



# Race Leys Infant School

Acting Head Teacher: Mrs Louise Duncan

Hurst Road  
Bedworth  
Warwickshire  
CV12 8AD

## Headteacher Application Pack

### Race Leys Infant School

Learning together  
we can reach for  
the stars



Race Leys Infant School is  
a caring, inclusive infant  
school in Bedworth.





# Race Leys Infant School

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*'Learning for all is central to the ethos of the school. Consequently, pupils make good progress.' Ofsted 2018*





# Race Leys Infant School

## Application Information

**Closing Date:** 2nd July at 12.00pm  
**Interviews:** 15th and 16th July  
**Start date:** January 2022

Thank you for your interest in the post of Headteacher at Race Leys Infant School. Candidates are encouraged to make an informal visit to the school prior to making an application. Please contact the Business Manager, Angie Lamley to make arrangements on telephone number 024 7631 2221. Due to COVID-19, we shall ensure social distancing and safety rules are upheld during all visits.

Completed applications may either be:

- emailed to [admin2614@welearn365.com](mailto:admin2614@welearn365.com). If you do not receive acknowledgement of an electronic application, then please phone 024 7631 2221.
- sent by post/hand delivered to: Race Leys Infant School, Hurst Road, Bedworth, CV12 8AD.

In addition to your application, please submit two further documents which answer the following questions (no more than 1 side of A4 for each question):

1. Give evidence of how you would maximise the benefits of the wider community.
2. As our strategic leader, how would you enable our school to grow and move forward considering the current national educational climate?

Candidates shortlisted for interview will be asked to undertake a series of selection tasks and activities. More information on the format and any preparation needed will follow after shortlisting.

It is our normal policy to take two references for headship appointments. In the case of applicants who are currently employed as a Headteacher we will expect these to be from:

- The Local Authority or Academy Trust where you are currently employed.
- Another referee who is able to support your application for the post of Headteacher. The referee will be asked to comment upon your skills and qualities to lead our school.

In the case of applicants who are not currently employed as a Headteacher, we will expect referees to be:

- The Headteacher in your current or most recent school, or if you are not currently employed in a school, your current line manager.
- Another referee who can attest to your professional skills, including leadership and management skills.

If you feel that your application has not been dealt with fairly, please write with your complaint to:

HR Service Centre, Human Resources and Organisational Development, Warwickshire County Council.



# Race Leys Infant School

## Letter from our Governing Body

Dear Applicant

Thank you for your interest in our role of Headteacher. We are looking to recruit an experienced primary school leader who will be able to continue to lead and develop our caring, nurturing and vibrant school.

In January 2018, the school was judged by Ofsted to be good and highlighted the effectiveness of the Senior Leadership having high expectations of themselves, staff and pupils. They lead by example and have created a culture of respect where everyone is valued. The positive relationships between leaders, staff, pupils and parents supports the good progress that the pupils make.

The successful candidate will have a professional and talented staff team supporting them, as well as fantastic pupils. Both the staff and pupils will welcome the successful candidate to the Race Leys family.

Our motto is '*Learning together we can reach for the stars*', and we make sure that they really do. We work hard to close gaps and ensure the best outcome for each of our pupils. We take pride in everything we do and work together with our community to achieve both inside and beyond the classroom.

We hope the information in the applicant pack will encourage you to apply for this position. The person and job specification have been included, please do refer to this in your application as they will also be used in the recruitment process and selection panel.

We would also encourage you to arrange a visit to our school, where we are sure you will glimpse what is special about our school community. Contact details are included on page 3 of this application pack.

We look forward to receiving your application. If you do require any further information, please contact the office by phone or email.

Yours sincerely

Governing Body,

Race Leys Infant School





# Race Leys Infant School

## Information about our School

### Race Leys Infant School - who are we?

Race Leys Infant School has served families in Bedworth town for over 100 years. Learning together is at the heart of the Race Leys Infant School journey. We continue to build on these proud traditions by providing a high-quality learning environment and experiences for our pupils.

