



# Great Preston C. of E. Primary School/

## Headteacher Recruitment Information Pack



**Great Preston C of E Primary School**  
**Preston Lane**  
**Great Preston**  
**Leeds**  
**LS26 8AR**  
**Tel: 0113 2320034**

# RECRUITMENT INFORMATION PACK

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Dear applicant,

Thank you for showing an interest in the Headteacher position at Great Preston C of E Primary School.

We are a one form entry school, with our own nursery, located in Great Preston. As a Church of England school, we have a strong Christian ethos which gives our school a genuine 'family feel'. We regularly visit St Mary the Lesser church in nearby Allerton Bywater for church services and welcome Rev. Bob Bailey into school weekly as part of our collective worship. Our core school values are Compassion, Respect, Perseverance and Thankfulness and these are very evident as you walk around school and meet our wonderful children and staff.

We work closely with the Brigshaw Learning Partnership (BLP) Multi Academy Trust, particularly in terms of school improvement. Staff at Great Preston Primary school participate in regular professional development meetings and training alongside BLP staff and senior leaders work in partnership to offer peer support and challenge. Although this is a partnership that we are incredibly proud of, we also receive ongoing support from the local authority and Leeds Diocese which means we are very well placed to support new staff.

The position will be to start from 1st September 2022.

If you are interested in applying for this role we would love to meet you and show you around our fantastic school.

Kind Regards,

Lindsey Lavery  
Chair of Governing Body



# VISION STATEMENT

‘Believe and Achieve Together’

At Great Preston C of E Primary School, we unlock possibilities and engrain hope, such that we all develop a sense of curiosity and individualised aspirations. From this place will come good citizens with a strong moral compass, strengthened by our deeply-rooted Christian values, helping children and adults to respect both themselves and others. Learning to think in different ways, our school community will become resilient, collaborative, reflective and creative so we are all able to make wise and discerning choices in both our learning and life paths, flourishing as 21<sup>st</sup> Century learners.

‘I can do all things through him who strengthens me.’  
Philippians 4.13

More information is available on our website:

[www.greatpreston-pri.leeds.sch.uk](http://www.greatpreston-pri.leeds.sch.uk)



# **ADVERT FOR HEADTEACHER**

## **Great Preston VC C of E Primary School**

**Permanent to start September 2022 although the school would consider the possibility of a  
Secondment Opportunity**

**NoR: 234**

**Salary: £58,135 to £65,735 (L14 to L19)**

Great Preston VC C of E Primary School is looking for an inspirational, highly effective and compassionate Headteacher to join our happy, vibrant and busy school that is filled with incredible children.

We are looking to appoint an exceptional leader and team player who, guided by our Christian values, will build on the existing strengths of the school, support and encourage all involved with the school to maintain our high expectations and successes, and to lead us in the next steps of the journey.

The successful candidate will:

- Have a commitment and ability to communicate Christian values and principles through all aspects of school life
- Have a proven record of leading, managing, developing, inspiring and motivating staff
- Demonstrate the skills needed to develop and maintain an outstanding learning environment
- Have excellent interpersonal skills

We can offer you:

- A dedicated enthusiastic and motivated staff team
- A high level of support from governors and Trustees
- A career in a forward-thinking Trust

Our school has high ambitions for both our staff and children, which is reflected in our most recent Ofsted inspection (March 2018), with the school rated as Good. We are committed to providing rapid and sustained improvement within all aspects of school life; building capacity and resilience to ensure that every child is able to realise their full potential and is prepared for life.

Visits to the school are strongly encouraged. You are very welcome to come and meet our wonderful children and talented, supportive team. Visits will take place on Thursday 5th May at 9.45am and Thursday 12th May at 2pm.

**Closing Date: Monday 16th May 2022 at 4pm**  
**Interviews: Monday 23rd and Tuesday 24<sup>th</sup> May 2022**

**Should you have any questions or to obtain an application pack, please contact  
Eve Knowlson via email [eve.knowlson@epm.co.uk](mailto:eve.knowlson@epm.co.uk) or telephone 07714858020**

*The school has rigorous safeguarding procedures which are effective in all post appointments. Great Preston C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure Barring Service (DBS) disclosure and two satisfactory references.*

# APPLICATION PROCESS AND SAFEGUARDING REQUIREMENTS

## Making an Application

### Application

If you wish to be considered for this post, please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

**The closing date for applications is: Monday 16th May 2022 at 4pm**

## Interview and Selection Process

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

**Interviews are scheduled to take place on: Monday 23rd and Tuesday 24th May 2022**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.



## **Induction and Continuous Professional Development**

The Governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment an appropriate induction programme will be discussed with you to help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

## **Pre-employment checks**

### **References**

If you are short listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

### **DBS, Prohibition & Disqualification By Association checks**

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Protection of Children List (PoCA) and the DCSF List 99. Employment is also subject to a disqualification by association check. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

### **Validation of Qualifications**

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### **Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### **Medical Assessment**

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.

## School Policies

### Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

### Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Teachers are bound by the school code of conduct and safeguarding procedures.

### Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school.**

## GDPR

### Privacy Notice

The information detailed in the application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared with Avec HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, the application form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact school directly. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk).

## Queries

If you have any queries on any aspect of the application process or need additional information please contact Eve Knowlson via email [eve.knowlson@epm.co.uk](mailto:eve.knowlson@epm.co.uk) or telephone 07714858020



## **JOB DESCRIPTION**

**POST TITLE:** HEADTEACHER

**GRADE:** £58,135 to £65,735 (L14 to L19)

**REPORTING RELATIONSHIP:** Governing Body

**JOB PURPOSE:** To provide dynamic and strategic direction and leadership to Great Preston VC C of E Primary School

The role will hold statutory headship responsibility for Great Preston VC C of E Primary School

Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school.

