



**Hayton C of E Primary School, Hayton, Brampton, Cumbria, CA8 9HR**

**Telephone: 01228 670491 Fax: 01228 670081**

**E-Mail: [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk)**

**Acting Head Teacher: Mrs Catherine Gosson-Low**

**Chair of Governors: Mrs Valerie Evans**



# **Hayton Church of England Primary School**

## **Headteacher Application Pack**

### **December 2021**

**“Look After Each Other,” “Look After Yourself,” “Look After the World.”**



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**Acting Head Teacher: Mrs Catherine Gosson-Low**

**Chair of Governors : Mrs Valerie Evans**

Dear Applicant,

**Post of Head Teacher (Full-Time Permanent)**

Thank you for the interest you have expressed in the above post.

Hayton is a warm and welcoming Church of England Foundation School situated in the heart of Hayton village, adjacent to St Mary Magdalene Church with panoramic views over the Lake District and the surrounding countryside. The school is located 3 miles from the market town of Brampton and 7 miles from the city of Carlisle and draws pupils from a wide local catchment area.

We have a dedicated Staff and Governing Body, working together with parents, the community, and our local Church. We have an incredibly supportive PTA, The Friends of Hayton School, who have organised many successful events raising thousands of pounds over the years to provide resources for the school.

The school provides an excellent opportunity for existing Head Teachers or those aspiring to a first Headship to develop leadership skills supported by a strong team of staff and governors.

Details of the application pack, which I hope you will find helpful and inspire you to apply for the vacancy, can be found on our website: <https://www.hayton.cumbria.sch.uk/information/job-vacancies.html>.

Should you decide to apply, we ask that your additional information (Section 4 of the Hayton Application Form) should be no more than two pages of A4 typed, and should be written with reference to the headings on the person specification in font size 12.

Visits to the school are warmly welcomed on 12<sup>th</sup> or 13<sup>th</sup> January 2022 at 4pm. Please email: [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk) by 10<sup>th</sup> January to confirm which date you would like to attend.

**The closing date for applications is 12 noon on 31<sup>st</sup> January 2022.**

A short-listing meeting will be held on 7<sup>th</sup> February and only candidates who meet the essential criteria listed in the Person Specification will be short-listed.

Interviews will be undertaken by the recruitment panel on 28<sup>th</sup> February and 1<sup>st</sup> March 2022.

Please send your completed application to the school addressed to me. Applications can be sent by email to [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk) or by post marked private and confidential for the

attention of Chair of Governors, Hayton C of E Primary School, Hayton, Brampton, Cumbria, CA8 9HR.

**Hayton is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will have to supply professional references as well as be subject to an enhanced DBS check, barred list checks, childcare disqualification self-declaration, and pre-employment identification and medical checks.**

If you are currently employed in a head teacher role, references from your current employer and your local authority will be sought on short listing and must be received prior to interview. Otherwise, references from your current employer (or most recent employer if not currently employed) and the previous education sector employer will be sought on short listing and must be received prior to interview. If you are not currently employed in a head teacher role but have been in the past, governors reserve the right to request additional references from the employer and local authority where the role was held. All applications will, of course, be treated with the strictest confidence.

Thank you for your interest and I look forward to receiving your application and exploring with you the many exciting opportunities open to a new Head Teacher at Hayton.

Yours faithfully,

*Valerie A Evans*

Valerie A Evans

Chair of Governors





## HEADTEACHER JOB DESCRIPTION

<b>POST:</b>	Head Teacher, Full-Time and Permanent – September 2022
<b>SCHOOL:</b>	Hayton Church of England Primary School Hayton, Brampton, Cumbria, CA8 9HR
<b>GROUP:</b>	1
<b>NUMBER ON ROLL:</b>	135 plus 11 in the Nursery
<b>AGE RANGE:</b>	3 –11 years
<b>PAY RANGE:</b>	Individual School Range L7 - L13 (Salary Range £49,019 - £56,721)
<b>RESPONSIBLE TO:</b>	The Governors of the School

The Governors are seeking to appoint a dedicated, committed, and successful practitioner with proven Headship or Senior Leadership experience to lead the school.

The professional duties of our Headteacher shall include:

- Formulating the overall school aims and objectives
- Strategic direction and development of the school
- Leading by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils to 'life in all its fullness'.