We are also conveniently located near good transport links which extends our appeal to a wider area, which could, if positively captured, lead to numbers on role closer to PAN.

We are a consistently good Ofsted rated school and have high aspirations to move this to outstanding. The staff and governors have created a positive and ambitious culture within the school, where learning is the central ethos for all our children.

Our school motto is: *'Learning together we can reach for the stars'*. We provide enjoyable, challenging, and creative learning experiences for our children. We have high expectations for all our pupils and expect them to work hard and behave well. This is reflected in the good standards of learning and progress we achieve. We care about our pupils and are committed to ensuring that they reach their full potential by ensuring that they feel happy, safe and secure whilst they are at school.

*"Race Leys Infant School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment."*

A parent survey in February 2019 shows that 100% agree or strongly agree that the school makes sure that its pupils are well behaved.



### What are our strengths that we want to continue?

We have a strong, confident, well qualified teaching staff, who work well together, as an internal team, providing supervision and teaching experience, as well as engaging in CPD across the school. They also work as an integral part of the local consortium of schools, where expertise and support are provided, as well as moderation of children's work.



# Race Leys Infant School

## Information about our School

Parental engagement is a focus, where parents are encouraged to collaborate in their child's learning. Race Leys has always been a welcoming environment where opportunities are taken to explore the benefits of collaboration in the learning process, to fully engage students and whole families. The school is continually looking for ways to support parents in becoming more confident in accessing the learning in school.

Building on the school's strong values, training has been taken to understand how to use the principles of attachment to build on this base to nurture students and enable all to access the curriculum. This is being embedded throughout the school.

This community reach has been furthered with the learning mentor who works closely with families to access the required support along with our SENCO, resulting in a robust support program for our most vulnerable students.

Curriculum development ensures we have clear expectations and progression from Reception to Year 2, building on strong foundation knowledge. This allows accessibility of learning for all, with challenge activities to differentiate the learning. Subject leads work to enhance the quality of teaching throughout the school, and close working relationships across all staff enable them to focus on those who need it.

We continue to offer a wealth of extra-curricular activities that enhance the student's experience within school, and this is positively received.

Significant progress has been made regarding narrowing of identified gaps, with the embedding of a program of training to improve the quality of writing. This has resulted in attainment increasing and gaps reducing. This is set against a backdrop of the demographics of our students, where attainment on entry to the school is below national expectations across all areas of learning, with specific challenges in communication and language skills, personal social and emotional skills, English, Maths and fine motor skills. At the end of KS1, progress is made where we are meeting national standards in Reading, Writing, Maths, and Science. This is facilitated by the intensive extra support program that has been implemented to give pupils the best chance of achieving their potential.

*'I couldn't have picked a better school for my child. Each child is given the attention required and extra support where needed. I cannot praise the school enough.'* Parent 2019







# Race Leys Infant School

## Information about our School

### Our areas of focus to move our school forward

Race Leys has built a very firm foundation on which to build its success. As a respected part of the local community, with its high teaching standards and focus on inclusivity and nurturing pupils, we have attracted a higher than national average number of pupils that require additional support. This includes those eligible for free school meals, disadvantaged pupils, and those requiring extra support with SEND and SEMH. Whilst our learning mentor and SENCO are an asset to the school, this is an area that will need focus to balance the needs of all pupils at the school as well as the financial implications of such high levels of support, whilst maintaining the ethos of the school.

From September, we will have two year groups within the school that are below our maximum PAN numbers, so financial control and creativity in organisation and use of resources will be required. Alongside this, there is an opportunity to market the school more widely to ensure full take up of available places, and thus strengthen the financial position.

Focus on our feeder institutions and early years engagement is needed to combat the issues detailed above of low levels of attainment on entry into the school.

Whilst excellent progress has been made to address gaps between highlighted groups of students (i.e. disadvantaged, SEN, pupil premium, boys and summer born), continuance of targeted interventions would be appropriate to both reach standards and push towards maximising potential. This will also need to incorporate the recovery curriculum and the new challenges that this will present.

