

Brigg Primary School and Nursery



HAND IN HAND, WE CAN GROW

Application Pack for Headteacher



RESPECT

DETERMINATION

SELF-BELIEF

CONTENTS

1. Copy of the Advertisement
2. Welcome Letter from the Chair of Governors
3. Job Description
4. Person Specification
5. How to Apply

ADVERTISEMENT

Head Teacher required for September 2024

Brigg Primary School

Atherton Way

Ancholme Business Park

Brigg

North Lincolnshire

DN20 8AR

Tel: 01652 652155

www.briggprimary.co.uk

L18 – L24 (£71,729 – £83,081)

“The school aspires that every child will succeed. All staff have high expectations of learning and behaviour in school”. “Pupils thrive at Brigg Primary School”. Ofsted, November 2023.

Due to the retirement of our long standing and inspiring Head Teacher, the Governors, staff and children are seeking a new motivational leader for our fantastic school. This person should have outstanding skills to continue the culture of achievement, innovation and inclusion; preparing our children for their future.

We have a big focus on pastoral care, health and wellbeing and the successful candidate will be committed to ensuring the best possible outcome for every child.

We are looking for someone who has proven leadership skills and:

- will make this school truly outstanding, whilst retaining our caring and inclusive ethos, ensuring that no child is left behind;
- will be inspirational and continue to provide clear vision and strong leadership, thinking creatively to anticipate and solve problems;
- has a passion for learning;
- will inspire trust and the mutual respect of everyone in our community;
- will be a strong, fair leader with an unwavering determination to continue to raise standards;
- will lead by example, with an open and honest communication style that will challenge, support and motivate others;
- will have high aspirations for our children, challenging all to do their best and to be ambitious both academically and personally
- will manage resources effectively to ensure the best provision for our school.

If you feel that you would enjoy the challenge that this role offers and would like to join our dedicated and supportive team, we would be delighted to hear from you.

Please visit our school's website to find out more about our school. Visits can also be made on 16, 17 and 18 April. We would be delighted to meet you and show you around our school.

Appointments can be made via the School Business Manager, Mrs Tebb, on the following email address: admin.briggprimary@northlincs.gov.uk or by calling 01652 652155

Please note the school is closed for Easter from 3:30pm on 28 March and will re-open to pupils on 16 April.

We are committed to the safety and well-being of the whole school community. The successful applicant will be required to undertake an enhanced DBS check and participate in a safer recruitment process.

Closing date: 19 April at noon.

Shortlisting: 22 April

Interview date: 25 and 26 April

LETTER FROM CHAIR OF GOVERNORS

Dear Prospective Headteacher

Thank you for your interest in becoming the Headteacher of Brigg Primary School.

After leading our school for the last 9 years our Headteacher is retiring. Governors are sad that she is leaving us and are seeking to appoint a new Headteacher to join our friendly, welcoming and supportive team and build on her work which has made Brigg Primary such a wonderful and successful school. We are looking for an inspirational and aspirational person who can lead by example as well as someone who will embrace our culture and ethos; someone who can get the best from all members of the school community and who firmly believes children are at the heart of all we do.

We are a larger than average Primary School with 303 pupils currently on roll in EYFS, KS1 and KS2; we also have a successful 26 place Nursery Unit. We offer a range of after school activities and host a breakfast and afterschool club to provide wrap around care.

We have big ambitions for all our children. This is embodied in our vision:

Our school takes pride in leading the children at Brigg Primary on their journey – both educational and for life; enabling them to drive their own futures to greater success and shape our diverse world for the better. We will provide a culture of mutual respect and acceptance with children moving onto their next venture with the skills and values to set them on the path to achieve their dreams.

The importance of all members of our school community working together is shown in our school logo and our motto “hand in hand we can grow”.

The school, situated in the market town of Brigg, serves a diverse catchment area and has an ethos of inclusivity. Along with the Local Authority and the “One Family Approach” we believe that every child should be given the best education and every chance to flourish and attain their full potential achieving positive outcomes.

