

**Stoke-on-Tern Primary School and Nursery**

**POST:**

**HEADTEACHER**

**REQUIRED FROM:**

**September 2021**

# Information for Applicants

**Shropshire Council, Schools Human Resources Team, The Shirehall,**

**Abbey Foregate, Shrewsbury, Shropshire SY2 6ND**

**Post: HEADTEACHER**

**School: Stoke-on-Tern Primary School**

**Address: Rosehill Road, Stoke Heath, Market Drayton, Shropshire, TF9 2LF**

**Telephone: 01630 638332**

**Email: admin@stokeontern.shropshire.sch.uk**

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

1. the school
2. primary education in Shropshire
3. the post

Further information is available by contacting:

Trish Cadman, HR Officer – trish.cadman@shropshire.gov.uk

Visits to the school are actively encouraged, and can be arranged by telephoning the school administrator 01630 638332

**Stoke-on-Tern Primary School**

**The School**

Located in rural North Shropshire, near Market Drayton, Stoke on Tern is a 4 class village school with its own nursery. We aim to promote a secure environment in which everyone feels happy and safe; an inclusive environment in which all feel they belong, and their views are heard; a positive learning environment in which all are able to learn and achieve.

The calm and purposeful atmosphere with high expectations for all children promotes a strong focus on learning. High quality teaching, carefully structured, matched to children’s needs and presented in exciting contexts enables children to make good progress throughout the school.

There is a strong nurturing ethos within the school and children experiencing difficulties whether social, emotional or academic are well supported. However, alongside nurture and support, there is also challenge. Children are expected to do their best and take responsibility for the choices they make; reflecting the School Motto: To Be the Best that We Can Be!

**The Pupils**

There are expected to be 100 pupils from a total capacity of 140 on roll by September 2021 and a Nursery Provision.

The total number of children in each year at present (Date):

Reception

Year 1 10

Year 2 20

Year 3 11

Year 4 15

Year 5 14

Year 6 15

From September 2021 there will be 4 classes and Nursery Provision with 8 spaces per sessions.

**The Staff**

The current teaching establishment is two Acting Co-Headteachers plus 4 teachers.

The Senior Leadership Team currently comprises the two Acting Headteachers, two TLR posts (KS2 leader and KS1 Leader), and the School Business Manager, making a strong and supportive leadership team.

Each class has support from a teaching assistant, ranging from level two to HLTA. In addition, we have one Higher Level Teaching Assistant who at present covers PPA time. We also have 1:1 teaching assistants for children with an EHCP.

The school operates a wrap-around care service.

The office is run by a School Business Manager supported by an Office Administrator. The SBM takes the lead in finance, premises and health and safety.

Staff are highly committed and work together as a very supportive team whose skills and interests span the whole curriculum. Continual professional development is key to allowing our staff to further develop. All staff benefit from a thorough and rigorous performance management system.

**Governance**

The Governing body is made up of 10 governors. Full meetings are held each term with statutory and managerial committees as required.

The budget is managed by the governors and Headteacher and is monitored regularly by the Personnel and Finance Committee.

**Financial Management**

The school has in-house catering services and constantly strives to make positive improvements to the school meals offered to children. As part of this, the school also provides meals to another local primary school.

The cleaning of the school is paid from the school budget.

Grounds maintenance is undertaken by a contractor.

**Parents and Community**

Parents are supportive and actively involved in the life of the school and the efforts of their children, with many parents helping in school in a variety of ways including school visits. We regularly seek the views of our parents/carers including regular surveys.

There is a PTA which actively supports the school by fundraising and organising a variety of social events. This contributes greatly to enhancing the education of the children.

The school enjoys close links with the community benefitting from the excellent resources of the nearby community. This includes strong connections with the local military base, where a number of pupils parents are serving members.

**Curriculum and Ethos**

The school has a very positive atmosphere. Clear school rules and systems are in place to support appropriate behaviour and consistent work patterns. The school aims to provide an education that will extend children’s knowledge, develop their skills and concepts; help them to relate to others; encourage self-confidence and self-discipline; all within a supportive and caring environment.

The children study core and foundation subjects in accordance with the National Curriculum.

Extra-curricular activities flourish, reflecting a high level of staff/community commitment (cookery club run by school cook, gardening club, and football by local coaches, choir, cross-country, rounders and School Council run by members of the teaching staff). Sporting traditions are strong, especially in the areas of football, netball, cricket, rounders, athletics and swimming. There is also the opportunity for children to learn a musical instrument with peripatetic teachers.

Our successful School Council was set up a number of years ago and meets every week. The Executive Committee plan the agenda taken from suggestions given by children and run the meeting to discuss these issues. This is a powerful voice for children to become more involved in the running of the school. As well as newly appointment head and deputy head boy and girl.

**Current Position**

The vacancy has come about as a result of the resignation of the long standing Headteacher in 2018 and has been managed by two acting Headteachers successfully for the past two years. Governors are therefore looking to work with a new Head to build upon existing strengths and areas for development identified in the School Development Plan and during the last Ofsted inspection.

