

We are looking to appoint a passionate Headteacher who can provide professional leadership, strategic vision and drive to continue providing the highest quality care and education for all our pupils.

The successful candidate will build on Corbett’s current successes, inspiring both staff and children to work together to maximise their potential.

Situated in a semi-rural village setting in South Staffordshire, with 107 children from Pre-Reception to Year 6 on roll, Corbett was founded in 1792 by Mary and Hannah Corbett who set up a charitable Trust which is still in existence today. Strong links with the church are an integral part of the foundation of the school.

‘Corbett is a small school with a big curriculum. Pupils thrive at Corbett Primary School and make good progress across a range of subjects. They are well prepared for secondary school and develop confidence and a positive outlook on life and learning that serves them well. The school’s work to promote pupils’ personal development and welfare is outstanding.’ (Ofsted October 2018)

‘This outstanding church school creates an environment where children of all abilities thrive’. (SIAMS July 15)

**Ethos Vision and Values**



‘Love to Learn and Learn to Love’

At Corbett we are committed to creating an environment where children love their learning. Where the whole school community works together to make learning irresistible; surrounded by a nurturing Christian Faith. Our school badge reminds us of our close community with the church of Holy Cross and the faith of our two founders Mary and Hannah Corbett.

‘Love one another, as I have loved you.’ John 13v34

**We all work together to make Corbett, Happy, Calm, Purposeful & Welcoming.**

We show **respect** and **reverence**, we take **responsibility**,

we form positive **relationships**, we **reflect**,

we are **resourceful**, we are **resilient**, we take **risks** and we **forgive.**

|  |  |
| --- | --- |
| **Job Specification** | |
| Grade/Salary Scale | L9-12 |
| Closing Date | 9am Friday 24th June 2022 |
| Shortlisting Date | Wednesday 29th June 2022 |
| Interview Dates | Thursday 7th July 2022 (professional task day)  Friday 8th July 2022 (interview)  There will also be a Teaching observation. |
| Job Start | As soon as possible from September 2022 onwards. |
| The appointment is subject to the current conditions of employment for Headteachers contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts. | |
| **Main Purpose/Key Responsibilities** | |
| To provide professional leadership for the school that continues its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement. | |
| Shaping the Future  The Headteacher will ensure that the vision for the school is clearly articulated, shared and understood, and will;   * Ensure that the vision for the school is effectively acted upon by all. * Demonstrate the vision and values in everyday work and practice. * Motivate and work with others to create a shared positive culture. * Ensure creativity and innovation to achieve excellence. * Work with the whole school community to translate the vision into agreed objectives and operational plans. | |

|  |
| --- |
| Leading Teaching & Learning  The Head teacher will have responsibility for raising the quality of teaching and  learning and for pupils’ achievement, setting high expectations and monitoring and evaluating learning outcomes.  They will:   * Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning. * Ensure that learning is at the centre of strategic planning and resource management. * Establish creative, responsive and effective approaches to teaching and learning which meet identified needs. * Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. * Demonstrate and articulate high expectations and set stretching targets for the whole school community. * Implement strategies that secure high standards of behaviour and attendance. * Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework. * Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils. * Monitor, evaluate and review classroom practice and promote improvement strategies. * Challenge under-performance at all levels and ensure effective intervention and follow-up action. |
| Developing Self & Working with Others  The Head teacher will build a professional learning community that enables others to achieve.  They will:   * Treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture. * Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. * Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal. * Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. * Acknowledge the responsibilities and celebrate the achievements of individuals   and teams.   * Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory. * Regularly review their own practice, set personal targets and take responsibility for their own personal development. * Manage their own workload and that of others to allow an appropriate work/life balance. |

|  |
| --- |
| Managing the Organisation  The Head teacher will ensure that the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.  They will:   * Create an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements. * Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities. * Ensure that policies and practices take account of national and local circumstances, policies and initiatives. * Work with Governors to manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities. * Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, and implement successful performance management processes with all staff. * Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. * Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money. * Use and integrate a range of technologies effectively and efficiently to manage the school. |

