We warmly welcome potential applicants to visit the school. Please read our current Covid 19 risk assessment which is on our website. We will ask to take your temperature on arrival and a face covering must be worn. To arrange a visit, please contact a member of our school office team on Tel. 01293 526873 or via email to office@mgprimary.co.uk

Closing Date for Applications:

12 noon on Monday 8th February 2021.

Please submit your application using the application form with a supporting letter of no more than two sides of A4 when typed. This should tell us how you satisfy the person specification. Please return your completed application form and supporting letter to the Schools Recruitment Team:

email: HRSchoolAdverts@westsussex.gov.uk

Job Reference No: 16367

We are unable to accept applications via post.

Shortlisting of Candidates:

Monday 22nd February 2021.

Letters will be sent to shortlisted candidates on Wednesday 24th February 2021 and your referees will then be sent a reference request.

Interview Process:

Wednesday 10th March 2021 (Day 1)

Thursday 11th March 2021 (Day 2)

If you are shortlisted at the end of Day 1, you will be invited to attend an interview on Day 2.

Salary

ISR L23 – 29 (£73,661- £ 85,139)

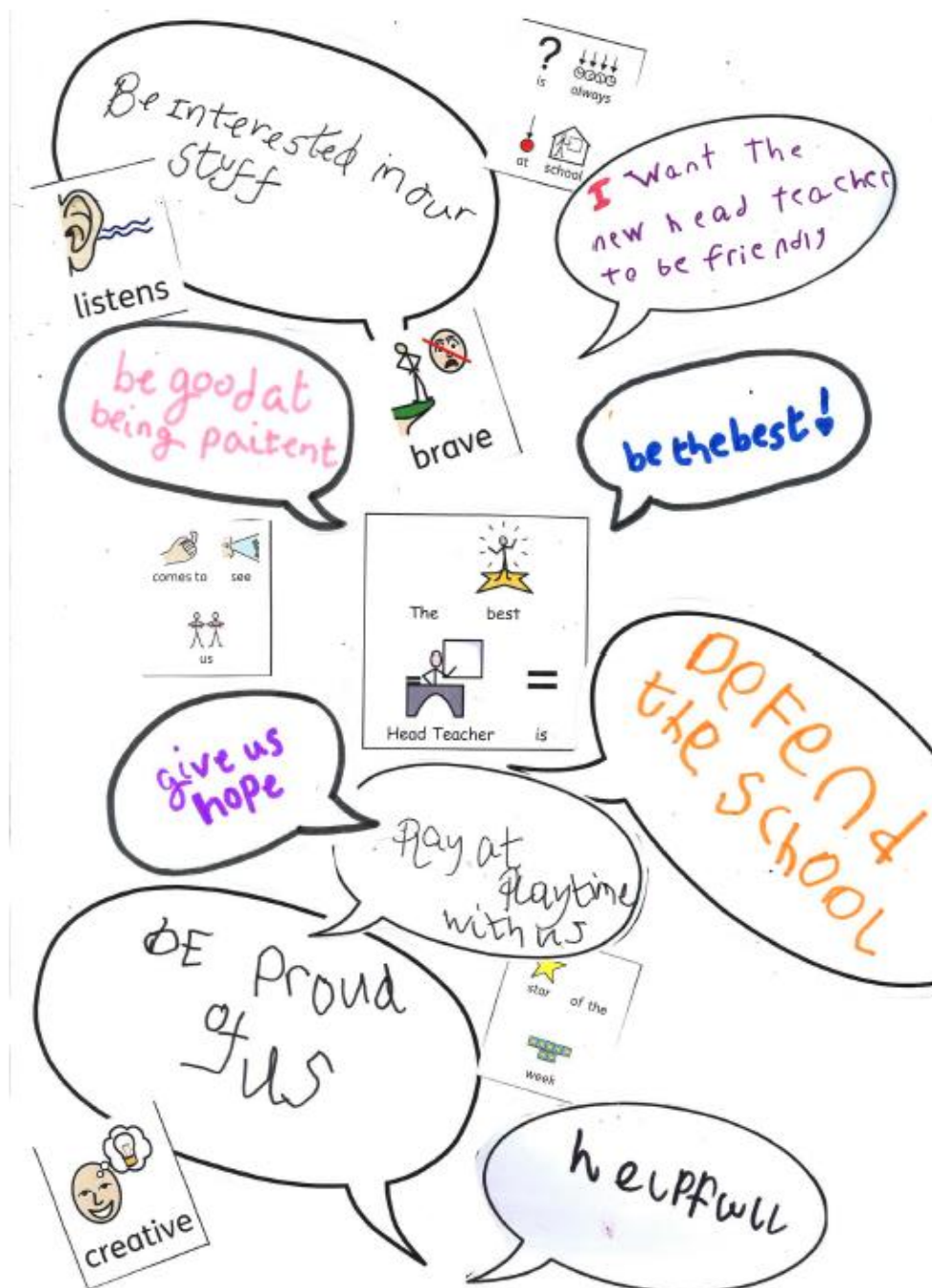
Safeguarding:

The governing body of Manor Green Primary School is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.



"Learning together"

School Council children were asked what they wanted their new Headteacher to be like. Some of their responses were:





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About our School

Please take a look at the video which the children have made especially for you!

<https://www.mgprimary.co.uk/wp-content/uploads/2020/02/MGP.mp4>

Our pupils leap at every opportunity to play an active part in school life. They participate enthusiastically in school events, some of which are:

Forest Schools

At Manor Green we have two groups that go to Forest Schools. We build camps, make things and learn to light fires and use tools safely. The children take ownership of their time in the woods and we follow their lead as they develop resilience and independence and learn about the trees and creatures in the woodland area and how to look after the environment. The children value the time we spend at Forest Schools and it supports them in their learning and ability to access the school curriculum.



Sports Day

Every year we all get together to join in with races and fun on the field. We all mix up with friends from different classes to have a go at races of all kinds. We finish off with a great tug of war where all the staff and children join in together.

Creative Week

Every year the staff put on a show for the children. We run workshops for the children through the week culminating with a colourful sensory production for the children to watch.



Winter Show

The Winter Show is one of the greatest events in our school calendar. It is a celebration, with the children being the stars of the show. We have fun making props and costumes and practising our performance skills before putting on a performance for the families and others involved in our school.



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Person Specification for the Post of Headteacher, Manor Green Primary School

Section 1 - Qualifications

Criteria	Essential	Desirable
1.1 Qualified teacher status.	✓	
1.2 Evidence of further CPD or qualification in preparation for educational leadership.	✓	
1.3 Candidate must have either successfully completed, or be in the process of completing, the NPQH course and accreditation.	✓	
1.4 Post graduate qualification in special needs.		✓

Section 2 – Strategic Direction and Development

Criteria	Essential	Desirable
2.1 Ability to develop and articulate a clear educational vision and provide purpose, direction and leadership in its implementation.	✓	
2.2 Ability to develop policy, practice and culture in support of school aims and in line with statutory responsibilities.	✓	
2.3 Evidence of a contribution to the development and implementation of an ambitious evidence based School Improvement Plan, using accurate self-evaluation information and student progress data.	✓	
2.4 An understanding and evidence of successful partnership with a Governing Body.	✓	

Section 3 – Professional Experience

Criteria	Essential	Desirable
3.1 Be a substantive senior leader at headship, deputy headship or non-class based assistant headship level in a special or mainstream school with a proven track record of driving whole-school improvement and success over a sustained period.	✓	
3.2 Have had experience working with at least two of the following: cognitive impairment, neurodevelopment difficulties (including speech & language and autism), sensory deficit, complex health needs, Social Emotional & Mental Health difficulties.		✓
3.3 Have an excellent attitude to inclusion and equality of access, and direct experience of making a difference.	✓	
3.4 Experience of managing challenging behaviour through the consistent application of a whole school behaviour policy and physical intervention as required.	✓	
3.5 Have a demonstrable commitment to safeguarding and promoting the welfare of all students, through development of school policy, and collaboration with other service professionals.	✓	
3.6 Experience of effective working with vulnerable families and with multi-agency teams to develop integrated programmes of support for children with a range of barriers to their learning.	✓	

3.7 Have successfully managed significant change within an organisation in a constructive and sensitive manner.		✓
3.8 Experience of successfully analysing data and drawing up improvement plans which are monitored and evaluated and result in measurable improvement.	✓	
3.9 Evidence of successful management of staff performance including supervision, target setting and capability and/or conduct management procedures.	✓	
3.10 Evidence of successful collaborative working and the development of partnerships with colleagues in other schools and key stakeholders e.g. colleague headteachers, LA Officers and the voluntary sector.	✓	

