

Meadows Primary School and Nursery

Appointment of Headteacher

Required from April 2023

Information for Applicants



'We enjoy learning, achieving and celebrating success together'



Welcome from the Chair of Governors

May I firstly thank you for your interest in the post of Headteacher at Meadows Primary School and Nursery in Ketley.

The Governors believe this to be an exciting opportunity and so look forward to appointing a skilled and confident leader of people, who sets an example and encourages others to aspire to be successful themselves. The person appointed to what we feel is a challenging and exciting position must have a commitment to continue to achieve excellence in education standards, social and emotional development and an understanding of the school's role in the wider community.

Meadows Primary School and Nursery is a successful and well led school. The new Headteacher will be sensitive to the diverse needs of the area and of each pupil. Our school was confirmed as Good by Ofsted in November 2021.

As a school, we strive to enable each child to reach their full potential, both at school and as members of the wider community. We are committed to creating a learning environment in which everyone from staff, governors, volunteers, pupils and those with parental responsibilities all have an important role to play.

The successful candidate will be able to lead the team to deliver excellence for the school, work effectively with colleagues and continue to build relationships with stakeholders.

If you would like to take up this challenge then please take a look at our school website (www.meadowsprimaryschool.co.uk), visit us and have a look around the school (contact the school Business Manager, Renette Brittle – Tel: 01952 386230) and remember to complete and submit your application form by 5pm Thursday 29th September 2022.

Both I and Governing body look forward to meeting you and to working alongside you in the future.

Stephen Bennett
Chair of Governors

Contents of information pack

INFORMATION ABOUT OUR SCHOOL	4
SCHOOL VISION AND VALUES	6
OUR GOVERNING BODY	8
MEADOWS PRIMARY SCHOOL AND NURSERY - STAFFING STRUCTURE	9
ADVERTISEMENT	10
JOB DESCRIPTION HEADTEACHER	12
HEADTEACHER:PERSON SPECIFICATION	16
RECRUITMENT PROCESS	19

Information About our School

Background

Originally as separate schools, Ketley Town Junior School and Ketley Infant School & Nursery merged together into their current site in Riddings Close, renamed as Meadows Primary School and Nursery. This combined the expertise, passion and talents that existed in both establishments that now serves and benefits the community of Ketley and surrounding area.

The school incorporates two buildings on one site, being the original school and now the extension servicing years 5 & 6. Each year group has a two class entry all sharing activity areas. The school also has a main hall / dining area together with a recently completed conversion of a courtyard area, that now houses two additional breakout rooms.

We have excellent outdoor play facilities including quiet areas, football and basketball posts, and lots of outside seating. The extensive grounds include sports pitches and an area that has been developed for educational use including a Forest School. The school's location also enables the use of facilities at the nearby Hadley Learning Community School.

Meadows Primary School and Nursery is a large primary school and as of April 2022 has 451 on roll with 402 in the school and 49 in the Nursery. Current Pupil Premium is 100 and SEN pupils are 60.

Pupils are proud of their school's heritage. During their time in school, they gain an in-depth knowledge of the locality and its rich mining history. Pupils have even written and published a book about this, 'A Horse's Tale', a story about Archie the Ketley pit pony!

The school is maintained by the borough of Telford & Wrekin with its own Governing Body and it provides a pleasant, modern working environment for pupils to learn and staff to teach in. We offer a very well structured curriculum across all subjects.

Children in the early years and in key stage 1 get off to a good start in learning to read. Pupils' books are well matched to their abilities. In all classes, pupils experience high-quality literature. There is a well-stocked library and attractive reading areas that appeal to pupils.

The early years provides children with excellent opportunities to explore mathematics in practical ways, including rhymes and songs. This helps children to develop a secure understanding of mathematical concepts and prepares them well for later learning.

Staff go to great lengths to ensure pupils with special educational needs and/or disabilities (SEND) benefit from the same experiences as their peers. They also find ways so that pupils with SEND attend all clubs, trips and sporting events.