### Main Purpose of the Job

- To nurture and develop the Christian ethos of the school
- To ensure high quality education for all its pupils and improved standards of learning and achievement
- To be responsible for the leadership, internal organisation, management, and control of the school and consult appropriately in doing so
- Safeguard the welfare of children and adults s/he is responsible for or comes into contact with
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the development of the whole child spiritually, emotionally, and morally, and the school's sustainability
- It is currently anticipated that the Head Teacher will have a teaching responsibility of 0.2

## **1. School culture**

Headteachers:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment
- ensure a culture of high staff professionalism

## **2. Teaching**

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

## **3. Curriculum and assessment**

Headteachers:

- ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- ensure that Religious Education and Collective Worship are central to the life and teaching of the school and set a high personal example in these aspects

## **4. Behaviour**

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair, and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

## **5. Additional and special educational needs and disabilities**

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

## **6. Professional development**

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

## **7. Organisational management**

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing, and mitigating risk

## **8. Continuous school improvement**

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## **9. Working in partnership**

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- Seek opportunities to invite parents/ carers, members of the Church family, community, business, or other organisations into the school to enhance and enrich the school and its value to the wider community

## **10. Governance and accountability**

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.



## Person Specification Hayton Church of England Primary School

### Head Teacher Person Specification Selection Criteria

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application. Only applicants who meet the essential educational qualifications and experience will enter the selection process.

Person Specification Criteria	Essential (E) Desirable (D)	Evidence A - Application I - Interview
<b>Qualifications</b>	<b>E or D</b>	<b>A or I</b>
1. Qualified Teacher Status	E	A
2. Recognised post graduate degree or equivalent	D	A
3. National Professional Qualification for Headship CENPQH /NPQH achieved or underway	D	A
<b>Skills and Experience</b>	<b>E or D</b>	<b>A or I</b>
4. Evidence of ability to nurture and strengthen the Christian Ethos of the school	E	A
5. Experience of leading a school in acts of worship and celebration	E	A
6. Proven experience in school leadership at a senior level	E	A
7. Experienced at having led, or made a significant contribution to, the success of a school through its leadership, pupil outcomes and pupil experience	E	A / I
8. Experience at leading, training and supporting staff to use purposeful assessment to optimise attainment and progress of pupils	E	A / I
9. Ability to prioritise, plan and organise self and others	E	A / I
10. Experience of managing and resolving challenging situations	E	A / I
11. Ability to communicate clearly and succinctly both orally and in writing	E	A / I
12. Experience of performance management and supporting the continuing professional development of colleagues	E	A/I



<b>Leadership and Management</b>	<b>E or D</b>	<b>A or I</b>
13. Knowledge of relevant legislation and statutory requirements for the primary curriculum and protection of young people	E	A / I
14. Has secure knowledge of the current OFSTED and Siams frameworks	E	A/I
15. An inspirational and innovative style that will raise standards, confidence and enthusiasm in staff and children	E	A / I
16. Experienced at having led, or made a significant contribution to, the success of a school through its leadership, pupil outcomes and pupil experience	E	A / I
17. Excellent organisational skills including ability to delegate appropriately	E	A / I
18. Ability to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel	E	A/I
19. Ability to manage the school efficiently and effectively on a day-to-day basis	E	A/I
20. Experience of effective budget management and financial analysis	D	A/I
21. Lead curriculum design and management	E	A/I
22. Ability to provide a safe, calm, and well-ordered environment for all pupils and staff focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider community	E	A/I
23. To have a secure knowledge of current Health and Safety Legislation to provide a safe environment for all stakeholders	E	A/I
24. Ability to hold staff to account for their professional conduct and practice	E	A/I
25. Ability to lead by example - with integrity, creativity, resilience, clarity, and commitment - drawing on their own scholarship, expertise, and skills, and that of those around them	E	A/I
26. Maintain positive relationships with the Governing Board, the LA, the Diocese, and other external agencies	E	A/I
<b>Teaching and Learning</b>	<b>E or D</b>	<b>A or I</b>
27. Ability to set ambitious standards for all pupils including SEND to overcome disadvantage and advance equality	E	A/I
28. Ability to secure excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practice and curriculum design	E	A/I
29. To be confident in being able to scrutinise, analyse, and interpret a range of Data to improve school performance	E	A/I

