



Headteacher Application Pack

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Welcome from the Chair of Governors

With many headteacher vacancies available what makes Redlands worth more than a cursory look? Redlands is a one-form entry, inner city primary school with a recent 'Requires Improvement' Ofsted. Some may dismiss this without further consideration but, if you have the curiosity and ability to look beyond the anodyne, please read on.

With a refreshed governing body, we know that Redlands offers the successful candidate both a fascinating professional challenge and unique opportunity to confirm Redlands as the 'school of choice' in this diverse neighbourhood.

Redlands serves children from a wide range of backgrounds. Many languages are spoken in our school but, above all, our parents, staff and children speak the language of community. We pride ourselves on relationships not just with parents but with our immediate neighbours such as Reading University and other local schools (including our neighbouring independent school) and local religious leaders. Our school is non-uniform – the only one of its kind in the locality – and we cherish the celebration of individuality that this represents.

Redlands is routinely oversubscribed with good outcomes for children. Our children are happy and our Ofsted inspection confirmed that they learn in "an atmosphere of acceptance and respect". Our "Friends of Redlands" group actively supports the school with community and grant fundraising helping to ensure that we make maximum use of our Edwardian red-brick site. The recent installation of a revitalised EYFS playground is a great example of what can be achieved.

We are looking for a leader who is uncompromising in their determination to succeed and who will build on the excellent work of the current team to deliver an inspiring curriculum, nurture committed staff and, above all, celebrate our children.

Governors place the highest value on safety and wellbeing, for pupils and staff alike. You must be able to demonstrate a commitment to the strongest safeguarding practice and compassion and support for your colleagues.

We are proud of our school. We are proud of all the adults working in the school and the environment they create. Above all, we are proud of the children. We hope to be able to make you proud, too.

Don't take our word for it, come and see us in action.

Sarah Bamford

Chair of Governors



JOB DESCRIPTION

School: Redlands Primary School	Department/Division:
Post Reference No:	Location: Redlands Primary School
Job Title: Headteacher	Grade/Salary Range: Group 2 (L12-17)

JOB PURPOSE

To provide professional leadership and management of Redlands Primary School and to ensure high quality education for all its pupils and for its future success.

This job description is subject to negotiation from time to time in accordance with the changing needs and requirements of the school and to ensure that legislative requirements are met.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The Headteacher is responsible to the school's governing board, and where appropriate to the Reading LA and Brighter Futures for Children, for the leadership, teaching and learning, internal organisation, management, control and agreed strategic direction of the school.

MAIN DUTIES AND RESPONSIBILITIES

To undertake the professional duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document in the following key areas:

Strategic direction and development of the school:

- Lead by example, providing inspiration and motivation to pupils, staff and governors, whilst seeking the support of parents/carers
- Create an ethos and set of values and educational vision/direction to which parents/carers and the wider community are committed
- Create and implement a school improvement plan which identifies the aims, objectives and targets needed for effective school improvement
- Ensure the commitment and motivation of everybody involved with the school to meeting the targets needed for effective school improvement
- Instigate, develop and sustain the on-going management of change
- Ensure that the management, finance, organisation and administration of the school supports its vision and aims

- Ensure that the school has the necessary policies, practices and action plans in place to respond to national, local and school data, as well as inspection and research findings. Ensure that these are regularly monitored, evaluated, reviewed and acted upon
- Ensure that the school has an embedded culture in which safeguarding children is the top priority

Teaching and Learning:

- Create and maintain an environment and code of behaviour which will secure good teaching and learning and high standards of achievement
- Determine, organise and implement the curriculum and its assessment and regularly monitor and evaluate it to identify and act on areas for improvement
- Develop the wider curriculum so that children may gain new skills and experiences, develop interests and enhance their personal qualities
- Ensure that pupils develop good study skills and have access to support where needed
- Monitor and evaluate the quality of teaching and learning for all pupils, in order to set and meet challenging, realistic targets for improvement
- Promote inclusion, diversity and equality throughout the school
- Develop effective links with the community to extend the curriculum
- Create an effective partnership with parents/carers to support and improve pupils' achievement and personal development

Leading and Managing staff:

- Maximise the contribution of staff and ensure constructive working relationships are formed between all members of the school community
- Plan, allocate, support and evaluate work ensuring clear delegation of tasks and responsibilities
- Implement and sustain effective systems for performance management
- Provide high quality continuing professional development to all staff based on assessment of needs, leading through example
- Ensure that trainee and newly qualified staff are appropriately trained, assessed and supported in relation to the standards for Qualified Teacher Status
- Challenge, develop and motivate all staff
- Ensure that professional duties and conditions of employment, as set out in the School Teachers' Pay and Conditions Document, including those for the Head Teacher, are fulfilled

