



**Candidate Pack
Head Teacher
September 2019**

Dear Applicant,

Firstly, thank you for your interest in the post of Headteacher at Castlechurch Primary School.

Our school is a very happy and warm place to learn and work and we are looking for a new, experienced head to support our developing leadership team and staff on their journey to being a good school.

As a governing body we are keen to appoint an experienced, inspirational leader who can build on the improvements the school has recently made and ensure numbers on roll begin to rise.

We recognise the challenges ahead and are currently working hard to secure membership to a multi academy trust. Both myself and members of the Governing Body are keen to ensure this must offer the school additional capacity, expertise and support whilst allowing us to remain as a school with our own unique identity and agreed autonomy. It is important to note that we are willing to appoint our new head starting on L16 or above by negotiation to demonstrate our commitment to appointing the very best candidate we can attract.

We will ensure that our new head is mentored, provided with a wide range of CPD opportunities and our support to make the changes necessary for improvement.

It is imperative that you visit Castlechurch Primary School to see our school for yourself and to know whether you could be the leader we are looking for. Please contact our Bursar, Mrs Sarah Forrest on 01785 334955 to arrange an appointment. We envisage the successful candidate will join Castlechurch at the start of the new year (January 2020), therefore applications must be received by **12 noon on Wednesday 18th September 2019.**

Please take a look through the candidate pack, which includes the full job description and person specification, as well as further information about our school.

We look forward to meeting you soon

Yours faithfully,

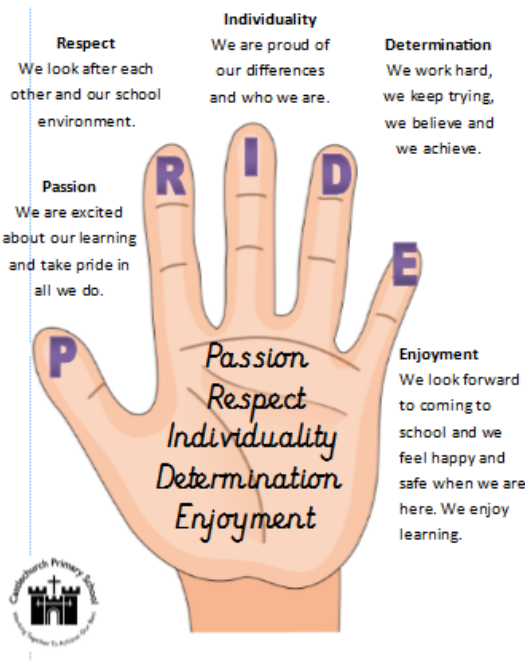
Mrs Vicky Bowyer
Chair of Governors

School Vision-

To promote a culture of high expectations, where students have a **passion** for their own education are encouraged and **determined** to aspire to their personal goals showing confidence, independence, **individuality** and resilience on their journey. Where the curriculum is fulfilling, **enjoyable** and challenging. Assisted by a fair, supportive and equal pastoral system where pupils well-being is paramount and secure and where lives are enhanced by opportunities, successes and rigorous emotional support culminating in **respect** for each others' learning journey

Working together to achieve our best

School Values



School Structure

Foundation Stage

- High Fliers – Nursery for children age 3+
- Reception – 2 x full time classes – Age 4+