30. Ability to promote pupil well-being whilst sustaining positive pupil behaviour and attitudes	E	A/I
31. Proven excellence in teaching pupils in the primary phase	E	A/I
<b>Personal Attributes</b>	<b>E or D</b>	<b>A or I</b>
32. The ability to inspire trust and confidence in others	E	A/I
33. An approachable and caring person with integrity	E	A/I
34. Commitment to inclusion of pupils of all abilities and backgrounds	E	A/I
35. Confidence, drive and enthusiasm	E	A/I
36. Ability to make difficult decisions and convey outcomes accurately, clearly, and sensitively	E	A/I
37. A passion for achieving the very best outcomes for all children	E	A/I
38. A committed Christian of a recognised denomination	D	A
<b>Safeguarding</b>	<b>E or D</b>	<b>A or I</b>
39. A commitment to the protection and safeguarding of children and young people	E	A/I
40. To have a thorough knowledge and understanding of safeguarding legislation, Local County Council procedures and policies. Co-operate and work with relevant agencies to protect young people	E	A/I
<b>Professional Skills</b> Each candidate will be expected to demonstrate knowledge and understanding of the Headteacher's Standards 2020 which will also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Hayton Church of England School.		

## HOW TO APPLY

If you decide to apply for the post, you can download an application form and associated documents from <https://www.hayton.cumbria.sch.uk/information/job-vacancies.html>.

### Application Form and Supporting Statement

The Hayton application form must be fully completed and legible. The supporting statement (Section 4 of the application form) should be clear, concise, and related to the specific post. It should be no more than 2 sides of A4 in font size 12. Please ensure that you clearly detail how you meet the essential requirements in the person specification in your supporting statement.

Due to Covid Restrictions, visits to the school have been arranged for 12<sup>th</sup> and 13<sup>th</sup> January 2022 at 4.00pm. Please email: [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk) by 10<sup>th</sup> January to confirm which date you would like to attend.

Please can you take a lateral flow device test prior to your visit to the school. We would ask all visitors to wear a mask whilst in school and to sanitise your hands upon arrival.

Completed application forms and reference contact details must be received by 12 noon on 31<sup>st</sup> January 2022 by post or email [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk).

**Closing date:** 31<sup>st</sup> January 2022 -12 noon

**Shortlisting date:** 7<sup>th</sup> February 2022

**Interview day 1:** 28<sup>th</sup> February 2022\*

**Interview day 2:** 1<sup>st</sup> March 2022\*

\*Interviews are planned for these dates; but may be rescheduled if COVID restrictions require this.

**Governors' Ratification Meeting:** 1<sup>st</sup> March 2022



## JOB ADVERT

### HEADTEACHER – FULL-TIME PERMANENT POST

GROUP 1 - Salary Range L7- L13 (£49,019 - £56,721)

Age Range 3 – 11 years | NoR 135 plus 11 Nursery pupils

Required for September 2022

Following the retirement of our previous Headteacher, the Governors of this successful and highly regarded village school are looking to appoint another dynamic, inspirational leader with vision and enthusiasm to build a centre of excellence for all our children.

We want a Headteacher who:

- Can build on existing high standards and achieve excellence across all key stages, for all children
- Embraces the spiritual and collaborative ethos of this friendly Church of England school
- Has a passion for leading excellent teaching and learning
- Models high standards of professionalism, is highly motivated, proactive and an excellent communicator
- Will maintain and enhance the school's position in the local community

We can offer you:

- A happy and welcoming school community
- Dedicated and motivated staff who strive for the school's success
- Supportive parents and Governors
- An attractive and well-resourced working environment

A visit to the school by prospective applicants would be most welcome. The 12<sup>th</sup> and 13<sup>th</sup> January 2022 have been made available to accommodate this at 4.00pm. Please confirm your attendance by email to: [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk)

Please obtain the Hayton School application form and further details of the post from our website <https://www.hayton.cumbria.sch.uk/information/job-vacancies.html>

Completed applications should be emailed to [recruitment@hayton.cumbria.sch.uk](mailto:recruitment@hayton.cumbria.sch.uk)

Closing date 12 NOON 31<sup>st</sup> January 2022

Shortlisting will be carried out on 7<sup>th</sup> February 2022, after which potential candidates will be notified.

Interviews will be held on 28<sup>th</sup> February and 1<sup>st</sup> March 2022.

Hayton Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be appointed on the completion of relevant safeguarding checks, including an enhanced DBS check for regulated activity and on receipt of suitable professional references.

# Wanted Headteacher



Our new headteacher should

Be kind

Be caring

Be friendly

Be organised

Be firm but fair

Be supportive

Be fun

Be brave

Be honest

Be able to deal with bullying

Be polite

Be exiting

Be good at assemblies

Have a sense of Humour

Enjoy playing games

Have a love for animals