Pupils benefit from a wide range of extra-curricular experiences. Trips, such as visits to places of worship of different faiths, visits to the cinema and to Arthog, enhance their learning well. They also know the importance of 'keeping a positive mind'.

Governors recognise the strengths of the school. They also know what needs improving. They work closely with leaders to provide the support and challenge needed to improve the school further.

School Motto

'At Meadows Primary School and Nursery we enjoy learning, achieving and celebrating success together'

School Vision and Values

Our School aims to create a safe and stimulating learning environment which encourages self-esteem and opportunities for self-expression. This will ensure that every child can achieve their full potential in order to prepare them for life in Modern Britain.

School Aims

- Provide a broad, balanced curriculum incorporating the statutory requirements of the National Curriculum and Religious Education.
- Ensure that teaching and learning promotes a sense of achievement, positive attitudes and the wellbeing of every young person.
- Ensure that all children behave well in a variety of situations and that acceptable standards of behaviour are endorsed by all those connected with the school.
- Provide every child, regardless of race, gender or ability, with equal and full access to the whole curriculum.
- Promote acceptable values and attitudes including respect and tolerance of others and of their beliefs and possessions.
- Ensure every child can develop and achieve their full potential regardless of race, gender or ability with equal and full access to the whole curriculum.
- Create a calm, safe, interesting and stimulating learning environment which encourages self-esteem and opportunities for self-expression.
- Raise pupils' awareness and appreciation of the wider community through invited quests, outside visits and charitable fundraising events, in order to equip them for their role in a rapidly developing world.
- Work closely with parents and governors to facilitate constructive discussion and encourage involvement in school activities to enhance the overall development of children.

Curriculum Intent

Memorable Moments.

Education through Technology.

Artistic Experiences.

Discovering our Heritage.

Outdoor Learning & Adventure.

Winning Attitudes & Well-being.

Sporting Success.

School Opening Times

Nursery

Our Nursery has morning and afternoon sessions 5 days a week.

8.40am—11.40am

12.20pm—3.20pm

Reception

8.40am—3.10pm

Year 1 – Year 6

8.45am—3.15pm

Lunchtime

12.00 PM— 12.45PM / 12.15 PM—1.00 PM (staggered sittings and playtimes)

Wraparound Care

Breakfast Club

During term time only, our school provides a daily Breakfast Club. The club runs from 8.00am to 8.45am with breakfast served until 8:30am.

Afterschool Club

In addition, our school also offers an Afterschool Club, run by school staff. There are two sessions:

from 3.15pm to 4.30pm

From 3:15pm to 5:30pm

These are all held 5 days per week where children enjoy taking part in a wide variety of both indoor and outdoor activities.

Our Governing Body

Status and Name	Term of office end date
Local Authority Governor J Francis	19.10.2025
Head Teacher Governor Mrs A Sydenham	
Staff Governor Mrs S Mejer	14.09.2025
Parent Governors Mr B Goddard (Vice Chair) Mrs G Eccleston Mrs J Clay	25.02.2026 28.04.2024 01.04.2026
Co-opted Governors Mr S Bennett (Chair) Mr S Millward-Thomas Mrs E Wallis	19.10.2025 05.01.2024 08.06.2026
Clerk to the Governors: supplied by:- Telford & Wrekin Council Governors Section Darby House Telford TF4 3JA	

Meadows Primary School and Nursery - Staffing Structure

SENIOR LEADERSHIP TEAM:

HEADTEACHER:

DEPUTY HEADTEACHER:

Assessment/Curriculum co-ordinator
Subject Leader – Literacy
Mentor

ASSISTANT HEAD:

KS2 Co-ordinator
Phase Leader (Year 4/5/6)
Subject Leader (Maths)
PPG Leader

ASSISTANT HEAD:

Phase Leader (Yr 2/3)
Inclusion
SENDCo

TEACHER TLR2:

Phase Leader (EYFS/Yr1)
Subject Leader (Phonics)