They see governance of the school as a partnership in which they would wish to give the new Headteacher the freedom to meet agreed objectives, providing the support necessary in order to achieve these.

The successful candidate would be expected to spend up to 50% of their time actively teaching in the classroom.

The school was last inspected in January 2018 with a short inspection receiving a “Good”; a copy of the summary report is enclosed.

**Person Specification**

Your application will be judged on its direct relevance to the person specification; it will also be judged on the quality of its content and presentation.

Where possible provide evidence to support your application’s relevance to the person specification.

Our new Head will be someone who:

* Demonstrates enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for teaching, learning and education.
* Values children and is passionate about their education and well-being.
* Puts children at the heart of their decision-making.
* Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.
* Has excellent communication skills and is also a good listener.
* Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth, humour, and imagination.
* Can inspire and motivate.
* Is a visible and accessible presence in school.
* Can build on current successes in order that Stoke-on-Tern Primary School can be recognised as an outstanding school.
* Has the ability to work collaboratively with children, staff, governors, parents and the wider community to help the school flourish.

Stoke-on-Tern 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 applicant will be subject to an enhanced DBS check and medical report.

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| **Essential** | **Desirable** | **How Measured** |
| **Qualifications & Experience:**   * Degree and Qualified Teacher Status * Considerable recent experience of leadership in a primary school at Head or Deputy Head level. * Understanding of Primary and Early Years Foundation Stage teaching and learning. * Familiar with the national curriculum with a clear vision of how to implement this successfully. | * Holds NPQH qualification. | * Application * Interview |
| **Leadership**   * Demonstrated ability to inspire, nurture and lead a hard-working and committed staff team, including leading by example. * Excellent organisational skills * Demonstrable ability and willingness to innovate and think creatively in accordance with the school’s ethos and development plan. * Ability to work effectively with Governors to advise on and implement the school’s strategic framework. * Experience of school development planning, writing, delivering, and monitoring. * Evidence of successful innovation, leading whole school initiatives or managing change. * Evidence of a strategic approach to CPD for whole staff / team / group. | * Experience of using assessment data to inform decision making. | * Application * Interview * References |
| **Promoting Excellence & Achievement**   * Ability to recognise ‘outstanding’ and excellent teaching and learning. * Experienced in current data recording practices, pupil tracking and effective ways of working with the School Development Plan. * Evidence of a strategic approach to the ‘assessment of learning’ for   learning and the ability to adapt the  curriculum to the individual needs of the child   * Ambition to strive for success in the   core subjects while supporting and  recognising the value of other  subjects.   * Good working knowledge of ICT and its development for teaching & learning. | * Experience of success above and beyond core curriculum subjects | * Application * Interview * References |
| **Developing & Managing Staff**   * Someone who values teamwork, can identify and acknowledge excellence and challenge poor performance. * Ability to promote staff development and training and make time to talk to all staff members individually. * Experience of effective lesson observations. * Experience of implementing the Performance Management review cycle. | * Evidence of a strategic approach to CPD for whole staff / team / group | * Application * Interview * References |
| **Managing the School**  Our new Head will be able to:   * Exercise management, financial, and budgetary skills appropriate for a school of this kind. * Manage the day to day running of the school efficiently and effectively, delegating management tasks and monitoring their delivery. * Ensure that the management, finance, structure, and administration of the school supports its priorities and objectives * Be experienced in the setting of priorities for expenditure and allocation of funds for specific projects. * Develop and sustain a safe, secure, and healthy school environment. * Build a constructive and open relationship with parents, Governors, and the Local Authority. | * Experience of working with other professional agencies, learning networks and partnerships. * Experience of managing budgets. * Experience of working with fund-raisers and community project groups. * Experience of managing building project. | * Interview * References |

**The post is subject to:**

* The terms and conditions for teachers as set out in the School Teachers’ Pay and Conditions Act 1991 and any orders made under it;
* The other terms and conditions set out in the various national collective agreements in force from time to time;
* The Local Authority’s Rules and Conditions including any local agreement entered into with recognised trade unions;
* Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
* The conditions set out in the Job Description and in the letter of appointment.

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| **Salary and Pension:**  The salary for this post is Headteacher Group 1 (L10 – L16) currently £52,273 - £62,57 per  Annum.    For the purposes of determining the salary of the successful candidate, a newly appointed  Headteacher shall not, whether in their first or a further Headship, on their appointment be paid at a point exceeding the third point above the minimum of the individual school range.  There are three options to consider for pension arrangements:   1. Teachers’ Pension Scheme under the provisions of the Teachers’ Pensions Regulations; 2. a private pension scheme; 3. State Earnings Related Pension Scheme. |

Details about the Teachers’ Scheme may be obtained from Teachers’ Pensions, Darlington, or by contacting Schools Human Resources Team, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers’ Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

