Albrighton Primary School

Application Pack

Information for Applicants

Required from September 2023

Albrighton Primary School

"Only Our Best Will Do"

Thank you for your interest in the post of Headteacher at Albrighton Primary School

Please read the information contained in this pack. We hope it will help to share our visions and values, as well as supporting you in completing the application form

The content of this pack includes:

- About Albrighton Primary School
- A job description for the post of Headteacher
- A person specification for the post of Headteacher

Albrighton Primary School is committed to safeguarding children and all successful applicants are subject to a Criminal Records Bureau and other relevant employment checks.

Headteacher

Salary: L12 –L17
£58,105 - £65,699

Newhouse Lane

Albrighton

Nr Wolverhampton

WV7 3QS

Required from September 2023

Albrighton Primary School
Albrighton Primary is a 'Good School' with a driving ambition and the potential to be even better. In the 2020 OFSTED the Lead Inspector stated that with only a small amount of additional work to fulfill the requirements of the new OFSTED framework, the school would be graded as "Outstanding."

We are looking to appoint a highly motivated, creative and experienced applicant who wants to lead our wonderful school community.

The new Headteacher will be as passionate as the rest of the team in making a difference to our children and families.

Our school is located on the edge of Albrighton village. The school serves the village population as well as the nearby RAF Cosford. Over 2500 personnel, including apprentices, are stationed at Cosford. Made up of Service personnel, civil servants and contractors, many of the RAF personnel, with their families, live in the approximately five hundred married quarters that are located in Shropshire but predominantly within the catchment area of the school. RAF Cosford plays a critical role in the UK's defence by training and delivering a varied range of skills required to deliver to the front line of our national airforce.

Our warm, friendly, and respectful atmosphere supports positive working relationships between adults and children. The school amalgamated the infant and junior schools into one primary school in 2010 and remains a LA Maintained primary

school. School numbers are growing owing to the school's excellent reputation in the village.

We are passionate about ensuring that the school provides an environment which celebrates equality and diversity. All staff encourage and respect all cultures and faiths. We work alongside children and encourage them to have aspirations and set high expectations for themselves. We have first class facilities throughout the school with light, airy classrooms and excellent facilities for sports, swimming, and the arts.

Our school is surrounded by a beautiful green space and outdoor learning is an important feature of the curriculum. We also have extensive playing fields with provision for all sporting activities, a swimming pool and forest school area. The school regularly takes part in activities within the East Shropshire Schools Partnership. The school hall and gymnasium are used for indoor activities and training sessions.

The school has extensive extended school services with a thriving nursery as well as provision for before and after school care.

The school currently consists of 10 mainstream, mixed age group classes with additional provision for 2 – 4 year olds. There currently 273 children on roll. However, this figure can change within the year owing to the high mobility rate caused by children arriving and leaving RAF Cosford.

In March 2020, OFSTED graded the school as:

Overall Effectiveness	**Good**
Effectiveness of Leadership and management	**Good**
Behaviour and Safety	**Good**
Quality of Teaching	**Good**
Achievement of pupils	**Good**
Early Years provision	**Good**

- Number on roll: 273
- Current Pupil Premium: £85,320
- Forces children currently on role: 93 children 34%
- Current Free School Meals: 41 children 15%
- SEND: 45 16%
- EHCP: 8 3%

We are looking for someone to join our team who:

- has a clear educational vision and a genuine passion for education, coupled with the ability and enthusiasm, to see every child do the best they can do;
- has an outstanding ability to anticipate, lead and manage change; building on the school's current strengths;
- leads by example with integrity and resilience;
- has the ability to inspire, challenge, motivate and empower teams and individuals to achieve excellence;
- is visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community;
- shows compassion in dealing with issues;
- has a flexible leadership style, being 'hands on' when required but balanced and knowing when to delegate;
- demonstrates a capacity for sustained hard work with energy and enthusiasm;
- can lead our school forward to continue an era of success;
- will actively champion the school family and their environment

We can offer you:

- an exciting opportunity to lead a highly motivated and talented staff team;
- a supportive and welcoming diverse parent group who engage well with school;
- a strong school ethos that encourages positive attitudes to learning and behaviour;
- strong relationships across and throughout the school that places well-being as a priority;
- a professional, enthusiastic and supportive team of staff with the drive and determination to raise pupil achievement;
- a committed and pro-active Governing Body and a school that works in partnership with other schools and the wider community.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check.

