

Moon's Moat First School and Nursery



Candidate Information Pack Headteacher Recruitment

Moon's Moat First School and Nursery
Cleeve Close
Church Hill South
Redditch
B98 9HR
Telephone: 01527 61498
www.moonsmoat.worcs.sch.uk



Letter from the Chair of Governors

on behalf of the Governing Body, staff and children of Moon's Moat First School and Nursery

Dear applicant,

On behalf of the Governing Body, thank you for your interest in the position of Headteacher of Moon's Moat First School and Nursery.

Moon's Moat First School takes children from age three in our Nursery up to Year Four. The school was built in 1977 on a good sized site with three playgrounds, Forest School area and field. Moon's Moat Nursery and First School is proud to be a part of MTM Alliance which is a partnership between three local first schools.

We believe that education is a partnership between teacher, child and parent. The philosophy of the governors and staff is that the school should be a happy, caring, well-disciplined community which provides for all abilities and makes every effort to extend each child to their fullest potential. The school aims to provide a learning environment where children can grow in confidence and self-esteem; where they develop a sense of self-worth and the need to care for their own and others' feelings and belongings; where they enjoy learning and achieve high standards; and where they become part of the whole school and wider community. We aim to encourage our children to acquire increasing independence in self-discipline, self-organisation and in learning.

The following poem written by Dorothy Law Nolte, forms the basis of our school ethos.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism

He learns to condemn.

If a child lives with hostility

He learns to fight

If a child lives with ridicule

He learns to be shy.

If a child lives with shame

He learns to feel guilty.

If a child lives with encouragement

He learns confidence.

If a child lives with praise

He learns to appreciate.

If a child lives with fairness

He learns justice.

If a child lives with security

He learns to have faith.

If a child lives with approval

He learns to like himself.

If a child lives with acceptance and friendship

He learns to find love in the world.

Moon's Moat First School maintained its 'Good' Ofsted rating in March 2022.

This information pack contains further details about the post, including the job description and person specification. Additional information about the school can be obtained by visiting the school website <https://www.moonsmoat.worcs.sch.uk>.

We look forward to receiving your application by **Monday 26th February 2024**.

Kind regards,

Mr Roger Hill

Chair of Governors

JOB ADVERT

Headteacher
Moon's Moat First School and Nursery
Cleeve Close
Church Hill South
Redditch
B98 9HR



Salary: Group 2 L15-L20

Closing date: 26th February 2024

Interview dates: 18th and 19th March

Start date: 1st September 2024

We are looking for a dynamic and experienced professional to lead Moon's Moat First School and Nursery to continue to drive educational standards. The ethos of our school is 'Children learn what they live.' We are looking for an enthusiastic and motivated leader who will commit fully to this ethos. We are proud to be a maintained school in partnership with MTM Alliance schools and we are looking to appoint an outstanding professional who demonstrates that children are at the centre of what they do and who shares our values.

Our new Headteacher will:

- Have proven senior leadership experience within a primary age-range school.
- Be an ambitious and inspirational leader, able to motivate and empower staff and all children to achieve their full potential.
- Have a determination to drive standards across the school and the ability to do so effectively.
- Have excellent interpersonal skills and be able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local and wider community.
- Care passionately about children and their development with high expectations for attainment and progress.

In return we can offer:

- An inclusive school with happy, well-behaved children who have positive attitudes to learning
- A well-established, enthusiastic, dedicated and experienced staff and senior leadership team
- An attractive, well-resourced learning environment with extensive grounds
- Supportive parents and committed governing body
- Strong and effective links with other local networks.

Moon's Moat First School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicant will be subject to all necessary pre-employment checks including enhanced Disclosure and Barring Service Checks.

Please refer to the recruitment pack when applying for this position.

Visits to the school would be warmly welcomed. Please contact the school on 01527 61498 or contact the school office by emailing office@moonsmoat.worcs.sch.uk to book a visit date.

