



Head of School



Application Pack



Head of School Preston Primary School

Pay range: L14 – L18

Required from September 2022

At Preston Primary School, everything we do starts and ends with our pupils. We create education opportunities and experiences that inspire and excite our children. Our staff are dedicated, highly skilled professionals who go above and beyond to create the education our children deserve.

We believe that:

Educating the minds without educating the heart, is no education at all.

Are you looking for a position that makes you a critical team member? Do you think your practice, ethos and approach to school life can shape the lives of our children? Can you lead the development of teaching, learning and curriculum in partnership with the Executive Head Teacher? Do you believe that the most vulnerable deserve the very best? Do you want to work somewhere that doesn't just educate it cares?

If the answers are yes, we are looking for;

- 🍌 An experienced senior leader within a primary school
- 🍌 Someone who will lead by example and will embody our school motto
- 🍌 Someone who believes in holistic, inclusive education for all children
- 🍌 Someone that can lead on parental and community engagement
- 🍌 Someone that can take ownership for aspects of school development whilst working with key stakeholders
- 🍌 Someone to work in partnership with the Executive Head Teacher, continuing our drive for excellence

In return, we provide:

- 🍌 A remarkable community, the Preston Family, which is a wonderful place to work
- 🍌 Children engaged and excited to be at school, with outstanding behaviour and attitudes to learning
- 🍌 A Trust committed to professional development who will support and challenge you to the best you can be.

As Head of School, you would be supported by an experienced Executive Head Teacher, and work as part of a collaborative leadership team in partnership with Preston Primary School. As part of Lingfield Education Trust you will benefit from a hands on school improvement team and a proactive central team – meaning that help, a listening ear or a welcome challenge are always available. Joining our trust provides exciting opportunities to work across the Trust and for career progression and development.

If this sounds like you and a role that you would enjoy, please contact the school office on 01642 784735 or email sue.richardson@prestonprimary.co.uk to arrange an appointment to look round or for an informal chat. Look carefully at the following materials and complete the application form included.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Please return completed applications to: Mrs Sue Richardson, Preston Primary School, Laurel Road, Eaglescliffe, TS16 0BE or email them to sue.richardson@prestonprimary.co.uk

Visit Dates: Week beginning Monday 4th April

Closing Date: Monday 25th April 10 am

Shortlisting Date: 26th April 2022

Interviews: Thursday May 5th Friday May 6th 2022



Job Description

<u>POST TITLE:</u>	HEAD OF SCHOOL
<u>GRADE:</u>	L14 - 18
<u>REPORTING RELATIONSHIP:</u>	Executive Head Teacher
<u>JOB PURPOSE:</u>	To provide dynamic and strategic direction, leadership and accountability at Preston Primary School in respect of all aspects of the day-to-day management of the school

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

MAIN DUTIES/RESPONSIBILITIES

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers.
2. To be wholly responsible for safeguarding and pastoral care across the school.
3. To meet the National Standards for Head Teachers as published by the DfE.
4. To achieve any performance criteria, objectives and targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
5. To be part of the school senior leadership team – improving teaching, learning, curriculum and outcomes over time.

Specific

1. To provide dynamic and strategic direction and leadership for Teaching and Learning across the school. To develop and deliver a vision of school improvement and to lead the staff and Local Governing Body in reviewing and evaluating the effectiveness of the School Development Plan and Self-Evaluation, in partnership with the Executive Head Teacher.
2. To raise standards across the school with particular reference to academic performance.
3. To lead in the provision of excellent learning and teaching across all aspects of the curriculum.
4. To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels

5. To develop, inspire and motivate effective teams in order to raise standards across the school.
6. To ensure the resources are well managed and allocated in accordance with the budget setting process.
7. Ensure equality of opportunity for all, through careful strategic planning and curriculum design.
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures and being the school DSL.
9. The post holder must carry out his/her duties with full regard to Trust policies and procedures, the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
11. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body and Trust may determine from time to time.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Date: April 2022

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO A DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS MADE - AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification – Head of School

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	NPQH or leadership qualification	AF/C
	E2	Further professional qualification or evidence of study	AF/C	D2	Coaching or Mentoring qualification	AF/C
				D3	British Sign Language qualification	AF/C
Experience & Knowledge	E3	Experience as a Head Teacher/Deputy Head Teacher or senior education leaders	AF/I/R	D4	Experience of at least two national curriculum key stages.	AF/C
	E4	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole pupil.	AF/I/R	D5	Experience as DSL or Deputy DSL	AF / I / C
	E5	Experience of managing, developing, inspiring and motivating staff.	AF/I/R	D6	Experience as a performance management leader	AF / I / C
	E6	Demonstrable success in raising standards and meeting challenging targets.	AF/I/R			
	E7	Experience of supporting the management of significant organisational development & change.	AF/I/R			

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	E8	Experience of presenting high quality, strategic information to Governors, and supporting their role as a "critical friend".	AF/I/R			
	E9	Experience of practicing effective pastoral and safeguarding procedures and the development of linked policy, approaches and procedures	AF/I/R			
Skills	E10	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P	D7	To have an organisational awareness of incorporating inclusive education practices into a mainstream school.	AF / I
	E11	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I/P			
	E12	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			
	E13	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			
	E14	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E15	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			

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	E16	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
Personal Attributes	E17	High personal standards of integrity, probity.	AF/I/R			
	E18	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E19	Be confident, positive and approachable.	AF/I/P			
	E20	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and others.	AF/I/R			

	E21	Have consideration of the views of others	AF/I/P			
	E22	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E23	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents.	AF/I			
	E24	Commitment to personal development, own and others.	AF/I			
	E25	Be able to understand and develop your own emotional intelligence.	AF/I/P			
Special Requirements	E26	Be willing to work outside normal hours.	AF/I			
	E27	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E28	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role	I/R			
	E29	Motivation to work with children	AF/I/R/D			
	E30	Ability to form and maintain appropriate relationships and personal boundaries with children				
	E31	Suitability to work with children	D			

Key Stage identified		Key Stage identified	
AF	Application Form	I	Interview
C	Certificates	D	Disclosure
p	Presentation	R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.