



# HEADTEACHER

Recruitment Pack

## HAPPY PUPILS SUCCEED

Developing confident, successful children with a natural love of learning, through an aspirational and inspirational curriculum where everybody is valued.



Dear Candidate

Thank you for your interest in the position of Headteacher at Harborne Primary School in Birmingham.

Due to the retirement of the current headteacher in April/July 2023, the Governors are looking to appoint an inspirational and dedicated headteacher to lead the school on the next phase of its journey.

Harborne Primary School is a four form entry primary school based across two sites.

Harborne Primary is a larger than average primary school, but still maintains a warm, welcoming and nurturing environment and the feel of a village school. We are looking for a headteacher who recognises and is committed to further develop this unique quality across the whole school.

The school is a place where "Happy Pupils Succeed" and attainment is balanced alongside wider skills, developing well-rounded children, equipped to thrive. We have a brilliant and cohesive staff team and a very supportive community around the school.

Harborne Primary is a high-achieving school, with results generally above those in Birmingham and nationally, of which we are very proud. We value every child and believe that we provide an education which fosters creativity, independence, thinking and emotional intelligence.

More than anything, we are looking for someone who can drive high attainment alongside developing the children as people, and be able to inspire and secure the confidence of the pupils, staff and parents.

We are an outstanding school serving a diverse community and our parents have high expectations. Therefore we wish to appoint someone who can drive inclusion across the whole school and provide great leadership for the staff team.

We are looking for an experienced candidate who may be ready for a new challenge: an existing headteacher or an established deputy headteacher looking to progress their career. Whichever you are, Harborne Primary School needs a leader who has the drive, enthusiasm and vision to work closely with staff and the governing body to make an impact on the whole community.

We warmly encourage you to visit the school to see our pupils involved in their learning and the nurturing environment the school provides. If you are inspired by the opportunity to make a big difference to the children and families in our community, we would welcome your application.

Yours sincerely

Karen MacKenzie  
Chair of Governors



## Application Summary

**Position:**

**Headteacher**

**Salary:**

**L25 – L31**

**Start**

**April/July 2023**

## Recruitment timeline

Application closing date	Friday 6 January 2023, 5pm
Visit to school	2pm Friday 9 December 2022; or 2pm, Monday 12 December 2022; or 4pm, Monday 12 December 2022
Interview dates	Monday 16 and Tuesday 17 January 2023

## Completing your application

Completed application form and recruitment monitoring form must be received by 5pm Friday 6 January 2023.

These should be submitted to the chair of governors, Karen MacKenzie:

[k.mackenzie@harborne.bham.sch.uk](mailto:k.mackenzie@harborne.bham.sch.uk).

If you have any queries about the recruitment process or to have an informal discussion about the post please contact Karen Mackenzie on 07776 201372 or [k.mackenzie@harborne.bham.sch.uk](mailto:k.mackenzie@harborne.bham.sch.uk) or Lyndsey Tapper, the School Business Manager on 07960 179378 or at [l.tapper@harborne.bham.sch.uk](mailto:l.tapper@harborne.bham.sch.uk).

### School visits

We encourage you to visit Harborne Primary School and once you have selected one of the time slots above you can arrange your visit by contacting Lyndsey Tapper on 07960 179378 or at [l.tapper@harborne.bham.sch.uk](mailto:l.tapper@harborne.bham.sch.uk)

### Selection procedure

The selection process will take place at the Station Road site on 16 and 17 January 2023.

The process will be undertaken by a panel of governors, assisted by Birmingham Education Partnership.

References and online checks:

- Candidates are advised that references will be taken up immediately after shortlisting. Could you ensure that your referees are aware of the need to respond immediately to a request. Please see the attached reference request form.
- The post will be offered subject to satisfactory completion of pre-employment checks
- In line with KCSIE2022 and safer recruitment practices, If you are short-listed for this position you will be required to disclose this information on a self-declaration form and an online search on you will be carried out to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the you at interview.



## Harborne Primary School - Happy Pupils Succeed



At Harborne Primary School we are developing confident, successful children with a natural love of learning, through an aspirational and inspirational curriculum where everybody is valued.

### OUR AIMS

To help us maintain high standards of successful learning, staff, parents, governors and children have agreed the following aims:

#### Our ethos

- To value children as individuals: celebrating their achievements and supporting their individual needs within a framework of equal opportunities.
- To provide opportunities for social, moral, spiritual and cultural development so that children value and respect their own and other cultures.
- To encourage children to accept personal responsibility for their own behaviour and to be caring and sensitive towards the needs of others and the environment.

#### Our curriculum

- To provide an exciting and relevant curriculum which motivates the children to learn, working both collaboratively and independently.
- To promote high standards of achievement through careful planning and assessment of children's progress, which maximises each child's individual potential.

#### Our staff

- To use the expertise of individual staff to encourage teamwork and promote quality teaching and learning.
- To value all our staff and provide opportunities for their professional development.

#### Our community

- To promote a partnership between staff, parents, governors and the wider community, which enhances children's learning.

#### Resources

- To match our available resources as efficiently and effectively as possible to curriculum and whole-school objectives.

#### Premises

- To consider carefully the use of space so as to provide an attractive, safe and stimulating learning environment.



## The School

Harborne Primary School is a 4 four form entry primary school based on 2 sites: the original site dating back to 1902 at Station Road and our second site newly built in 2019 at Court Oak Road. 630 pupils are based at the Station Road site and 210 pupils are based at our site on Court Oak Road.

