



Primley Wood Primary School, North Leeds

Headteacher; Recruitment Pack



Post Title	Headteacher
School	Primary + Nursery, 1FE with the opportunity to grow to 2FE
Grade	L12-22 (depending on track record)
Contract	Permanent
Hours	Full time (part time may-be considered)
Post(s) to which directly responsible	Executive Headteacher (part-time)

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| ▪ Open day visits to the school: | 8th November 2023 or by appointment |
| ▪ To book an appointment email: | rk.bahra@nishkamschools.org |
| ▪ To apply, please email your application: | rk.bahra@nishkamschools.org |
| ▪ Closing date: | 16th November 2023 midnight |
| ▪ Interview and observations: | 23-24th November 2023 |
| ▪ Proposed Start Date: | 2024 (negotiable) |

Primley Wood Primary School reserves the right to withdraw this position at any time.



Introduction from the Executive Headteacher and Chair of Trustees

We warmly welcome you to consider applying for Headteacher at Primley Wood School, a Sikh Ethos multi-faith inspired school. Our school community is enriched with pupils and staff from all backgrounds providing a caring and compassionate environment.

We believe that every child deserves the best possible start in life, which is why we hold high expectations for all our pupils. We believe in nurturing the innate goodness in all pupils, enabling them to flourish through a faith-inspired, values-led educational approach.

This is an exciting opportunity where the successful candidate will be well supported. You will form part of a collaborative of leaders working together with Nishkam Schools Multi-Academy Trust, a highly commended DfE Trust, in the top 10% of MATs in the UK.

At Primley Wood, we are firmly committed to developing our pupils' understanding and appreciation of the diverse world in which they live. We aim to help all our children develop a lifelong love of learning, which will support them throughout their academic careers and beyond.

The school is a very well equipped, in a new purpose-built Department for Education Nursery and 1FE schools, with growth potential to 2FE.

We very much encourage you to come and see us.

Debbie Westwood, Executive Headteacher
Harnek Singh, Chair of Trustees

Please note this school serves vegetarian meals; it is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment. Appointments will be subject to relevant DBS and checks.

Headteacher Job Description:

Main purpose

The role of the Headteacher is to:

- Provide effective day to day leadership and management to Primley Wood Primary School.
- Drive improvement priorities
- Ensure that the school is delivering high-quality provision and securing the best outcomes for pupils
- Embed the school's faith-inspired virtues-led vision and ethos for all stakeholders
- Embed our shared vision across the school, ensuring that it is understood by staff and parents
- Develop and lead the school's strategic plan, ensuring that key objectives are used to develop school improvement plans
- Review and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives
- Build positive and respectful relationships with stakeholders and the wider community

Managing the organisation

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils
- Carry out performance management in line with the trust's procedures
- Support with managing the trust's budget and resources
- Support with developing and implementing trust-wide policies
- Allocate financial resources appropriately, efficiently and effectively
- Develop and retain high-quality staff through effective professional development and performance management
- Establish clear and open lines of communication with all stakeholders
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
- Ensure the trust effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Teaching and learning

- Implement a broad and balanced curriculum that meets the relevant statutory requirements
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum
- Embed curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum

Employee Specification:

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• National professional qualification for headship (NPQH) (Desirable)
Experience	<ul style="list-style-type: none">• Senior Leadership Experience• Good or Outstanding Ofsted outcomes• Minimum of 10+ years Teaching experience• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Demonstrable track record of successful pupil outcomes.
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve• Understanding of curriculum development• Understanding of school finances, Academies Trust Handbook and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Attention to detail• Ability to coach, mentor and inspire Colleagues.• Ability to effectively manage crises situations
Personal qualities	<ul style="list-style-type: none">• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times• A commitment to getting the best outcomes for all pupils and promoting the faith inspired ethos and values of the trust• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position