Efficient and effective deployment of staff and resources:

- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- Work with senior colleagues to deploy and develop all staff effectively to improve the quality of education provided
- Set appropriate priorities for expenditure, linking the allocation of funds to the school improvement plan and ensuring effective administration and control
- Manage accommodation efficiently and effectively to ensure it meets the needs of the curriculum and health and safety regulations
- Manage, monitor and review the range, quality, quantity and use of resources to improve the quality of education and secure value for money

Accountability:

- Provide information, advice and support to the governing board to enable it to meet its responsibilities
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance to a range of audiences including governors, the LA, parents/carers, the local community and OFSTED
- Develop community links and maintain good community relations

- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress, and the contribution they can make to achieving the school's targets for improvement

The Headteacher is expected to meet the National Standards for Headteachers (2020). The Headteacher will act as Designated Safeguarding Lead.

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? YES

What other security/safer recruitment clearances are required for this post *(excluding standard identity/work permit/education qualification checks)*? – Please specify

Is this post 'politically restricted'? YES

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 3

PERSON SPECIFICATION

Reading Borough Council	Department:
Job Title: Headteacher at Redlands Primary School	Post Reference No:

Qualifications/Education/Training:

- QTS
- First degree or equivalent graduate training preferred
- NPQH (or experienced Headteacher)
- Evidence of ongoing professional development

Experience of:

- Creating the ethos and values that underpin a successful, fully inclusive school
- Strategic planning and leadership
- Primary practice and the curriculum of the Early Years Foundation Stage, KS1 and KS2
- Staff management and personnel issues, including employment legislation, performance management and staff development
- Development of a pastoral care system so that every pupil feels valued and included
- Effective behaviour management
- Strategic planning for school improvement and of key processes within the school self-evaluation cycle
- Overseeing school budgets and deploying them effectively to meet the school's priorities
- Interpretation of statistical information relating to assessment, recording and reporting data
- Implementing Health & Safety legislation and monitoring compliance
- Current Safeguarding Children/Child Protection legislation and procedures
- Preparing for and managing an OFSTED inspection process
- Good communication with school stakeholders, the LA and the wider community

Skills and Abilities:

- Energy and perseverance to effectively manage a primary school on a day-to-day basis
- Think strategically and communicate this vision to all stakeholders
- Plan creatively to minimise risks and to solve problems by consensus
- Excellent communication skills in order to foster a happy working environment within a school
- High level of commitment with the ability to inspire the same in staff and pupils
- Recruit, support, develop and retain the best available staff
- Deal flexibly with changing circumstances and new ideas
- Deal sensitively with all stakeholders and make them feel valued
- Delegate responsibilities and influence, direct, co-ordinate and monitor the work of others
- Acknowledge excellence and effectively challenge poor performance within the school
- Analyse data and be able to distinguish the strengths and weaknesses of the school
- Build constructive relationships with the LA, Brighter Futures for Children and outside professional agencies
- Involve parents in helping the pupils realise their full potential
- Reach out to the wider community to develop and extend existing relationships
- Work effectively with the school's Governing Board

Professional knowledge and understanding:

- The characteristics of effective schools and strategies for raising pupil achievement
- Strategies for promoting good behaviour and moral, social and cultural development
- Strategies for promoting and maintaining effective teaching and learning across the curriculum
- Proficiency with the application of ICT in teaching, learning and management
- The interpretation and application of data across the school to raise standards

How to apply

Please complete an application form which can be found on the school's website [Redlands Primary School - Current Vacancies \(redlandsschool.co.uk\)](https://www.redlandsschool.co.uk).

With respect to the final section of the application form, please can you provide a concise summary (**maximum two A4 pages**) outlining the skills, qualities, attributes and experience you would bring to the role based on the information provided in the job description and person specification.

Please do not include CVs with your application as these will be disregarded for safeguarding purposes.

Electronic applications are fully acceptable and these should be emailed to the school office via admin@redlands.reading.sch.uk.

Visits to the school are warmly encouraged and welcomed, please contact our current Headteacher, Theresa Buttery via the school office admin@redlands.reading.sch.uk to arrange an appointment.

The closing date for this application is Midnight, Sunday 5th March 2023

Interviews will take place on Tuesday 14th and Wednesday 15th March 2023

Redlands Primary School is fully committed to safer recruitment practice. Pre-employment checks will always be undertaken and requested before the appointment is confirmed. All prospective employees are subjected to an enhanced DBS disclosure. We are an equal opportunities employer.