



# *Heartwood Church of England VC Primary and Nursery School*

## *The Role*

We are looking for a Headteacher to lead and develop our Primary School & Nursery. As the successful applicant you will be dedicated to consistently providing the high standards and breadth of education that every child deserves. You will have a deep understanding of outstanding teaching and learning and have the flexibility and drive to successfully manage this recently converted primary. You will work collaboratively with the governing body to realise the vision and strategic aims of Heartwood.

As our school develops, with our new Key Stage 2 phase, there will be varying challenges and opportunities. Ultimately, it will be your confident leadership that will bring Heartwood through these successfully.

Immediate key priorities for 2021/22 will be to:

- Ensure that systematic phonics is consistently taught across the school, accelerating reading progress and supporting the new writing curriculum
- Establish strong behaviours for learning by making provision to match differing pupil need
- Implement the 'Making a Difference' curriculum – engaging children in their community and taking social action for change
- Ensure that Pupil Premium funding is targeted at breaking down the barriers for disadvantaged learners

The Church of England foundation of Heartwood is integral to the vision, operation and strategic direction of the school, you will, alongside the governing body, build on the strengths, work on any identified weaknesses and strive towards an Excellent SIAMS grading. You will also ensure that the close links that Heartwood has with our supporters in the local parish and with the Diocese of Norwich are developed further to support our vision and the Christian values and ethos that our school is built on.

Educational funding is increasingly challenging, so, you will have a good understanding of resource management and will work with the governing board and support staff to ensure that the school is run effectively and within budget. You will ensure that there is appropriate deployment of staff to meet children's needs whilst supporting teaching colleagues in their planning and delivery of lessons alongside the performance management cycle and CPD.

Heartwood is inclusive and serves all in our community, additionally, your understanding of the primary needs of all children particularly those with special educational needs and disadvantaged groups will strengthen provision for all within the school. You will be keen to work with all stakeholders at Heartwood, local schools and cluster, the wider community and educational networks in Norfolk.

# Job Description

Job title	Headteacher (Full-time, Permanent)
Location	Swaffham, Breckland, Norfolk
Salary range:	L12-18
Required for:	1 <sup>st</sup> September 2021
NOR:	199 including Nursery
Age range:	3-11

In addition to the Conditions of Employment for Head Teachers laid down in the School Teachers' Pay and Conditions Document 2020 (section 7, paragraphs 43 to 47), and the teachers' standards (England) detailing teaching and personal and professional conduct, the Head Teacher has overall accountability for direction, standards achieved and quality of provision.

## School culture and behaviour

The headteacher will:

- Build and enhance a culture where pupils experience a positive and enriching school life, underpinned by the school's distinctive Christian ethos and values.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Value the opinions of staff, pupils and parents whilst gaining their respect and cooperation.

## Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Lead the school's response to the challenges of remote learning and enable children to make progress whilst away from the classroom environment.

## **Additional and special educational needs and disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Manage school finances effectively, including making difficult budget decisions.

## **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

## **Governance, accountability and working in partnership**

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Maintain a strong working relationship with the Church which is recognised and valued by pupils, staff and the wider school community.

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.

# Personal Qualities

In addition to the Nolan Principles, Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership, the successful candidate will be able to demonstrate the following qualities:

- ☐ **Focus on the children:** to ensure that each child achieves their full potential whilst at Heartwood
- ☐ **Resourcefulness:** to be able to secure resources and use them effectively and efficiently
- ☐ **Planning:** to be able to effectively plan, prioritise and delegate work in order to meet commitments
- ☐ **Driving engagement:** to create an environment where all are motivated to do their best so that Heartwood achieves their strategic aims and vision
- ☐ **Develops talent:** helps all within the school develop as individuals and for staff to develop their careers in line with their aspirations as well as the school's objectives
- ☐ **Interpersonal skills:** to be able to relate openly and comfortably with a diverse range of people
- ☐ **Communication skills:** has clarity of thoughts and action – has the ability to verbalise these as required to all within the school community
- ☐ **Instils trust:** gains the trust and confidence of all stakeholders of the school through honesty, integrity and authenticity and through personal impact and presence
- ☐ **Solution-focused:** will always seek answers through collaboration with staff, governors, Diocesan and Local Authority support, headteacher networks and other professional organisations
- ☐ **Decision making:** is able to make good and timely decisions in line with policies, safeguarding and the strategic aims and core duties of the role

# Headteacher Person Specification

## QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

- Qualified teacher status with practical understanding of the National Curriculum, assessment arrangements and current national developments.
- Evidence of further professional and managerial qualifications and continuing professional development, particularly with a focus on school leadership; this could include the National Professional Qualification for Headship.
- Evidence of impactful leadership and management within the primary age range.
- Evidence of successful teaching within the primary age range.
- (Desirable) Experience of Section 48 SIAMS inspection within a Church of England school.

## SCHOOL-SPECIFIC KNOWLEDGE AND PROFESSIONAL COMPETENCIES

**Governors will look for evidence of the following, which are key to the successful appointment to the headship of this school:**

- An understanding of and commitment to the values expressed in the school's vision statement.
- A broad and creative vision of inclusive education enabling all to flourish.
- Commitment to promote and develop the distinctive Christian ethos of our church school.
- An ability to lead, inspire, support and motivate all staff.
- Evidence of the ability to build and develop good relationships with pupils, parents, local schools and the wider community.
- Ability to work with governors and staff to develop a strategic vision for the school in a rapidly changing context offering new opportunities for partnership and collaboration
- The emotional intelligence and integrity necessary to win the trust of others.
- Demonstrate knowledge and understanding of the wider educational agenda including current government policies.
- Ability to help sustain and build on achievement, progress and attainment whilst appreciating the importance of other aspects of school life.
- Experience of raising standards with measurable outcomes and a good working knowledge of comparative data. This should include the ability to interpret and share the data with others within the school team, including governors.
- Evidence of highly developed skills in performance management, including the ability to recognise and model excellence in classroom practice and in tackling under performance through to resolution, and supporting the continuous professional development of the school team.
- Is committed to providing professional development opportunities for all staff and can help to develop leadership skills in others.

## GENERIC KNOWLEDGE AND PROFESSIONAL COMPETENCIES

**Applicants will be required to demonstrate their competency against the National Standards for Headteachers (October 2020). Governors will use these as a check to ensure that their selection process is sufficiently comprehensive, covering all of the key areas of headship.**