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| **APPLICATIONS**  i An application form is attached which should be completed in full in black ink or typescript.  ii Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets.  iii Please note:   1. your letter of application must be specific to this post; generalised applications are unlikely to be successful; 2. you should take care at Section 13 to restrict yourself to the space available on the form or to no more than two sides of A4 if you prefer to provide the information on separate sheets of paper.; 3. do not include testimonials or a curriculum vitae; 4. two referees should be given, one of which should be the applicant’s current LA, and the other the applicant’s current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named; 5. the closing date is Friday 26th February 2021. 6. short-listing for this post will take place on Tuesday 9th March 2021.If you have not been contacted by 19th Mach 2021please assume that your application has been unsuccessful**. Interviews will be held week commencing 22nd March 2021.** 7. if you decide to apply, please note the schedule of dates above; 8. completed application forms and letters should be returned to **Schools Human Resources Team, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury SY2 6ND**. |
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| **FURTHER INFORMATION FOR APPLICANTS**   1. any canvassing in respect of this selection process will disqualify the applicant; 2. the appointment may be terminated upon three months’ written notice by either side taking effect on 30 April or 31 December, or upon four months’ written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause; 3. the Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered; 4. the Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time with a Shropshire School. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post; 5. candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver’s licence or passport; 6. expenses on the Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses; 7. post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview. |

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| **PRIMARY EDUCATION IN SHROPSHIRE**  Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.  The Administrative Centre of the Council and support to Schools is based at the Shirehall, located within Shrewsbury town centre. The Director of Childrens Services, Karen Bradshaw, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, governors and staff in line with Development Plans.  **The Local Authority’s policy is that the school curriculum should help all pupils to:**   1. enjoy learning and perceive education as a life-long process; 2. develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society; 3. to fully involve pupils in each of the following areas of learning and experience in all years:   aesthetic and creative; mathematical; scientific;  human and social; moral; spiritual;  linguistic and literacy; physical; technical.   1. develop lively, enquiring minds and the ability to:   - find and use information  - question and debate rationally  - apply understanding and skills in order to address issues, solve problems and  carry out practical tasks;   1. develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures; 2. understand the world in which they live and the interdependence of individuals, groups and nations; 3. develop appreciation and concern for the environment; 4. work co-operatively with others, including developing confidence and respect in relating to adults; 5. develop self-reliance and the ability to learn independently.   The Local Authority has 85 primary schools, and several general and specialist teachers’ centres. |

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| Schools are supported by a strong Education Improvement Team, which includes both subject specialists and primary generalist area advisers who have themselves been Headteachers of primary schools. Each school has an allocation of area adviser time, related to school size, for work on the school’s agenda. Following Local Government Reorganisation in 1998, the Education Improvement Team works also with schools in the borough of Telford and Wrekin within a unique joint arrangement. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies, which can be purchased to support particular development needs.  Shropshire Council gives support to schools in financial, personnel and management matters.  Newly appointed Headteachers, whether in their first or a further Headship, can expect particular support from their Attached Adviser and to be invited to take part in an induction programme.  Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school’s progress. This is assisted by the primary advisers’ monitoring and support roles. Shropshire advisers carry out inspection contracts under the Ofsted framework so that they continue to blend both evaluative and advisory functions, to the benefit of the schools.  Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.  Standards in Shropshire schools are high and there is a tradition of continuous development and improvement. |

**HEADTEACHERSHIP**

**Job Description**

**Name of School: Stoke-on-Tern Primary**

**Title of Post : HEADTEACHER**

**Description of Post :**

The statutory conditions of the post are as laid down in the School Teachers’ Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school and the skills, knowledge, aptitudes and qualities they require in order to carry out the role.

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| **Key responsibilities of the Head** | **Personal skills needed to carry out these responsibilities** |
| 1. Establishing and articulating the aims and major policies of the school in collaboration with the staff and governing body. | A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them. |
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| 2. Preparing Development Plans for the school related to the National Curriculum, the school’s budget, the in-service needs of teachers, and other requirements, including OFSTED. | An ability to predict, plan and prioritise, together with the skills of negotiation and decision making. |
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| 3. Maintaining an overview of the quality of the school’s curriculum provision in conjunction with the School Development Plan. | Having a clear vision of the totality and purpose of the whole school curriculum. |
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| 4. Managing the quality of the learning environment in the school, including the observation and review of the performance of staff and pupils in addition to teaching in the classroom up to 50% of the week. | The ability to set up a workable process to promote the success of pupils within the school. |
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| 5. Responsibility for all aspects of financial management. | An ability to formulate, manage and monitor the School’s budget and provide appropriate information to the governing body. |
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| 6. Developing and maintaining links between the school and the community that it serves. | An ability to understand the needs of the local community and to develop positive dialogue with a wide range of people. |
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| 1. Managing the communications and support networks of the school. | An ability to manage effectively. |
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| 8. Organising the appointment of staff and establishing programmes for the development of both the teaching and non-teaching members of staff. | An ability to define roles and responsibilities and to make effective appointments. |
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| 9. Representing the school in the outside world, including the promotion of the school’s attributes and achievements. | An ability to communicate a belief about the effectiveness of the school to the outside world. |
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| 10. Creating policies for the monitoring and evaluation of the success of the school. | An ability to define and pursue plans, and to search for evidence to see how well these have been achieved. |
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| 11. Preparing the school for inspection by OFSTED. | An ability to communicate all that has been done and achieved since the previous inspection. |