TEACHERS:

17 Teachers covering subjects in

Music	MFL	Geography
Art & Design	Computing	P.E.
RE	EVC	History
Environmental Education		

SUPPORT STAFF:

1 x HLTA
11 x TA's
1 x Nursery TA
6 x Cover Supervisors

ADDITIONAL SCHOOL STAFF:

1 x Inclusion Manager	1 x Breakfast Club Supervisor	1 x Caretaker
1 x Business Manager	2 x Breakfast Club Assistants	3 x T&W Cleaners
2 x Administrators	1 x After School Club Supervisor	2 x After School Club Support

HEADTEACHER

Meadows Primary School and Nursery

Required from: April 2023

Full time, Permanent, ISR L15 – 21 (£59,581 - £69,031)



Governors of Meadows Primary School and Nursery are seeking to appoint an experienced, talented and inspirational school leader to build upon the school's considerable success and to continue to deliver exceptional teaching and learning opportunities for all children.

This is an exciting opportunity to become the next Headteacher of an innovative and aspirational school with well-established and respected school-to-school support links across the Local Authority and beyond.

We are looking for a Headteacher who:

- Is a leader who has consistently high expectations, seeking high achievement for all children regardless of starting points.
- Is innovative, organised and passionate about driving improvement in educational standards.
- Has a clear vision, enthusiasm and energy to continue to grow the school's profile within the local community and further afield.
- Will use their inspirational, innovative and enthusiastic leadership qualities to support a teamwork ethos, ensuring our skilled and dedicated staff continue to develop, thrive and succeed.
- Is an outstanding education practitioner, passionate about teaching and learning with the ability to instil and nurture this in all pupils and staff.
- Is committed to ensuring every child achieves their potential emotionally, socially and academically, so that they are equipped to enjoy their time at Meadows Primary School and Nursery and are well prepared for life beyond primary school.
- Is approachable, with the ability to build strong and trusting relationships with all school stakeholders through excellent communication skills.
- Has safeguarding at the heart of all they do, promoting positive health, safety and wellbeing for all children and staff.
- Is excited and passionate about leading our wonderful school.

In return, we offer:

- An opportunity to be part of a securely good school with recognised school-to-school support links, helping to support and raise standards across the Local Authority and further afield.
- Articulate and enthusiastic children, who enjoy coming to school and who make good progress.
- A highly skilled and dedicated staff team.
- Fantastic school facilities, including a modern and well equipped school building and extensive outdoor sports and learning areas.
- A committed governing body who offer support and challenge to ensure the very best for our school.

Our new Headteacher will be part of a hardworking team, including our pupils, who are rightly proud of our school. Our school ethos is one of inclusion, respect and high aspirations for all and we are committed to ensuring every child has the opportunity to achieve their true potential.

Meadows Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).

Visits to the school on the following dates are warmly welcomed prior to application:

- Wednesday 14th September between 9.30am and midday
- Thursday 15th September between 1.00pm and 3.00pm
- Wednesday 21st September between 1.30pm and 4.30pm

Please contact the school office on **01952 386230** to arrange an appointment or if you have any queries.

At Meadows Primary School and Nursery our School aims to create a safe and stimulating learning environment which encourages self-esteem and opportunities for self-expression. As part of your written application, please tell us in no more than 1000 words what this means to you and how you would bring this to life through your leadership.

JOB DESCRIPTION

Headteacher



Location: Meadows Primary School and Nursery

Pay Range: 15 to 21

Main Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

Accountable to the Governing Body, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aim and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards.

Statutory requirements

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **Schools Teachers' Pay and Conditions** document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

The appointment is also subject to other current educational and employment legislations and policies laid down by the Governing Body under their powers derived from statutory sources.

