

JOB APPLICATION PACK

HEADTEACHER VACANCY



*ensuring all pupils
achieve their full potential*

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Email : lothersdale@ycatschools.co.uk
Website : www.lothersdaleschool.org.uk
Tel : 01535 632510

Headteacher : Mrs Andrea Walker (Interim Executive HT)
Chair of Governors : Mr Andrew Twigg
Status : Multi Academy Trust



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The Recruitment Process at Lothersdale Primary School

Dear Candidate

The governors, staff, parents and children of Lothersdale Primary School are seeking to appoint a strong leader who will build on the school's many strengths and ensure it continues to develop and improve. Applications are invited from inspirational and motivated school leaders who have a passion for education and champion the needs of young people.

We are looking for:

- A leader with high expectations of excellence
- A leader with excellent communication skills, who will inspire and develop the staff team, and have an open and supportive approach.
- Someone who understands and wants to continue the special ethos that runs throughout the whole school; and
- Someone who is still enthused by teaching and can manage the role of headteacher with a regular part-time teaching position.

We can offer:

- A happy and caring community in a supportive multi academy trust
- Highly committed and passionate governing body, staff and parents
- A strong team spirit amongst staff
- Happy, well behaved and thoughtful children who enjoy challenging learning; and
- Considerable support from our multi academy trust for personal and professional development.

You will see the job description, person specification and application form attached to this advertisement. I hope that this information will help you to decide if you are the person who is excited about leading our school.

Please supplement your application with a letter of no longer than two sides of A4 paper. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

I would encourage you to visit the school informally and experience our schools' ethos firsthand. Please contact Steph Ellison, School Administrator, on 01535 632510 or email us at lothersdale@ycatschools.co.uk to make arrangements.

The closing date for applications is **Thursday 23 March 2023 at 12 noon.**

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Candidates selected for interview will be notified via email by **Friday 24 March 2023**.
The interviews are scheduled for **w/c 27 March 2023**.

On behalf of the governing body, thank you again for your interest in Lothersdale Primary School and we look forward to receiving your application.

Yours sincerely



ANDREW TWIGG
Chair of Governors

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School Information

Lothersdale Primary School is situated in the village of Lothersdale approximately 6 miles from the market town of Skipton and 7 miles from Keighley. The school was built in 1891. An extra classroom was added in 1991, a further classroom and offices in June 2001 and more recently an additional classroom and entrance area. We were judged Outstanding by Ofsted in January 2006, October 2008 and in July 2014. The school is situated in the commuter belt serving Leeds and Manchester.

ACADEMY STATUS

On 1 August 2015 the school converted to an Academy, forming a Multi Academy Trust (MAT) with Bilton Grange Primary School, Harrogate and Askwith Primary School known as Yorkshire Collaborative Academy Trust. There are now 5 schools in the MAT.

As a MAT the schools believe in the principles of collaborative practice in the school led system as the most effective way to raise achievement and foster life-long learning for children and adults. Our working relationships are built on professional integrity and honesty, with all staff continually striving to improve their teaching to achieve the best for all children. There are high expectations for all staff to challenge and support each other in the continuous improvement of teaching and learning. Our MAT's ethos is based on the principle:

“By working and learning together we will make a difference to children's lives.”

The YCAT MAT provides a wide range of support for our headteachers including two trust training days per year, membership of the school improvement group working together to identify ways to support improvements across our schools, our own SCITT that provides new entrants to the profession, and access to wide range of CPD and support through the associated teaching school (HART).

If you are new to headship YCAT will provide a personal support programme and mentor. If you are already an experienced headteacher you will have a personalised induction programme and Trust support.

At present there are 111 children on our roll with four teachers (FTE). The non-teaching staff comprise of an Administrator, 2 Higher Level Teaching Assistants, one Advanced Teaching Assistant, 2 General Teaching Assistants, one caretaker/cleaner, two mid-day supervisors and one cook.

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There are four classes which are grouped according to age. The current organisation is:

- Class 1: Reception
- Class 2: Years 1 and 2
- Class 3: Years 3 and 4
- Class 4: Years 5 and 6

The school is committed to safeguarding the welfare of our children and young people and the successful candidate will be required to undertake an enhanced DBS clearance.

In Lothersdale School we aim for a happy, relaxed atmosphere, in an environment in which high standards of behaviour are positively reinforced.

