

Park Hill Junior School and Thorns Community Infant School

Successful, confident learners. Responsible, compassionate individuals.



OUR SCHOOL VALUES

- Enthusiasm
- Nurture
- Responsibility
- Integrity
- Compassion
- Heroism



About Our Federation

This is a fantastic opportunity to join Park Hill Thorns Federation, a partnership between Park Hill Junior School and Thorns Community Infant School in the historic town of Kenilworth. Our two sites are approximately 1 mile apart and together we provide education for children from Reception to Year 6. We also have a Specialist Resource Provision for Communication and Interaction at our Park Hill site and run the out of school provision for our junior pupils (*The Hub*). We have 418 children on roll; each school working as a two-form entry provider.

We think that Park Hill and Thorns are wonderful and exciting places to be and we know that we have the most fabulous children. We are a real community of learners and all staff are supported to develop their skills and expertise. We aim to ENRICH learning through our six school values: Enthusiasm (for learning, life and school), Nurturing, Responsibility, Integrity, Compassion and Heroism.

We work as though we are a primary school but on a split site. This means that all leaders work across both sites and the values, policies and curriculum approach are shared. Staff meetings are held together and there are opportunities to teach in all year groups of the primary phase. We are committed to providing a seamless and high-quality educational journey for children throughout their entire primary school life, whilst tailoring provision to meet the specific needs of the children in each school. We are also very proud of our transition programme which ensures a smooth journey from infant to junior school.

Each school was inspected by Ofsted in March 2022 and judged to be good in all areas. Please contact the school or take a look at our websites if you would like more information.

Happy, smiling faces everywhere. *Thorns Inspection Report, March 2022*

Children enjoy attending Park Hill, rise to the challenges they are set and become confident learners.

Park Hill Inspection Report, March 2022

Our pupils benefit from a broad range of educational resources and learning spaces. Across both sites we have a swimming pool, a computing suite, a music room, two libraries, an astro-turf sport space, a woodland providing for Forest School sessions, a pond and large fields. We are committed to parental involvement and strive to maintain strong links with families and carers. The school holds termly parents' evenings, regular workshop sessions and welcomes parent volunteers. We have a very active and supportive PTA.

We manage separate budgets for each school and are able to balance these over the coming years with The Hub out of school provision contributing incremental revenue.

The Role

A fantastic opportunity for an experienced, enthusiastic, highly motivated and committed executive headteacher to join our happy, nurturing and successful school team at the Park Hill Thorns Primary Federation. All employees are contracted to the federation and the successful applicant will have responsibility for both schools. The post holder will be the Designated Safeguarding Lead (DSL) for the federation.

Leadership in the Federation

Our senior leadership team is composed of the executive headteacher, the head of school who acts as the deputy headteacher for the federation, two assistant headteachers and the business manager. The head of school and assistant headteacher all have class teacher responsibilities in addition to their leadership roles. The senior leadership team have overall responsibility for safeguarding, health and safety, finance, curriculum, disadvantaged pupils, SEND, assessment and English through their various roles.

In addition there is an extended leadership team which includes the maths lead, the early years lead and the SENCo for Thorns.

Support for Our Staff Team

Our school value of nurture also encompasses our staff team. We strive to make the federation an enjoyable and supportive place to work.

We have a staff team with experience and enthusiasm who are happy to support colleagues and the wider profession in developing their skills and knowledge. Our maths leader has been a key member of the local maths hub for several years, working to support maths teaching in other schools as well as our own. We have established a peer-to-peer approach to staff development, in line with the EEF CPD drivers and use our internal expertise as well as external courses, conferences and training. We support staff to gain NPQs and other relevant professional qualifications.

In addition to a strong focus on professional development we support staff wellbeing and workload. We have been awarded the Fair Workload Charter from Warwickshire and are one of the few schools to achieve a Thrive at Work bronze award in recognition of our promotion of staff health and wellbeing. We are currently working towards a silver award.

Recruitment Process

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, an enhanced DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy.

We will request references at the shortlisting stage. One reference must be from your current employer. If you are employed in a school, the reference must be from the Headteacher. If you are a serving Headteacher you must provide a reference from your Chair of Governors. Our vision is putting our children at the heart of everything we do to deliver on our values of enthusiasm, nurture, responsibility, integrity, compassion and heroism.

