



# **Lindow Community Primary School**

Upcast Lane, Wilmslow, Cheshire SK9 6EH

01625 917269 [www.lindow.cheshire.sch.uk](http://www.lindow.cheshire.sch.uk)

## **Headteacher Application Pack**

*Caring, learning and achieving together*

## Contents

Letter from the Chair of Governors

Key facts about Lindow Community Primary School

Our Vision and Values

Job Description

Person Specification

Application Process



## Letter from the Chair of Governors

Dear Applicant,

On behalf of everyone connected with Lindow Community Primary School, I would like to thank you for expressing an interest in becoming Headteacher at our wonderful school. This pack is designed to give you an idea of the type of Headteacher we are looking to appoint.

The children at Lindow are at the heart of everything we do, and we are proud of them. They are, by the very nature of our school and its ethos, immediately accepting of others and able to be articulate and polite to peers and adults alike. We are wholly inclusive and our parents choose our school because they know that the context and children they will be with here are representative of society as a whole, with a true mix of abilities, interests and strengths across different areas of the curriculum and beyond. At the centre of our ethos is a commitment to lifelong learning, and we strive to teach the children the skills necessary to take with them as they enter the next stage of their education.

Over the past seven years, under the leadership of our current Headteacher, the school overhauled its approach to the teaching of the core subjects, as well as how progress is assessed across them; introduced the Lindow Life Skills curriculum and invested in an IT infrastructure that is future-proofed and able to meet the demands of virtual and live teaching and learning. Alongside many other initiatives, our current key priority areas are the continuing focus on a broad, balanced and sequentially progressive curriculum in all subjects as well as continuing to ensure the enrichment side of school life is the best it can be for our children.

We are seeking to appoint a Headteacher who will build on our school's strengths and further enhance teaching and learning so that every pupil makes the very best progress at all times, while ensuring the school retains its inclusive, warm and caring ethos. Our commitment is to provide an experience that develops the whole child as well as delivering academic success.

We expect to appoint an experienced and passionate senior leader from a primary setting, with a successful track record of sustained improvement. Our role offers an excellent opportunity to challenge yourself. We are committed to seeking and embracing inspiring approaches to teaching and learning and to delivering a broad and creative curriculum. We hope you will share our vision and demonstrate the creativity to inspire and lead change but also the focus to ensure successful outcomes are reached.

You must be confident and approachable, with a 'can-do' attitude and have the skills to build, lead and motivate effective teams and to be a valuable team member. Above all, you must share our school's passion and belief that children, their learning and developing their potential, is at the heart of all decisions.

We hope as you visit our website you will gain a sense of the value that we place in each child and our determination to ensure standards remain as high as possible within the caring and happy community which is Lindow. We also warmly invite you to visit and experience our school first hand.

Yours faithfully,

Jo Dunn  
Chair of Governors





## Key facts about Lindow Community Primary School

Situated at the end of a quiet country lane, 1½ miles from Wilmslow town centre, Cheshire

Extensive grounds with surrounding playing fields and open countryside

Founded in 1863, moved to current premises in 1970

Group 2 Community Primary School for children aged 4 – 11 years

Number of pupils on roll: 194 pupils

Published Admission Number: 30 pupils

7 classes: Reception and Years 1 - 6

Specialist Hearing Impaired Resource Base: for up to 12 pupils

Headteacher + 12 qualified teachers (including one Teacher of the Deaf)

18 teaching assistants

School day starts at 9.00am, lunch is from 12.00 – 1.00pm, school finishes at 3.25pm for Reception and KS1, 3.30pm for KS2

Wraparound care, run in-house, for all children as required

Ofsted inspection in 2018 judged our school as Good

Please visit our website [www.lindow.cheshire.sch.uk](http://www.lindow.cheshire.sch.uk) for a map of how to find us.

Our website contains a wealth of information about our school and includes our Child Protection Policy and Procedures (incorporating Safeguarding and Safer Recruitment) and all other statutory school policies.

