



# Headteacher Recruitment Pack

## **WORTH PRIMARY SCHOOL**

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WILSON, Maria

**September 2023**

OFFICIAL



WORTH  
PRIMARY SCHOOL



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## Our Ethos:

Work hard, be kind, support each other

## Message from the Chair of Governors

Dear Applicant,

I am delighted that you are interested in applying for the headship of our small and wonderful Single Academy Trust.

Worth Primary School is known for its warm and friendly atmosphere where every child is valued and included as an individual, and it is at the very centre of our close-knit community.

We are Ofsted rated Outstanding, with a monitoring inspection in 2019 and are proud of our SATs results in 2023 achieving higher than the National and Local Authority averages. However, what is most important to us is our fantastic children. The children are at the heart of everything we do and as a Board of Governors, we are very proud of them. Our Worth ethos is centred around kindness, supporting one another, and working hard. We commit to lifelong learning for the children, and we strive to teach the children the skills necessary to take this with them as they enter the next stage of their education. The children are well behaved, they are inquisitive, they are funny, and they are happy.

We have an extremely experienced and committed team of teachers and staff, who work really well together and are passionate about providing a well-rounded and excellent education for our children. Our approach is child centred and our Headteacher must fit into this culture.

Worth Primary School has been through a period of change of leadership over the last 2 years and we are now looking for a headteacher who will bring stability, as well as vision to the school, being committed to valuing and protecting the Worth culture and ethos. The school is well supported through an active Board of Governors, and a committed PTA and parent carer community. Our headteacher will be accessible and have the skills and experience to communicate and work with all these groups.

If you believe you can share, and develop, our strong vision for the direction for the school, but above all be passionate and care, first and foremost, about our children, our school, and our community then we would welcome your application and, to have the opportunity to learn more about you.

Kind regards,

*Sarah Moores*

Sarah Moores

Chair of Governors

## Advertisement



# **WORTH PRIMARY SCHOOL**

**Birch Road, Poynton, Cheshire, SK12 1QA**

## **HEADTEACHER**

Worth Primary School is a Single Academy Trust based within the thriving town of Poynton in East Cheshire. A single form entry school providing primary education for pupils from the ages of 4-11 years and currently has 203 pupils on roll.

The school is popular and well-regarded in the local community. It recently celebrated its 60<sup>th</sup> birthday. We are proud of our history and excited about our future having achieved and maintained our OFSTED Outstanding rating since January 2006, through inspections in June 2009 and March 2019.

We are a warm and friendly school dedicated to creating a safe, stimulating and happy learning environment for all of our children to thrive. Our child centred approach to teaching and learning prioritises individual needs and develops children who have a real love of learning and a strong foundation for their future. Great importance and emphasis are placed on having a positive and respectful attitude in and out of the classroom. Worth values the views of everyone involved in the school and respects any constructive feedback from the staff, governors, parents and, most importantly, the pupils.

We are now seeking an inspirational, committed headteacher who is required to provide strategic and professional leadership and management to an experienced, competent and passionate staff team. This role is key to driving forward the School Development Plan to ensure the school's continuing development, growth, and success. Taking account of the needs of the local community, the headteacher will ensure the delivery of a high-quality all-round education and personalised learning for all pupils.

**Our new headteacher will:**

- Have recent experience as a Headteacher, Deputy Headteacher or Assistant Headteacher in a Primary School.
- Be an accomplished strategic leader, able to motivate and inspire our children, staff and community.
- Have a commitment to the protection and safeguarding of children.
- Have a good working knowledge and track record in all 3 stages of Primary education (EYFS, KS1 and KS2).
- Have recent classroom experience and SEN experience.
- Have the energy and vision to develop the school's academic achievements.
- Have an understanding of the dynamics of running an academy school.
- Have experience of raising educational standards.
- Be able to forge effective relationships with parents/carers, Board of Governors, the Local Authority, and the local community.

**We can offer you:**

- An inclusive, progressive school within a close community, and a track record of strong academic success.
- A high standard of teaching and learning, supplemented by a variety of extra-curricular and enrichment opportunities.
- A dedicated, committed, and caring team of practitioners.
- A happy, friendly, and hardworking group of children who are proud of their school.
- An engaged, supportive, and proactive Board of Governors, parent body and vibrant PTA.

The starting date for the post is Easter 2024. The post is permanent and full-time. The salary range is L14 to L21 (£61,042 to £72,483) subject to the September 2023 pay award.