### Expectations of school leadership

Race Leys is looking for strong leadership to push our school forward towards outstanding, working with a strong successful team, and governing body, to build on the firm foundations and nurturing culture.

As we navigate through the challenges presented by our demographics and recent events, we require a focus on safeguarding, working with the wider community and local schools. There will also be a level of adaptability required in influencing the outcomes for our students from before their entry into the school to the end of KS1.

Management of resources will involve a high level of financial awareness and controls, working in conjunction with the Business Manager.

We are looking for an understanding of how to operate effectively whilst promoting staff wellbeing and work life balance.

New ideas will include maximising the benefits of the wider community, creating support links and engagement of all stakeholders including parents, particularly to meet the needs of the rising number of individuals needing extra support (e.g. SEND).

An up to date knowledge of the Early Years curriculum and its expectations will be needed.



# Race Leys Infant School

## Information about our School

### A flavour of Race Leys

Race Leys is a two-form entry, we currently have 150 pupils on roll. Of our pupils on roll, we have 24% SEN, 26% Pupil Premium and 34% Free School Meals, all higher than the national average. Our ethos is that working together we can reach for the stars.



We are currently judged as 'Good' by Ofsted (18<sup>th</sup> January 2018), with our strengths identified as creating a positive ambitious culture, and learning being central to the ethos of the school. Pupils make good progress; they are given opportunities to deepen their subject knowledge and develop greater resilience to overcome challenges.

In 2019 our headline data summary for KS1 saw 60% of pupils achieve the expected standard for Reading, 77% for Writing and 77% for Maths with a combined score of 52%. Greater Depth saw 17% of pupils achieve this for Reading, 10% for Writing and 10% for Maths. Progress in Reading was -1.62, Writing 0.41 and Maths -0.56. Solid improvement plans are in place and are regularly monitored and evaluated throughout the academic year.

Our previous Headteacher left after a wonderful 10 years at Race Leys. There is significant leadership ability within our school with two Deputy Headteachers that form a strong Senior Leadership Team, with one of the Deputies currently taking on the role of Acting Headteacher.

*'Pupils behave well and respond positively to the school's values. Pupils are proud of their school and are happy to take on responsibilities.'* Ofsted 2018





# Race Leys Infant School

**Our Staff would like the new Headteacher to .....**

Be visible and talk with staff and children every day.

Be someone who is kind and caring.

Value the fantastic team.

Be a vision that encompasses the need to support our children's academic achievement from low starting points and balances this with supporting their emotional learning needs.

Nurture our children.

Be a caring and giving Headteacher who shares the nurturing approach of our staff, parents and children.

Be someone who will continue our whole-school approach to social, emotional and mental health and the wellbeing of pupils, their families and staff.

Preserve and maintain the caring ethos of the school.

Understand and support both staff and children.

Move the school forward in the best way possible.



# Race Leys Infant School

Our Children would like the new Headteacher to .....

Be happy

Look after  
us

Encourage us  
to do good  
learning

Smile a lot

Be kind

Know some  
jokes

Have a nice  
necklace

Have pink  
hair

Always pop in  
and see what  
we are doing

Let us have  
nice dinners



# Race Leys Infant School

## Job Description

<b>HEADTEACHER:</b>	<b>Race Leys Infant School</b>
<b>SALARY RANGE:</b>	<b>L10 - L16</b>
<b>REPOSIBLE TO:</b>	<b>Governing Body and Local Authority</b>

Race Leys Infant School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and it is expected that all staff and volunteers share this commitment.

Post holder will be immediately responsible to: Chair of Governors and Governing Body.

### Overall Purpose of the Role:

The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success, the Headteacher will:

- Effectively manage teaching and learning.
- Promote excellence, equality and high expectations for all children and staff.
- Provide vision, leadership and direction.
- Evaluate school performance and identify priorities for continuous improvement.
- Effectively deploy resources to achieve the school's aims.
- Carry out day-to-day management, organisation and administration.
- Secure the commitment of the wider community.
- Create a safe and productive learning environment that is engaging and fulfilling for all children.
- Work effectively with the school's Governing Body and Local Authority.
- Strengthen our parental engagement.