How to apply

Your application is important to us and so the following advice has been designed to assist you and to explain the process that we will use to select the most suitable applicant. You must complete the job application form and email it to harrison.r2@welearn365.com. Unfortunately, we cannot accept CVs. The decision to invite candidates for interview is based on the details in your application, so please make sure you complete all the sections as fully as possible.

Visit to School

We recognise that applying for and being appointed to a new post is a two-way process, as much about you deciding if we are the right fit for your values as it is about the school selecting you. A visit to school can often help with your decision, visits to school during the day or after school are warmly welcomed and we will do our best to enable you to visit at a convenient time. Time has been set aside to accommodate visits to both schools on the following dates:

Day	Date	Time
Tuesday	21 st January	10:45am
Friday	24 th January	9:45am
Monday	27 th January	10:45am
Tuesday	28 th January	9:15am 4:00pm
Wednesday	29 th January	1:30pm
Thursday	30 th January	9:15am

However, we also appreciate the tight time scales and very busy working patterns of our applicants and a visit may not be possible so we are also happy to speak to interested applicants on the phone.

Please contact Mrs Liz Bradbury at head2307@welearn365.com to arrange a visit or call.

The selection criteria

The person specification describes the skills, knowledge and experience we expect a candidate to have, which we will use to determine whether you are shortlisted. It is important that you show how you are able to satisfy each of the stated criteria. Please make sure you show in your application, by explaining in detail, how you meet each of the criteria. It is not sufficient to merely repeat what is in the person specification. It is important that you do not leave out any relevant experience or skills / knowledge gained, whenever or however it was gained – for example study, voluntary / unpaid work could be included. Any reasons for gaps in employment should also be recorded on your application. In addition to explaining why you think you can do the post, you should give reasons for applying.

Declaration and signature

Please read your completed application form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed and false declarations or omissions are subsequently discovered, this is likely to lead to disciplinary action and may result in dismissal. If you are submitting your application electronically, then you will be asked to sign your application at the interview stage.

Acknowledgement of application

If you are shortlisted you will be contacted with details of the selection arrangements. We appreciate how much time applicants spend on their applications, but unfortunately we cannot always acknowledge unsuccessful applications.

Pre-employment

Pre-employment checks are an important part of the recruitment process as they allow us to check that the information you have given is accurate, whilst promoting 'Safer Recruitment' best practice which limits the risk to us and the public we serve. As a result, whenever a position is offered to a successful candidate, it is done so conditionally and so is subject to pre-employment checks which include:

- Two satisfactory references
- Satisfactory medical clearance (work health assessment)
- Evidence of relevant qualifications
- Confirmation that the candidate is legally entitled to work in the UK
- Satisfactory Disclosure and Barring Service (DBS) check

References

References will be taken up prior to interview as the post involves working with children. Referees will be contacted by email where an email address has been provided on the application form. At least one referee must be your present or most recent employer. If you have not worked for some time, think of someone who is able to say something helpful and relevant about you, e.g. club or charity organiser for whom you have worked voluntarily. All appointments will be subject to satisfactory references.

Medical assessment

Any offer of appointment will be subject to a satisfactory medical assessment, which will initially be a medical questionnaire.

Evidence of permission to work in the UK

Under the Immigration, Asylum, Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, we will ask you to provide documentation to prove your entitlement to work in the UK. Appointment to any post cannot be confirmed until this has been verified.

Work permit

If you require a work permit in order to take up employment, you must state this on the application form.

Relationship to Councillor or employee

If you are related to a Councillor or an employee of the County Council, you are asked to declare this on your application. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

Data protection

The school has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 6 months of the recruitment decision having been made.

Declaration of interest

Please give details of any other current employment you have and also give details of any interests that you, your partner or a close relative has which may create a conflict of interest that could affect your employment with the County Council. For example, you or a partner may have an association with a voluntary organisation that receives a grant from the County Council and the post involves monitoring or issuing grants.

Equality and Diversity

Park Hill Thorns Federation is an equal opportunity employer and wholeheartedly supports the principles of equality and diversity in employment. You will be considered for the role based on your ability to do the job. Once in employment, you will be given the support needed to carry out the role to your full potential.

Park Hill Junior School, Parkfield Drive, Kenilworth, CV8 2JJ Tel 01926 855974
www.parkhilljuniorschool.com

Thorns Community Infant School, Blackthorn Road, Kenilworth, CV8 2DS Tel 01926 853875
www.thornsinfantschool.com