



Headteacher Recruitment Pack

To commence in September 2023





Welcome from the Governors

Dear candidate,

Firstly, thank you for your interest in the role of Headteacher at Holywell Green Primary School. This really is a fantastic opportunity to become the leader of a vibrant school, nestled in a lovely community, with an enthusiasm for learning and a commitment to continual improvement.

Our school is at the heart of the village and has a wide catchment area, welcoming a wonderful array of children and their families. The school has a history that stretches back to 1915 when the original part of the school was built. Over the years the school has developed and grown to accommodate more children and we currently have 206 pupils attending Holywell Green.

We are very lucky to have extensive outdoor space on our site – a large playground to the front of the school and a substantial grassed field area to the rear where our children enjoy lots of outdoor recreational activities. We are also delighted to have a wildlife area and a trim trail on our grounds.

Our last Ofsted inspection (*July 2019*) rated us as 'Good' and commented that *'the leadership team has maintained the good quality of education in the school'* as well as specifically praising the behaviour of our children: *'Pupils behave well around school. They are polite and courteous to staff and to visitors. They listen carefully to teachers in lessons and follow instructions. They play well together on the playground.'*

Our current headteacher has been with Holywell Green since 2001 and his strong leadership over the years has ensured that we continue to consistently achieve some of the top SAT's results for the area. We are now looking for a successor to continue and develop further these high standards for our school.

If you believe you are the right candidate to take Holywell Green into the future and nurture our children to become the best they can be, we look forward to receiving your application.

If you would like an informal chat about the role, you can contact Mr Paul McVeigh, our retiring Headteacher by calling 01422 374369.

Please also be sure to address the content of the person specification in full when submitting your application.

We look forward to receiving your application.

Yours sincerely,

Dr Sophie Newton

Chair of Governors



We are currently looking to appoint a forward thinking, dedicated and passionate Headteacher to lead and nurture our school.

The successful candidate will join Holywell Green Primary from the start of term in September 2023.

Candidate Information	
Job Title	Headteacher
Location	Holywell Green Primary School, Stainland Road, Holywell Green, HX4 9AE
Full/ Part time	Full time
Contract	Permanent
ISR	Group 2
Salary band	L 15 to 21
Closing date & time	Friday 24 th February at 12noon
Return Application to	Via email to admin@holywellgreen.calderdale.sch.uk
Key dates	Interviews to take place on 23 rd and 24 th March

Application Process:

Please complete and return the attached application form along with any supporting documents to the school office via email by the closing date. Your supporting statement should be no longer than 2 A4 sides and minimum font size 11pt, and address the selection criteria outlined in the person specification.

Shortlisted applicants will hear from the school via email and should ensure they are available for interview on the above date.

We will also be requesting references for all candidates prior to the interview.

Email address to submit applications: admin@holywellgreen.calderdale.sch.uk

Other things to note:

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction.

If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.



Safer Recruitment and Safeguarding

At Holywell Green, we are committed to safeguarding and safer recruitment practices.

A selection of our governors have undergone extensive safer recruitment training and fully understand the value of implementing these practices throughout our recruitment process.

Safer recruitment aims to reduce the risk of appointing a candidate who may be unsuitable to undertake a role where they will be working closely with children or those more vulnerable in our communities and are deemed a risk or harm to these people.

Please also ensure you comply with the safeguarding & welfare duties and responsibilities this role carries, which are referenced within the 'duties and responsibilities' section of the job description.

All posts involving direct contact with vulnerable people are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock – <http://hub.unlock.org.uk/contact/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.

If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

All candidates are also expected to understand their duties with regards to safeguarding and child protection in relation to this role.

When the successful candidate is offered the position, they will be offered a conditional offer of appointment, and strictly subject to submission of all required documentation and verified required checks.



Job Description	
Job Title	Headteacher
Reports to	Chair of Governors
Purpose of the role	<p>To lead Holywell Primary School with energy and vision for the benefit of the pupils and the community, to the satisfaction of the LEA (Calderdale), Governors, parents and the local community.</p> <p>To provide professional leadership to all with enthusiasm, integrity and pride to ensure every child reaches their full potential during their time at Holywell Green Primary.</p> <p>To develop, in partnership with all interested parties, the school's potential as a major provider in education and to become the first choice primary school for the local area and beyond.</p>
Overall responsibilities	<p>To provide leadership and direction of teaching and learning strategies, alongside maintaining the highest standards with regards to safeguarding and ensuring the welfare of the children, partnered with ensuring the financial efficiencies of the school.</p> <p>To ensure all professional responsibilities of the Headteacher as determined in the School Teacher's Pay and Conditions Document 2022.</p>
Duties and responsibilities	<p>Determining the future & strategic plan:</p> <ul style="list-style-type: none"> Working closely with the Board of Governors and Senior Leadership Team to drive the school forward, embracing modern, inspiring and motivating teaching methods and focus on excellence in education for all pupils.