## Proposed Multi-Academy Trust

Lindow is currently moving towards forming a local Multi-Academy Trust with partner schools within the Wilmslow and Alderley Edge area. The Collaborative Educational Trust of Wilmslow (TCET) has 5 founder member schools, consisting of 4 primary schools (including Lindow) and Wilmslow High School, who all share the belief that educational excellence is best achieved through dynamic collaboration between partner schools. On formation, TCET will comprise over 3,000 pupils and we believe our size means an 'all-through' educational strategy starting with early years, through primary and secondary phases, into a large post-16 provision offers the greatest potential to address current and future educational challenges. Our Vision for TCET is to 'Shape our children's futures through educational excellence and collaboration within our community'.



## Our Vision and Values

Lindow's vision and values are fundamental to all we aim to achieve and therefore drive everything we do.

- We strive to achieve the highest standards in all areas of learning for every individual, enabling them to reach their full potential
- We aim to develop well-rounded and confident individuals who make a positive contribution to their local and global community
- We provide a nurturing, caring and safe environment where every member is valued
- We take pride in our school and work to create a unique and stimulating learning environment
- We celebrate achievement, diversity and individuality

We deliver our vision and values through the following:

- Having the highest expectations for teaching and learning through the school and in all subjects, via a broad, balanced and engaging curriculum
- By ensuring we provide strong pastoral support for all children, as well as delivering a high quality PSHCE and life skills based curriculum
- By seeking the views of all stakeholders and involving them in the decision-making process
- Working collaboratively with other schools in our local area and beyond, to share good practice and drive school improvement through innovation and current research

By the time the children transfer to the next stage of their education, we aim to ensure that they are happy, confident, knowledgeable, honest and thoughtful individuals who are sensitive to, and understanding of, the needs of others.





## Lindow Community Primary School

### Job Description – Headteacher

**Post:** Headteacher (Leadership Scale 15 – 21)

**Responsible to:** The Governing Body

**Responsible for:** All pupils, teaching and non-teaching staff

#### Core Purpose:

To provide leadership and management of the school to the highest professional standards, ensuring its continuing success and improvement in the provision of high-quality education and learning for all pupils, formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The Headteacher will be required to carry out the duties as set out in the School Teachers' Pay and Conditions Document and take overall responsibility for the organisation and management of the school in accordance with: the articles of government; the statutory conditions of employment of headteachers; the policies of the governing body, in consultation with Cheshire East Council and the Director for Children, Education and Families.

#### Key Areas of Work:

##### Strategic direction and development of the school

##### 1. Shaping the future

- a) Ensure that the school ethos is clearly articulated, shared, understood and acted upon effectively by all members of the school community.
- b) Translate the ethos and vision into agreed objectives and deliver on these.
- c) Demonstrate the vision and values of the school in everyday work and practice.
- d) Motivate and work with others to create a shared culture in a school that prioritises inclusivity, taking risks in learning and an extended curriculum.
- e) Be willing to innovate, take on new challenges and be a leader in the field of education, especially with regard to the place of research in primary schools.

##### 2. Leading Teaching and Learning

- a) Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.
- b) Promote an exciting and challenging curriculum that inspires children to develop their own learning to learn skills.
- c) Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximise their engagement in their learning.
- d) Demonstrate and articulate high expectations and set stretching targets for all.
- e) Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including those with English as an additional language, children with learning difficulties, gifted and talented children and those with emotional and behavioural challenges).
- f) Communicate and work closely with families to ensure that learning is supported at home.
- g) Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
- h) Challenge underperformance at all levels and ensure effective corrective action.

- i) Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, in co-operation with colleagues, governors and the local authority.
- j) Ensure that a broad range of extra-curricular activities flourishes at the school to support a diversity of challenge and stimulation for all.
- k) Ensure that high standards of behaviour and attendance of the pupils is maintained.

