



# HEADTEACHER APPOINTMENT Information Pack

**Victoria Park Nursery School & Family Hub  
Victoria Park Newbury Berkshire RG14 1EH**

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## Contents

Letter from the Chair of Governors	3
What's needed and deadlines	4
Job Description	5
Person Specification	7
About the school	8
Our Mission	9



## A letter from the Chair of Governors

Dear Applicant,

Thank you for the interest you have shown in the post of Headteacher at Victoria Park Nursery School & Family Hub. We hope that this information pack gives you a broad picture of what we can offer – and what we are looking for.

We are located in a purpose-built building overlooking a park and serve both Newbury and the wider area. The nursery school has excellent outdoor facilities and provides rich opportunities for play and learning. Our co-located Family Hub provides targeted and universal services to families in central and south Newbury.

We are looking for a Headteacher who can not only maintain our very high standards but also build on this success and create a vision for an exciting future and secure our place as a system leader for the early years sector in the Thames Valley.

The successful candidate will be working with a friendly and enthusiastic staff team and have the continued support of an equally friendly and committed Governing Body.

Please feel free to come and visit the school to see for yourself what an exciting place it is.

Victoria Park Nursery & Family Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with relevant employment checks.

We ask that application forms are completed in full and address all the criteria outlined in the person specification. In your covering letter I would be very pleased if you could outline what excites you about the prospect of working at Victoria Park.

Yours sincerely

*Jane Sampson*

Chair of Governors

## Headteacher Victoria Park Nursery School & Family Hub

Salary range: **L12 £61,882 to L18 £71,729** per annum, depending on experience

Full time Permanent Role Start date: September 2024

We have an exciting opportunity for an inspirational new Headteacher to continue to build upon the excellent learning our nursery and family hub provides to children in the local area. Our last three Ofsted inspections have rated us 'Outstanding' in all areas and we are looking for a Headteacher who can not only maintain our very high standards but also build on this success and create a vision for an exciting future. The successful candidate will be working with a friendly and enthusiastic staff team and have the continued support of an equally friendly and committed Governing Body. This is a unique and exciting role for someone with experience of the Early Years sector, looking for an opportunity to lead and to make a real difference. For a candidate with less SLT experience, there is an opportunity for a period of co-headship with the present Headteacher.

### We are looking for someone who will be

- ❖ A dynamic leader with a clear vision
- ❖ Aiming high for every family, putting our children at the centre of everything they do
- ❖ An experienced practitioner who can share skills and lead by example
- ❖ A reflective educator who can analyse and share information, and absorb and disseminate best practice and new developments in education
- ❖ A motivational and caring individual, able to nurture, support and encourage all staff to achieve their potential

### We can offer you

- ❖ A school where children are confident, enthusiastic and love to learn
- ❖ An exciting, diverse, multicultural community
- ❖ A caring ethos where everyone's achievement is valued
- ❖ A committed and experienced team of teachers, support staff and family support workers
- ❖ An experienced and dedicated Senior Leadership Team
- ❖ A supportive Governing Body
- ❖ A nursery school and co-located family hub which is very much a "system leader" in West Berkshire

**Location** - Victoria Park Nursery School & Family Hub is in the centre of Newbury located in a purpose built building over-looking a park, with excellent outdoor facilities to provide rich opportunities for play and learning.

Application packs are on our website. PLEASE NOTE THAT WE WILL ONLY ACCEPT APPLICATIONS ON COMPLETED WEST BERKS FORMS.

<https://victoriapark.w-berks.sch.uk/westberks/primary/victoria-park/site/pages/nurseryschool/vacancies>

Please come and visit the school to see for yourself what an exciting place it is. To organise a visit (visits welcome up to 8 May), please contact [finance@victoriapark.w-berks.sch.uk](mailto:finance@victoriapark.w-berks.sch.uk)

*Victoria Park is committed to safeguarding children and young people and for ensuring that they are protected from harm. The successful applicant will be required to undertake an enhanced DBS check.*

**Closing date: Thursday 9 May 2024**

**Interview date: Friday 17 May 2024**

*Victoria Park is committed to safeguarding children and young people and for ensuring that they are protected from harm. The successful applicant will be required to undertake an enhanced DBS check.*

## Job Description - Headteacher

<b>Authority:</b> West Berkshire Council	<b>Location:</b> Victoria Park Nursery School and Family Hub - Victoria Park Newbury Berkshire RG14 1EH
<b>Job Title:</b> Headteacher	<b>Salary range:</b> £61,882 to £71,729
<b>Reporting to:</b> Chair of Governors	

### Main purpose

The Headteacher is responsible for the internal organisation, management and control of Victoria Park Nursery School and Family Hub in accordance with: the current School Teachers' Pay and Conditions document; the policies of the Governing Board; applicable legislation; and the policies of West Berkshire Council. The Headteacher, working with the Governing Board and Hub Manager, will develop a strategic vision for the School and Family Hub which inspires and motivates children, staff and all its users. They will also be expected to analyse data to support plans for the future needs and development of the School and the Hub.