Visit dates:

Wednesday 7th February 3.30pm

Wednesday 21st February 9.15am and 3.30pm

Completed application forms should be sent to:

office@moonsmoat.worcs.sch.uk.



Headteacher – Job Description

Purpose of the post

- To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.
- The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are within the DfE National Standards for Headteachers.

https://assets.publishing.service.gov.uk/media/652950f96b6fbf0014b7564d/2023_S_TPCD.pdf

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

- The Headteacher will be responsible for the internal organisation, management and control of the school.

Professional Duties

- Formulate the overall aims and objectives of the school and policies for their implementation
- Provide strategic direction and development of the school:
- Lead by example, providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils
- Lead the selection and appointment of the teaching and non-teaching staff of the school

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and future
- Ensure that good standards of behaviour are established and maintained at all times during the school day, whether on school premises or elsewhere, and that policies are followed by all
- Manage behaviour in a fair and consistent way, in line with the school's behaviour policy

Pastoral Care

- Ensure that the health and wellbeing of children is encouraged through a nurturing environment and the provision of additional support if needed
- Work with partners to maintain good levels of attendance for all pupils

Inclusion and Special Needs

- Promote equality and inclusion in all aspects of school life
- Ensure that the requirements of the Code of Practice are met

Safeguarding Children

- Safeguard and promote the welfare of all children s/he is responsible for or comes into contact with
- Ensure that all staff and governors receive safeguarding refresher training each year

Standards of Teaching and Learning

- Evaluate the standards of teaching and learning in the school, ensuring that high standards of professional performance are established and maintained

Curriculum

- Determine, organise and implement a broad and balanced curriculum for the school, having regard to the needs, experiences, interests, aptitudes and stage of development of the pupils and the resources available to the school
- Ensure that all pupils in attendance at the school take part in daily collective worship

Pupil Progress

- Ensure effective systems are in place for planning, assessment, recording and reporting, using data and benchmarks to monitor attainment and progress, for all children
- Use data continuously to support and improve standards

Review

- Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and maintain a record of self-evaluation, including areas for improvement

Relations with Parents

- Ensure that parents/carers are given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims
- Create and maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development

- Work with parents/carers to ensure children have access to extended services, extra-curricular opportunities, homework and other social and educational experiences, e.g. through the Friends of Moon's Moat First School (Parent Association)

Management of Staff

- Deploy and manage all teaching and non-teaching staff of the school and allocate particular duties to them, in a manner consistent with their conditions of employment, maintaining a reasonable balance for each staff member between work carried out in school or elsewhere
- Ensure staff receive information they need to carry out their professional duties effectively
- Ensure that staff are aware of current educational developments through an ongoing programme of continuous professional development
- Lead, motivate, support, challenge and develop staff at all levels in order to secure and sustain continuous improvement
- Challenge underperformance at all levels and put in place effective procedures to deal with underperforming staff
- Provide information and references about the work and performance of staff employed at the school, with due regard to the principles of equal opportunities, where such information is relevant to their future employment

Absence

- Arrange for a Deputy Headteacher or other suitable person to assume responsibility for the functions of the Headteacher at any time when s/he is absent from the school

Appraisal, Training, Development and Induction of Staff

- Supervise and participate in arrangements for the appraisal of the performance of staff
- Participate fully in the appraisal of his/her performance as a Headteacher and in the identification of areas in which s/he would benefit from further training
- Ensure that all staff in the school have access to advice and training appropriate to their needs
- Ensure that Early Career Teachers and those returning to teaching after a break in service have access to adequate support
- Be responsible for the supervision and training of staff during their induction periods in accordance with appropriate frameworks

Threshold Assessment

- Assess whether a teacher at the school who applies for a threshold assessment has passed the threshold
- Explain to a teacher who makes an application for a threshold assessment the reasons for the outcome of his/her application and give him/her advice about the aspects of his/her performance which would benefit from further development

Liaising with Unions and Associations

- Maintain relationships with organisations representing staff of the school

Working with the Governing Body

- Attend meetings of the governing body and provide reports to them in connection with his/her responsibilities
- Advise and assist the governing body of the school in the exercise of its functions
- Advise the governing body on the adoption of effective policies and procedures relating to the general operation of the school