**3. Securing Accountability**

- a) Ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, the local authority and the Department for Education; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
- b) Ensure individual staff responsibilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- c) Ensure that everyone across the school community works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- d) Work with the Governing Body, advising and assisting as required in exercising of its function, including attending meetings and making reports and the provision of information, objective advice and support to enable it to meet its responsibilities.

**4. Managing the Organisation**

- a) Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
- b) Create an organisational structure that reflects the school's ethos, and enable the management systems, structures and process to work effectively in line with legal requirements.
- c) Work with the governing body to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d) Manage the school's financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- e) Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

**5. Developing Self and Working with Others**

- a) Treat people fairly with dignity and respect to maintain the positive school culture.
- b) Build a collaborative culture within the school and local community at all levels.
- c) Actively engage with other schools, especially in the Wilmslow Education Partnership, to support joint learning and to secure appropriate resource allocations.
- d) Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
- e) Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- f) Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- g) Review annually the professional development of all staff at the school and report progress and actions to the governing body.
- h) Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of headteacher performance.
- i) Manage own workload and that of others to allow an appropriate work / life balance.

**6. Strengthening Community Links**

- a) Engage with the internal and external school community to secure equity and entitlement.

- b) Collaborate with other schools and organisations to share expertise and bring positive benefits to our school and ensure a secure and happy transition into our Reception year and on to the local secondary school.
- c) Collaborate, at both strategic and operational levels, with parents and carers and across multiple agencies to secure the well-being of all children.

#### CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

#### SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

#### EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

*This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.*



## Lindow Community Primary School Headteacher – Person Specification September 2022

Criteria			
Qualifications	Essential	Desirable	Evidence
▪ Qualified Teacher Status	✓		Application
▪ Degree level qualification with Honours	✓		Application
▪ Completion or confirmed participation in NPQH		✓	Application
▪ Evidence of regular & appropriate professional development in school leadership and management at senior leadership level	✓		Application
▪ Evidence of regular and appropriate professional development in teaching practice	✓		Application
Experience	Essential	Desirable	Evidence
▪ Successful strategic leadership and management experience in primary education at an assistant/deputy or headteacher level	✓		Application / Interview
▪ Evidence of experience across more than one key stage	✓		Application / Interview
▪ Proven track record of raising educational standards	✓		Application / Interview
▪ Experience of inclusion, SEN provision and safeguarding processes in a primary school setting	✓		Application / Interview
Shaping the future	Essential	Desirable	Evidence
Evidence of or commitment and ability to:			
▪ Think strategically, by building, communicating, and implementing a shared vision of excellence, inclusion and equity for all	✓		Application / Interview
▪ Lead creative and innovative contributions to strategic plans that realise the vision and sustain measurable school improvement	✓		Application / Interview
▪ Set and achieve ambitious, challenging goals and targets	✓		Application / Interview
▪ Work collaboratively and transparently, and communicate effectively with a range of stakeholders including pupils, staff, parents, governors and the wider community	✓		Application / Interview
▪ Desire to take part and drive the process as the school continues to move towards forming a local Multi-Academy Trust with partner schools	✓		Interview

<b>Leading, Teaching &amp; Learning</b> Evidence of or commitment and ability to:	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>Lead by example and able to motivate others in order to promote the school's ethos, vision and values for the pupils, staff, governors and parents of the school</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Sustain and develop flexible, comprehensive learning opportunities and strategies to meet the personal learning needs of every pupil and foster a culture of lifelong learning for all pupils</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Access, analyse and interpret appropriate data to monitor and evaluate pupils' progress, set and achieve ambitious, challenging goals and targets. Identify areas for improvement with the focus on every pupil achieving their full potential.</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Acknowledge excellence and challenge poor performance across the school to improve the quality of teaching and learning</li> </ul>	✓		Application / Interview
<b>Securing Accountability</b> Evidence of or commitment and ability to:	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>Demonstrate an understanding of current Government and DfE legislation and statutory guidance</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Work with the Governing Body and Local Authority to enable them to meet statutory responsibilities</li> </ul>		✓	Application / Interview
<ul style="list-style-type: none"> <li>Develop effective communication mechanisms with the Governing Body to ensure governors are provided with the information they need to meet their responsibilities</li> </ul>		✓	Application / Interview
<ul style="list-style-type: none"> <li>Apply principles of quality assurance, including self-review, self-evaluation, performance management and stakeholder and community involvement</li> </ul>	✓		Application / Interview
<b>Managing the Organisation</b> Evidence of or commitment and ability to:	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>Manage the efficient and effective day-to-day running of the school to ensure a safe, secure and healthy environment.</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Manage the school's physical, financial and human resources effectively, working with the Governing Body to ensure the strategic financial planning, operational budget management and principles of best value</li> </ul>		✓	Application / Interview
<ul style="list-style-type: none"> <li>Implement clear and appropriate policies and improvement plans and monitor, evaluate and review their effects</li> </ul>	✓		Application / Interview
<ul style="list-style-type: none"> <li>Prioritise, plan and organise themselves and others and delegate management tasks where appropriate and monitor their implementation</li> </ul>			Task