Duties and Responsibilities

STRATEGIC DIRECTION

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Plan and promote school progress towards outstanding effectiveness in all aspects of the schools work
- Ensure that this vision and ambition for improvement is effectively expressed in the School Development Plan and that this is understood, shared and acted upon effectively by all.
- Work in partnership with staff and governors to ensure that the Plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements
- Build on an enhance the standing of the school amongst prospective parents and the local community

LEADING TEACHING AND LEARNING

- Ensure a continuous focus on raising and maximising all pupils' achievement. Continue to close the attainment gap, using comparative data and local and national benchmarks to evaluate and improve the school's performance
- Ensure there is effective assessment of every child's learning and careful monitoring of the progress and achievement of all groups and individual pupils.
- Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved
- Lead, develop and monitor through regular review a curriculum which provides the pupils with the core skills they need to achieve at secondary school, promoting a thirst for knowledge and a love of learning, whilst meeting all statutory requirements
- Develop methods to successfully engage parents in the progress of their children's academic achievements at school
- Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development

PUPILS

- Identify and provide for each child's individual needs, ensuring equality of access to a broad and rich education for all pupils
- Ensure the highest standards of achievement for children at all levels of ability through demonstrating high expectations, encouraging high aspirations and providing a curriculum designed to challenge and stimulate
- Make informed and decisive interventions on behalf of the school's SEN, EAL, FSM, and PPG pupils and ensure that the Pupil Premium maximises all pupils' attainment
- Set and uphold high expectations of behaviour and attendance, supported by the current school policies and practices that promote self-discipline, self-esteem and responsibility
- Encourage confidence and independent learning in all pupils, providing opportunities for self-expression and 'pupil voice' and encouraging initiatives that promote self-reliance

LEADING AND MANAGING THE ORGANISATION

- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for recruitment, induction, professional development and performance review
- Ensure that staff have the opportunity to develop professionally and receive access to appropriate professional development and training
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/ life balance
- In partnership with the Governing Body, set appropriate priorities for expenditure within a balanced budget, and ensure effective and efficient financial and administrative control in order to achieve the school's educational priorities and goals, and provide value for money.
- Ensure the budget is managed effectively with a strong framework of financial control which meets SFVS requirements and provides timely and appropriate financial reporting to the Governing Body and other stakeholders as required
- Produce and implement clear, evidence based school self-evaluation and improvement plans and policies for the development of the school and its facilities
- Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the schools educational priorities and goals
- Maintain effective systems for safeguarding all pupils, working with external agencies as required
- Manage and organise the school environment efficiently to ensure that it supports the achievement and wellbeing of all children and adults operating at the school site, and meets all health and safety regulations

SECURING ACCOUNTABILITY

- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the School
- Provide data analysis, information and advice to the Governing Body, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and Ofsted

STRENGTHENING COMMUNITY AND COMMUNICATION

- Build parental involvement so that families are involved in pupils' learning, feel welcome and are encouraged to make positive contributions to school life
- Ensure that governors, parents and pupils are well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in the drive for continued school improvement and high achievement for all
- Maintain and promote positive strategies for challenging prejudice and dealing with harassment
- Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural wellbeing of pupils and their families
- Develop and strengthen effective partnerships with other primary and secondary schools to further pupil welfare and achievement
- Maintain a harmonious, productive and mutually beneficial relationship within the school and community
- Raise the profile of the school in the community and support community cohesion

HEADTEACHER:PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications/ Training		
Education / other	Qualified Teacher Status.	Degree or equivalent. Higher degree qualification, Postgraduate courses. Recognised management qualification
Professional development	Evidence of sustained participation in relevant CPD especially relating to leadership and management.	Participation in work in other schools; NPQH or equivalent
Experience		
Teaching	Experience as a classroom teacher. Experience of leadership.	Evidence of wider school leadership. Experience of leading a significant successful initiative. Experience of teaching in a range of schools
Schools	Experience of a wide range of schools.	Experience of leadership and management role in other schools.
Management responsibility	Experience as a Deputy Head teacher / Assistant Head teacher with a proven track record.	Experience as a head teacher, acting head teacher, deputy head teacher with significant management experience.
Resources	Experience of managing financial resources. Experience of performance management of staff.	Experience of managing a significant or whole school budget, appointing and deploying staff resources
Knowledge and Understanding		
National context	Knowledge about effective teaching and learning and pedagogy. Knowledge about the DFE 5 year strategy for schools and its implications for schools.	Knowledge of recent Education Acts and other relevant legislation and their implications for schools.
Learning & Teaching	Practical understanding of effective learning and teaching strategies. Understanding of actions to be taken to promote cultural and racial harmony.	Understanding and use of various and effective models for improving teaching and learning.
Standards	Awareness of strategies to raise pupil achievement, manage behaviour and prevent racism.	Awareness of strategies to improve outcomes for vulnerable groups, including disadvantaged pupils and SEND.