Working with the Local Authority and other schools

- Provide for liaison and co-operation with the maintaining local authority.
- Maintain liaison with other schools within the MTM Alliance and with other education establishments with which the school has a relationship

Resources / Finance

- Budget, control and account for those financial and material resources of the school
- Adhere to financial regulations and timescales set by Worcestershire County Council

Premises including health and safety

- Ensure the health and safety of all children, staff, parents/carers and visitors
- Make arrangements for the security and maintenance of the school buildings, their contents and of the school grounds
- Report to the governing body on health and safety matters relating to the school

Moon's Moat First School Headteacher Person Specification

Elements	Essential or Desirable	Measured by Application (A) or interview (I)
Qualifications and training		
Graduate level qualification	E	A
Qualified Teacher Status	E	A
National Professional Qualification for Headship (NPQH) (or working towards)	D	A / I
Evidence of relevant continuing professional development during the last 5 years	E	A / I
Safeguarding training at an appropriate level for the post	D	A / I
Experience		
Experience in post as a Headteacher, Deputy Headteacher or Assistant Headteacher in a Primary or First school	E	A / I
Teaching experience across the primary phase	E	A / I
Experience of initiating and managing significant change with a track record of achieving planned outcomes	E	A / I
Experience of the strategic management of people	E	A / I
Experience of using assessment data to track and analyse student progress and setting targets for improvement	E	A / I
Experience of planning collaboratively, prioritising and delegating effectively	E	A / I
Proven record of motivating and managing the performance of effective teams	E	A / I
Experience of developing and sustaining positive, collaborative relationships with a wide range of internal and external stakeholders	E	A / I
Experience of organisational and financial management, including budget responsibilities	D	A / I
Record of working collaboratively with governing bodies / boards, including producing and presenting information to support them with their governance role	D	A / I
Professional skills and knowledge		
Up to date knowledge and understanding of the national educational agenda, in the context of the current social, economic and political environment	E	A / I
Knowledge of regulatory and inspection frameworks	E	A / I
A commitment to the delivery of a broad and balanced curriculum with good enrichment opportunities	E	A / I
An understanding of the importance of curriculum design in managing pupil experience and staff workload	E	A / I

Understanding the analysis of data in order to improve the effectiveness of learning outcomes	E	A / I
Knowledge of monitoring and evaluating performance consistently across school and use of school self-evaluation	E	A / I
An understanding of the process of working with groups of colleagues to solve problems through innovation and negotiation	E	A / I
An understanding of high quality teaching, learning and assessment procedures based on evidence, the ability to model this for others, supporting staff to improve by applying proven techniques	E	A / I
Knowledge of best practice and procedure for safeguarding children	E	A / I
An understanding of the importance of community perceptions of the school	E	A / I
Good knowledge of IT and an understanding of its role in strategic planning	E	A / I
Personal skills and qualities		
Model good practice and lead by example with integrity, honesty, positivity, creativity, resilience and clarity. Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	E	A / I
The ability to drive and develop a vision for the school; recognising and building on successes achieved. The ability to articulate that vision, working collaboratively with staff, pupils, parents and the Governing Body	E	A / I
A passion for teaching and learning and working with young children	E	A / I
Excellent interpersonal skills with a natural authority and strong presence in school and the wider community	E	A / I
Strong leadership, underpinned with the skills to motivate effective team working whilst being open to challenge	E	A / I
Excellent communication skills, written and oral, for a variety of audiences	E	A / I
The ability to create and maintain an effective partnership with parents, staff, governors and the local community	E	A / I
The ability to think strategically and analytically	E	A / I
A commitment to inclusion with high expectations for all pupils to overcome disadvantage	E	A / I
The ability to deal sensitively with people and to resolve conflicts	E	A / I
The ability to drive improvement and challenge under-performance	E	A / I
Other		
No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for the role	E	A / I

No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E	A / I
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