	<ul style="list-style-type: none"> • To formulate the headline aim and objectives for the school alongside all relevant policies and procedures and their implementation. • Ensure a solid strategic plan to cement the continual development of the school and its staff, to include sound financial planning, identify priorities and targets, give the school direction for the future and ensure pupils are supported and nurtured to fulfil their potential. • To implement regular monitoring, evaluation and review of all related school policies, procedures & targets, and take any appropriate action deemed necessary. • To work with staff to increase teacher's success and progress, underpinning the effective teaching and development of all pupils. • To lead by example to both staff and pupils, nurturing, inspiring and motivating them. • To create an inclusive and fair culture within school incorporating spiritual, cultural, moral, physical and mental health developments and learnings. • To maintain and promote effective working relationships with third party organisations such as the LEA, Local Council, and other representative bodies of staff. • To ensure the effective management of the Senior Leadership Team, finance, administration and organisation of the school supports its vision for the future. • To engage and assure support and cooperation of parents and the local community in working together within the school's best interests. • To engage with national and local changes in education and embrace a confident and positive approach when incorporating these changes within school. • To confidently acknowledge any potential poor performance or issues within the school and to act on it appropriately. • To acknowledge excellence and recognise it accordingly. <p>In relation to the teaching & learning of pupils:</p> <ul style="list-style-type: none"> • Demonstrate personal enthusiasm for, and commitment to the learning process within school including inspiring the children to be the best versions of themselves.
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	<ul style="list-style-type: none"> • To have responsibility for raising and developing the quality of teaching and learning, and to inspire pupils achievements within a modern and successful learning culture. • To ensure the school provides an appropriate, broad, inclusive and balanced education for all pupils. • To be responsible for regulating the conduct and behaviour of pupils and any implementing any discipline procedures. • To be responsible for the welfare of pupils while on the school premises, and for determining appropriate arrangements for the pastoral care of pupils. • To ensure that the means are provided to record, monitor, and evaluate the development of skills and knowledge in all subject areas. • To contribute to classroom teaching across the age and ability range. • To implement and maintain a wider programme of activities within the school to support the learning and development of pupils. • Adhere to safe employment procedures which place the safety of the pupils at the heart of all practises <p>In relation to the staff:</p> <ul style="list-style-type: none"> • To recruit and appoint all staff within school. • Demonstrate personal enthusiasm for, and commitment to the learning process within school including inspiring the personal development of staff through effective learning and guidance. • To delegate areas of responsibility to staff in a manner consistent with their conditions of employment. • To regularly review the work ethics and organisation of the school, including a business continuity plan. • To monitor teaching standards and learning within the school and ensure appropriate standards of professional performance are maintained and developed. • Adhere to safe employment procedures to ensure the safety of staff where appropriate. • To prepare, update and maintain individual job specifications for staff.
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- To identify personal training and development requirement for staff and to make provision for meeting such requirements.
- To implement any decisions of the Board of Governors in relation to staffing.

Budgets & resourcing:

- To ensure the security and effective supervision of the school premises, including buildings, contents and grounds.
- To allocate, control and account for the financial and material resources of the school.
- To identify any improvements required to maintain the building and contents of the school in line with the school improvement plan.
- To have overall responsibility for the school financial matters, budgeting, personnel and other related resources and delegate responsibilities appropriately.

Governance & collaborative working:

- To develop a positive, open and close working relationship with the Chair of the Board of Governors, and other governors.
- To regularly advise and engage the governing board on the development or issues within school.
- To engage and work with parents to encourage them to become more involved with school.
- To actively promote the achievements of school within our local community and ensure the school has a positive reputation within the village and surrounding areas, using modern marketing methods.
- Maintain and develop positive relationships with other local schools to share good practise, with particular emphasis on the relevant feeder high school(s) for the school.
- To develop links with local business, community organisations, and employers for the long term benefit of the pupils and the school.
- To cooperate with and liaise with relevant outside agencies as determined by the needs of the schools, its staff and pupils.

