



## Head Teacher | Lingfield Primary School



## Application Pack

*An exciting opportunity in your leadership journey to join a brilliant team...*

## Head Teacher | Lingfield Primary School

Pay range: L17-23 (£69,970 - £81,070)

Required from January 1<sup>st</sup> 2025

Are you looking for a unique opportunity to lead a wonderful school? Do you have a genuine desire to create something extraordinary for the children in your care? If so, Lingfield Primary School may just be looking for you...

Following a period of successful leadership under the current post holder, the school is looking for a new leader who will take the school forward into the next chapter of its journey.

Your practice, ethos and approach to school life will shape the lives of our children, the school we are building and the staff that you will lead. As such, it is key that:

- 🌀 You are an experienced senior leader within a primary school
- 🌀 You are kind. You lead by example and will embody our Trust values
- 🌀 You are committed to high standards and excellence. Lingfield is a high performing school, well renowned within the local community

Our Trust community is a wonderful place to be. Our leaders feel part of a genuine Trust family. You will be supported by an experienced team who will value your autonomy as a Head and your contribution back in to the Trust.

Being a Head Teacher in our Trust is not a lonely job. We value collaboration and relationships at every level. As a Head Teacher within our Trust, you will be supported by a regional hub director and be part of one of three hubs within our Trust. You will also have the support of an experienced central team, who provide highly valued office and school improvement offers. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form included. We also ask for a covering letter, of no more than 1000 words, which details how you meet the criteria within the personal specification – and why you feel that Lingfield Primary School is the right school for you.

The school and Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to rigorous pre-employment safeguarding checks, which will be undertaken before an appointment is confirmed.

If you would like to arrange an informal conversation, or find out further details about the role, please contact either our Deputy CEO, or Director of Education using the details below:

Deputy CEO  
Rebecca Pavey

[rpavey@lingfieldeducationtrust.com](mailto:rpavey@lingfieldeducationtrust.com)

Director of Education  
Mark Dent

[mdent@lingfieldeducationtrust.com](mailto:mdent@lingfieldeducationtrust.com)

Please return completed applications for the attention of Rebecca Pavey – at the above email address, or

Lingfield Education Trust  
c/o Corporation Road Primary School  
Corporation Rd,  
Darlington DL3 6AR

**Closing Date: Midday 11<sup>th</sup> September 2024**

**Shortlisting Date: 12<sup>th</sup> September 2024**

**Interviews: 26<sup>th</sup> and 27<sup>th</sup> September 2024**

## Job Description

### Head Teacher | Lingfield Primary School

<b>POST TITLE:</b>	Head Teacher
<b>GRADE:</b>	L17-23 (£69,970 - £81,070)
<b>REPORTING RELATIONSHIP:</b>	Regional Hub Director, Chief Executive Officer, Board of Trustees and Local Governing Body
<b>JOB PURPOSE:</b>	To provide dynamic and strategic direction, leadership and accountability in respect of all aspects of Teaching & Learning and the day-to-day management of the school.

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

#### MAIN DUTIES/RESPONSIBILITIES

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Head Teacher.
2. To meet the National Standards for Head Teachers as published by DfE.
3. Provide dynamic strategic direction and inspirational leadership at all levels of the School.
4. Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
5. Ensure that all in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
6. To ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
7. Have a strong commitment to inclusion.
8. Promote the ethos and vision of Lingfield Primary School to a wide range of audiences.

9. Have overall responsibility for the school budget and the deployment of resource within the policy framework set by the Governing Body and the Trust – in partnership with the central finance team.
10. Ensure that the management, finance, organisation and administration of the school support its vision and aims.
11. Act as an ambassador for the school in further developing partnership and links with stakeholders that promote a positive profile Lingfield Primary School.
12. Ensure that learning is at the centre of strategic planning and resource management.
13. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
14. Ensure a culture of challenge and support where all pupils can achieve success and be fully engaged in their own learning.
15. Implement strategies which secure high standards of behaviour and attendance.
16. Monitor, evaluate and review classroom practice and promote improvement strategies.
17. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
18. Lead Lingfield Primary School in achieving excellence, with a focus on continuous improvement and raising standards.
19. A good understanding of current local and national initiatives.
20. Build and maintain strong relationships with pupils, parents, staff, governors and the whole community.
21. Be responsible for effective communication, both internal and external to the school, including dealing with the media.
22. Lead, motivate, support, challenge and develop all staff to secure improvement.
23. Participate in arrangements for Head Teacher Performance Management.
24. Ensure that the school's and Trust policies and procedures are implemented across the school.

25. Take overall responsibility for health and safety matters for Lingfield Primary School by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
26. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
27. Provide information, advice and support to the Governing Body, Trustees and Trust Senior Leaders to enable it to meet responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
28. To safeguard and promote the welfare of children, in line with the Trust Safeguarding Framework, for whom you have responsibility or come into contact with, to include developing and adhering to all specified procedures as the school DSL.
29. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
30. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
31. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body and Trust may determine from time to time.

**This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.**

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

## PERSON SPECIFICATION | HEAD TEACHER | LINGFIELD PRIMARY SCHOOL

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Qualified Teacher Status	AF/C	D1	NPQH or other leadership qualification	AF/C
	E2	Further professional qualification or evidence of study	AF/C	D2	SENCo qualification	AF/C
<b>Experience &amp; Knowledge</b>	E3	Experience as a Deputy Head Teacher, Head of School or Head Teacher	AF/I/R	D3	Experience of at least two national curriculum key stages.	AF/C
	E4	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole pupil.	AF/I/R	D4	Previous experience as DSL or Deputy DSL	AF/C
	E5	Experience of managing, developing, inspiring and motivating staff.	AF/I/R	D5	Recent training in relation to Early Reading expectations and best practice	AF/R/I
	E6	Demonstrable success in raising standards and meeting challenging targets.	AF/I/R			
	E7	Experience of supporting the management of significant organisational development & change.	AF/I/R			

	E8	Experience of presenting high quality, strategic information to Governors, and supporting their role as a “critical friend”.	AF/I/R			
	E9	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Skills</b>	E10	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E11	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I/P			
	E12	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	AF/I/P			
	E13	Ability to interpret and implement new legislation, policies and directives.	AF/I/P			

	E14	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E15	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.	AF/I/P			
	E16	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/P			
<b>Personal Attributes</b>	E17	High personal standards of integrity and probity.	AF/I/R			
	E18	Enthusiasm, vision, drive, adaptability and resilience.	AF/I/P			
	E19	Be confident, positive and approachable.	AF/I/P			
	E20	Be able to secure the loyalty and confidence of pupil, staff, parents, Governors and others.	AF/I/R			



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E21	Have consideration of the views of others	AF/I/P			
	E22	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I/P			
	E23	Ability to create a learning culture of high expectations within the organisation, which is recognised by staff, pupils and parents.	AF/I			
	E24	Commitment to personal development.	AF/I			
	E25	Be able to understand and develop your own emotional intelligence.	AF/I/P			
Special Requirements	E26	Be willing to work outside normal hours.	AF/I			
	E27	To be flexible in order to meet the demanding nature of this role.	AF/I			
	E28	Flexibility, mental resilience and well-developed self-management skills in order to meet the demanding nature of the role	I/R			

	E29	Motivation to work with children	AF/I/R/D			
	E30	Ability to form and maintain appropriate relationships an personal boundaries with children	AF/I/R/D			
	E31	Suitability to work with children	D			

Key – Stage identified		Key – Stage identified	
AF	Application Form	I	Interview
C	Certificates	D	Disclosure
P	Presentation	R	References