

Crown Meadow First School & Nursery



Headteacher Information Pack
January 2025

Table of Contents



02	Letter from the Chair of Governors
03	About Our School
04	Our Vision & Ethos
05	Job Description
06	What we would like in our new Head Teacher - Person Specification
07	Selection Arrangements - The Process

Letter from the Chair of Governors

As a Governing Body, we are delighted that you are considering applying to become our new Headteacher. Thank you for your interest and for taking the time to read through our information pack.

Due to the retirement of the current Headteacher, the governors, staff and children of Crown Meadow First School and Nursery are seeking to appoint a new Headteacher to lead, inspire and develop our popular and thriving school. Crown Meadow First School and Nursery is a caring, inclusive school at the heart of the Alvechurch community. We are a two-form entry first school, with a thriving nursery that takes children from the age of 2 years.

At Crown Meadow, we are dedicated to fostering a supportive and inclusive learning environment where every student thrives and develops an enjoyment in learning through a rich, broad and balanced curriculum. We believe in the power of education to transform lives and are committed to excellence in teaching and learning.

Our vision is to enable all children to achieve their full potential in a safe, welcoming and happy learning environment. We strive to create responsible citizens who are independent and confident lifelong learners equipped to meet the challenges of a changing future.

We are seeking to appoint a new Headteacher with real commitment and drive, with a proven track record of raising standards, providing solid leadership, challenge, rigour and strategic development. We offer a supportive community and Governing Body allied to a talented staff team, who welcome new challenges and are committed to supporting and developing themselves and each other, pupils who are keen to learn and continuous development opportunities.

We would encourage you to come and visit our lovely school, whereby you will be able to get a true sense of the caring nature of the school.

We look forward to receiving your application and to meeting you.

Best Wishes

Tess Davis
Chair of Governors

About our school



Age range 2 – 9 years

Interim Headteacher – Mrs Michelle Hague

Crown Meadow First School and Nursery is a happy, nurturing and caring school that provides the highest quality education for children from 2 to 9 years in a fantastic purpose built building, which we share with Alvechurch Library and Alvechurch Middle School. In the time children are part of our school, we make sure they are provided with a range of exciting learning opportunities that engage and challenge them as they move throughout the school.

Our Vision & Ethos

We believe our children should have a wealth of opportunities to explore a wide range of curriculum areas and develop a thirst for learning. We would like them to adopt a growth mind-set and resilient approach to problem solving and to be able to apply a range of skills in new situations. We foster curious learners who are kind and caring towards themselves, each other and the wider community. We believe that through the provision of a wide range of learning opportunities, we will help to develop well rounded pupils who have a positive outlook in all aspects of their future lives.

Our Values



Our Value Map

School Values Implementation 2024 - 2025					
'Together We Dream, Believe, Achieve & Succeed'					
Autumn 1 2024	Autumn 2 2024	Spring 1 2025	Spring 2 2025	Summer 1 2025	Summer 2 2025
Curiosity & Independence	Diversity & Empathy	Independence & Resilience	Curiosity & Diversity	Resilience & Empathy	Curiosity & Independence

Job Description



Reporting to:

Chair of Governors

Responsible for:

Carrying out the duties of a Headteacher as set out in the current School Teacher's Pay and Conditions document, the National Standards for Headteachers and the policies and procedures of the Governing Body.

Main purpose:

The Headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Rapidly improve the quality of teaching in all classes to raise achievement across the school
- Raise pupils' attainment throughout the school, including our more vulnerable pupils
- Improve leadership and management at all levels
- Motivate and inspire staff, parents and children
- Ensure the school meets the needs of the local community
- Work with the Local Authority and the Governing Body to bring about necessary change
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- 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

Job Description cont ...

Duties and responsibilities

Shaping the future

- Work with the Governing Body (GB) and others, to develop the strategic direction for the school, resulting in a collaborative, ambitious vision, which will be used in the School Development Plan to enable the school to make rapid progress.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, ensuring that learning is at the centre of strategic planning and resource management.
- Ensure that the vision is shared, understood and consistently acted upon by the whole school community.
- Set ambitious targets for achievement and ensure that the school community understands the need to have high standards and expectations of themselves and others.
- In conjunction with the Governing Body, regularly review the staffing structure for the school and take appropriate action to make changes as required.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Develop a long-term finance plan to ensure that resources are available and effectively used to meet the clear priorities of the SDP.
- Monitor the SDP and initiatives regularly through self-evaluation of the school, pupil progress data, lesson observations, feedback from senior leaders and external sources and take action to ensure improvement is continuous in all areas.
- Secure a rich environment and a broad, balanced and creative curriculum that promotes successful teaching, learning and high standards of achievement and engagement, identifying and recognising good practice.
- Promote the intellectual, spiritual, moral, cultural and physical development of pupils through strong professional and personal leadership. Securing the conditions for all pupils to develop to their full potential irrespective of social or economic factors, race, gender, ethnicity, disability or learning needs.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school and support the work of the lead teacher for child protection.
- Implement strategies to develop the extended school provision to meet the needs of the community.