|  |
| --- |
| Securing Accountability  The Head teacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors and trustees. The Head teacher is legally and contractually accountable to the Governors for the school, its environment and all its work.  They will:   * Fulfil commitments arising from contractual accountability to the Governors. * Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. * Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. * Work with the Governors (providing information, objective advice and support) to enable it to meet its responsibilities. * Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers. * Reflect on personal contribution to school achievements and take account of   feedback from others. |
| Strengthening Community  The Headteacher will work with the whole community to:   * Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities. * Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment. * Ensure learning experiences for pupils are linked into and integrated with the wider community. * Ensure a range of community-based learning experiences. * Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families. * Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development. * Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. * Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives. * Co-operate and work with relevant agencies to protect children. |
| Safeguarding Children and Safer Recruitment  Corbett is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please see the safeguarding policy on the school website.  The Headteacher will:   * Create an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations. * Be the Designated Safeguarding Officer (DSL) * Ensure that the policies and procedures adopted by Governors are fully implemented and followed by all staff. * Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children. * Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices. * Co-operate and work with relevant agencies to protect children. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification**  Listed below are the requirements that the governors consider to be necessary in undertaking the role of Headteacher at Corbett VA CE Primary School. | | | | |
| **Attributes** | **Requirements** | | **Essential/**  **Desirable** | **Measurement** |
| **Qualifications** | * Qualified Teacher Status * Honours Degree or equivalent * Recent and relevant ongoing CPD * NPQH | | Essential  Essential  Essential  Desirable | APP  APP  APP F/I  APP |
| **Experience** | * Recent and relevant experience as a Senior Leader * A proven track record of raising achievement through successful leadership * Working with and engaging the involvement of external partners and the local community * Successful previous experience of raising standards with measurable outcomes * Successful previous experience of supporting other members of staff to improve the quality of teaching, learning and assessment. | | Essential  Essential  Desirable  Desirable  Essential | APP F/I LOA  APP F/I LOA  APP F/1 LOA  APP F/1 LOA  APP F/1 LOA |
| **Knowledge, and**  **Understanding** | Knowledge and understanding of current issues and best practice including:   * Safeguarding children and young people * What constitutes a good and outstanding school * The process of strategic planning and school self-evaluation * Ways to communicate and translate a shared vision into practice * Upholding the distinctive Christian nature of the school with knowledge and understanding * Leading the management of change * Application of new technologies to teaching, learning and management * Comparative data and performance indicators to establish benchmarks and set targets for improvements * National policy framework and current educational legislation and initiatives * Principles of effective teaching and assessment for learning * Roles and responsibilities of governing bodies, local authorities and the requirements of accountability. * School budget management and financial responsibilities * Strategies for fostering school improvement, including attendance and behaviour for learning * Equal opportunities and commitment to their pursuit * Legal issues relating to school management | | Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential | APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS |
| **Personal Qualities** | •   * • * • * • * • * • * • * • * • * • * • | * Commitment to the welfare and safeguarding of young people * Strong personal motivation and drive to ensure school improvement * A genuine enthusiasm for, and commitment to, the development of young people, and concern for the development of colleagues and members of the wider school community * The ability to inspire, motivate staff, pupil’s and the wider community and engage their active commitment to your vision * Commitment to ensuring inclusion, addressing diversity and access * Commitment to own personal and professional development and that of all staff. * High order analytical and problem solving skills and the ability to make informed judgements * Excellent communication skills in a variety of media to a range of audiences including students, parents/carers, colleagues and the wider school community * The ability to project the school in a positive way and continue to enhance the school standing and role at the heart of the community * Commitment to assisting staff in maintaining a healthy work/life balance * The ability to engage parents in supporting children’s learning * The ability to fill the role of lead professional in classroom practice * Commitment to an open, collaborative style of management * Evidence of collaborative working and networking with others, within and beyond the school to build and sustain a learning community * The ability to understand and appreciate the school’s current strengths and the ways in which these might be further developed * The ability to form and maintain appropriate relationships and personal boundaries with young people * The ability to promote a school culture and curriculum which takes into account the richness and diversity of a wider community * An awareness of the demands and challenging workload which the Headteacher’s post of a small school entails. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable | APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS  APP F/I LOA ASS |

**MEASURED BY KEY:**

APP = Application form

LOA = Letter of Application

ASS = Assessment activities

F/I = Formal interview

In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours and;
* Attitudes to use of authority and maintaining discipline

***If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.***

|  |
| --- |
| Application Process |
| For further information or to arrange a school visit please contact: Lucy Timmins – School Administrator  01384 221260  Email: [office@corbett.staffs.sch.uk](mailto:office@corbett.staffs.sch.uk)  Application forms and accompanying information should be submitted by email. |

**Prepared By:** The Governing Body

**Date:** 4th April 2022

Candidates are encouraged to visit the school and speak to the current Headteacher before applying. Our visiting days are: - Tuesday 7th June and Monday 13th June 2022 at 3:45pm.

Please call 01384 221260 or email [office@corbett.staffs.sch.uk](mailto:office@corbett.staffs.sch.uk) to book a visit.