

OLD PARK PRIMARY SCHOOL & NURSERY

Appointment of Headteacher Required from September 2023



Information for applicants

od Primary Scrio

Thank you for your interest in the Headship at Old Park Primary School & Nursery.

The information contained in this pack, will give you a flavour of our school, and help you to complete the application form.

Contents (click image to jump to section)

A letter from the Chair of Governors

Dear Candidate

Thank you for your interest in Old Park Primary School. Our current Headteacher is referring at the end of the summer term 2023, which creates an earthing opportunity for the referring at the end of the summer term 2023, which creates an earthing opportunity for the and develop the crown observations of the summer term of the summer term of the community. We have high scademic expectations and appraisance for all of our criticers, such citizens of the local area and the views community. On the Inferring america, and schedule Chief. The folial area and the views community.

We are very proud of our school, which is warm and welcoming with music at its heart. We have high expectations of our children, who come from a diverse range of backgrounds, and we schieve high standards in both learning and behaviour. Our new Headteacher should share our vision and oring their own lideas on how the school can evolve, create opportunities for excellence, and keep our children happy and confident.

The Governing Body are supportive and collaborative and have a good relationship with the Senior Leadership Team. We look forward to welcoming a new Headteacher and we will do all we can to help you succeed, I believe this is a really special opportunity for you to develop your career and we can't wait to hear your ideas.

Please look through the recruitment pack and make an appointment to come and see us.

If you have any questions or would like more information, please feel free to contact me

Martin Harris



Job Advertisement



Old Park is an inclusive, nurturing school that puts children at the centre of all it does. The school is at the heart of the community and is known for innovation, creativity, and music. The governors and school community are seeking to appoint a Headteacher who can embrace the school's ethos and lead if in its next stage of development.

This is an exciting opportunity to become Headteacher of an innovative, creative and aspirational school with a healthy, well-balanced budget and established and respected school-to-school support links across the Local Authority and beyond.

The successful candidate will join a highly skilled and loyal team of staff, including working with our in Hammon junctions, all of which are incredibly proud of the school and what it has to offer. They will also be supported by a strong governing body who want to ensure the very best for Old Park Primary School & Nusses.

Old Park Primary School & Nursery is committed to safeguarding and promoting the welface of children and young people and expects all st and volunters to share this commitment. Appointment to this post is subject to an en

About our school

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Extra-curricular sports clubs are available, as well as opportunities for children to take part in

We are an inclusive school and provide learning opportunities for all children, whatever their needs. We embrace and value cultural diversity and reject intolerance in any form. We have both a constraint or for any opportunities of the contract of the







Job Description

Location: Old Park Primary School & Nursery Pay Range: 21 to 27*

Main Purpos

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote ascure doundation from which to achieve high standors in all areas of the schools vinc. Togain this success the Headteacher must establish high quality education by effectively managing teaching and esting personalised learning for entities 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

This job description reflects the National Standards of Excellence for Headteachers (2015) These standards are built upon The Teaching Standards (2011) which apply to all teachers including 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 as 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.

Maintained Community School Headteacher Job Description

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 wi this document. This job description is based on the National Standards for Headteacher

Personal Attributes Essential Qualifications and Training Glucation/Other Professional Development Professional Development Experience Teaching - Experience as a classroom feasiner, because a classroom feasin

Recruitment Process

At Old Park Primary and Nursery our curriculum develops key values of dream, believe, achieve in our children. Along with your completed application form, in on more than 500 words, pleases share your ideas on how the school can evolve, create opportunities for excellence and keep our children happy and confident, through your sylve of leadership.

Completed application forms and your response to the question above should be returned for

Email: Shirley.Thompson@telford.qov.uk

Post: Shirley Thompson - School Governance Officer
Education Achievement and Enrichment

Education and Skills Telford & Wrekin Council 6A Darby House Lawn Central Telford

> The closing date for receipt of applications is Wednesday 1 February 2023

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A letter from the Chair of Governors

Dear Candidate

Thank you for your interest in Old Park Primary School. Our current Headteacher is retiring at the end of the summer term 2023, which creates an exciting opportunity for the right person to join our school. We are seeking a new leader to continue her great work and develop the school according to our vision. We are an inclusive and creative school community. We have high academic expectations and aspirations for all of our children. We strive to equip our children with the skills and confidence to be lifelong learners, and active citizens of the local area and the wider community.

