



**Aldwyn Primary School**  
Lumb Lane  
Audenshaw  
M34 5SF



**HEADTEACHER**  
Permanent, full-time post

**Required from Easter or September 2022**

**Salary L16-L22**

**Aldwyn Primary School is located on a dual site with Hawthorns School**

Due to the retirement of our respected Headteacher, the governors are seeking to appoint a motivated successor who can both nurture and inspire the vision and ethos of our school and lead, inspire and motivate our children and staff to achieve their best on the school's journey to outstanding

*We are looking for:*

- Recent Headteacher, deputy Headteacher experience
- Proven leadership and management skills together with experience of leading successful school improvement
- A strong commitment to enhancing the ethos and vision of the school
- High expectations and a determination to further raise standards by inspiring and challenging all children and staff to reach their full potential
- A strong knowledge and understanding of curriculum and CPD
- Exceptional inter-personal and communication skills to support effective collaboration and partnership
- A leader who values staff and the experience the school can offer but who is not afraid to challenge the status quo and change direction when that is what is needed
- Strong leadership skills, with a clear vision for the school and the skills to communicate and deliver this effectively with pupils, staff, parents, governors and the community
- Strong focus on and knowledge of EYFS
- Experience and commitment to an inclusive ethos and good SEND outcomes.

*We can offer:*

- A friendly, family-oriented and ambitious school
- A proactive and supportive governing body who are excited about exploring new initiatives to move the school forward to outstanding
- Children who are very proud of their school, willingly take responsibility and look after each other
- Supportive parents who work in partnership with the school to enhance the education of their children
- A passionate team who takes pride in helping every child to shine and flourish
- A school culture that understands the importance of staff well-being and workload management

The 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's appointment will be subject to satisfactory pre-employment clearances including a full Disclosure and Barring Service check.

For more information please see our school website. Informal visits to the school will take place on **1<sup>st</sup> December 2021 at 10am and 1.30pm, Thursday 9<sup>th</sup> December**. Alternatively, please contact the school to arrange a convenient date to visit. This can be arranged by phoning the school on 0161 370 3626 and speaking to Mrs Burnside.

**Closing date: 4<sup>th</sup> January 2022 at noon**

Short listing: 13<sup>th</sup> January 2022

Interviews: 17<sup>th</sup> and 18<sup>th</sup> January 2022

All relevant information about the application process can be found at <https://www.greater.jobs>

Application forms should be returned to the Chair of Governors care of the school office manager e-mail address [admin@aldwyn.tameside.sch.uk](mailto:admin@aldwyn.tameside.sch.uk)

## Job Description

**1. POST TITLE:** Headteacher

**2. RELEVANT TO THIS POST:**

Disclosure and Barring Service – subject to DBS Enhanced disclosure

**3. ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Governing Body and the Local Authority for the leadership, internal organisation, management and control of the school

**4. DESCRIPTION OF THE ROLE:**

The Headteacher is to provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the schools work

The job description reflects the current National Standards for Headteachers and the appointment is subject to the current conditions of employment of Headteachers, contained in the STPC document

**5. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

As Headteacher you will be required to undertake such duties as may reasonably be determined by the Governing Body and to carry out the following duties in consultation with the Governing Body, the LA, staff of the school and parents as appropriate:

### Qualities and Knowledge

Effectively manage the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit

Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own expertise and skills, and that of those around them

To meet the National Standards for Headteachers as published by the DfE

To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body

### Pupils and Staff

Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the Governing Body are achieved; by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes

Manage the appointment of teaching and non-teaching staff

Encourage the development of a culture that offers equality of opportunity to all pupils and staff

Ensure that the requirements for teacher appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school

Hold all staff to account for their professional conduct and practice

Develop rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff and valuing excellent practice

Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being

Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

Provide 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.

Manage change effectively, supporting stakeholders whilst achieving the school's aims and aspirations.

### Systems and Process

Produce, implement, monitor and review the policies adopted by the Governing Body

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

Monitor the school budget, expenditure and income, and to advise the Governing Body on spending priorities consistent with the procedures of the Council

Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum

Ensure that the progress of all pupils of the school is monitored and recorded and that an effective system is continued for informing parents about their child's progress

Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed

To promote and safeguard the welfare of all children and young people within the School by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; 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 Self Improving School

Produce and implement the School Development Plan supported by the Governing Body

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

Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment.

Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; they set high standards and expectations for high

academic standards within and beyond their own schools, recognising difference and respecting cultural diversity within contemporary Britain

Monitor, review, evaluate and advance the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained

Develop the role of the school within the community

Provide the Governing Body with effective advice and information to enable it to fulfil its legal responsibilities

Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance

Develop effective relationships with fellow professionals and colleagues in school and in other public services to improve academic and social outcomes for all pupils

#### COMMON DUTIES AND RESPONSIBILITIES:

The Headteacher :

Is responsible for the overall leadership and management of the school

Has the vision, inspiration, initiative and management that fundamental in creating a climate which enables every member of the school community to flourish

Is responsible for the formulation of the strategic and school development plans, marketing strategies, and significant curriculum or organisational change and recruitment

Is to manage a designated budget ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity

Is to ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored

Has a good working relationships, this will be essential to the smooth running and development of the school

Engaging in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.

## Person Specification

**Job Title:** Headteacher

	<b>EVIDENCE OF:</b>	<b>E</b>	<b>D</b>	<b>Evidence</b>
<b>RELEVANT EXPERIENCE</b>	Substantial and successful experience in a senior leadership role e.g. as a Head Teacher, Interim Head Teacher or Deputy Head Teacher.	E		A/I
	Evidence of leading and managing change, creativity and innovation.	E		A/I
	Proven track record of achieving high levels of education standards.	E		A/I
	Experience in the use of a range of evidence including performance data to support, monitor, evaluate and improve outcomes.	E		A/I
	Evidence of successful school improvement planning across the school.	E		A/I
	Evidence of working with parents/carers and the community as partners in learning.	E		A/I
	Experience of working in collaboration with other schools to realise improvement and raise standards.		D	A/I
	Experience of working effectively and in partnership with Governors.	E		A/I
	Experience of promoting the professional development across school.	E		A/I
	Experience of working with finance and budgets in school.		D	A/I
	Experience of ensuring equality, SEND, inclusion and diversity.	E		A/I
	Experience of performance management to promote and sustain school improvement.	E		A/I
<b>EDUCATION AND TRAINING</b>	Qualified Teacher Status	E		A/I
	Evidence of recent CPD including leadership, management skills and other Continuous Professional Development such as Safer Recruitment	E		A/I
	Further qualification in a related area e.g. MA, NPQH		D	A/I

	<b>Evidence of:</b>	<b>E</b>	<b>D</b>	<b>Evidence</b>
<b>KNOWLEDGE OF AND UNDERSTANDING</b>	All Key Stages within primary education particularly EYFS	E		A/I
	Awareness of current research in primary education including curriculum development.	E		A/I
	The legislation and requirements relating to the safeguarding of children and other legal issues.	E		A/I
<b>SKILLS</b>	Proven leadership skills	E		A/I
	Effective communication and delegation skills.	E		A/I
	Strong inter-personal skills	E		A/I
<b>ADDITIONAL FACTORS</b>	Capacity to provide the vision to inspire, challenge and motivate the whole school	E		A/I
	The ability to understand and build on our school's current strengths and areas for development	E		A/I

The candidate will be assessed throughout the whole selection process using the criteria above.