<b>Developing Self and Working with Others</b> Evidence of or commitment and ability to:	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
▪ Foster an open, fair, equitable culture and manage change and conflict within the ethos of the school	✓		Application / School Visit / Interview
▪ Manage own workload and the work of individuals and teams effectively, providing support and delegating where appropriate	✓		Application / Interview
▪ Review the performance of staff, challenge and take action when performance is unsatisfactory, ensuring continuing professional development	✓		Application / Interview
▪ Work collaboratively and network with others, within and beyond the school, including other schools and school leaders		✓	Application / Interview
▪ Demonstrate enthusiasm, presence, commitment, flexibility and impact	✓		Application / Interview
<b>Strengthening Community Links</b> Evidence of or commitment and ability to:	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
▪ Build, promote and maintain effective relationships with parents, carers and the wider community that enhance the education of all pupils	✓		Application / Interview
<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
▪ Commitment to safeguarding and promoting the welfare of children by building a safe learning environment	✓		Application / Interview
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
▪ Approachable, fair, caring and kind	✓		Task / Interview
▪ Creative, enthusiastic, inspiring and resilient, keen to embrace new ideas and demonstrate adaptability to changing circumstances and challenges	✓		Application / Task / Interview
▪ Ability to manage work/life balance of self and others	✓		Interview

## **Application Process**

To apply for this position, please complete the Cheshire East application form supplied with this pack. You may provide a supporting letter with your application; this should not exceed two sides of A4 paper (minimum font size 10) and should relate to the Person Specification and Job Description detailed in this pack. Please do not restate the factual details already included elsewhere on the application form.

### **School Visits**

We would strongly encourage you to visit the school to meet the staff, children and governors. If you would like to attend one of the applicant tours of the school, please telephone the school office on 01625 917269 or email [admin@lindow.cheshire.sch.uk](mailto:admin@lindow.cheshire.sch.uk)

### **Application Closing Date**

Please return the completed application form and your covering letter by 12 noon on Tuesday 27<sup>th</sup> September 2022. Applications should be emailed to [schoolgovernanceeast@cheshireeast.gov.uk](mailto:schoolgovernanceeast@cheshireeast.gov.uk)

### **Interviews**

Applicants will be informed as soon as possible whether or not they have been shortlisted. Activities and Interviews will take place over two days – Wednesday 12<sup>th</sup> October and Thursday 13<sup>th</sup> October 2022. Full details will be sent to shortlisted candidates. All shortlisted candidates will be invited to an activities day on 12<sup>th</sup> October 2022, with candidates that perform strongly being invited back for interview on 13<sup>th</sup> October 2022.

### **Appointment Timescales**

We are looking for a new Headteacher to start on 1<sup>st</sup> January 2023.

### **Pay Scale**

Lindow is a Group 2 school and the salary offered will be within the range of L15 to L21.

### **Safer Recruitment**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. Stringent Checks and Vetting Procedures apply to all posts as part of our Safeguarding Policy.