Job Description cont ...

Shaping the future cont ...

- Develop links with other schools in order to share best practice and to drive school improvement.
- Maintain a positive partnership between all members of the school and the wider community and ensure that the school has an open and inclusive ethos.
- Deal successfully with situations which may include change and / or conflict resolution.

Leading Teaching and Learning

- Develop a culture of high expectations where good or outstanding teaching and learning becomes the norm.
- Be an excellent role model, exemplifying an outstanding standard of teaching and promoting high expectations of behaviour and classroom management to all members of the school community.
- Ensure that all pupils have end of year targets and that their progress is monitored robustly, through regular assessments, accurate levelling, appropriately delivered and evaluated interventions and professional dialogues where staff are held to account by senior leaders.
- Ensure that children who meet the criteria for Pupil Premium funding have been identified; strategies implemented, interventions evaluated and children are tracked and robustly monitored in order to narrow the gap between different groups of children.
- Ensure that the school is inclusive and has excellent provision and support for pupils with Special Educational Needs (SEN), English as an Additional Language (EAL), and those who are high achievers or vulnerable.
- Ensure that transition between years and phases is effectively managed.
- Ensure that the organisation and implementation of the curriculum enables staff to deliver good or outstanding teaching and learning so that pupils are engaged, focused and can achieve.
- Ensure that the monitoring and evaluation of lesson planning, learning, teaching, assessment, pupil voice and levels of attainment are effective in delivering continuous improvement and are appropriate to meet every pupils' needs.



Job Description cont ...

Leading Teaching and Learning cont ...

- Monitor and evaluate the priorities and targets in the SDP, review their impact on standards and quality, and take any follow up action as may be necessary.
- Ensure that the school accounting systems are sound and effectively managed and adequate financial, safeguarding, educational and administrative records are kept.
- Ensure recommendations from any audit reports are implemented appropriately.
- Ensure both the external and internal areas of the school are tidy, attractive and fit for purpose.
- Ensure the school is compliant with health and safety legislation.

Developing Self and Working Others

- Motivate staff through effective distributed leadership, personal example and excellent communication thereby developing and empowering individuals and sustaining effective teams that deliver improvements in teaching and learning across all phases.
- Foster an open, transparent and equitable culture, with clear policies and procedures which are known and understood by all.
- Solve problems and resolve conflict through firm but sensitive leadership and management.
- Encourage a culture of self-development and continuous professional development through providing opportunities for distributed leadership, mentoring, training and networking.
- Work with staff to maximise their contribution toward improving and sustaining maintaining the quality of education provided and standards achieved
- Ensure that constructive working relationships are formed within school teams and between pupils and staff.
- Support and motivate staff to carry out their responsibilities and achieve high standards, and be prepared to take appropriate action when performance is unsatisfactory.
- Carry out appraisal of the Senior Leadership Team (SLT) with regular reviews of their overall performance and achievement of objectives.
- Ensure that the whole school appraisal and pay policies are fully implemented and report annually on their effectiveness to the Governing Body.

Job Description cont ...

Developing Self and Working Others cont ...

- Plan, allocate, support and evaluate work undertaken by staff, whether working individually or in teams, ensuring clear delegation and definition of roles and responsibilities.
- Identify and undertake professional development opportunities to further develop own leadership skills to benefit self and the school.

Managing the Organisation

- Be responsible for the internal organisation, management and control of the school.
- Recruit and retain high quality teaching and support staff and ensure that safe recruitment requirements are met.
- Ensure that the range, quality, quantity and use of all available resources are focused on improving the quality of education, improving pupil achievements and securing value for money.
- Be responsible for the efficiency and effectiveness of the school, in particular the management of the school's human and material resources and ensure that the school premises are maintained, safe, clean and secure.
- In conjunction with the Governing Body ensure that the annual budget for the school is prepared appropriately and includes priorities for expenditure and the allocation of funding is in line with the finance strategy and the SDP.

Securing Accountability

- Develop an organisation in which everyone shares knowledge and understanding and accepts collective accountability for the success of the school.
- Engage the school community in systematic and rigorous self - evaluation of the work of the school.
- Collect, use and share a variety of data including external evaluations and comparative data to understand the strengths and weaknesses of the school in order to raise standards and promote achievement and accountability for pupil learning.
- Be accountable for the development, implementation and review of all school policies, procedures and activities, to monitor and report on progress and outcomes and take or propose action where necessary.

Job Description cont ...

Securing Accountability cont ...