## Staff

We are very fortunate to have a very dedicated staff. We have a high proportion of long serving staff and many of our teachers are UPR3.

The senior leadership team comprises the Headteacher, the Deputy Head and three Assistant Heads. Each Year Group has a Year Group Leader being one of the class teachers in that year. Please see the school website for more information on our staff.

Being based in a less deprived area of Birmingham unfortunately means we only benefit from a modest pupil premium grant and our funding per pupil is less than other schools in Birmingham in more deprived areas. This impacts our Teaching Assistant resource which mainly focus on one to one children support.

## Reputation

Together with the other primary schools in Harborne we are really lucky to be oversubscribed. Our expansion in 2019 was as a result of the competition for a place within a primary school within Harborne being fierce and if you did not live really close to one of the schools you would not get a place. Our expansion from 3 to 4 form entry has relieved the pressure on local parents but we are still oversubscribed.

We were awarded Outstanding by Ofsted in 2014 so we are well overdue a new inspection! Our 2022 SATs are set out below:

	Expected standard			Greater depth		
	School %	National %	Bham %	School %	National %	Bham %
<b>KS1</b>						
Reading	73	67	65	19	18	14
Writing	66	58	56	8	8	6
Maths	76	68	65	13	15	12
Expected in Combined (R, W and M)	61	53	52			
<b>KS2</b>						
Reading	93	75	73	43	28	27
Writing	79	69	66	15	13	10
Maths	86	71	70	43	22	23
Expected in Combined (R, W and M)	76	59	57			

## Friends

We are very fortunate to have a very supportive Friends Group. They raise significant sums for the school and run regular events for the children and parents such as school discos, quiz nights, film club as well as Xmas and Summer Fairs.



## Job Description

This job description should read alongside the headteachers' Standards 2020.

## Purpose of the role

The Headteacher will be responsible for providing outstanding leadership and management of Harborne Primary School in line with the school's vision ensuring the delivery of delivery of high quality provision for the children, staff and community. The Headteacher will ensure that Harborne Primary remains an outstanding provider of learning and teaching for the whole community.

## General Responsibilities

Be aware of and comply with relevant DfE policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection.

- Embrace and celebrate diversity, ensuring equal opportunities for all.
- Contribute to the atmosphere and nature of the school.
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We believe the leader of our school is a role model for our pupils.
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice.
- Undertake any other duties/responsibilities which may reasonably be regarded as within the grade of the post as defined.

## Key Responsibilities

### *Strategy and leadership*

- Communicate compellingly the school's vision and drive through strategic leadership, empowering all pupils and staff to excel.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
- Display a strong history of supporting and working with SEND education.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with empathy, integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.



## Job Description (continued)

### *Teaching and learning*

- Encourage ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of pride and accountability in staff for the impact of their work on pupils' outcomes and opportunities.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Continue to develop a stimulating and creative base for learning.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Support the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

### *School improvement*

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Mentor teachers to be better teachers in all classrooms.
- Develop teachers' understanding of assessment.
- Provide CPD for teachers and support staff.
- Model best teaching practice for teachers.
- Ensure that the curriculum continues to be stimulating, relevant, and relevant.
- Moderate work, providing relevant and effective feedback.
- Develop the role of leaders in supporting the development of teaching & learning.

### *Management of resources*

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Work collaboratively with the governance structure for the school – understanding remits and functions to set school strategy and monitor school performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



## Job Description (continued)

The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school and the local authority policies.

## Key Relationships

- Senior Leadership made up of 1 Deputy Head, and 3 Assistant Heads
- School staff
- Parents and families
- External agencies
- Local Authority
- DfE
- Ofsted

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.





## PERSON SPECIFICATION HEADTEACHER

Qualifications and training	Assessment
<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	Application form
Experience	Assessment
<ul style="list-style-type: none"> <li>Considerable successful experience in leadership and management</li> <li>Demonstration of good understanding of School Improvement Planning and Implementation</li> <li>Experience leading a team of people as either a Headteacher or Deputy</li> <li>Proven track record of providing clear vision and strategy</li> <li>Experience of school monitoring strategies</li> <li>Experience of leading curriculum development training for staff</li> <li>Involvement in school self-evaluation and development planning</li> <li>Effective working with stakeholders such as governors, parents and the community</li> <li>Experience in leading on Safeguarding</li> </ul>	Application Form Interview
Skills	Assessment
<ul style="list-style-type: none"> <li>Understanding of what makes Quality First Teaching</li> <li>To develop and implement the school vision and values and promote inclusivity and diversity within a framework of British Values.</li> <li>To develop a culture for learning and set high expectations for achieving success for all.</li> <li>To work to high professional standards, strategically and operationally, leading by example.</li> <li>To monitor, evaluate, and plan strategically for School Improvement and continuous professional development.</li> <li>To lead and manage effectively in an environment of high accountability</li> <li>To manage the implementation of change effectively and sensitively.</li> <li>Demonstrate the ability to manage, motivate and support individuals and teams effectively.</li> <li>To deal effectively with under performance, in accordance with relevant policies and procedures.</li> <li>To understand and interpret complex data to inform effective decision-making.</li> <li>To maintain a clear strategic financial overview of the school.</li> <li>To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking.</li> </ul>	Letter of Application Interview Activity



Personal Qualities	
<ul style="list-style-type: none"><li>• Calm</li><li>• Visible and approachable</li><li>• Supportive</li><li>• Resilient</li><li>• Responsible</li><li>• Confident</li><li>• Self-reflective</li></ul>	References Interview Activity