



BEWDLEY PRIMARY SCHOOL

Headteacher Application Pack

Closing Date: 21st June 2023

Start Date: 1st January 2024

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Advertisement

Position: Headteacher

Contract: Permanent, Full Time

Salary: L18 – L24 (£67,351 - £78,010)

Start Date: 1st January 2024

Due to the decision of the existing headteacher to retire at the end of the autumn term, Bewdley Primary School is seeking to appoint an inspirational and dedicated new headteacher who will continue to lead Bewdley Primary school forwards, to deliver excellence in all areas for pupils, parents and staff.

Bewdley Primary School is a vibrant, two-form entry primary school and nursery in the historic town of Bewdley Worcestershire. Our incredible school community, which is often remarked upon by visitors to the school, makes it a truly special place to learn and work. We have a supportive and engaged governing body which echoes the school vision of: "Helping everyone to achieve their best."

Further details and an application pack are available on the school website www.bewdleyprimary.co.uk. Visits to the School are encouraged and can be arranged with the outgoing headteacher at a mutually convenient time between 15th May and 21st June. Please contact the school business manager on nwalker@bewdleyprimary.worcs.sch.uk to make an appointment.

All applications should be made using the standard Worcestershire schools Teaching application form to governorchair@bewdleyprimary.worcs.sch.uk by 21st June 2023. Shortlisted applicants will be contacted by the chair of governors with information about the remaining selection process.

Safeguarding statement

Bewdley 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 school values diversity and has an equalities policy to ensure that all applicants are treated fairly and that they are appointed solely on their suitability for the post, irrespective of race, gender, disability, sexuality or age.

In accordance with the Safer Recruitment guidance produced for schools in England, applications will only be accepted by using the school application form. CVs will not be accepted. This post will be subject to an enhanced DBS check.

Key Dates

School visits: 15/5 – 21/6 (excluding 27/5 – 4/6)

Applications close: 21st June

Interviews: 6th / 7th July

Welcome from Chair of Governors

Dear applicant,

Thank you for your interest in this position at Bewdley Primary School. We are very proud of our school and the strength of its community. We recognise the challenges facing schools currently in terms of funding, the lasting impact of COVID and in the diversity of needs our children and families have. While recent years have been especially difficult for schools, we are very proud of how the Bewdley Primary team have shown their absolute dedication to provide the best for our pupils with compassion and good humour.

Our children come to us from a relatively diverse range of backgrounds and starting points, but the intent is the same for all: to give a richness of experience and for them to leave us with the best possible preparation for their next step. We obviously care about the academic side of school, and we want our children to succeed in those areas to the greatest extent possible. Beyond test results though, our rich and creative curriculum is an important and valued part of life for Bewdley Primary School pupils. That includes (amongst other things) enquiry, showcase projects, educational visits and outdoor learning in our forest school.

Now, we are seeking a new headteacher to harness the things that make Bewdley Primary the fantastic place that it is and lead the school into its next chapter. I encourage you to visit the school to see the school first hand and I look forward to meeting you during the selection process.

Yours sincerely,

Dr Martin Saunders
Chair of Governors
Bewdley Primary School

About BPS

Bewdley Primary School is a two-form entry primary school in Bewdley, Worcestershire. The site of the school is the former Wribbenhall Middle School and was established when the local area moved from three tier to two tier. The site itself is on the banks of the River Severn and also includes a well-developed forest school area. We have also taken on the children's centre adjoining our grounds and use this for nursery, community, and family outreach activities. The school nursery takes children from aged two and is teacher-led. We also provide a wrap-around care service before and after school.

We are well respected locally and pride ourselves on our inclusive nature and balanced approach to the curriculum.

Key School Information			
Type of school	Community school		
Age range	2-11		
Location	Bewdley, Worcestershire		
Management Structure	Headteacher, 3x Assistant Headteacher		
Number of staff	21 teaching staff 38 support staff 13 other staff		
Pupil Admission Number	60		
Number of children on roll	416 (Max 420) (plus nursery)		
Average class size	30		
Current Attendance (2021/22)	94.5% (PP 92.6%)		
% of children on FSM	22%		
% of pupils in receipt of Pupil Premium	25%		
% of pupils SEND	21%		
Deprivation Index	0.12		
2022 F.S. results	55% achieved GLD		
2022 KS1 results		Achieving Age Related expectation	Above age related expectation
	Reading	73% (68%)	25% (18%)
	Writing	68% (58%)	19% (8%)
	Maths	75% (69%)	20% (15%)
2022 KS2 results		Achieving Age Related expectation	Above age related expectation
	Reading	73% (75%)	27% (28%)
	Writing	68% (71%)	15% (13%)
	Maths	67% (73%)	17% (23%)
Latest OFSTED inspection Grade	GOOD (2019)		
Budget	In Surplus		

Ofsted's last inspection report (<https://reports.ofsted.gov.uk/provider/21/135076>) says:

"Bewdley Primary School is a friendly place where all are welcomed and supported. Parents and carers say that their children are happy and feel safe in school. Pupils behave well throughout the school and adhere to the school rules of 'Ready, Respectful, Safe'. They are

cheerful, respectful and polite. The school is well respected for the work it undertakes with pupils who have special educational needs and/or disabilities (SEND)."