We are very proud of our school, which is warm and welcoming with music at its heart. We have high expectations of our children, who come from a diverse range of backgrounds, and we achieve high standards in both learning and behaviour. Our new Headteacher should share our vision and bring their own ideas on how the school can evolve, create opportunities for excellence, and keep our children happy and confident.

The Governing Body are supportive and collaborative and have a good relationship with the Senior Leadership Team. We look forward to welcoming a new Headteacher and we will do all we can to help you succeed. I believe this is a really special opportunity for you to develop your career and we can't wait to hear your ideas.

Please look through the recruitment pack and make an appointment to come and see us.

If you have any questions or would like more information, please feel free to contact me via the school's administration team, or visit our website: www.oldparkprimary.co.uk/

Martin Harris

Chair of Governors



Job Advertisement



Headteacher, Old Park Primary School & Nursery Required from September 2023 ISR L21 – 27* (£72.483- £83.126)

Old Park is an inclusive, nurturing school that puts children at the centre of all it does. The school is at the heart of the community and is known for innovation, creativity, and music. The governors and school community are seeking to appoint a Headteacher who can embrace the school's ethos and lead it in its next stage of development.

This is an exciting opportunity to become Headteacher of an innovative, creative and aspirational school with a healthy, well-balanced budget and well-established and respected school-to-school support links across the Local Authority and beyond.

The successful candidate will join a highly skilled and loyal team of staff, including working with our In Harmony musicians, all of which are incredibly proud of the school and what it has to offer. They will also be supported by a strong governing body who want to ensure the very best for Old Park Primary School & Nursery.

Old Park Primary School & 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 2022).

About our school

At Old Park, we want to make a difference to the lives of our young people and help them to develop the skills to be healthy, independent adults who respect, value and contribute to the wider community.

We work hard to create a safe, caring and happy learning environment so that children are confident to take risks and comfortable in being challenged. We want learning to be enjoyable and fun so that our young people develop confidence, high self-esteem and a thirst for knowledge so that they grow into life-long learners.

Music is the heartbeat of Old Park and our In Harmony programme ensures that all children have access to high-quality music making both as part of the curriculum and through extracurricular clubs. Opportunities to join in with our music continues even when children move to secondary school through our Nucleo orchestra.

We have a fabulous building and site which include 22 classrooms, separate sports and dining halls, an inclusion base, computer suite, community room, extensive playground areas, two fields, a meadow, garden and forest area.

Extra-curricular sports clubs are available, as well as opportunities for children to take part in a wide range of sporting competitions and events during the day and after school.

We are an inclusive school and provide learning opportunities for all children, whatever their needs. We embrace and value cultural diversity and reject intolerance in any form. We have high expectations for everyone involved in our school - together we **Dream, Believe, Achieve**





Job Advertisement



What will the right person look like?

We are looking for an outstanding education practitioner, who is passionate about teaching and learning and can instil and nurture this in all pupils and staff. They will be innovative, organised and committed to improving educational standards, with a clear vision of how to continue to grow the school's profile within the local community and further afield.

The ideal candidate will be an enthusiastic and energetic leader with excellent communication skills and the ability to build strong and trusting relationships. Safeguarding should be at the heart of all they do, promoting positive health, safety and wellbeing for all children and staff.

They will possess inspirational and innovative leadership qualities, support a teamwork ethos, and ensure our skilled and dedicated staff continue to develop, thrive and succeed. They will also be committed to ensuring every child achieves their potential emotionally, socially and academically, regardless of starting points or background, so that they are equipped to enjoy their time at Old Park Primary School & Nursery and beyond.

Please watch our video to see what our children want from their new headteacher Click to view video

Key Dates

- Closing date: Wednesday 1 February 2023 (Midnight)
- Interview dates: Tuesday 14 February 2023 and Wednesday 15 February 2023

Potential candidates are invited to visit the school on the following dates. Please contact the school on **01952 387250** to make an appointment.

- Thursday 12th January 1:30pm to 4:30pm
- Tuesday 17th January 9:30am to 12noon
- Thursday 19th January 1:30pm to 4:30pm

If these dates are unsuitable, please contact the school to arrange an alternative date.



Our new Headteacher should share our vision and values. **As part of your written application**, in no more than 500 words, please share your ideas on how the school can evolve, create opportunities for excellence and keep our children happy and confident, through your style of leadership.