### **MAIN DUTIES/RESPONSIBILITIES**

1. To fulfil the statutory role of Headteacher to the School ensuring all the professional duties required of a Headteacher in accordance with the School Teachers' Pay & Conditions Document are met.
  - To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
  - Take overall responsibility for health and safety matters for the School by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
  - Provide information, advice and support to the Governors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
  - Have overall responsibility for the School budget and the deployment of resources across the School.
2. To be responsible for ensuring high standards of behaviour from both staff and children modelled on Christian values, and creating an inclusive Christian ethos, this recognises differences and respects cultural diversity, in order to prepare children for life in Britain today.
3. Model the Christian vision and values of the school in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
4. Provide dynamic strategic direction and inspirational leadership at all levels of the School.
5. Lead the School through rigorous self-evaluation, including quality assurance and performance management at all levels.

6. Ensure that all in the School are committed to the School's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the School.
7. Be the lead in monitoring and evaluating collective worship, ensuring that it is invitational, inspiring, inclusive and rooted in Christian values.
8. Lead, monitor and evaluate SMSC, across all areas of school life.
9. Promote strong partnerships and collaboration with the local church, parish, diocese and the wider Christian community.
10. To ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff. Have a strong commitment to inclusion.
11. Act as an ambassador for the School in further developing partnership and links with stakeholders that promote a positive profile of the School.
12. Hold line management responsibility for Senior Leadership Team.
13. To be responsible for key plans and documents such as school self-evaluation, school development plans etc.
14. To lead the School in achieving excellence with a focus on continuous positive development and raising standards.
15. Implement strategies which secure high standards of behaviour and attendance.
16. Monitor, evaluate and review classroom practice and promote development strategies.
17. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
18. Build and maintain strong relationships with all stakeholders.
19. Be the main point of contact for the Local Authority, EFA, DBE, DfE and other key bodies in respect of the School.
20. Meet the demands of changing legislation, new initiatives and changing practice.
21. Participate in arrangements for Head Teacher Performance Management.
22. Ensure that the School's policies and procedures are implemented across the School.
23. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to positively develop the quality of education, pupils' achievements, ensure efficiency and secure value for money, through an effective CPD programme for all staff.

**This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.**

*THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE*

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

**PERSON SPECIFICATION, HEAD TEACHER**

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Qualified Teacher Status.	AF/C	D1	Master's Degree in related discipline.	AF/C
	E2	Degree in related discipline		D2	Relevant Management qualification.	AF
				D3	NPQH	AF/C
<b>Experience &amp; Knowledge</b>	E3	At least 5 years' experience as a member of the School Leadership Team.	AF/R	D4	Headship experience (eg acting headteacher).	AF/R
				D5		AF/I/R
	E4	Experience of leading and managing significant curriculum design and development.	AF/I/R	D6	Experience of leading in a primary school or similar organization.  Experience of strategically leading on school finance issues, including budget management and funding allocation.	AF/I/R
	E5	Experience and evidence of managing, developing, inspiring and motivating staff.	AF/I/R			
	E6	Demonstrable success in raising standards and setting challenging targets at Trust and/or Academy/School level.	AF/I/R			

	E7	Experience of supporting the management of significant organisational development and change.	AF/I/R			
	E8	Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate.	AF/I/R			
	E9	Experience of presenting high quality information to Governors to assist them in their 'support and challenge' role.	AF/I			
<b>Skills</b>	E10	Ability to communicate clearly and unambiguously to a range of audiences, together with an ability to negotiate at all levels and resolve conflict.	I/P/R			
	E11	Ability to set appropriate targets for the positive development of school performance and to establish, monitor and evaluate an action plan in relation to those targets.	I/P/R			
	E12	Ability to build, support and work both with and in high-performing teams.	I/P/R			
	E13	Ability to analyse information from a wide variety of sources and solve	I/P/R			

		complex problems.				
	E14	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	I/P/R			
	E15	Knowledge of office management systems and relevant educational programs.	AF			
<b>Personal Attributes</b>	E16	High personal standards of integrity and probity.	I/R			
	E17	Enthusiasm, vision, drive, adaptability and perspective.	AF/I/P/R			
	E18	Advocate a sound educational philosophy, with the ability to translate into practice.	I/P/R			
	E19	Ability to secure the loyalty and confidence of pupils, staff, parents, governors and others.	AF/I/R			
	E20	Ability to create an exceptional positive ethos within the organisation which is recognised by staff, pupils, parents, governors and the wider community.	I/R			
	E21	Commitment to own personal development.	AF/I			



	E22	Role model for pupils and staff	I/R			
<b>Special Requirements</b>	E23	An individual who can demonstrate empathy with the Christian distinctiveness of the school through their own life and will support the Christian vision and ethos of the school.	AF/I	D4	A practicing Christian.	AF/I
	E24	Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures	AF/I/R			
	E25	Flexibility, mental resilience and well developed self-management skills in order to meet the demanding nature of the role	I/R  I/D			
<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criterion No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criterion No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
	E26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	D			
	E27	Suitability to work with children.				

<b>Key – Stage identified</b>			
AF	Application Form	P	Presentation
C	Certificates	I	Interview
T	Tests	R	References
P	Presentation	D	DBS Check

Issues arising from references will be taken up at interview. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful enhanced DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.