**KEY DATES:**

Advertisement closure:	Midday on Thursday 26th October 2023
Applicant Q&A and school visit.	Please contact <a href="mailto:sbm@worth.cheshire.sch.co.uk">sbm@worth.cheshire.sch.co.uk</a> to arrange – visit dates will be Tuesday 10th October 2023 (during school hours) and Wednesday 11th October 2023 (after school hours)
Shortlisting:	Wednesday 1st November
Activities and Interviews Day:	Tuesday 14th November and Wednesday 15th November

You may provide a supporting letter with your application; this should not exceed two sides of A4 paper (font 11). Please do not restate the factual details already included elsewhere on the application form. The successful applicant will be subject to the conditions of employment for Headteachers contained in the current School Teachers' Pay and Conditions document 2023 and other current education and employment legislation. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service

## About Worth Primary School

Worth Primary School is a Single Academy Trust based within the thriving town of Poynton in East Cheshire. A single form entry school providing primary education for pupils from the ages of 4-11 years and currently has 203 pupils on roll.

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Worth Primary School is a warm and friendly school dedicated to creating a safe, stimulating and happy learning environment for all of its children to thrive in. Our child centred approach to teaching and learning prioritises individual needs and develops children who have a real love of learning and a strong foundation for their future. Great importance and emphasis are placed on having a positive and respectful attitude in and out of the classroom. Worth values the views of all those involved in the school and respects any constructive feedback from the staff, governors, parents and, most importantly, the pupils.

It is a purpose-built primary school with seven classrooms, a computer suite, a library, three work bays, a music room, kitchens and a large main hall. The extensive grounds include a Pre-School, trim trail, cricket square, three sports pitches, two netball pitches, a small wood with a nature reserve and two playgrounds. Each playground has their own play equipment, including trim trails, climbing frames, picnic benches and a fenced ball area and traverse wall for the Juniors. Our site offers so much green space for the children to play and enjoy outdoor lessons including our own forest!



We also have an on-site Pre-school with many of our pupils having graduated from there and moving seamlessly into our Primary school.

We are also proud of the following facilities available to our pupils:

- Wraparound care
- Extra-curricular clubs including various sports
- Our Eco Committee and gardening club
- Annual Christmas Pantomime and Nativity Play
- Regular class trips to external venues
- Regular charity fun days including Red Nose Day and Children in Need
- Our PTA organised Summer and Christmas Fairs
- Our fantastic new music room opened in 2023
- Our School Council



## What our Parents say about us

**A small friendly school with a big heart and wonderful welcoming community.**

**A friendly positive environment.**

**A small and nice school with great values and a strong team!**

**Worth is an excellent primary school where children are nurtured and enabled to do their best.**

**It's a friendly, kind school where everyone genuinely cares for pupils and families, and everyone matters.**

**As a single form entry school, it has a village school feel which is very community oriented, and where everyone knows your name.**



## Our Aim and Values

It is our aim to provide:

### ***OUTSTANDING LEARNING AND PROGRESS IN A SECURE AND HAPPY ENVIRONMENT***

By:

- Providing a broad, inclusive and outstanding learning experience for all children and staff.
- Promoting outstanding progress in learning suitable to the needs of each individual pupil.
- Fostering a positive attitude in all members of our school which forms the basis of outstanding behaviour, effective partnerships and teamwork.
- Providing a secure, happy, stimulating and attractive environment for learning.
- Ensuring a quality-first approach in all our dealings, processes and procedures.
- Support and value all members of the school and ensure a work life balance.
- Promoting British Values of rule of law, democracy, individual liberty, tolerance and mutual respect.



## Location

Worth Primary School is located in the delightful town of Poynton in East Cheshire. Named as the best town in Cheshire in a 2020 Survey It is often described as “a small town with a village feel”.

Historically a small mining village between Stockport and Macclesfield and nestled in the foothills of the Peak District, the UK's first national park. Situated only 11 miles south of Manchester it is fortunate to be surrounded by countryside and within walking distance of Lyme Park.



Poynton is a vibrant and bustling town with excellent local amenities and facilities for families, leisure and pleasure. It is well connected to good motorway links making it a popular commuter town and as such there are several modern and attractive housing estates to supplement the older more traditional miners' cottages in the area.



You can learn more about Poynton by clicking on this link to an informative leaflet created by the local Town Council.

