

Prior's Mill C of E (VC) Primary School

Headteacher Recruitment Pack



**Prior's Mill C of E (VC) Primary School,
Clifton Avenue,
Billingham,
TS22 5BX**

Telephone: (01642) 650426

www.priorsmillbillingham.co.uk



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Human Resources

Big plans, bright future

My Ref:
Your Ref:
Please Ask For: Mrs Clair Bell
Tel: (01642) 526863
Email: clair.bell@stockton.gov.uk

HR Advisory
Human Resources
1st Floor, Municipal Buildings
Church Road
Stockton-on-Tees
TS18 1LD
SATNAV TS19 1UE

8th November 2019

Dear Sir/Madam

HEADTEACHER – PRIOR'S MILL C of E (VC) PRIMARY SCHOOL

Thank you for your enquiry about the above post. In response, the recruitment pack includes the following documents, which hopefully will provide sufficient detail to enable you to complete your application:

1. Letter from Chair of Governors
2. Job Description and Person Specification
3. Details on How to Apply

For further information in regard to the school and the most recent Ofsted report the school website is: www.priorsmillbillingham.co.uk

For further information in regard to the Stockton-on-Tees area the following websites may also be useful: www.thisisstockton.co.uk www.visitnortheastengland.com

Information on Stockton-on-Tees Borough Council and the Children, Education and Social Care Division can be found at www.stockton.gov.uk

If you wish to apply application packs are available to download from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 email: recruitment@xentrall.org.uk. Completed applications should be returned via email to Recruitment before the closing date of Friday 22nd November 2019 (12 noon).

Please ensure that your application is clear and concise and meets the requirements of the person specification.

Thank you again for expressing an interest in the post and I look forward to receiving your application.

Yours faithfully,

A handwritten signature in blue ink that reads 'C. Bell'.

Clair Bell
HR Advisor



Prior's Mill C.E. Primary School

Clifton Avenue, Billingham, TS22 5BX

Head Teacher Mrs G E Wild

Tel: 01642 650426

Email: priorsmill@sbcschools.org.uk

8th November 2019

Dear Candidate,

Thank you for your interest in the post of Headteacher at our school and for your time reading this candidate information pack. I do hope you find it informative.

The role of Headteacher has become available due to the long serving and highly respected Headteacher leaving at the end of the summer term, who with her team has raised the standards and quality of provision at our school since her appointment.

The Governing Body now seeks to appoint an approachable leader who is dynamic, aspirational and ambitious. The successful candidate will have the energy, enthusiasm and vision to develop our school, with a commitment to further raising standards.

This role is a challenging and exciting professional opportunity in a large popular school. Our school is well supported by our parents, our committed Governors, the church and the wider community.

Our vision is to become an 'outstanding' school in all aspects of provision for our children. If you believe that you are that special person to work with us in attaining our aspirations then I look forward to receiving your application.

Yours sincerely,

Kevin Cooper

Kevin Cooper

Chair of Governors





JOB DESCRIPTION **HEADTEACHER**

The Governing Body of Prior's Mill C of E (VC) Primary School recognises the influential position held by the Headteacher and his/her role in shaping the future of the School and the teaching profession. His/her leadership has a decisive impact on the quality of teaching and pupils' achievements. The Headteacher is expected to lead by example, ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff, whilst modelling and inspiring Christian values.

The role of the Headteacher:

To carry out his/her professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend, or is intended to amend these overriding requirements.

To provide professional leadership and management for School, in order to secure its ongoing success and improvement by ensuring high quality education for all its pupils and improved standards of learning and achievement.

To be responsible for securing high standards of behaviour and creating a School ethos which recognises differences and respects cultural diversity in order to prepare children for life in Britain today. The Headteacher works in partnership with the Governing Body towards 'Excellence as Standard'.

To promote and safeguard the welfare of all children in School, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The Head Teacher will:

1. Ensure the vision for the School is clearly articulated, shared, understood and focused on providing a world-class education for the pupils they serve.
2. Work within the School community to translate the vision into agreed objectives and operational plans which will promote and sustain School improvement.
3. Demonstrate vision and values in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.
5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally.
6. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the School and community at large.
7. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality.

8. Involve all staff and Governors in School self-evaluation processes in order to bring about the highest achievement for all pupils.
9. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
10. Manage own workload and that of others to allow an appropriate work/life balance.
11. Ensure excellent teaching through an analytical understanding of pupils learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and well-being of all pupils and staff.
12. Continue an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
13. Contribute to the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
14. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
15. Hold all staff to account for their professional conduct and practice.
16. Maintain 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.
17. Sustain 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.
18. In partnership with Governors exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
19. Nurture an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

Signed..... Date.....



HEADTEACHER PERSON SPECIFICATION

The Selection Panel will be looking for evidence that the criteria have been met, that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below so that you know where we will look for evidence that the criteria have been met.