### Strategic direction and development of the school

- ❖ Work with the Governing Board and other key stakeholders to develop a shared vision and strategic plan to inspire and motivate pupils, staff, and the wider community. Ensure, in consultation with the governors, the provision of an appropriate Early Years curriculum across the integrated provision.
- ❖ Lead the creation and implementation of a school development plan that identifies priorities and targets for ensuring that all children achieve high standards, make progress and which secures school improvement.
- ❖ Exercise strategic, curriculum-led financial planning and ensure the equitable deployment of budget and resources, in the best interests of pupils' achievements and the school's sustainability.
- ❖ Work with the hub manager and governors to develop and maintain the strategic vision, development and prosperity of the Family Hub.
- ❖ Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in school and in the wider community.
- ❖ Maintain an integrated service delivery and work in partnership with health, schools and childcare providers, to ensure families living in the 'reach' area have access to information and support in order to improve outcomes for children.
- ❖ Coordinate and facilitate activities required to ensure that the SLA is delivered, and lead negotiations as and when necessary.

### Teaching and Learning

- ❖ Lead and work with the team of teachers, early years practitioners and support staff following the requirements and principles of the Early Years Foundation Stage.
- ❖ Ensure that all pupils receive efficient, effective and appropriate education according to their individual needs.
- ❖ Ensure that the school maintains effective assessment and record-keeping systems that clearly show a child's progress.
- ❖ Ensure that appropriate decisions concerning each child's progress and their next steps of learning are made, which are then communicated clearly to children's parents.
- ❖ Work in partnership with the SENCO to monitor the impact of SEND interventions, including outside agencies, to ensure all pupils achieve their potential.
- ❖ Strengthen the effective partnership with parents to support and improve children's achievements and personal development.

- ❖ Ensure the School and Family Hub offers opportunities to parents which promote the value of the home learning environment.
- ❖ Be fully inclusive, promoting respect and understanding of diverse cultures, languages, ethnic groups and additional needs.

### **Leadership and Management**

- ❖ Provide vision, leadership and direction to ensure that there is a firm foundation from which to achieve high standards in all areas.
- ❖ Create an environment where children, staff, governors, parents/carers, hub users and other stakeholders feel valued and able to work together effectively.
- ❖ Lead motivate, support, challenge and develop all staff to secure continuous improvement and to support to one another.
- ❖ Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is standard, leading to clear succession planning.
- ❖ Respond in a flexible way to new developments.
- ❖ Continually monitor, evaluate and review the effectiveness of the School and Family Hub's policies, procedures and priorities.

### **Efficient and effective deployment of staff and resources**

- ❖ Ensure that learning is at the centre of strategic planning and resource management.
- ❖ Manage a harmonious staff team; with rigorous, fair and transparent systems and measures of performance management. This should praise good performance, address underperformance and enable staff to develop.
- ❖ Continually review, develop and improve systems, processes and services in support of the School and the Family Hub's pursuit of excellence in service delivery.
- ❖ Promote best practice in Early Years by offering training, development and support to students & other early years providers through courses, visits & outreach.
- ❖ Arrange for a suitable person to assume responsibility for the discharge of the Headteacher's function at anytime when not on the School and Family Hub premises.
- ❖ Be responsible for promoting & safeguarding the welfare of all children in the Nursery School and Family Hub.

### **Accountability**

- ❖ Provide information, advice and support to the Governing Board to enable it to meet its responsibility for securing effective learning and teaching, improved standards of achievement, effective Family Hub and offer value for money.
- ❖ Present an account of the Nursery School and Family Hub's performance in a form appropriate to a range of audiences: governors, parents/carers, children, local community, OfSTED and Local Authority.
- ❖ Ensure that parents/carers and children are well informed about the curriculum and steps for development, and how they can work in partnership to support learning

In addition the Headteacher shall undertake any additional duties that the Governors reasonably request.