# Race Leys Infant School

## Key Responsibilities:

### Strategic Direction and Shaping the Future

- Develop the existing strategic plan, underpinned by sound financial planning which identifies priorities and targets and ensures that through a process of self-evaluation, we are meeting our objectives.
- Work with the Governing Body and other key stakeholders to maintain a shared vision and create future strategic plans which will inspire and motivate children, staff, parents/carers and the wider community.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
- Actively seek to be aware of political, economic, technical and social developments, trends and changes in the medium to long-term future that could have an impact on the school.
- Keep abreast of the latest developments in pedagogy and be committed to cross-school collaboration and be willing to try new approaches.
- Promote the school and recent improvements and developments locally.
- Build on existing community links and support community cohesiveness.

### Leadership

- Provide inspiration and strong leadership to the staff team to ensure that the school continues to deliver the highest standards of learning across the board.
- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Lead by example and embody the school's vision and values for the children, staff, governors and parents/carers of the school.
- Keep staff, parents/carers, governors, the Local Authority and the local community informed of progress and key developments.





# Race Leys Infant School

## Teaching and Learning

- Continue to raise the quality of teaching and learning within a high expectations learning culture.
- Maintain a consistent and continuous school-wide focus on children's achievement using data, benchmarks and feedback to monitor progress in every child's learning.
- Create a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning.
- Assess, monitor and evaluate the quality of teaching standards and the delivery of the curriculum across the board in order to build on success and identify and act on areas for improvement.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Be prepared to cover and teach classes as and when necessary.
- Self-evaluate to ensure that Race Leys Infant School continues to develop an individual approach to developing children's learning and development.
- Maintain and develop our creative curriculum and enrichment activities.
- Ensure that parents are appropriately engaged and included as partners in their children's learning and development.

## Staff Management and Development

- Develop effective relationships and communications which underpin a professional learning community enabling everyone in the school to achieve.
- Create an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with key priorities.
- Ensure effective planning, allocation, support and evaluation of work, ensuring clear delegation of tasks and devolution of responsibilities.
- Provide opportunities for growth and continuing professional development of the teaching team by creating an inspiring, professional work environment and modelling behaviour consistent with the school's values and aspirations.
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps.
- Ensure effective team communication mechanisms to ensure that all staff are involved in school development planning and kept informed of key priorities and development.





# Race Leys Infant School

- Work with governors to recruit and retain high-quality leadership and teaching teams, and deploy staff effectively in order to improve the quality of education.
- Ensure work-life balance is considered and acted upon.
- Ensure that staff wellbeing is emphasised as part of recruitment and retention.

## Organisation - Managing Systems and Resources

- Provide effective organisation and leadership of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of school budgets.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.

## Accountability

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Body providing information, objective advice and support to enable it to meet its responsibilities.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the Local Authority, parents/carers and the local community.
- Ensure that parents/carers and children are well informed about the school's direction, priorities, curriculum and children's attainment and progress.
- Combine the outcomes of regular school self-evaluation with external evaluations in order to develop the school.



# Race Leys Infant School

## Community

- Create and maintain effective partnerships with parents/carers, governors and the Local Authority to support and improve children's achievements and personal development.
- Build on the existing links with junior schools so that we can ensure that our children are fully ready to manage and experience as smooth a transition as possible.
- Build strong links with local nurseries and pre-school settings/childminders to share good practice which enables successful transition into school.
- Build a school culture that takes account of the richness and diversity within the school community.
- Actively promote the school as a centre of excellence for education and families in the community.

## National Standards of Excellence

This job description is based on the Department for Education's National Standards of Excellence for Headteachers.

The Headteacher will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and education and employment legislation.

The Headteacher is accountable to the Governing Body for the standards achieved and the conduct, management and administration of the school, subject to any policies that the Department for Education may introduce.