Vision, values and strategy

At Bewdley Primary School our vision and values underpin everything we do, as delivered by our strategy.

Our vision is “Helping everyone to achieve their best.” This obviously applies to our pupils but also to our staff, volunteers and wider community.

Our values are ASPIRE:

Achievement

Strength

Positivity

Independence

Respect

Endeavour

Our strategy in delivering this is:

- 1) Continual positive development of the school, underpinned by our School Development Plan.
- 2) Seeking academic excellence for all pupils, relative to their starting point.
- 3) Supporting those in need to deliver an inclusive education.
- 4) Providing a rich and broad curriculum across all subjects that encourages curiosity and develops knowledge, understanding and skills.
- 5) Ensuring that we maintain a secure financial position and develop the school in a sustainable fashion.

Headteacher Job description

Responsible to: The Governing Board and Local Authority

Responsible for: All staff, volunteers and children within the school

General Duties and Responsibilities

To carry out the duties of the headteacher as set out in the current School Teachers' Pay & Conditions Document and aspire to fulfil the Headteachers' Standards 2020. These standards are built upon The Teachers' Standards (2011, as amended) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the Governing Body, the staff of the school, its pupils and the parents and carers of its pupils.

This job description may be amended at any time following consultation between the headteacher and Governing Board. This document should be reviewed regularly, in line with the National Standards of Excellence for Headteachers, changes to the School Teachers' Pay and Conditions document and through appraisal procedures.

The Primary Purpose of the Job

The headteacher embodies and inspires the ethos and culture of the school, securing the shared vision with all the members of the school community. The headteacher establishes and ensures a safe and secure environment for learning and teaching that empowers both staff and children to achieve their highest individual potential whilst giving due regard to teaching, leadership and management needs of the school.

Key Areas of Responsibility

The Quality of Education

To hold central responsibility for raising the quality of learning and teaching, and for pupil achievement. This includes monitoring and evaluating the effectiveness of learning outcomes as well as setting high expectations. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The headteacher will:

- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress of every child's learning.
- Ensure a culture and ethos that challenges and supports, so that all pupils can make good progress, achieve success and take ownership of their own learning.
- Demonstrate ambitious standards for all pupils.
- Ensure all learners receive appropriate challenge and support appropriate to their needs.

- Challenge underperformance at all levels and ensure effective appropriate action and follow-up.
- Establish creative, responsive and effective approaches to learning and teaching.
- Determine, organise and implement a diverse and flexible curriculum and ensure a continuous effective assessment framework.
- Ensure that learning is at the centre of strategic planning and resource management.
- Implement strategies which secure high standards of behaviour and attendance within the ethos of our school.
- Monitor, evaluate and review classroom practice and promote improvement strategies where necessary.
- Lead by example and teach when and where required to do so.
- Take a strategic role incorporating new and emerging technologies (which have proven benefit) to enhance and extend the learning experience of pupils.

Strategic Development

To work with the Governing Board, staff and other stakeholders to create a shared vision and strategic plan for school development. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils, providing a world class education for pupils it serves. The headteacher will:

- Oversee the implementation of a newly developed curriculum and monitor its impact.
- Understand the new Ofsted framework.
- Ensure the clear articulation of British values for the school; that this is shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the distinctive vision and values in everyday work and practice in order to develop a shared culture and positive climate.
- Ensure creativity, innovation and contemporary educational thinking to achieve excellence.
- Ensure that the strategic planning takes into account the diversity, values and experience of the school and community at large whilst maintaining the distinctive caring ethos of the school.

Personal Development and Developing Others

Effective headteachers manage themselves and their relationships with others well, building and supporting a professional learning community that helps others to achieve. Through performance management and continuing professional development (CPD), the headteacher will support staff to achieve high standards. In order to manage the complexity of a school environment, be committed to their own continuing professional development, including distinctive training and development as appropriate for school leadership the headteacher will:

- Always treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow appropriate work/life balance.

