



# Corbett VA CE Primary

## HEADTEACHER CANDIDATE BROCHURE



We are looking to appoint a passionate Headteacher who can provide professional leadership, strategic vision and drive to continue providing the highest quality care and education for all our pupils at Corbett VA CE Primary School.

The successful candidate will build on Corbett's current successes, inspiring both staff and children to work together to maximise their potential.

The school is situated in a semi-rural village setting in South Staffordshire, with 92 children from Pre-Reception to Year 6 on roll. Strong links with the church are an integral part of the foundation of the school.

'Corbett is a small school with a big curriculum. Pupils thrive at Corbett Primary School and make good progress across a range of subjects. They are well prepared for secondary school and develop confidence and a positive outlook on life and learning that serves them well. The school's work to promote pupils' personal development and welfare is outstanding.' (Ofsted October 2018)



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### Ethos Vision and Values



'Love to Learn and Learn to Love'

At Corbett we are committed to creating an environment where children love their learning. Where the whole school community works together to make learning irresistible; surrounded by a nurturing Christian Faith. Our school badge reminds us of our close community with the church of Holy Cross and the faith of our two founders Mary and Hannah Corbett.

'Love one another, as I have loved you.' John 13v34

**We all work together to make Corbett, Happy, Calm, Purposeful & Welcoming.**

We show **respect** and **reverence**,  
we take **responsibility**,  
we form positive **relationships**,  
we **reflect**,  
we are **resourceful**,  
we are **resilient**,  
we take **risks** and  
we **forgive**.



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Job Specification	
Grade/Salary Scale	L6 - L18
Closing Date	9am Monday 27 <sup>th</sup> February 2023
Shortlisting Date	Monday 6 <sup>th</sup> March 2023
Interview Dates	Friday 17 <sup>th</sup> March 2023 (professional task day) Monday 20 <sup>th</sup> March 2023 (interview) There will also be a teaching observation.
Job Start	As soon as possible from September 2023 onwards, or sooner subject to availability.



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### Job Description – Headteacher

The Headteacher will provide professional leadership and vision for the school which ensures its continued success and improvement with all members of the school community. They will provide an environment for teaching and learning that empowers both pupils and staff to achieve their potential.

The governing board is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

#### Leading and Managing Staff

**The role of the Headteacher is one of leadership. In the teaching and management of staff their unique contribution as individuals should be valued and recognised**

#### The Headteacher will:

- Set a strong vision and strategic direction for the school
- Lead by example; set a model of professionalism, conduct and presentation, demonstrating high standards of expertise and commitment
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Ensure that constructive working relationships are formed between staff and pupils
- Implement and sustain effective and robust procedures for the performance management of staff
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard through high quality CPD based on assessment of



- needs and systematic monitoring and evaluation
- Effectively lead and manage school staff in ways that reflect and meet the policies of the governing board, ensuring that professional duties are fulfilled, as specified in the School Teachers Pay and Conditions Document, including those of the Headteacher
- Actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace the opportunities for their own continued professional development
- Ensure that a suitably nominated person assumes responsibility for the discharge of the Headteachers functions at any time when absent from school
- Establish a performance framework, utilising a arrange of data to monitor pupil progress and make improvements based on secure evidence
- Ensure that learning is at the centre of strategic planning and resource management which ensures that each pupil achieves their full potential
- Build and develop an environment underpinned by a code of behaviour that promotes and secures excellent teaching, effective learning,





high standards of achievement and exemplary behaviour

- Determine, develop and implement a policy for the spiritual, moral and cultural development of pupils and their personal and health education
- Promote respect and understanding of diverse cultures, languages, ethnic communities and faiths
- Monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils
- Implement and evaluate positive strategies and programmes which ensure good pupil behaviour, conduct and discipline
- Provide clear support and guidance in respect of pupil exclusions, in accordance with local and national policy
- Develop and maintain effective links with business and industry in order to extend the curriculum and enhance teaching and learning
- Provide pupil centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.