Section 4 – Leading Teaching and Learning

Criteria	Essential	Desirable
4.1 Able to implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning.	✓	
4.2 A clear understanding of the components of good curriculum development for students with learning disabilities.	✓	
4.3 Use appropriate models and principles of effective learning and assessment for learning, informed by research.	✓	
4.4 Ensure choice and flexibility in learning to meet the personalised learning needs of every child.	✓	
4.5 Evidence of driving continual improvement in progress and attainment outcomes for all students.	✓	

Section 5 – Managing the Organisation

Criteria	Essential	Desirable
5.1 Knowledge of managing and monitoring budgets competently in conjunction with the SBM, setting financial priorities, and obtaining best value in a challenging economic climate.	✓	
5.2 Knowledge of effective deployment of human and financial resources to develop and sustain an innovative and personalised curriculum.		✓
5.3 Ability to develop leadership capacity and skills within teams and individuals, and so plan sustainable leadership succession.	✓	
5.4 Ability to work under pressure, determine priorities and meet deadlines.	✓	
5.5 Ability to show respect and empathy at all times in order to work effectively in partnership with parents.	✓	
5.6 Ability to communicate and convey information for differing purposes, using a variety of media and IT to ensure positive audience engagement and understanding.	✓	
5.7 Ability to display a solution focussed, positive approach to challenges.	✓	
5.8 Ability to plan and manage projects for implementing change.	✓	
5.9 Able to successfully develop and lead a fair and open workplace with a pervading culture of trust and respect, and an ability to manage conflict positively.	✓	

Section 6 – Knowledge

Criteria	Essential	Desirable
6.1 An understanding of the impact of anxiety on behaviour and the need to address fear of failure and personalise the implementation of a consistent whole school behaviour policy.	✓	
6.2 A sound knowledge and understanding of the barriers to learning and inclusion experienced by pupils with learning disabilities, and of the range of improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils.	✓	

Section 7 - Personal Attributes and Qualities

Criteria	Essential	Desirable
7.1 Use excellent interpersonal and communication skills to develop of a culture of trust and respect, where everyone is valued for their contributions, strengths, and individual differences.	✓	
7.2 Be driven and have emotional intelligence, empathy, calmness and resilience that are displayed at all times.	✓	
7.3 Have a deep intrinsic advocacy for children with disabilities.	✓	
7.4 An inspirational personality with the ability to motivate and enthuse adults and students alike to aspire to excellence.		✓
7.5 Able to use a range of leadership styles to suit different situations and individuals, especially when under pressure or duress.	✓	
7.6 Able to accurately reflect on one's own practice, and welcoming of further personal and professional development opportunities.	✓	
7.7 Ability to create a positive learning environment and an enjoyable place to learn and work, where everyone is committed to trying their best.	✓	
7.8 Able to promote and maintain (as far as possible) a healthy work/life balance both for oneself and the staff team.	✓	



Manor Green Primary School

HEADTEACHER JOB DESCRIPTION

Position:	Headteacher
Reporting to:	The Governing Body
Function & Purpose:	To provide professional leadership for the school, ensuring high quality and safe education provision with excellent standards of learning and personal development for every student, whilst securing continuous school improvement.

1. Strategic Direction and Development of the School

The Headteacher will work with the Governing Body and others to create a shared vision and strategic plan which will inspire and motivate pupils, staff and all other members of the school community. The Headteacher will:

- 1.1 Work in partnership with the governing body, staff and parents to determine the ethos and values of the school, ensuring that this vision is clearly articulated, shared, understood and acted upon effectively by all.
- 1.2 Work with the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- 1.3 Create and implement a whole School Development Plan which will secure continuous School Improvement.
- 1.4 Ensure that the management, finances, organisation and administration of the school support the vision and aims of the Governing Body.
- 1.5 Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action, where and whenever necessary, to ensure continuous improvement.
- 1.6 Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets to secure the educational success of the school and every student.
- 1.7 Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading Teaching and Learning

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which all impact on pupils' achievement. The Headteacher will:

- 2.1 Ensure that the overall Curriculum offer is suitable to meet the needs and expectations of all students, and is personalised as required to accommodate the full range of need and ability.
- 2.2 Ensure that a system of target setting for students supports the monitoring of student progress.
- 2.3 Ensure that a suitable system of assessment is implemented that enables all staff to track 'small step' progress (and so plan accurately for individual need), and monitor standards of progress and achievement over time.
- 2.4 Ensure that learning is at the centre of strategic planning and resource management.
- 2.5 Monitor, evaluate and review classroom practice and promote improvement strategies.