Brigg Primary is a happy and safe place where all children, regardless of background or unique needs, can thrive in a supportive and positive environment with good teachers. Children are given the confidence to become resilient learners who are not afraid to make mistakes and learn from them. Every child is valued and their successes are celebrated. This was recognised in our OFSTED inspection in November 2023 “Pupils thrive at Brigg Primary School”.

School staff including our SENCO and our Lead Learning Mentor work closely with parents/carers and external agencies to help disadvantaged children and children with special educational needs giving them the skills and strategies they need to cope in later life. Difficult conversations are not avoided, and every effort made to ensure our children attend school and are active learners. We expect the new headteacher to embrace our ethos of inclusivity and aspiration.

We are looking for a Headteacher to join and lead our effective, professional friendly team who are committed to providing all our children with every opportunity to enjoy each day at school, with an ambitious curriculum, while achieving their potential.

We want our new Headteacher to have a highly developed emotional intelligence and the ability to build effective relationships with all stakeholders.

The successful candidate will need to be able to challenge positively and lead change effectively.

In return we can offer a network of support including a peer leader, mentor and a school improvement partner from the local authority. We will provide CPD and training in all aspects of Headship. We encourage the school to be outward facing.

This will be a challenging and fulfilling role which will offer many opportunities for the successful candidate to make a real difference to our school. We offer a warm caring and welcoming environment with committed staff, engaged parents, encouraging and supportive governors, and most of all receptive children who want to learn and to succeed.

As governors we are proud of our school and all our children. Our website has lots of information about the school and the facilities we have and we welcome you to visit us to see what we are doing and whether you are the hard working and passionate person we are looking for.

If you would like to arrange a visit please email our Business Manager, Mrs Tebb. Her email address is admin.briggprimary@northlincs.gov.uk

The closing date for applications is 19 April and we will be shortlisting on 22 April with interviews on 25 and 26 April.

We look forward to hearing from you.

Yours faithfully

Jackie Rae
Chair of Governors
On behalf of all the Governors of Brigg Primary School

j.rae@briggprimary.co.uk

JOB DESCRIPTION FOR HEADTEACHER AT BRIGG PRIMARY SCHOOL

General duties

- A. The Headteacher shall carry out the duties of a Headteacher as set out in the current School Teachers Pay and Conditions Document and any subsequent document which may replace it.
- B. The Headteacher has overall management responsibility for Brigg Primary School:
 - internal organisation
 - management
 - control of the school – in accordance with the current Teacher's Pay and Conditions Document, the policies of the Governing Body (including the budget), applicable legislation and the policies of North Lincolnshire Council
- C. The Headteacher, working with the Governing Body will:
 - develop a strategic view for the school in its community
 - analyse and plan for its future needs, development and improvement
 - ensure effective management in the context of School and LA policies

Specific responsibilities

1. Ethos

- a. To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- b. To maintain high morale and to set an example of professional standards and leadership.
- c. To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- d. To have responsibility for promoting and safeguarding the welfare of all learners.

2. The Organisation and Management of the school

- a. To assume responsibility for the overall internal organisation and management of the school and to exercise supervision over teaching and support staff.
- b. To manage the process for selection and appointment of appropriately qualified teaching and support staff, and to provide information about staff which may be relevant to their future employment.
- c. To deploy and manage all teaching and support staff and allocate particular duties to them consistent with their conditions of employment and job descriptions. This includes delegation of some of the Head teacher's duties and responsibilities to others if appropriate.
- d. To participate in teaching, to such an extent as may be appropriate, (including PPA time in line with current guidelines) whilst having regard to the Head teacher's leadership, other functions and duties.
- e. To ensure that absent teachers are appropriately and fairly covered.

3. Pupils

- a. To have overall responsibility for the health and safety of all staff and pupils.
- b. To have up to date knowledge of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.

- c. To display commitment to the protection and safeguarding of children and young people.
- d. To ensure the social, emotional and pastoral needs of the pupils are recognised and met, especially in relation to Pupil Voice.
- e. To ensure pupils are always engaged in safe and healthy educational activities in a school environment.
- f. To ensure that inclusion is promoted for all learners.
- g. To ensure maintenance of good order and discipline in line with the school's behaviour policy.