A	Application	FI	Forman Interview
R	References	E	Essential
SA	Selection Activity	D	Desirable
P	Presentation	M	Meets criterion

No	Criteria	Sources of Evidence						
	QUALIFICATION AND TRAINING	E/D	A	R	SA	P	FI	M
1	Qualified Teacher Status	E	✓					
2	Honours Graduate or equivalent	E	✓					
3	Has NPQH qualification	D	✓					
4	Evidence of further professional/academic study and a commitment to continuous training including recent leadership training e.g. LPSH or MA	E	✓					
	EXPERIENCE	E/D	A	R	SA	P	FI	M
5	Substantial experience as a member of a Leadership Group	E	✓	✓				
6	Experience across the appropriate age range	E	✓		✓			
	QUALITIES AND KNOWLEDGE <i>(linked to the 2012 Teachers Standards – points 1&8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
7	Articulate clear Christian values and moral purpose which underpin the strategic vision for the school.	E	✓			✓	✓	
8	Communicate and demonstrate positive behaviour and attitudes, and build positive relationships with all key stakeholders.	E	✓	✓			✓	
9	Lead by example, drawing on personal resources and expertise and those of others as appropriate.	E	✓	✓			✓	
10	Maintain an up-to-date knowledge and understanding of education and school systems locally, nationally and globally, including a thorough knowledge of the National Curriculum.	E	✓		✓			
11	Provide clear strategic leadership which empowers staff and pupils to excel.	E	✓			✓	✓	
	PUPILS AND STAFF <i>(linked to the 2012 Teachers Standards – points 1, 2, 3 & 8 - and the 2015 National Standards of Excellence for Headteachers)</i> Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
12	Promote ambitious standards for all pupils and ensure all staff understand their accountability for the impact of their work on pupils' outcomes.	E	✓				✓	
13	Determine, organise and implement a curriculum which meets the needs of all pupils and secure an effective assessment framework.	E	✓		✓	✓	✓	
14	Establish a learning culture across the school which encourages continual professional development by sharing and researching best practice.	D	✓	✓				

15	Create an ethos where staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	E	✓	✓				
16	Nurture and develop aspiring leaders, ensuring that they develop the necessary skills, knowledge and understanding, leading to clear succession planning.	E	✓				✓	
17	Hold all staff to account for their professional conduct and practice.	E	✓	✓			✓	
	SYSTEMS AND PROCESSES (linked to the 2012 Teachers Standards – points 1,7&8 - and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
18	Ensure that the school's systems, organisation and processes reflect its values and vision, that they are fit for purpose and that they enable the school to function effectively in line with legal requirements	E	✓				✓	
19	Manage the schools financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.	E	✓		✓	✓	✓	
20	Promote safeguarding as 'everyone's responsibility'; ensure that the principles of safeguarding underpin school policy and practice.	E	✓				✓	
21	Establish an effective leadership team, each with distinct roles and responsibilities and able to hold each other to account.	E	✓		✓		✓	
22	Promote leadership at all levels, including the Governing Body, ensuring that all understand their distinct roles and responsibilities and how they contribute to the overall effectiveness of the school.	E	✓	✓				
	THE SELF-IMPROVING SCHOOL SYSTEM (linked to the 2012 Teachers Standards – points 1&8- and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
23	Ensure a rigorous and robust approach to school self-evaluation which includes evidence based improvement plans and policies for the development of the school and its facilities.	E	✓		✓		✓	
24	Seek opportunities to invite parents and carers community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.	E	✓	✓		✓	✓	
25	Make effective use of internal and external accountability to shape school improvement strategy.	E	✓				✓	
	SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE	E/D	A	R	SA	P	FI	M
26	Has the ability to maintain appropriate relationships and personal boundaries with children and young people	E		✓	✓			
27	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E		✓			✓	
28	Has current knowledge on recent national and local safeguarding developments	E	✓	✓			✓	

How To Apply

Closing date for applications

22nd November 2019 (12 noon)

Prospective applicants are welcome to visit the school prior to making an application. Please contact the school office to make arrangements on Tel: (01642) 650426.

If you decide to apply for the post, you can download an application form from www.stockton.gov.uk/job-vacancies Please ensure that you clearly detail how you meet all of the essential requirements in the Person Specification.

For your information, the recruitment timetable is detailed below:

Closing date:	• Friday 22 nd November 2019 (12 noon)
Shortlisting date:	• Wednesday 27 th November 2019
Interview day 1:	• Tuesday 10 th December 2019
Interview day 2:	• Wednesday 11 th December 2019
Governing Body Ratification Meeting	• Wednesday 11 th December 2019
Contract Start Date:	• Tuesday 1 st September 2020

Completed application forms must be returned by the above closing date to:
recruitment@xentrall.org.uk.

If you are unable to submit an electronic application form, hard copies can be returned by post to Recruitment Services, Xentrall Shared Services, PO Box 891, Stockton on Tees, TS19 1JT