The school has very supportive parents and enjoys a good relationship with the local community.

For further information please refer to our website, www.lothersdaleschool.org.uk

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Child Protection Statement

Lothersdale Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with safer recruitment practice, as outlined in Keeping Children Safe in Education, for appointment to this post, references will be taken up prior to interview.
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of any disciplinary procedures and the outcome of these.
4. At interview, candidates will be asked about any safeguarding allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity, right to work and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level DBS check, barred list check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form.

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6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership (NYSCP) and Trust/School's Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.
7. As part of our robust safer recruitment process, online searches will be carried out on shortlisted applicants.

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Job Description

Post : Headteacher
Grade : Leadership group 2 Range 11-17

Specific

Lothersdale School is a small school and the headteacher will be expected to take a continuing part-time teaching position equivalent to 0.4.

The School's Governing Body wish a particular emphasis to be placed on the following:

1. To continue to maintain and build on the high standards across the school with particular reference to academic progress and enriching the provision to meet children's wider emotional and social needs. To lead in the provision of excellent learning and teaching to ensure outstanding pupil outcomes that enable each young person to reach their full potential. To be pro-active in recognizing curriculum advances and developments.
2. To build on the existing vision of school improvement and to lead the staff and Governing Body in reviewing and evaluating the effectiveness of the School Development plan. Ensuring it is an exciting and stimulating shared vision which inspires and motivates, pupils, staff and all the members of the school community and other stakeholders.
3. To work closely with and report to the School's Governing Body to ensure it has accurate and timely detailed information on which to base sound decisions on school priorities and progress towards these to secure the future development and success of the school.
4. To lead the school through rigorous self-evaluation, including quality assurance, assessment and performance management at all levels.
5. To develop, inspire and motivate effective teams in order to raise standards both personally and professionally across the school.
6. To promote a culture of achievement throughout the school and the wider community.
7. To ensure that the school is a safe environment that protects and cares for the pupils and staff.
8. To treat people fairly, equitably and with dignity and respect to maintain a positive school culture.
9. To define standards of behaviour for staff and pupils and to ensure these standards are applied consistently throughout the school and that all staff take responsibility for maintaining and modelling appropriate behaviour.
10. To represent the school locally, regionally and nationally, developing networks and influencing a wide range of stakeholders.

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11. To make control and make effective use of resources and budgets, ensuring the school gives best value and maintains a sustainable financial future.
12. Cultivate a happy, healthy and successful school for its children and adults by fostering a high level of moral.
13. Promote a wide range of extra-curricular activities which can be assessed by all children

Statutory

1. To fulfill all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To meet the National Standards for Headteachers as published by the DfE.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's welfare 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.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

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Person Specification

The selection panel will require evidence that you meet all the standards outlined in the National Standards for Headteachers, and will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

Qualifications and Training	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualified Teacher Status	Y	
Graduate or equivalent	Y	
Evidence of continuous professional development (e.g. NPQH, Management Qualifications etc.)	Y	
Knowledge of child protection and health and safety issues. SENDCo qualification and training	Y	Y
Experience and Skills	Essential on appointment	Desirable on appointment
Recent senior leadership experience and management	Y	
Thorough knowledge of the National Curriculum	Y	
Experience across the appropriate age range (Pupils 4 to 11).		Y
Personal Conviction		
Emotional resilience in working with behaviours and leading a multi-disciplinary team.	Y	
Passionate commitment to education and a love of teaching.	Y	
Performance Focus		
Clarity of Vision	Y	
Strategic Thinking	Y	
High expectations of Self and Others	Y	
Communicating	Y	
Effective time management	Y	

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Managing Effectiveness		
Committed to collaboration and networking with other schools to improve outcomes	Y	
Safeguarding	Essential on appointment	Desirable on appointment
The candidate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Y	
Ability to form and maintain appropriate relationships and personal boundaries with all stakeholders.	Y	
Appropriate use of authority and discipline.	Y	

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How to find us

Lothersdale is a small village and civil parish in the Craven district of North Yorkshire.

The village is situated near Skipton and located within the triangle formed by Skipton, Cross Hills and Colne.

The school is centrally located on the main road through the village.

For more detailed instructions on how to locate us please use the following website or use BD20 8HB in your SatNav.

www.maps.google.co.uk

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