4. Staff

- a. To ensure that all staff have requisite non contact time in accordance with their role.
- b. To ensure that appropriate levels of personal management (including wellbeing), mentoring, and professional development are available to all staff.
- c. To evaluate the standards of teaching and learning in the school, and ensure that proper standards of professional performance are established and maintained.
- d. To support all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management, and valuing each individual's contribution and responsibilities.
- e. To ensure that teachers receive information needed to carry out their professional duties effectively (including advice from LA and DfE).
- f. To fulfil the requirements for the appraisal of staff and to involve staff in decision making processes related to school development.
- g. To monitor and review staff deployment and ensure the most effective use of human resources.
- h. To ensure all entitled staff take breaks of reasonable length during each school day.
- i. To carry out required personnel procedures including disciplinary procedures.
- j. To maintain positive relationships with Staff Unions and Professional Associations.

5. Governing Body

- a. To encourage all Governors to participate in school life and activities.
- b. To attend, provide information for, and report to Governors' full and special committee meetings including:
 - School Development Plan
 - Termly reports
 - Budget reports
 - Any other relevant information
- c. To ensure Governors are fully conversant with the workings of the school and to assist and support them in the fulfilment of their responsibilities.
- d. To present LA and DfE advice to Governors when formulating policy.

6. School Improvement

- a. To formulate and develop strong and clear leadership in line with all current legislation.
- b. To formulate the overall aims and objectives of the school, and policies for their implementation, and to ensure that they are effectively communicated and understood by staff, parents and others with a legitimate interest in the life and work of the school

- c. To keep the work and organisation of the school under review, maintain a development plan, and ensure its implementation in the context of the school's budget, and school, LA and national developments.
- d. To initiate and maintain effective administration procedures and records to ensure the efficient operation of the school.
- e. To complete any statistical returns, follow given procedures and write any necessary reports which may be required by the LA and other relevant bodies, in compliance with current Data Protection legislation.

7. The Curriculum

- a. To develop, implement and monitor curriculum policies within the school.
- b. To ensure a broad and balanced curriculum, relevant to the abilities, aptitudes and needs of all pupils, set firmly within the framework of the National Curriculum, and with scope for differentiation to cover the full age and ability range within the school, and cross-linked between subject areas.
- c. To have careful regard to the Early Years and Foundation Stage Curriculum, and how this feeds into the National Curriculum.
- d. To ensure that there are appropriate schemes of work and planning methods to cater for both individual pupils' learning needs, and the creative delivery of the curriculum, and to monitor their implementation.
- e. To ensure that adequate and appropriate records of pupil performance are maintained to promote continuity of learning and progress in school and on transfer.
- f. To ensure that each pupil has a carefully considered Individual Learning Plan that reflects his/her learning needs and is regularly reviewed and reformulated.
- g. To ensure that the National Curriculum, Religious Education, PHSE and Citizenship are delivered as a minimum requirement and that collective worship takes place in accordance with legal requirements.
- h. To ensure the school takes account of local and national initiatives and policies relevant to teaching and learning.
- i. To ensure the ongoing monitoring, regular evaluation and development of the curriculum by maintaining close links with classroom practice and teaching throughout the school when the opportunity arises and on a timetabled basis.
- j. In consultation with staff, to develop appropriate criteria for the evaluation of the effectiveness of both teaching and learning, and to use the results to initiate improvement and development.

8. Finance, premises and resources

- a. To manage all the delegated financial resources available to the school taking into account the changing needs of the school population, the school development plan, and the need to maintain the high and well regarded status of the school.
- b. To manage financial resources made available to the school by private means.
- c. To maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation.
- d. To propose to the Governing Body a balanced budget that meets the needs of the school and takes particular cognisance of the School Development Plan.
- e. To monitor the monthly budget reports and to take action as appropriate.
- f. To present the termly budget reports to the Finance Committee with an analysis of the figures therein.
- g. To take opportunities to generate new income for the school where appropriate, advising and making recommendations to the Governing Body for their approval.
- h. To supervise the maintenance and security of equipment and accommodation.