Key Stage One

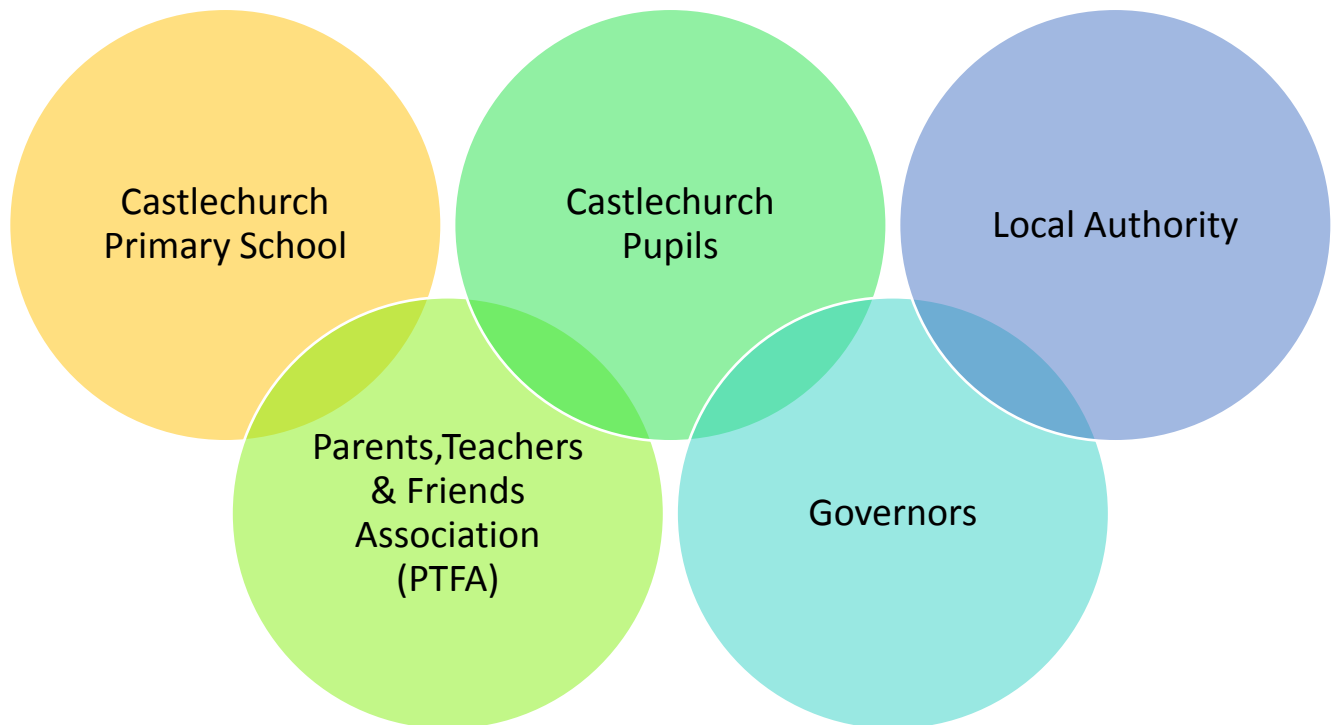
- ★ Year One – 2 x classes - Age 5+
- ★ Year Two – 2 x classes – Age 6+

Key Stage Two

- ★ Year Three and Year Four – 3 x mixed 3/4 classes - Age 7 and 8+
- ★ Year Five – 2 x classes - Age 9+
- ★ Year Six – 2 x classes – Age 10+

Important Information

Key Stakeholders



Ofsted

The latest Ofsted results and report can be found here:

<https://primarysite-prod-sorted.s3.amazonaws.com/castlechurch-primary-school/UploadedDocument/cfa6013318404949b159cf8d006145fa/castlechurch-primary-school-10042860-final-pdf.pdf>

Job Description

Role Substantive Head Teacher

Salary L16-24 (£57,934 - £70,370)

Responsible to Governing Body

Objective of current role

To provide inspirational leadership which is effective in enabling all staff to provide at least good curriculum provision and good outcomes for all learners across our school in a safe, happy and financially efficient environment.

Strategic planning

- ★ Provide a clear vision and strategy for our school.
- ★ Ensure the School's vision is clearly articulated and understood by all and translated.
- ★ Lead the school on its journey to become part of a Multi Academy Trust (MAT) ensuring the schools' vision and ethos is shared and embedded in staff and children.
- ★ Agree action plans specifically for the school.
- ★ Foster diversity, learning and experiences of the MAT, cascading this in to the school.
- ★ Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success
- ★ Develop creativity and innovation through learning and the use of appropriate new technologies to achieve learning excellence.

Leading learning and education

- ★ Focus learning achievements of individual children, classes and key stages with the use of accurate and coherent data and benchmarking.
- ★ Develop and implement a curriculum and effective assessment framework which is flexible, enables individual progress and creates a culture of challenge, responsibility of learning and gives support where required.
- ★ Continues to develop the existing strategies to secure high standards of behaviour and attendance.
- ★ Provides stretching targets for the school community to achieve.
- ★ Monitors, evaluates and feedback on classroom practice – creating a teaching culture of sharing best practice to ultimately enhance the learning of children.
- ★ Ensures employees' accountabilities are clearly defined understood and agreed and are subject to rigorous review and evaluation; managing underperformance of staff at all levels, ensuring effective corrective action and formal follow up in line with policies.