[Welcome to Poynton Leaflet](#)

([https://www.poyntontowncouncil.gov.uk/\\_UserFiles/Files/Welcome%20to%20Poynton%20-%20for%20web.pdf](https://www.poyntontowncouncil.gov.uk/_UserFiles/Files/Welcome%20to%20Poynton%20-%20for%20web.pdf))



## **Job Description**

<b>Post:</b>	Headteacher (Leadership Scale 14 – 21)
<b>Responsible to:</b>	The Board of Governors
<b>Responsible for:</b>	All pupils, teaching and non-teaching staff

### **Core Purpose:**

To provide leadership and management of the school to the highest professional standards, ensuring its continuing success and improvement in the provision of high-quality education and learning for all pupils, formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The headteacher will be required to carry out the duties as set out in the School Teachers' Pay and Conditions Document and take overall responsibility for the organisation and management of the school in accordance with the articles of government; the statutory conditions of employment of headteachers; the policies of the Board of Governors and the Academy Funding Agreement.

### **Key Areas of Work:**

#### **Strategic direction and development of the school**

##### **1. Shaping the future**

- a) Ensure that the school ethos is clearly articulated, shared, understood and acted upon effectively by all members of the school community.
- b) Establish a clear vision and strategy for the school in partnership with the school community.
- c) Translate the ethos and vision into agreed objectives and deliver on these.
- d) Demonstrate the vision and values of the school in everyday work and practice.
- e) Motivate and work with others to create a shared culture in a school that prioritises inclusivity, taking risks in learning and an extended curriculum.

- f) Be willing to innovate, take on new challenges and be a leader in the field of education, especially with regard to the place of research in primary schools.

## **2. Leading Teaching and Learning**

- a) Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.
- b) Promote an exciting and challenging curriculum that inspires children to develop their own learning to learn skills.
- c) Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximise their engagement in their learning.
- d) Demonstrate and articulate high expectations and set stretching targets for all.
- e) Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including those with English as an additional language, children with learning difficulties, gifted and talented children and those with emotional and behavioural challenges).
- f) Communicate and work closely with families to ensure that learning is supported at home.
- g) Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
- h) Challenge underperformance at all levels and ensure effective corrective action.
- i) Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, in co-operation with colleagues, governors and the local authority.
- j) Ensure that a broad range of extra-curricular activities flourishes at the school to support a diversity of challenge and stimulation for all.
- k) Ensure that high standards of behaviour and attendance of the pupils is maintained.

## **3. Securing Accountability**

- a) Ensure the school's accountability to a wide range of groups, particularly parents, carers, Board of Governors, the local authority and the Department for Education; ensuring that pupils enjoy and benefit from a high-quality

education, for promoting collective responsibility within the whole school community.

- b) Ensure individual staff responsibilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- c) Ensure that everyone across the school community works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- d) Work with the Board of Governors, advising and assisting as required in exercising of its function, including attending meetings and making reports and the provision of information, objective advice, and support to enable it to meet its responsibilities.
- e) As Academy Accounting Officer, undertake the responsibilities as outlined in the Academy Trust Handbook, which include a personal responsibility to Parliament and to ESFA's accounting officer for the trust's financial resources. Ability to assure Parliament and the public of high standards of probity in the management of public funds, particularly regularity, propriety and value for money and adhere to the 7 principles of public life.

#### **4. Managing the Organisation**

- a) Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
- b) Demonstrate leadership that nurtures a collaborative and inclusive culture for staff that focuses on the wellbeing of the team.
- c) Create an organisational model that reflects the school's ethos, and enable the management systems, structures and process to work effectively in line with legal requirements.
- d) Work with Board of Governors to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- e) Manage the school's financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- f) Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

## **5. Developing Self and Working with Others**

- a) Treat people fairly with dignity and respect to maintain the positive school culture.
- b) Build a collaborative culture within the school and local community at all levels.
- c) Actively engage with other schools, especially in the Poynton area, to support joint learning and to secure appropriate resource allocations.
- d) Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
- e) Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- f) Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- g) Review annually the professional development of all staff at the school and report progress and actions to the Board of Governors.
- h) Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of headteacher performance.
- i) Manage own workload and that of others to allow an appropriate work / life balance.

## **6. Strengthening Community Links**

- a) Engage with the internal and external school community to secure equity and entitlement.
- b) Collaborate with other schools and organisations to share expertise and bring positive benefits to our school and ensure a secure and happy transition into our Reception year and on to the local secondary school.
- c) Collaborate, at both strategic and operational levels, with parents and carers and across multiple agencies to secure the well-being of all children.