Qualities



As part of our preparations for advertising this post, we asked our children, parents and staff to tell us about the qualities they feel a good Headteacher should have. This is what they told us......







Our School

Background

Old Park Primary School and Nursery is a large school in the centre of Telford catering for children aged 2 to 11. There are 540 places in school and 120 places in nursery. We have a fabulous building and site which include 22 classrooms, separate sports and dining halls, an inclusion base, computer suite, community room, extensive playground areas, two fields, a meadow, garden and forest area. There is also a special needs HUB linked to Haughton Special School.

At Old Park we want to make a difference to the lives of our young people and help them to develop the skills to be healthy, independent adults who respect, value and contribute to the wider community.

We work hard to create a safe, caring and happy learning environment so that children are confident to take risks and comfortable in being challenged. We want learning to be enjoyable and fun so that our young people develop confidence, high self-esteem and a thirst for knowledge so that they grow into life-long learners.

To help achieve this we offer a rich creative curriculum which nurtures independence, thinking skills, responsibility and high aspirations. We view communication and social skills as vital to future success so invest in high quality support for speech and language.

Music is the heartbeat of Old Park and our In Harmony programme ensures that all children have access to high-quality music making both as part of the curriculum and through extracurricular clubs. Opportunities to join in with our music continues even when children move to secondary school through our Nucleo orchestra.

Extra-curricular sports clubs are available, as well as opportunities for children to take part in a wide range of sporting competitions and events during the day and after school.

Wrap around care and holiday clubs are available all year round and we offer some free places through the Happy, Healthy, Active Holidays scheme.

We are proactive in encouraging healthy lifestyles through regular outdoor learning, support for mental health and wellbeing, daily exercise, healthy eating and specific courses about drugs, smoking and relationships.

We are an inclusive school and provide learning opportunities for all children, whatever their needs. We embrace and value cultural diversity and reject intolerance in any form. We have high expectations for everyone involved in our school - together we **Dream, Believe**, **Achieve**









Our Vision together we dream, believe and achieve



At Old Park Primary School our vision is simple – for all our children to reach their potential and develop the qualities they need to be successful and happy.

We believe that children thrive and learn in a nurturing environment which promotes kindness and respect. So our staff are committed to putting the wellbeing of children first and we strive to meet all their needs.

Our staff go the extra mile to make learning inspiring, engaging and memorable by offering many different exciting and creative opportunities where children are encouraged to work together, collaborate and support each other. This is enhanced by unique large scale projects, visitors/visitors and a range of extra-curricular activities, including a wide range of sports.

Music is central to the life of Old Park and our In Harmony programme provides specialist music lessons for all children. In addition, children from Y2 to Y6 learn an instrument and play in one of our 6 orchestras. This programme is fully funded and all lessons and instruments are provided free of charge.

Since opening in 2007, our work has been acknowledged in various ways; TES Outstanding Primary School of the Year 2011, Regional Arts Hub School, The Music Partnership Platinum Award, Anti-Bullying Alliance Gold Award and School Games Gold Award are some of our achievements.

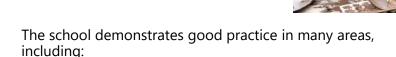
School Organisation

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Class organisation and additional support.

- One mixed Y3/4 class and all others are single year groups;
- Three nursery classrooms; 2 year olds, 3/4 year olds an 30 hours;
- All classes are supported by highly skilled Teaching Assistants;
- Specialist Inclusion/Nurture team including ELSA;
- Sports coach secured through Crossbar Coaching Education in Sport Ltd;
- 11 In Harmony specialist music teachers;
- Part-time Speech and Language Therapist;
- Specialist HUB on site for KS2 linked to Haughton Special School.