Develop self and others

- ★ Develop and maintain effective strategies and procedures for staff induction, professional development and performance review using staff from across the MAT as required.
- ★ Promote and maintain a culture of high expectations for self and others, channeling the efforts of all staff to good effect.
- ★ Ensure the effective planning, allocation, support and evaluation of both teams and individuals.
- ★ Promote the development of highly effective Middle leadership through the mentoring and coaching of all subject leaders.
- ★ Regularly review own practice, set personal targets and take responsibility for own development.

Managing the school

- ★ Create an environment that links national and local policies and initiatives with the schools vision and ethos, which is central to the running of all non-teaching functions (listed below).
- ★ Ensure everyone works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- ★ Actively promote and foster the importance of pupil and staff behaviour that shows respect consideration and thought for others.
- ★ Create plans, processes and policies to improve and enhance the school's operational function, its' facilities and the overall learning environment including increasing numbers on role and the use of the school buildings to generate income.
- ★ Take full operational accountability for the following areas / functions:
 - *Safeguarding*
 - *Finance Management*
 - *Health and safety*
 - *Human Resources*

Working with the Governing Body and Future Multi Academy Trust

- ★ Achieves full commitments arising from contractual accountability to the Governing Body and Directors of the future MAT we will join, which will include providing information, objective advice and support when required, to enable it to meet its responsibilities.
- ★ Develops and presents a coherent, understandable and accurate account of the schools' performance to a range of audiences including Governors, parents and carers.
- ★ Reflects on feedback from others, continually developing in their own role.

Strengthening the community

- ★ Maintain rich partnerships with our families, local schools and community to build a learning community that strives for personal growth.
- ★ Promote positive strategies for challenging racial and other prejudice.
- ★ Ensure a range of community-based learning experiences.

- ★ Collaborate with other agencies to ensure pupil and community needs are met.

The content of this job description maybe amended at any time following discussions between the Governing Body, MAT Directors (Once we have joined a MAT) and the Head Teacher. It will be reviewed on a regular basis.

Person Specification

The following attributes are necessary in undertaking the role of Head Teacher at Castlechurch Primary School.

Attributes	Requirements	Essential / Desirable	Measurement
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status and relevant ongoing Continuing Professional Development (CPD) Honours degree or equivalent NPQH 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>School application form</p> <p>Letter of application</p> <p>Certificate</p> <p>CPD Log</p>
Experience	<ul style="list-style-type: none"> Recent and relevant headship experience with a proven track record of raising achievement and driving improvement in a primary school Working knowledge of a MAT's and involvement of external partners 	<p>Essential</p> <p>Essential</p>	<p>School application form</p> <p>Letter of Application</p> <p>Interview</p>
Knowledge and Understanding	<ul style="list-style-type: none"> Safeguarding Strategic Planning Continuous evaluation and self-assessments Communication strategies Change Management Managing "good" and "outstanding" schools Data Analysis and benchmarking National policy frameworks Components of effective teaching, learning and assessments Roles and responsibilities of MAT, Local Advisory Board and the requirements of accountability. School budget management Management of non-teaching staff School improvement strategies Behaviour strategies 	<p>Essential</p>	<p>Letter of Application</p> <p>Interview</p> <p>Assessment</p>
Personal	<ul style="list-style-type: none"> Warm Approachable 	<p>Essential</p>	<p>Assessment</p> <p>Interview</p>

- Driven/enthusiastic
- Visible
- Dedicated
- Accountable
- Inspirational
- Approachable
- Trouble shooter
- Collaborative
- Analytical

Application Process

Candidates must submit the following for the attention of Mrs V Bowyer, Chair of Governors

1. Letter of Application (1 page, size 10 font)
2. Application Form
3. Pre-Employment Health Assessment Questionnaire (PEAQ)
4. Recruitment Monitoring form

Deadline for application is **12 noon on Friday 18th September 2019.**

The following is an anticipated timeline of our proposed recruitment process:

Activity	Timeline
Application deadline	12 noon 18th September 2019
Shortlisting	19 th September 2019
Assessments	23 rd -25 th September 2019
Interview	Friday 27 th September 2019
Appointment	January 2020

The selection process will include a combination of assessments and an interview led by the Chair of Governors, members of the governing body, an NLE currently supporting the school and an appropriate authority representative.

It is envisaged that the decision on appointment will be made within 24 hours of the interview / assessment.

Any offers made will be subject to a full DBS check, fitness to work and suitable references.