- i. To provide an appropriate safe and stimulating environment within which high quality educational opportunities will be made available to all pupils. This will include oversight, monitoring and evaluation of services provided by the LA and other agencies.
- j. In the capacity of Premises Manager, ensure that the building and its contents are well maintained, cleaned and repaired as necessary.
- k. To allocate, supply and maintain resources and equipment in line with school policies and development plan.

9. Parents/carers

- a. To ensure that parent/carer participation is fully encourage and that parents/carers have appropriate access to all aspects of planning for their child, information about school policies and developments, and are made to feel welcome in school.
- b. To have due regard for parents'/carers' needs, requirements and entitlements and to provide counselling and guidance to learners and parents/carers as appropriate, and to liaise with other agencies on their behalf.
- c. To ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the Statement of Special Educational Needs are met, and that the school's own procedures for informing and reporting to parents are followed.

10. Liaison

- a. To maintain a high profile within the community, developing the school as an integral part of the community and to include the school in the life of the community wherever possible.
- b. To develop and promote effective communication processes with all involved in the school, including being available to colleagues and Governors, to discuss matters of concern to them.
- c. To share with schools and other educational establishments in developments for both individual children and the school as a whole.
- d. To link and work collaboratively with the LA, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.
- e. To work with the LA to develop educational services, structures and procedures within North Lincolnshire.
- f. To ensure compliance with all LA and DfE policy requirements in consultation with Governors and staff.
- g. To consult with the LA and DfE representatives as appropriate.
- h. To assist in the education and training of those who may, in the future, work within the field.
- i. To ensure efficient and effective collaboration with colleagues working within school, in order that their contribution to each pupil's progress is fully incorporated into planning and practice.

PERSON SPECIFICATION FOR HEADTEACHER AT BRIGG PRIMARY SCHOOL

	CRITERIA	Essential / Desirable	Shortlist criteria
A	Qualifications and Training		
1	Honours degree (2/2 or higher)	Essential	✓
2	Qualified teacher status	Essential	✓
3	Evidence of recent and relevant continuing professional development, including leadership development	Essential	✓
4	Recent and relevant safeguarding training	Essential	✓
5	NPQH	Desirable	
6	Post graduate level qualification or recognised alternative	Desirable	
B	Relevant experience, knowledge and understanding		
7	Recent experience as a successful senior leader in the relevant phase	Essential	✓
8	Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice	Essential	✓
9	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	Essential	✓
10	Proven experience of curriculum design, alongside an understanding of current issues relating to this	Essential	✓
11	Proven track record in raising pupil attainment and progress across the whole school	Essential	✓
12	Proven experience of strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests pupil achievements and the school's sustainability	Essential	✓
13	Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level	Essential	✓
14	Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	✓
15	Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion	Essential	✓
16	Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others	Essential	✓

	CRITERIA	Essential / Desirable	Shortlist criteria
17	Evidence of creating an ethos within which all staff are motivated and supported to develop their own skills and knowledge	Essential	✓
18	Demonstrable understanding of and commitment to, addressing workload issues for staff in order to promote recruitment, retention and wellbeing	Essential	✓
19	Commitment to strong Governance and to working collaboratively with the Governing Body enabling them to deliver their functions effectively	Essential	✓
20	Ability to communicate the school's ethos, vision and priorities to all stakeholders	Essential	✓
21	A commitment to developing an outward facing approach, working with other schools, agencies and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	✓
22	Experience of managing HR issues, including staff appointments, capability and discipline	Desirable	
C	Professional skills and personal qualities		
23	Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	✓
24	Effective interpersonal and communication skills appropriate to audience	Essential	✓
25	Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	✓
26	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	✓
27	A healthy regard for a work - life balance	Essential	✓

HOW TO APPLY

Closing Date: 12 noon, Friday 19 April 2024

Shortlisting: Monday 22 April 2024

Interviews: Thursday 25 April and Friday 26 April 2024

Visits to the School

Visits can be made on 16, 17 and 18 April. We would be delighted to meet you and show you around our school.

Appointments can be made via the School Business Manager, Mrs Tebb, on the following email address: admin.briggprimary@northlincs.gov.uk or by calling 01652 652155

Please note the school is closed for Easter from 3:30pm on 28 March and will re-open to pupils on 16 April.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Set out the criteria to be used for the shortlisting process.

Applications

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.