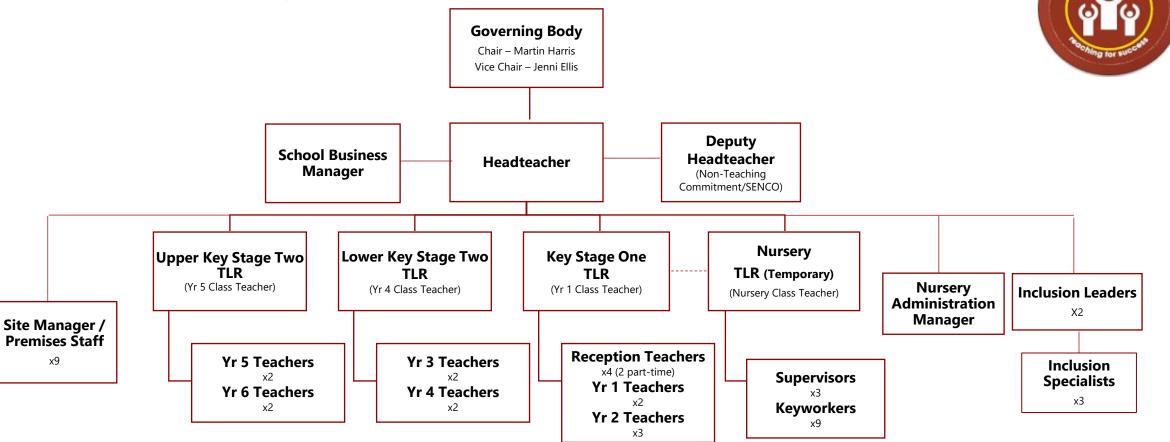




- An inclusive, nurturing approach that focusses on overcoming barriers to learning for all children.
- Calm and purposeful learning environments where pupils work and play together constructively and happily;
- The construction of a unique curriculum model based on reading, maths, PSHE, music and PE;
- The good quality of teaching. This is reflected in the progress pupils make and their very positive attitudes to learning;
- High quality Early Years provision with very strong partnership working to support children with SEND.
- The effectiveness of the governing body. Governors are closely involved in monitoring the work of the school and challenging leaders as part of school improvement activities



School Organisation



Administration Team x4 Higher Level Teaching Assistants x7 Teaching Assistants x30 Lunchtime Supervisors x19





Co-opted Governors

• Mr M Harris (Chair)

Mrs S Lill

Total: 2

Headteacher Governor

Ms M Haywood

Total: 1

Parent Governors

Mrs J Ellis (Vice-chair)

• Mrs G Adu-Pokua

Total: 2

LA Governor

Mr D Lord

Total: 1

Staff Governor

Mrs R Hughes

Total: 1

Associate Governor

Mrs D Sawbridge

Total: 1

Total Governors: 8

Total required by constitution: 7

Job Description



Location: Old Park Primary School & Nursery

Pay Range: 21 to 27*

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.

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Maintained Community School Headteacher Job Description

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Job Description



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 Raising Attainment Plan (RAP) 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' 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.

Job Description

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.

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| Attributes | Essential | Desirable | | |
|-----------------------------|---|---|--|--|
| Qualifications and Training | | | | |
| Education/Other | Qualified Teacher Status. | Degree or equivalent.Higher degree qualification.Postgraduate courses.Recognised management. | | |
| Professional Development | Evidence of sustained participation in relevant CPD especially relating to leadership and management. | Participation in work in other schools.Qualification in 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. | | |

| Attributes | Essential | Desirable | | |
|-----------------------------|---|---|--|--|
| 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 and 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. Understanding how to set and achieve aspirational targets. | Awareness of strategies to improve outcomes for vulnerable groups, including disadvantaged pupils and SEND. | | |
| 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. | | |

| Attributes | Essential | Desirable | | |
|--|---|---|--|--|
| 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 Raising Attainment Plan (RAP). | | |
| 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 with people and work to resolve conflicts. An understanding of and competent use of ICT. | An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration. | | |

| Attributes | Essential | Desirable |
|----------------------|---|--|
| 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 Old Park Primary and Nursery our curriculum develops key values of dream, believe, achieve in our children. Along with your completed application form, in no more than 500 words, please share your ideas on how the school can evolve, create opportunities for excellence and keep our children happy and confident, through your style of leadership.

Completed application forms and your response to the question above should be returned to:

Email: Shirley.Thompson@telford.gov.uk

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 Wednesday 1 February 2023

Recruitment timeline Potential candidates are invited to visit the school (by appointment only) 2023 Closing date for receipt of applications 1 February Shortlisting will take place 7 February Interviews to be held. Please note you may have to attend both days. February Outcome of interviews to be communicated Start in role September



Old Park Primary School and Nursery Brunel Road, Malinslee Telford Shropshire TF3 2BF

01952 387250

www.oldparkprimary.co.uk

Twitter: @oldparkprimary