	<ul style="list-style-type: none"> <li>Promote and embed the Christian ethos of the school throughout all aspects of learning.</li> </ul>
<p><b>Efficient and effective deployment of staff and resources</b></p> <p>Ensuring that the deployment of all staff, finance, resources, time and energy reflect the aims of the school community and meet the needs of all pupils</p>	<p><b>The Headteacher will:</b></p> <ul style="list-style-type: none"> <li>In partnership with governors and senior colleagues, create an environment that attracts and retains staff of a high calibre, who are passionate and strive for excellence, and who share and contribute to the school ethos</li> <li>Work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education and raise standards</li> <li>Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations</li> <li>Make appropriate arrangements for the security and effective supervision of the school buildings, their contents, and the school grounds</li> <li>Report to a range of stakeholders, including governors, the LA, the local community, Ofsted and others, to enable them to hold the school to account for the</li> </ul>



	<p>educational performance of pupils</p> <ul style="list-style-type: none"><li>• Develop and implement clear and transparent mechanisms which inform parents, carers and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving school improvement targets</li><li>• Carry out any such duties as may be reasonably required by the governing board</li><li>• Create an organisational culture which monitors and prioritises the safeguarding of children above all considerations, working effectively with relevant agencies.</li></ul>
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### Person Specification - Headteacher

Assessment by:

**A** Application

**I** Interview

**R** Reference

		Essential	Desirable	Assessment
<b>Qualifications</b>	First degree or equivalent	•		A
	Qualified teacher status	•		A
	National Professional Qualification for Headship		•	A
<b>Professional Development</b>	Proven leadership skills	•	•	A I R
	Currently a successful Headteacher, Deputy or Assistant Headteacher	•		A I R
	Excellent communication skills	•		A I R
	Record of significant, recent school teaching experience	•		A I R
	Recent experience of working with pupils covering a broad range of needs	•		A I R
	Experience of working with non-educational agencies in supporting pupils with special educational needs	•		A I
	Experience in leading a major curriculum area	•		A I R
	Experience of developing curriculum continuity and progression between EYFS, KS1 and KS2	•		A I



	Experience of using assessment data to inform strategic decision making	•		A I
	Experience of working with a range of stakeholders, including governors	•		A I
	Evidence of continuing professional development		•	A I
	Skilled in delivering effective approaches to behaviour management	•		A I
	Knowledge of the statutory framework for special education, the SEND Code of Practice and other related legislation and statutory regulations	•		A I R
	Experience of leading a whole school development initiative	•		A I
	A good understanding of the national curriculum and assessment and progress systems for pupils with SEND	•		A I
	Experience of recruiting and managing staff		•	A I
	Proven track record of motivating, training and developing staff	•		A I R
	Experience of successful delivery against agreed strategic plans	•		A I R
	Clear understanding of school financial procedures and ability to manage a school budget	•		A I



	A strong commitment to safeguarding and a clear understanding of local, national and school based safeguarding systems, policies and procedures	•		A I
	Experience of working in the role of Designated Safeguarding Lead	•		A I R
	Ability to uphold the distinctive Christian nature of the school with knowledge and understanding	•		A I
	Commitment to ensuring equal opportunities and inclusion, addressing diversity and access	•		A I R
	Knowledge of strategies and a strong personal motivation and drive to ensure school improvement and raising outcomes	•		A I
	Understanding of the Ofsted inspection framework and experience of leading the school through an inspection	•		A I R

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and;
- Attitudes to use of authority and maintaining discipline

***If a candidate is short-listed any relevant issues arising from references will be taken up at interview.***



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### Application Process

For further information or to arrange a school visit please contact:

Lucy Timmins - School Business Manager

01384 221260

Email: [office@corbett.staffs.sch.uk](mailto:office@corbett.staffs.sch.uk)

Application forms and accompanying information should be submitted by email.

**Prepared By:** The Governing Body

**Date:** January 2023

Candidates are encouraged to visit the school and speak to the current Headteacher before applying. School tours will be held on 1<sup>st</sup> - 3<sup>rd</sup> February 2023.

Please call 01384 221260 or email [office@corbett.staffs.sch.uk](mailto:office@corbett.staffs.sch.uk) to book a visit.