JOB DESCRIPTION
Headteacher

Location: Albrighton Primary School

Pay Range: £58,105 - £65,699

Main Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

Accountable to the Governing Body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aim and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards.

Statutory requirements

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **Schools Teachers' Pay and Conditions** document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

The appointment is also subject to other current educational and employment legislations and policies laid down by the Governing Body under their powers derived from statutory sources.

Duties and Responsibilities

Strategic Leadership

- Define vision and clear values for the school which can be understood, communicated and acted upon effectively.

- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
- Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practice and excellent outcomes for pupils.
- Lead by example – with integrity, creativity and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.

Educational Excellence

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Challenge educational orthodoxies with relevant research and robust data analysis, to provide a world class education for the pupils.
- Shape the current and future quality of teaching profession through high quality training, systematic approach to monitoring and sustained professional development for all staff.
- Develop strong partnerships with parents and carers to support students' achievement and personal development.

Operational Management

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Exercise strategic, fair and open deployment of budgets and resources, in the best interests of the pupils' achievements and the school's sustainability.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Focused on clear succession planning by identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.

- Ensure that the school's system, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

Securing Accountability

- Welcome strong governance and actively support the governing board to understand its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Present a coherent account of the school's performance in a form appropriate to the range of audiences, including governors, the local community, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice.
- Foster an autonomous culture that ensures policies and practice takes account of national and local policies and initiatives and comply with legal requirements.

Safeguarding

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Ensure that the child protection and safeguarding policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

PERSON SPECIFICATION

Key:
App – Application Form
SP – Selection process.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Strategic Leadership		
Experience of school leadership roles	E	App/SP
Ability to build effective relationships with staff, parents, governors and external stakeholders	E	App/SP
Implements the schools vision and values	E	App/SP
Prioritises learning outcomes in all strategic decision making	E	App/SP
Ability to make and implement difficult decisions	E	App/SP
Implements a strategic plan across the whole school, identifying priorities and evaluating the impact	E	App/SP
Works with and motivates senior leaders, teams and individuals to implement changes across the school	E	App/SP
Awareness of the nationwide educational improvement agenda and other statutory changes in Education	E	App/SP
Understanding of entrepreneurial and innovative approaches to influence and drive forward school improvement	D	App/SP
Educational Excellence		
Implementation of strategies which secure high standards of teaching and learning	E	App/SP
Experience of curriculum innovation and development that has resulted in raised standards	E	App/SP
In depth knowledge of the use of data to monitor pupil progress	E	App/SP
Effective use of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
A proven ability to motivate, lead and interact with staff, pupils and parents/carers.	E	App/SP
Operational Management		
Recruits, develops, retains and manages a range of school staff	E	App/SP
Ability to deploy effectively staff and resources	E	App/SP
Ensures effective performance management systems are in place and manage capability	E	App/SP
Ability to distribute work effectively	E	App/SP
Uses CPD to motivate, enthuse and develop all staff	E	App/SP
Effective use of robust and transparent effective interventions to ensure pupils maintain good progress	E	App/SP
Understanding of the main aspects of managing a school budget	E	App/SP
Financial management of school budgets	E	App/SP
Manages the school's environment in line with health and safety regulations	E	App/SP
Develops appropriate school development plans	E	App/SP
Implements changes to staffing structures	D	App/SP

Securing accountability		
Holds people to account for conduct and practice	E	App/SP
Works effectively with the governing body to ensure both parties fulfil statutory duties	E	App/SP
Provides performance data to parents, governors and school improvement officers	E	App/SP
Develops appropriate school policies and procedures	E	App/SP
Builds relationships and promotes the schools reputation with community groups, outside agencies and other schools which create innovative learning experiences for pupils and drive improvement in standards	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
In depth knowledge of relevant performance data and the ability to use it to drive school improvement	E	App/SP
Safeguarding		
Can demonstrate knowledge of, and the ability to implement and adhere to, effective policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Experience in strategies to manage behaviour	E	App/SP
Has experience of a multi-agency team approach	D	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
NPQH	D	App/SP
NCSL/CWDC Safer recruitment certificate (Required within the first year of Headship)	D	App/SP
Personal qualities and attributes		
Moral purpose (Equality, diversity and inclusion, children and adults treated with respect)	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child centred	E	SP
Resilient	E	SP
Integrity	E	SP
Self-motivated and able to coach, mentor and motivate others	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills	E	SP
Emotional confidence (knowledge of strengths and areas of developments)	E	SP
Conceptual thinking (identify patterns between potentially unrelated concepts)	D	SP