## Person Specification

CRITERIA				
	Qualifications	Essential	Desirable	Evidence
1	Qualified Teacher Status (degree level qualification)	✓		Application
2	Completion or confirmed participation in NPQH		✓	Application
3	Evidence of regular & appropriate professional development in school leadership and teaching practice	✓		Application
	Experience	Essential	Desirable	Evidence
4	Successful strategic leadership and management experience in primary education at an assistant/deputy or headteacher level	✓		Application / Interview
5	Recent experience of teaching in classroom		✓	Application / Interview
6	Evidence of experience across more than one key stage		✓	Application / Interview
7	Proven track record of raising educational standards in classroom or whole school setting	✓		Application / Interview
8	Experience of inclusion, SEN provision and safeguarding processes in a primary school setting	✓		Application / Interview
	Shaping the future Evidence of or commitment and ability to	Essential	Desirable	Evidence
9	Establish clear vision and strategy for the school in partnership with the school community		✓	Application / Interview
10	Think strategically, by building, communicating, and implementing a shared vision of excellence, with diversity, inclusion and equity for all	✓		Application / Interview
11	Lead creative and innovative contributions to strategic plans that realise the vision and sustain measurable school improvement	✓		Application / Interview
	Leading, Teaching & Learning Evidence of or commitment and ability to:	Essential	Desirable	Evidence
12	Lead by example and able to motivate others in order to promote the school's ethos, vision and values for the pupils, staff, governors and parents of the school	✓		Application / Interview
13	Sustain and develop flexible, comprehensive learning opportunities and strategies to meet the personal learning needs of every pupil and foster a culture of lifelong learning for all pupils	✓		Application / Interview
14	Access, analyse and interpret appropriate data to monitor and evaluate pupils' progress, set and achieve ambitious, challenging goals and targets. Identify areas for improvement with the focus on every pupil achieving their full potential.	✓		Application / Interview
	Securing Accountability Evidence of or commitment and ability to:	Essential	Desirable	Evidence
15	Demonstrate an understanding of current Government and DfE legislation and statutory guidance	✓		Application / Interview
16	Work with the Board of Governors to enable them to meet statutory responsibilities	✓		Application / Interview



17	Develop effective communication mechanisms with the Board of Governors to ensure trustees are provided with the information they need to meet their responsibilities	✓		Application / Interview
18	Apply principles of quality assurance, including self-review, self-evaluation, performance management and stakeholder and community involvement	✓		Application / Interview
<b>Managing the Organisation</b> Evidence of or commitment and ability to:		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
19	Manage the efficient and effective day-to-day running of the school to ensure a safe, secure and healthy environment.	✓		Application / Interview
20	Manage the school's physical, financial and human resources effectively, working with the Governing Body to ensure the strategic financial planning, operational budget management and principles of best value		✓	Application / Interview
21	Implement clear and appropriate policies and improvement plans and monitor, evaluate and review their effects	✓		Application / Interview
22	Prioritise, plan and organise themselves and others and delegate management tasks where appropriate and monitor their implementation	✓		Task
<b>Developing Self and Working with Others</b> Evidence of or commitment and ability to:		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
23	Foster an open, fair, equitable culture and manage change and conflict within the ethos of the school	✓		Application / Interview
24	Manage own workload and the work of individuals and teams effectively, providing support and delegating where appropriate	✓		Application / Interview
25	Review the performance of staff, recognising excellent performance whilst challenging and taking action when performance is unsatisfactory, ensuring continuing professional development.	✓		Application / Interview
26	Demonstrate enthusiasm, presence, commitment, flexibility and impact	✓		Application / Interview
<b>Strengthening Community Links</b> Evidence of or commitment and ability to:		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
27	Build, promote and maintain effective relationships with parents, carers and the wider community including other schools that enhance the education of all pupils	✓		Application / Interview
<b>Safeguarding</b>		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
28	Commitment to safeguarding and promoting the welfare of children by building a safe learning environment	✓		Application / Interview
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
29	Approachable, compassionate, fair, caring and kind	✓		Interview
30	Creative, enthusiastic, inspiring and resilient, keen to embrace new ideas and demonstrate adaptability to changing circumstances and challenges whilst ensuring stability and building on the established ethos and culture	✓		Interview
31	Ability to manage work/life balance of self and others	✓		Interview
32	Child centred in approach	✓		Interview

## **OFSTED Inspection report**



[worth-primary-school-ofsted-inspection-march-2019.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](#)

## **Child Protection and Safeguarding Policy**

[child-protection-safeguarding-policy-october-2022.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](#)

## **Our Awards**

[https://worth-primary-school.secure-primarysite.net/awards/](#)