- Be a member of the Governing Body.
- Develop and sustain effective relationships with the Governing Body to ensure effective governance of the school and the discharge of Governing Body responsibilities.
- Determine, maintain and review effective reporting systems which appropriately inform stakeholders on relevant school matters, including regular reports to the Governing Body.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the GB, parents, staff, LA, HMI and Ofsted.

Strengthening Community

- Ensure parents are well informed about the progress of their children, curriculum provision, school policies and achievements and about the contribution they can make to the success of the school, through reports, letters, meetings and the school's web site.
- Be fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.
- Enhance and sustain the school's standing and role within the local community.
- Develop and implement a clear communication strategy for the school to ensure an accurate, consistent and informative approach across all media is used.

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

Job Description cont ...

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 through 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, 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.

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.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Essential Criteria	Desirable Criteria
<p>Qualification and Training</p>	
<ul style="list-style-type: none"> • Honours degree (2/2 or higher) • Qualified teacher status • Evidence of recent and relevant continuing professional development, including leadership development • Recent and relevant safeguarding training • NPQH • Post graduate level qualification or recognised alternative 	<p>Post graduate level qualification or or recognised alternative.</p>
<p>Relevant experience, knowledge and understanding</p>	
<ul style="list-style-type: none"> • Recent experience as a successful senior leader in the relevant phase • Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice • In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues • Proven experience of curriculum design, alongside an understanding of current issues relating to this • Proven track record in raising pupil attainment and progress across the whole school • Proven experience of strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests pupil achievements and the school's sustainability 	<p>Experience of managing HR matters, including staff appointments, capability and discipline.</p>

Person Specification cont...

- Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level
- Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent
- Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion
- Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others through the appraisal process
- Evidence of creating an ethos within which all staff are motivated and supported to develop their own skills and knowledge
- Demonstrable understanding of and commitment to, addressing workload issues for staff in order to promote recruitment, retention and wellbeing
- Commitment to strong Governance and to working collaboratively with the Governing Body enabling them to deliver their functions effectively
- Ability to communicate the school's ethos, vision and priorities to all stakeholders
- A commitment to developing an outward facing approach, working with other schools, agencies and organisations, in order to share best practice and secure excellent outcomes for all pupils



Person Specification cont..

Professional skills and personal qualities	
<ul style="list-style-type: none">• Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community• Effective interpersonal and communication skills appropriate to audience• Work well in challenging situations and be able to prioritise work to meet deadlines• Proven ability to think creatively to anticipate and identify problems/needs and construct solutions• A healthy regard for a work - life balance	



Selection Arrangements – The Process

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Prohibition check (where applicable) Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. An online search will also be carried out on all shortlisted candidates.

Prevention of Illegal Working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the United Kingdom. In order to comply with this law, we are required to make basic document checks before taking on new employees. These checks must be carried out on all job applicants who are invited to interview.

Please note: Worcestershire County Council does not currently offer sponsorship for candidates without the Right to Work in the UK.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.



Selection Arrangements – The Process

KCSIE

Effective from September 2022, KCSIE states as part of the shortlisting process schools and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or at interview.

School Visit

We encourage all applicants to visit our school before submitting their application. Schools visits will be taking place on either:

Wednesday 15th January – pm and after school

Thursday 23rd January – after school

Tuesday 28th January – am

To book a visit, please contact: Anita Heath on 0121 445 4540 or ah Heath@CrownMeadow.Worcs.Sch.uk

Applications, Closing Date & Shortlisting

To request an application pack please contact: Anita Heath on 0121 445 4540 or ah Heath@CrownMeadow.Worcs.Sch.uk. Applications must be submitted by **Thursday 30th January at 10.00am**.

Shortlisting will take place on Tuesday 4th February during the afternoon. Successful candidates notified on Wednesday 5th February.

Interview & Selection Day

Interviews will take place on Tuesday 11th and Wednesday 12th February. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process and should confirm availability to attend if shortlisted.

Selection Arrangements – The Process

Meet and Greet

Shortlisted candidates will be invited to meet with staff and Governors at the end of day 1 interview, 11th February.

Appointment Schedule

The successful candidate will take up the post from 1st September 2025 for the start of the academic year 2025/2026.

Salary Range

Leadership - L15 - L21

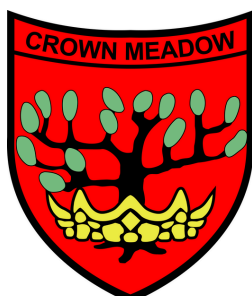
Position

This position is permanent.

N.B., We reserve the right to close this vacancy prior to the advertised date should we receive a large number of applications.

Online application forms will only be accepted for this vacancy, online facilities for jobs are available at public libraries within Worcestershire County Council.

If you have a disability and require assistance in making an application, please contact the HR Resourcing Team via Worcestershire County Council.



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