Leadership and Management

The headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities are to include the monitoring of the roles and responsibilities of those adults working in the school ensuring a happy workforce where roles are clearly identified and are mutually beneficial. The headteacher will ensure that resources are deployed to achieve value for money and should also seek to build successful organisations through effective collaborations with others. The headteacher will:

- Create and maintain an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of the national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and initiatives, receiving training where necessary to ensure a sound understanding of educational budgets and rigorous financial management.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the visions and goals of the school.
- Establish rigorous, fair and transparent systems and measures for managing performance of all staff, addressing any underperformance, supporting staff to improve and valuing and sharing excellent practice.

- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Working with Governors and Wider Stakeholders

The headteacher works with the whole school community in carrying out their responsibilities. They are accountable to a wide range of groups - pupils, parents, carers, Governors, and the Local Authority. They are accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community and for contributing to the educational service more widely. Headteachers are legally and contractually accountable to the Governing Board for the school, its environment and all its work. The headteacher will:

- Fulfil commitments arising from contractual accountability to the Governing Board.
- Work with the Governing Board (providing written information, objective advice and support) to enable it to meet its responsibilities.
- Further develop the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

Vision, Ethos and Community

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. The headteacher is committed to engaging with the internal and external school community to secure equity and entitlement. They will collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent. The headteacher will:

- continue and develop the school ethos, culture and curriculum which takes account of the richness and diversity of the school's communities, whilst maintaining the distinctive nature of the school.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.

- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values within the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

Safeguarding Children & Safer Recruitment

Bewdley Primary School is committed to safeguarding and promoting the welfare of children and young people. The headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff, volunteers and governors accountable for their contribution to safeguarding regulations. Specifically:

- To ensure any policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable a designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- Ensure compliance with statutory "Keeping Children Safe in Education" requirements.
- Ensure compliance with Prevent duty guidance.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.

Person specification

Please see below the qualities we are looking for in our new headteacher. Evidence for these will be gathered from the application (A), during the interview (I) and from tasks undertaken on the day of interview (T). Each is categorised as essential (E) or desirable (D).

	E	D	Evidence
Qualifications			
QTS with degree level education or equivalent	•		A
Commitment to own continuing professional development in school leadership and management	•		A
National Professional Qualification for headteachers		•	A
Skills and Experience			
Having been a successful Senior Leader in an education setting	•		AI
Have high organisational skills appropriate to both the daily running and strategic development of the school	•		AIT
Experience of leading development, encouraging innovation and supporting others to this end	•		AI
Demonstrable ability to analyse pupil attainment and progression data, and to use this to improve standards of learning and teaching	•		AIT
Having held the position of headteacher in primary phase education		•	AI
Strategic Direction and Development			
Ability to develop, communicate and implement a coherent and robust vision for the school in consultation with stakeholders	•		AIT
Ability to guide, motivate, inspire and challenge others to achieve agreed aims	•		AI
Experience of school self-evaluation, improvement, monitoring and planning	•		AIT
Governance, Accountability and Compliance			
Ability to work with the Governing Body and an understanding of its statutory duties	•		I
Commitment to being transparent and accountable to parents, governors, external bodies and the local community	•		I
Experience managing resources, including human, to achieve goals		•	AI
Experience of financial planning and budget management		•	AIT
Leadership and Management			
Ability to lead, inspire and develop the talents and abilities of staff	•		AI
Effective communication skills for a range of audiences	•		AIT
Evidence of making a key contribution to school improvement	•		AI
Ability to demonstrate innovative approaches to school improvement, leadership and governance		•	AI
Quality of Education			
A highly effective teacher with proven strong teaching in the EYFS, KS1 or KS2 classroom	•		AI
Experience of setting and achieving challenging goals for children of all abilities	•		AI

Experience of analysing pupil performance data to improve learning and teaching outcomes	•		AIT
Experience of delivering the 2014 National Curriculum and related assessment materials		•	AI
Ability to challenge underperformance in teaching outcomes and support improvements	•		I
Commitment to developing and delivering a curriculum that is balanced, creative which motivates the interests of all pupils	•		AI
Safety and Wellbeing of Pupils			
Experience of and total commitment to safeguarding and protecting the welfare of pupils	•		AI
Ability to support an environment which encompasses all aspects of safety and well-being	•		AI
Working With the Wider Community			
Commitment and ability to work in partnership with parents/carers and the wider community	•		AI
Personal Qualities			
A clear enthusiasm for and love of learning	•		AI
Passionate about ensuring each and every child flourishes	•		AI
Excellent communication and interpersonal skills working with a range of audiences	•		AI
A positive, proactive mindset with the ability to deal with challenging circumstances and issues	•		AIT
To have high expectations of all children irrespective of starting points	•		AT
Values, Ethos and Commitment			
A commitment to the ethos and values of the school	•		AIT
A commitment to the highest educational and personal achievement for every child	•		AI
An understanding of the headteacher's position as role model for both staff and pupils	•		AI
Commitment to inclusion and equal opportunities for all staff and pupils	•		AI