



Eaves Primary School

Headteacher

Application pack

About Eaves

Our aim is to provide a secure, safe and positive environment based on our core values in which children can reach their potential and become a **responsible, trustworthy** and **caring members of society**.

We pride ourselves in being a **happy school** with a **warm** and **friendly** atmosphere. We have enthusiastic, highly motivated staff committed to a caring, **child-centred ethos**.

The school offers **skilled teaching** and a broad balanced, **creative curriculum**. Our expectations and aspirations of children are high.

Eaves Primary School encourages children to **behave well**, make healthy life choices and **stay safe**. The school offers a wide range of extracurricular activities, both sporting and nonsporting.

We are keen to forge **strong links** between home and school and recognise that parents have a crucial role to play in the education of their child. The success of our school is dependent upon the strength of the **partnerships we build** with everyone in our school community.



Excellence in Everything



Eaves Primary School

Eaves Lane, St Helens,
Merseyside, WA9 3UB
Telephone: 01744 812700
Email: eaves@sthelens.org.uk
Head Teacher: Mrs H Jennings

Appointment of a Head Teacher

The Governors of Eaves Primary School are seeking to appoint a strong, dynamic, and inspirational Headteacher who has the vision and dedication to take on the challenge of leading this school which was recently rated Ofsted Good across all areas.

Our Headteacher is moving on to a new post which leaves an exciting opportunity for a motivated, highly professional school leader to join and lead our wonderful school.

Candidates should be enthusiastic with proven leadership experience, an in-depth knowledge of all key stages, who will work with mission integrity for the benefit of all within the school community.

The successful candidate must have a clear strategic direction that will challenge and empower staff to be the best they can be. They will develop and sustain a learning culture for all across our school. They will also foster children's enjoyment of learning whilst ensuring elevated levels of achievement and develop the respectful and inclusive ethos of our school.

We can offer an opportunity to work with and lead a dedicated, hardworking team of staff within an exciting, vibrant and nurturing school. We are a caring, warm, and friendly school, fully supported by Governors and parents. Our children are happy and well-behaved, eager to learn and enjoy attending school.

Excellence in Everything

If this opportunity inspires and challenges you to lead us and you believe you are equipped to do so, then please get in touch.

Our school has a very welcoming and friendly atmosphere; therefore, we suggest you arrange an informal visit to see the school and experience the ethos of the school at first hand. Please call the school office on 01744 812700 to arrange a visit.

The post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I wish you well in your interest should you decide to submit application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ernie Benbow', written in a cursive style.

Ernie Benbow MBE Chartered Fellow FCIPD

Chair of Governors


Inspiring outstanding citizens of the future



What our parents say

100% of parents asked agreed:

- my child feels safe at Eaves
- my child does well at Eaves
- I would recommend Eaves to other parents



Eaves is a fantastic school
and all the staff are
brilliant at what they do!

Eaves have gone above and
beyond to support my child to
reach their full potential.

My son loves Eaves and is making
progress. I am very happy
with the education he is receiving
thanks to excellent staff

Excellence in Everything



Job Description

Purpose of the Post:

Leadership and management of the school to promote effective education for all children within the framework provided by the policies of the Governing Body and the

Authority with regard to all statutory requirements. Duties and Responsibilities: The professional duties are as set out in the current (or future) School Teachers' Pay and Conditions Document, together with the additional duties set out below.

KEY AREAS OF RESPONSIBILITY

| 1 | Strategic direction and development of the school |
|----------|--|
| 1.1 | To work with the Governing Body and staff, to determine and fulfil the Mission Statement. |
| 1.2 | To work with the Governing Body, in formulating the educational aims, objectives and targets of the school and policies for their implementation. |
| 1.3 | To ensure and agree the production of the School Improvement Plan. |
| 1.4 | To monitor and evaluate the performance of the school and its achievements, responding and reporting to the Governing Body as required. |
| 1.5 | To motivate staff and pupils through interest, encouragement and recognition. |
| 1.6 | To implement the Governing Body's policies on equal opportunities. |
| 1.7 | To participate, to such an extent as may be appropriate having regard to the headteacher's other duties, in teaching pupils at the school. |
| 1.8 | To ensure that the management, finances, organisation and administration, of the school support its vision and aims and are appropriate to the school's present and likely future resources. |
| 1.9 | To work with the Governing Body in exploring, determining and implementing a strategy to convert to an Academy according to the decisions and determinations made by the Governing Body. |
| 1.10 | To arrange for a deputy headteacher or other suitable person to assume responsibility for the discharge of the headteacher's functions at any time when absent from school. |

| | |
|----------|--|
| 2 | Teaching and Learning |
| 2.1 | <p>To determine, organise and implement, in collaboration with other appropriate persons or bodies, a curriculum which:</p> <ul style="list-style-type: none"> ✓ follows the curriculum policy of the Governing Body and meets statutory requirements; ✓ is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with Special Educational Needs; ✓ fulfils the headteacher's statutory duties in relation to the Curriculum including the National Curriculum and the Daily Act of Collective Worship; |
| 2.2 | <p>To develop means whereby:</p> <ul style="list-style-type: none"> ✓ school policies on curriculum, assessment, recording and reporting inform effective teaching and learning; ✓ the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils; ✓ information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school; ✓ there is continuity of learning and of progression for all pupils; ✓ challenging targets are set for pupil attainment leading to whole school improvement; |
| 2.3 | To provide a curriculum for the spiritual, moral, social and cultural development of all pupils. |
| 2.4 | To ensure appropriate pastoral care and guidance for all. |
| 2.5 | To determine appropriate pupil groupings which reflect the values of the school. |
| 2.6 | <p>To determine and publicise the means for promoting:</p> <ul style="list-style-type: none"> ✓ pupils' self discipline; ✓ respect for self, others and authority; ✓ good behaviour on and off school premises in accordance with any written directions of the Governing Body. |
| 2.7 | To handle pupil disciplinary cases, in accordance with school policy and the provisions of the 1998 Education Act and subsequent legislation. |
| 2.8 | To promote a school ethos which extends opportunities for learning and encourages extracurricular activities. |