	<p>Safeguarding & Welfare of pupils:</p> <ul style="list-style-type: none"> • To have a significant and substantial working knowledge of safeguarding practises and issues. • Be familiar with and have extensive knowledge of 'Keeping children safe in education' guidance and other relevant statutory documents. • Have relevant safeguarding training. • Demonstrate effective experience of dealing with safeguarding issues. • Ensure staff have regular and relevant safeguarding training. • Comply with and understand safer recruitment procedures. • Ensure policies are implemented to minimise opportunities for abuse, and for prompt reporting of any related issues. <p>Accountability:</p> <ul style="list-style-type: none"> • To be accountable to the Governing body for the school, its premises, contents, staff, pupils, work and reputation. • To fulfil wider accountabilites in relation to pupils, parents, the local community, carers, the LEA and other relevant parties. • To collect, record, analyse and utilise all performance related data to understand the strengths and weaknesses within school and use these for positive development. • To use data to benchmark the school in related to local cluster schools and national data.
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KEY:

A: Application form

I: Interview

E: Exercise

R: Reference

Qualifications	Essential	Desirable	How identified
Qualified Teacher Status	✓		A
Degree or equivalent in a relevant subject area	✓		A
Evidence of relevant professional qualifications and development in school leadership & management	✓		A
National Professional Qualification of Headteachers (NPQH)		✓	A
Skills & Experience	Essential	Desirable	How identified
At least two years experience of senior management (Headteacher or Deputy) in a primary school.	✓		A /I/ R
An effective & motivated teacher with a track record of achievements across career.	✓		A /I/ R
Experience in managing staff/performance/ staff development/ undertaking appraisals.	✓		A/ I
Evidence of leading school wide initiatives which have had a positive impact on pupils and/or staff.	✓		A/ I
Have excellent organisational & time management skills to manage day-to-day duties as well as strategic plans.	✓		A/ I
An in depth understanding of the National Curriculum & implementation to meet requirements.	✓		A/ I
Experience of leadership during an Ofsted inspection.		✓	A/ I
Experience of teaching in more than one school.		✓	A/ I/ R
Experience of financial management, including managing budgets and resources.		✓	A/ I

Governance & Accountability	Essential	Desirable	How identified
The ability to work closely with and understand the statutory duties of the Board of Governors.	✓		A/ I
Strong knowledge of legal and statutory requirements that affect schools and their management (e.g. Safeguarding)	✓		A/ I
Professional knowledge & skill base	Essential	Desirable	How identified
Excellent report writing & communications skills.	✓		A/ I/ E
Confident presenter and leader, engaging the audience.	✓		A/ I/ E
A confident knowledge of current and emerging developments at a national and local level across the primary sector.	✓		A/ I
Excellent data analysis including statistical and financial.	✓		A/ I
The capability to develop professional relationships at all levels with various contacts, both internally and externally.	✓		A/ I
Leadership & Development	Essential	Desirable	How identified
A confident leader who is respected and can motivate their peers & teams.	✓		A/ I/ R
Supportive of parent involvement within the school.	✓		A/ I
Is always looking to support and develop staff/ teams to reach their full potential through appropriate training and upskilling.	✓		A/ I
Has the ability to be proactive, challenge, and lead change, based on informed judgements.	✓		A/ I
Be willing to work with the local community & develop relationships which will have a positive impact on school.	✓		A/ I
A willingness to develop the school's profile using modern marketing techniques.	✓		A/ I

Safeguarding & wellbeing	Essential	Desirable	How identified
Has experience of a being safeguarding lead/ deputy within the school setting.		✓	A/ I
Has the ability to ensure a confident understanding of safeguarding & practices in line with current legislation, guidance and best practice.	✓		A/ I
Takes a strong stance on ensuring the school has a positive attitude towards excellent behaviour & nurture the children to succeed.	✓		A/ I
Personal qualities & values	Essential	Desirable	How identified
Demonstrate a commitment to an inclusive culture and opportunities for all pupils.	✓		A / I
Be open, honest, willing and approachable.	✓		A / I
Demonstrates a passion for teaching and working with children.	✓		A / I
Willing to listen, accept feedback and support from staff, Governors & other associated agencies.	✓		A / I/ R
Be professional, trustworthy, loyal and uphold integrity at all times.	✓		A / I/ R