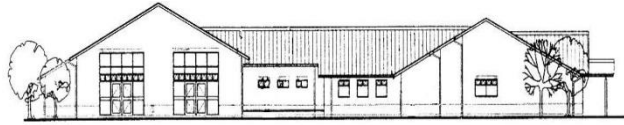


CAWSTON GRANGE



PRIMARY SCHOOL

Excellence, Respect, Friendship

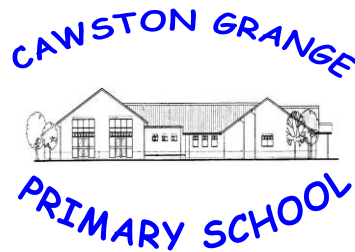


Headteacher Candidate Pack
March 2021



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March 2021

A letter from the Chair of Trustees

Dear Headteacher applicant,

Thank you for your interest in the post of Headteacher at Cawston Grange Primary School. I am very pleased that you are considering applying to lead our unique and wonderful School.

The vacancy has arisen because the current Head, Sue McGonagle, is stepping down after 18 years' service. In fact, this is the first time we have ever had to recruit a Headteacher for the school with Sue taking us from inception to what is now a popular double entry primary school with over 400 pupils.

We want to employ somebody who can build on the strengths that our outgoing head and the staff have achieved; a "Good" Ofsted rated school with a strong ethos that nurtures the whole child. Developing the whole child is of the utmost importance and we offer a broad and balanced curriculum which encompasses academic subjects, the arts, sports, spiritual, moral, social, and cultural development. The curriculum is taught with consideration of the needs of all learners, including recognition of their cultural diversity and life experiences.

Our new Headteacher should be an ambitious, approachable, compassionate, and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools with a love of working with children. The job description and person specification provide a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody who is innovative and dynamic alongside having the experience, motivation, and confidence to take the school forward; someone who builds on the schools current strengths and ensures we continue to improve.

The Trust Board are fully invested in making sure that our school can realise its full potential and with this have full ownership of its future. We are ambitious and collectively we have a huge opportunity to provide a truly outstanding learning experience for all our pupils.

I warmly encourage you to visit the school to see the pupils and staff at work. Please contact the school office on 01788 816820 to make an appointment. I look forward to hearing from you and receiving your application by 12 noon on 19th April 2021.

Yours faithfully,

S. T. Dean.

Simon Dean
Chair of Trustees

Cawston Grange Primary School, Scholars Drive, Cawston, Rugby, CV22 7GU

Tel: 01788 816820

Email: admin3594@welearn365.com Email: head3594@welearn365.com

Headteacher: Ms S B McGonagle Deputy Headteacher: Mrs J Lower

Company Registration No.: -8599777



Information for Candidates

Position:	Headteacher
Payscale:	Leadership 18 – 24
Closing Date:	Monday 19 th April 2021 at 12 noon
Shortlisting:	Tuesday 20 th – Thursday 22 nd April 2021
Interview Date:	Week commencing 26 th April 2021
Visits to the School:	Please contact the school office on 01788 816820 to arrange a time.
School Website:	www.cawstonprimaryschool.co.uk
Applications to be sent to:	dean.s1@welearn365.com

Cawston Grange 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. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2020).



Information for Candidates

Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your responses it is really important you address each of the requirements in the person specification. The personal statement should detail why you are interested in the role and why you feel you are suitable. Ensure to evidence additional aspects such as training and qualifications together with your background and experience within the personal statement. This should be presented over no more than 2 sides of A4.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.





What we are looking for

The trustees of Cawston Grange Primary School have an exciting opportunity to offer to an inspiring, forward thinking individual who can lead our school from its current strong and successful position, through its next phases of strategic development.

Our school vision is:

- To continue to develop a school committed to outstanding achievement for all, where everyone has every opportunity to aspire both academically and personally to be the best they can be
- To motivate and inspire pupils through creative teaching, to develop a lifelong passion for learning within a secure and caring environment
- That all members of the school community, including pupils, parents, trustees, members, and staff are committed to continual improvement and development, enabling our children to lead fulfilling lives now and in the future

We aim to do this by:-

- Fostering our children's enthusiasm and interest to become lifelong learners
- Valuing all forms of achievement
- Developing and nurturing our children's potential through a rich, diverse, and innovative curriculum
- Developing an attitude of consideration and respect in our school and the wider community
- Creating a partnership between home and school by working with and supporting all our families during challenging times, especially the most vulnerable
- Encouraging all our children to develop a sense of pride in their learning and school
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives

We are looking for:

- An innovative and dynamic leader with the ability to motivate and inspire others through effective delegation
- A leader who will maintain and enhance the positive ethos of the school
- An individual who knows what excellence looks like and can lead and inspire us in the next phase of our school's strategic development
- A leader who can work with us to build our whole learning community
- An efficient communicator who can build rapport with children, parents, staff, trustees, members, and people in the wider community
- An individual who is willing to lead the school in making improvements, so we are delivering a truly outstanding learning experience for all our pupils

- An individual who is comfortable making difficult decisions regarding managing a challenging budget
- A track record of implementing new initiatives and delivering positive change in a school
- Experience of how a successful school operates as a result of cooperation between staff across all the disciplines

In return, we can offer you:

- A dedicated, motivated, and positive staff team who are keen to embrace new ideas whilst strengthening the quality of teaching, learning and wellbeing
- An exciting new challenge to lead the School on its continuing strategic journey towards sustained excellence
- The opportunity to build on relationships with parents and the local community
- The opportunity to join an open-minded Trust Board who are ambitious and keen to support the Headteacher with the strategic development of the school
- A safe, welcoming, and happy environment where children learn whilst being respected and valued





Job Description

Developed using [National Standards of Excellence for Headteachers](#).

Job title: Headteacher (Group 3 Single Academy Trust Primary School)

Salary: L18 - £64,143 to L24 - £73,599

Contract type: Full time permanent

Reporting to: Trust Board

Main purpose

The headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage all staff and school resources
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload, and personal development
- Be a role model for all in our community

Duties and responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally, and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including thorough training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice
- Welcome and work with the governing board as appropriate, maintaining a transparent approach and providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

- The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.





Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Ideally a minimum of 5 years successful leadership and management experience in a school • Ideally a minimum of 5 years teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • A track record of implementing new initiatives & effecting positive change in a school • Experience of how a successful school operates as a result of cooperation between staff across all the disciplines
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management within an academy • Effective communication and interpersonal skills • Ability to develop and communicate a strategic vision • Ability to inspire and build effective working relationships

Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • To have consideration and empathy for others and a good sense of humour • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality
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