| | |
|----------|---|
| 3 | Leading and Managing Staff |
| 3.1 | To assist the Governing Body in determining the staffing structure of the school. |
| 3.2 | To assist the Governing Body and participate in the key task of selecting and appointing teaching and non-teaching staff. |
| 3.3 | To deploy and manage all teaching and support staff appointed to the school by allocating particular duties, including such duties of the headteacher as may be properly delegated, in a manner which is reasonable and consistent with their conditions of employment. Headteachers should take into account the work-life balance issues of teachers when deploying staff. |
| 3.4 | To ensure that cover is provided for absent teachers and is shared as equitably as possible. |
| 3.5 | To provide and develop good management practice, positive staff participation, effective communication and clear procedures. |
| 3.6 | To supervise and participate in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, including to participate in the identification of areas in which he/she would benefit from further training. |
| 3.7 | To implement staff development policies as appropriate to: the induction of new and newly qualified teachers and other staff; the development of professional knowledge, skills and abilities including those necessary for career development; the provision of professional advice, support and training; the provision of references where relevant to career progression. |

| | |
|----------|---|
| 4 | Efficient and Effective Deployment of Staff and Resources |
| 4.1 | To implement the policies & procedures of the Governing Body concerning the resource and premises management of the school, in accordance with any legal requirements. |
| 4.2 | To allocate, control and account for those financial and material resources of the school which are delegated to the headteacher. |
| 4.3 | To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation. |
| 4.4 | To seek to provide an attractive environment which stimulates learning and enhances the appearance of the school. |
| 4.5 | To ensure external agencies and services contracted to the school work effectively. |

| 5 | Accountability |
|-----|---|
| 5.1 | <p>In relation to the Governing Body:</p> <ul style="list-style-type: none"> ✓ to advise and assist in the exercising of its functions; ✓ to attend meetings of the Governing Body (without prejudice to any rights the headteacher may have as a governor of the school); ✓ to report to the Governing Body as required. |
| 5.2 | <p>In relation to the community:</p> <ul style="list-style-type: none"> ✓ to develop and encourage community cohesion; ✓ to ensure that the school recognises and meets its responsibilities to the life of the local community; ✓ to develop links with local employers for the benefit of the pupils and the school; ✓ to prepare pupils for life in a multi-cultural society; ✓ to promote a positive image of the school in accordance with the Mission Statement. |
| 5.3 | <p>In relation to parents and those with parental responsibility:</p> <ul style="list-style-type: none"> ✓ to build an effective partnership between parents and the school, recognising them as the first educators of their children; ✓ to promote understanding of the aims and ethos of the school by providing regular information to parents about: <ul style="list-style-type: none"> ✓ the school curriculum; ✓ the progress of their children; ✓ to contribute to the provision by the governors of a school prospectus; ✓ to provide opportunities for dialogue between parents and staff and to encourage their involvement; ✓ to promote involvement in the wider life of the school. |
| 5.4 | <p>In relation to the Local Education Authority:</p> <ul style="list-style-type: none"> ✓ to ensure liaison and co-operation with officers and support services; ✓ to work with officers in the monitoring and evaluation of the school according to such arrangements as may be required by and/or agreed between the Governing Body and the Local Education Authority; ✓ to make such reports in connection with the discharge of the headteacher's functions as may properly be required; ✓ to have regard to the provisions of the Code of Practice on Local Authority - School Relations. |

| | |
|-----|---|
| 5.5 | <p>In relation to other schools, colleges and educational bodies:</p> <ul style="list-style-type: none"> ✓ to promote continuity of learning, progression of achievement and curriculum development; ✓ to arrange for effective transfer and induction of pupils; ✓ to maintain effective liaison; ✓ to maintain effective relationships with other schools; ✓ to provide training and work experience placements for school and college students as appropriate and in accordance with school policy. |
| 5.6 | <p>In relation to other professional bodies, agencies and services:</p> <p>to liaise in the best interests of pupils or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.</p> |

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change.

Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.



Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Part 1 – Essential Criteria – Application form

Qualifications and Experience

Qualified Teacher Status

Professional development in preparation for Headship eg NPQH

Significant strategic leadership experience at a minimum level of Deputy/Assistant Head teacher if equivalent level of leadership within the primary phase

Written Communication

The application form must be fully completed, legible and grammatically correct

Knowledge of current developments relating to the curriculum and assessment at relevant key stages within the primary phase

An understanding of how data can be used to improve performance

A complete understanding of the school improvement cycle and the importance of monitoring and evaluation

An understanding of, and commitment to, meeting the needs of all pupils paying due regard to inclusive practice

Recognition of the importance of strategic financial planning and the principles of best practice in relation to budgetary management

Other

Demonstrate understanding of the principles of safeguarding and the importance of keeping pupils safe

Demonstrate visionary leadership to inspire, challenge, motivate and empower teams and individuals to achieve high goals

An ability to fulfil all spoken aspects of the role with confidence through the medium of English

Positive recommendation from all referees, one of which must be from your current employer eg LA/Academy Trust

Part 2 – Your letter of application should demonstrate how you meet the Headteacher standards of:

1. School culture
2. Teaching
3. Curriculum and assessment
4. Behaviour
5. Additional and special educational needs and disabilities
6. Professional development
7. Organisational management
8. Continuous school improvement
9. Working in partnership
10. Governance and accountability