This job description is subject to annual review.



# Race Leys Infant School

## Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	✓	▪	✓	▪	▪
2	Qualified teacher status	✓	▪	✓	▪	▪
3	Relevant higher degree or equivalent	▪	✓	✓	▪	▪
4	NPQH (or working towards NPQH)	▪	✓	✓	▪	▪
5	Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning	✓	▪	✓	▪	▪
<b>Professional Experience and Knowledge</b>						
1	Substantial outstanding teaching experience	✓	▪	✓	✓	✓
2	Successful experience as a Headteacher, Deputy Headteacher, or Assistant Headteacher	✓	▪	✓	✓	✓
3	Successful experience of raising standards with measurable outcomes and demonstrative working knowledge of comparative data	✓	▪	✓	✓	▪
4	Proven track record of managing successful school self-evaluation and accountability and the school improvement process	✓	▪	✓	✓	✓
5	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	✓	▪	✓	✓	▪
6	Experience of working in collaboration and/or partnership with governors, internal and external stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives	✓	▪	✓	✓	▪
7	In-depth knowledge and understanding of the wider educational agenda including current national policies and education issues	✓	▪	✓	✓	✓
8	Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money	▪	✓	✓	✓	▪
9	Evidence of highly developed skills in performance management, recognising high performance	✓	▪	✓	✓	✓
10	In depth knowledge and experience of safer recruitment, child protection and safeguarding procedures and the role of the Designated Senior Person	✓	▪	✓	✓	✓



# Race Leys Infant School

## Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Leading Teaching and Learning</b>						
1	Experience of working with pupils in Early Years and Key Stage 1	✓	▪	✓	✓	✓
2	Experience of working with parents and the community as partners in learning	✓	▪	✓	✓	✓
3	Experience of working in collaboration with other schools to realise improvement and raise standards	✓	▪	✓	✓	✓
4	A range of innovative strategies to improve the quality of teaching and learning for all pupils	▪	✓	▪	✓	▪
5	Strategies to motivate and engage pupils to maximise learning opportunities and outcomes	▪	✓	✓	✓	▪
6	Effective planning and monitoring budget skills	▪	✓	▪	✓	▪
7	Consistently promote inclusion and implement equal opportunities for all	✓	▪	✓	✓	✓
8	Promoting mental health and well-being across the school	✓	▪	✓	✓	✓
<b>Personal Qualities</b>						
1	Ability to investigate, resolve problems and make decisions. This will include an ability to:	✓	▪	✓	✓	✓
2	Collect and evaluate evidence, make judgements and take decisions in line with good educational practice	✓	▪	✓	✓	✓
3	Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school	✓	▪	✓	✓	✓
4	Use numerical and financial data with confidence and use it to make decisions based upon analysis and interpretation	✓	▪	✓	✓	✓
5	Demonstrate reasoned judgement in difficult circumstances	✓	▪	✓	✓	✓
6	Communicate with pupils, parents/carers, staff and governors	✓	▪	✓	✓	✓
7	Communicate orally and in writing to a range of audiences	✓	▪	✓	✓	✓
8	Ability to articulate a vision that promotes the spiritual, moral, social and cultural development of all pupils	✓	▪	✓	✓	✓
9	Demonstrate professional standards of; honesty, reliability, integrity, energy, enthusiasm and approachability	✓	▪	✓	✓	✓



# Race Leys Infant School

**Race Leys  
Infant School**

**Learning together  
we can reach for  
the stars**



Race Leys Infant School  
Hurst Road, Bedworth, CV12 8AD  
Tel: 024 7631 2221  
<https://www.raceleysinfant.com/>



The central graphic is a vertical rectangle with a dark red background. It features the school's name in large, bold, orange letters at the top. Below the name is the motto 'Learning together we can reach for the stars' in white. The lower half of the rectangle contains a stylized illustration of a night sky with several yellow stars of varying sizes and a large, white, crescent moon. The bottom of the rectangle has a dark red background with a small owl logo on the right. The entire graphic is set against a light cream background.