	Understanding how to set and achieve aspirational targets.	
Curriculum	Understanding the planning of the new National Curriculum including assessment, recording and reporting. Experience of planning the curriculum across the age range of the school.	Significant experience of planning the broader curriculum. A clear vision for the curriculum for this school, including underlying principles, values and aspirations for pupils.
Parents and Community	Understanding of the role which can be played by parents and the community in raising standards and develop the school curriculum.	Experience of working directly with parents to raise standards in a variety of ways. Experience of developing effective relationships parents and the local community. Experience of developing effective relationships with other schools in order to raise standards.
Governance	Knowledge of the roles of governors Knowledge of the strategic role of governors.	First hand experience of working with governors in order to formulate a vision for the school and raise standards for pupils.
Skills		
Leadership	Ability to provide clear vision and articulate values.. Able to motivate pupils and staff. Ability to delegate responsibility, set high standards and provide a focus for improvement.	Proven ability to inspire, lead and participate actively in building and sustain a learning community with others within and beyond the school.
Management	Ability to manage change, monitor and evaluate its impact.	Played a leading role in developing and implementing a School Development Plan priority .
Relationships	Able to establish and develop excellent relationships with all involved with the school. Commitment to the school's wider community, other educational establishments and Children's Services.	Inspires productive relations with all school community including external partners. Takes a lead role in determining direction.
Interpersonal and Communication skills	Ability to communicate effectively and implement strategies across all aspects of the school so that all stakeholders have a clear understanding of expectations and their role. Flexible and approachable. Resilient under pressure. Able to deal sensitively	An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration.

	with people and work to resolve conflicts. An understanding of and competent use of ICT	
Attitudes		
Education philosophy	A commitment to maintain and improve current levels of achievement through partnership with parents and other stakeholders. A determination to progress school improvement and a desire to fulfil each child's potential. To continue to uphold the ethos of the school.	Inspire and influence others within and beyond school – to believe in the fundamental importance of education in young people's lives and to promote the value of education
Staff development	Commitment to the development of all staff, teaching and non-teaching.	Played a role in establishing an effective staff development programme. Use performance management processes to build a highly effective team and succession plan
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people	
Equal opportunities	Commitment to equality of opportunity. Commitment to race and gender equality and social inclusion.	

Recruitment Process

At Meadows Primary School and Nursery our School aims to create a safe and stimulating learning environment which encourages self-esteem and opportunities for self-expression. As part of your written application, please tell us in no more than 1000 words what this means to you and how you would bring this to life through your leadership.

Please return your completed application form to:

Email: Shirley.Thompson@telford.gov.uk

Or

Post: Shirley Thompson - School Governance Officer
Education Achievement and Enrichment
Education and Skills
Telford & Wrekin Council
6A Darby House
Lawn Central
Telford
TF3 4JA

The closing date for receipt of applications is:

Thursday 29th September 2022

Short listing will take place on:

Monday 17th October 2022

Candidates selected for interview will be contacted soon after short listing. They will be required to attend both days.

Interviews will be held on:

Thursday 3rd November 2022
and
Friday 4th November 2022

Please note that there will be a series of activities as part of the selection process. Prospective candidates are strongly encouraged to visit the school prior to application.