Additional Information

Designated Safeguarding Lead

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle). To be familiar with the following documents:

- The Department for Educations (DfE's) statutory guidance for schools and colleges, 'Keeping Children Safe in Education' updated 2022
- 'Working Together to Safeguard Children' updated July 2022
- Ofsted Common 'Inspection framework: safeguarding in maintained schools and academies' July 2022
- The Prevent duty April 2021
- Early Years Foundation Stage Statutory Framework 2014 (EYFS) updated April 2021
- Shropshire Safeguarding Children Board (SSCB) Threshold Guidance Document
- Refer individual cases of suspected abuse to relevant Local Authority (LA) Children Services area (following SSCB guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to CP.
- Undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of CP within school, and to act as a school-based resource on CP issues for staff.

Salary and Pension

- The salary for the successful candidate will be determined in accordance with the school's leadership pay policy, will be discussed at interview, and confirmed once an offer is made.
- There are options to consider for pension arrangements and these will be issued to the successful candidate on receipt of your contract.

Equal Opportunities

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation, or disability.

Safer Recruitment

The safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of children in education. Albrighton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through thorough procedures, good inter-agency co-operation and recruitment and retention of competent staff who are suited to the roles.

The Recruitment Process

Applications

- Your application should be completed on-line https://shropshire.gov.uk/

  The School's HR Officer, Alan James may be contacted regarding any queries.
  (01743) 257834 e-mail: alan.james@shropshire.gov.uk

- Any additional information (e.g. covering letter, additional supporting information) can be emailed to Resourcing@shropshire.gov.uk. (ensuring that all documents have the vacancy reference and your name included in them)

Pease note:

- Do not include testimonials or a curriculum vitae.
- Your application must be specific to this post; generalised applications are unlikely to be successful.
- Two referees should be given, one of which should be from your current LA or MAT, and the other from your current Headteacher. If you are an existing Headteacher, the Chair of Governors of your current school should provide a reference.

Appointment Schedule

Recruitment Dates	Activity
Noon 27th February 2023	Closing date for applications
8th March 2023	Shortlisting
13th March 2023	Invitation to successful candidates
22nd and 23rd March 2023	Interviews

- Any canvassing in respect of this selection process will disqualify the applicant.
- The appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31st August, except in the case of dismissal for misconduct or any other cause.
- The Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form.
- Failure to give such permission will mean that the application will not be considered.
- The Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time within the county. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post.
- Candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g., driver's licence or passport.
- Expenses on the Local Authority scale will be allowed to candidates attending for interview.
- Candidates will be responsible for arranging any accommodation requirements themselves. Any short-listed candidate who withdraws from the process will not be reimbursed with travel or other expenses.
- Post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview. This will be provided by the School's Education Improvement Adviser.

We endeavor to ensure that everyone applying for a post has a fair chance. Completing an application form is the first stage in the recruitment process; this may lead to an interview and the possible offer of a job.

Your experience and any skills or training that demonstrate that you meet the requirements of the job (as set out in the person specification included in this pack) are of interest to us. Include any non-work-related activities of relevance. It is not necessary to include an organizational chart.

Our decision to call you to for an interview is based upon the information provided in your application form. This is, therefore, a very important part of the process.

Candidates selected for interview will be contacted immediately after shortlisting by phone and email. They will be required to attend both days. Please note that there will be a series of activities.

Visits to the school

Visits to the school are warmly welcomed and will follow the current Government guidance.

Please contact Julie Quirke at the school on 01902 372558 to make an appointment.

Visit Schedule:

Tuesday, 31st January 2023 at 10 am

Wednesday, 8th February at 2 pm

Thursday, 16th February at 10 am

For more information on the school please visit our website: www.albrightonprimary.com