3. Leading and Managing the Organisation

The Headteacher is responsible for setting out the standards of professional conduct and performance expected from every member of staff in the completion of their duties. The impact of the staff team's performance must result in improved outcomes for all students. The Headteacher will:

- 3.1 Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.
- 3.2 Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- 3.3 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 3.4 Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 3.5 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 3.6 Create an organisational structure that reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- 3.7 Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- 3.8 Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- 3.9 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- 3.10 Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

4. Accountability and Communication

The Headteacher is accountable to the Governing Body for every function and standard within the school. To fulfil that responsibility, the school must be led with openness and transparency, with the Headteacher communicating all relevant information to stakeholders as required. The Headteacher will:

- 4.1 Develop an organisation in which every member of staff recognises, and is held accountable for, their personal responsibility for the success of the school.
- 4.2 Provide information, objective advice and support to the Governing Body 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.
- 4.3 Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 4.4 Ensure that the school website makes all relevant information available to parents and other stakeholders, and is accessible to all.
- 4.5 Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- 4.6 Liaise and co-operate with the officers of the local authority, reporting in connection with discharge of headteacher functions as they may properly require and seek their advice when necessary.

5. Safeguarding

Student safety and wellbeing is of paramount importance and the Headteacher has ultimate responsibility for ensuring that all students are kept safe. The Headteacher will:

- 5.1 Ensure that all safeguarding policies and procedures are up to date and consistent with latest DfE and Ofsted expectations.

- 5.2 Ensure that all school staff are suitably trained and that day to day practice prioritises students welfare and wellbeing.
- 5.3 Ensure that there are excellent lines of communication with other professional services (especially those responsible for Child Protection) and that all staff fulfil their responsibility to pass information on as required
- 5.4 Be responsible for ensuring high standards of staff welfare, and ensure that all decisions take into account staff wellbeing.

6. Recruitment and Induction

Building capacity through the appointment of high quality staff is one of the most important responsibilities of the Headteacher, along with ensuring that students are kept safe when new staff start. The Headteacher will:

- 6.1 Ensure that all procedures for staff recruitment support the appointment of high quality candidates.
- 6.2 Always act in accordance with the requirements of equality and diversity legislation and guidance.
- 6.3 Ensure that all Safer Recruiting requirements are followed and that the recruitment process maintains a healthy scepticism to ensure successful candidates are thoroughly vetted.
- 6.4 Implement a comprehensive program of planned induction training for all new appointees to ensure that their work is quickly aligned with school policies and values.
- 6.5 Implement a system of probationary period monitoring for all new appointees to ensure that unsuitable new staff can be effectively supported or moved on.

7. Developing Personal Effectiveness

A Headteacher has to function at a high level in a high pressure environment and must ensure that their professional conduct is objective and consistent at all times. It is essential that Headteachers are able to evaluate the quality of their own work in addition to that of others. The Headteacher will:

- 7.1 Develop and maintain a culture of high personal expectations, in terms of both quality of work and personal values, ensuring high visibility across the school community.
- 7.2 Regularly review own practice, achievements and effectiveness, set personal targets and take responsibility for own personal development. Develop high levels of self-awareness and take account of feedback from others.
- 7.3 Manage own workload and that of others to allow an appropriate work/life balance.

8. Building Partnership and Collaboration

A school cannot continue to grow and improve in isolation, and to ensure that students needs are being fully addressed and met, school staff should be part of a wider professional network beyond the school gates. The Headteacher will:

- 8.1 Create and maintain strong links with other non-education professionals (Social Care, Health, 3rd Sector etc.) to ensure that appropriate support is available, as required, to students and their families outside of the school.
- 8.2 Act as a strong advocate for students and their families, leading school staff to make appropriate representations to other agencies as required.

9. Other duties.

- 9.1 This Job Description may be amended at any time, in consultation with the post holder, and will be reviewed annually.
- 9.2 The Headteacher may be required to fulfil any duties, additional to those outlined above, as deemed necessary at the time, to ensure the safety and wellbeing of all students and adults, and to ensure the educational progress of every student.