*This job description forms part of the contract of employment for not of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the conditions of employment in the Schoolteacher's Pay and Conditions as they relate to Headteacher.*



## Person Specification - Headteacher

<b>Authority:</b> West Berkshire Council	<b>Location:</b> Victoria Park Nursery School and Family Hub - Victoria Park Newbury Berkshire RG14 1EH
<b>Job Title:</b> Headteacher	<b>Salary range:</b> £61,882 to £71,729
<b>Reporting to:</b> Chair of Governors	

*The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service.*

<b>Qualifications</b>	<b>E = Essential D = Desirable</b>
Qualified Teacher status	E
Early Years specialist qualification	E
Degree or equivalent	E
NPQH	D
<b>Experience</b>	
Experience in a senior management role within a school	E
Significant teaching experience within the Early Years age range	E
Proven experience of delivering and assessing teaching and learning effectively	E
Experience of managing safeguarding and child protection issues	E
Financial planning and managing budgets	D
Experience in managing community links	D
Previous headship, deputy headship or acting headship experience	D
Experience of Leading or working with a Family Hub	D
<b>Knowledge</b>	
An excellent understanding of the Early Years Foundation stage	E
Demonstrate an understanding of the role of the Governing Body	E
Knowledge and understanding of the Early Years Entitlements and associated budget implications for a maintained nursery school	E
Able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
Understanding of current safeguarding and child protection procedure	E
<b>Management skills</b>	
Record of managing, promoting, monitoring & evaluating curriculum development	E
Ability to initiate and manage change	E
Able to sustain effective working relations with children, staff, parents, governors, the local community and other stakeholders	E
Clear vision and understanding of the needs of all children aged Two to Five including those with special and additional needs.	E
Proven leadership, management and staff development skills	E
<b>Communications and interpersonal skills</b>	
Excellent written and verbal communication skills	E
Flexibility to adapt to the many demands of the role	E
<b>Values</b>	
Approachable, Supportive and Caring. Forward thinking and innovative	E
Resilient, able to act as a role model for own and others wellbeing/work/life balance	E

## Victoria Park Nursery School & Family Hub

Victoria Park is a Local Authority Nursery School and Family Hub (formerly a Children's Centre), which forms part of the West Berkshire Council Early Years provision. The Nursery serves some 150 pupils aged from 2 to 5 years.

The School operates from a purpose built single storey premises located on the northern edge of Victoria Park in the centre of Newbury. Over the past few years we have completed a new outside learning area, which now forms an integral part of our learning environment.

49% of children in the school speak English as an additional language. Currently 23 different languages are spoken, the largest numbers speaking Polish and Hindi. This high percentage of EAL speakers is unusual for a school in West Berkshire. 20% of our children have special educational needs, the largest number having speech and language needs followed by Autistic Spectrum disorder. 25% of our children receive Early Years Pupil Premium funding and 30% of our children are Ever2's.

At Victoria Park we work very much as a team, encouraging all members of staff to work together towards shared goals. Our aim is to provide opportunities for children to develop cognitively, physically, emotionally and socially, sensitively supported by staff who are knowledgeable and passionate about early years education, and that this development will take place in an atmosphere of sharing and caring.

Play is central to our ethos. Everything we do is through play and by talking. We want all of our children to become independent learners and aim to establish an atmosphere that is secure yet challenging whilst continuing to foster the warmth and trust of home.

The success of our school is built on our commitment to excellence. As well as receiving 3 consecutive "Outstanding" assessments from OfSTED, practice in our school has been praised by significant early years experts such as Professor Iram Siraj, Professor Jan White and Professor Helen Bilton.

We presently have five early years Teachers (one focusing on outreach), working with an experienced, qualified team of Early Years Educators and Learning Support Assistants in the Nursery.

A committed team of a Hub Manager and one full time and three part-time Family Support Workers staff the Family Hub. The Hub is housed in a modular building attached to the Nursery School and has its own access. It serves families with children aged 0 - 4 years in the Newbury area.

A number of the super output areas served are among the most deprived in West Berkshire.

The core purpose of Family Hubs is to improve the outcomes for children and their families and reduce the inequalities between families in greatest need and their peers in;

- ❖ Child development and school readiness
- ❖ Parenting aspirations and parenting skills
- ❖ Child and family health and life chances

For further information see <https://www.westberks.gov.uk/familyhubs>







## **Our mission**

*“Helping children to become enthusiastic, life-long learners”*

*We want to work with parents and carers to help prepare their children to become independent and to build confidence and enthusiasm for life-long learning.*

