

Headteacher Recruitment Pack



September 2021

Headteacher

Seaton Primary School

Seaton Primary is forward thinking school aiming to prepare all of our pupils for both their present and future lives through a broad, balanced and exciting education approach which addresses the needs of the whole child.

The school has been through some changes in the last year, including becoming a stand-alone local authority school from a four school federation, with a new governing body from March. This post becomes available as the previous Head left the school at the end of the Summer Term, after four years.

A Deputy Head and an Assistant Head provides a capable and supportive senior team, working with the Headteacher.

The pupils are fantastic – enthusiastic and happy; their parents supportive of the school. The staff team works hard and collectively has achieved a huge amount since the return to face to face education.

Nevertheless, there remains much to be done. We need someone who can the enhance the strong team ethos and team focus on each child to support and challenge them to 'be the best they can be'.

We need someone who can work with the governing board to look strategically at the needs of the school over time, as well as ensure that the operational running of the school is smooth and effective.

We need someone who will lead Seaton Primary School to continue the journey to enable each pupil to develop a sense of awe, wonder and inquisitiveness around learning and embrace the inspiration that can be found in this local area of outstanding natural beauty, on the Jurassic Coast and the Axe Estuary.

The successful candidate will have a strong understanding of school improvement, with and successful implementation for successful outcomes as a result. You will be inclusive and ensure that there is a focus on helping to secure the highest possible outcomes for every child at Seaton Primary School.

We also expect our Headteacher to quickly develop effective relationships with parents and the wider education community, and ensure that the school has an integral place in the Seaton community.

The Board of Governors is ambitious for the future for the school, its children and pupils and believe that the School is well placed to make further considerable advances in the coming years. This is a fantastic opportunity for an equally ambitious individual to take on the role of Headteacher and to lead the next critical phase of our development.

If you are looking to build on your own proven and successful school leadership, then this opportunity is right for you.

Letter from the Chair of Governors

Dear Applicant,

On behalf of the governing body, we would like to thank you for your interest in the position of Headteacher at our school. We know just how important it is to get the right person – someone who has the same values and vision for the school as its community, and where there is joint understanding about the way forward and how to take the journey together.

The Board of Governors is very pleased to be able to offer this great opportunity for an ambitious individual to accept the challenge and lead the team at Seaton Primary School.

The school is eager to push the boundaries, incorporating best practice and innovation when it will lead to better experiences and outcomes for our young children and pupils. Improving life chances and creating positive memories that will stay with them for the rest of their lives are important to us.

You will be leading a team of staff who work well together and are proud of their school. They are incredibly committed and are as ambitious as anyone to move forward to the next phase.

If you are an existing leader with experience of showing significant improvement in the past and who is ambitious to show a positive impact at Seaton Primary School, then we would very much like to hear from you.

Dr Fiona Hammans

Chair of Governors



Introduction to Seaton Primary School

The School is located within the town of Seaton, in East Devon. It is at the heart of the local community that it serves; nestling close to the World Heritage Site of the Jurassic Coast, the Axe Estuary and within easy walking distance of the town centre and seafront. Seaton Primary School has an outstanding and inspiring local environment close at hand, which features strongly in its curriculum.

The town and surrounding area offer a wonderful quality of life and many exciting places to visit. Devon is a well-known centre for tourism and it offers city life in nearby Exeter, and slightly further afield Plymouth, two coastlines, nearby Dartmoor, beautiful countryside and many historical places to visit.

The school was in a federation arrangement until January 2021, when it became a stand-alone local authority school, with a new governing body in March. Governors are energetic, with a range of skills and expertise and keen to continue to contribute positively to the school.

The School

In 2012 the school was rated outstanding by Ofsted, and more recently, the school received a positive monitoring visit which focused on History. The current self-evaluation of the school does not support the 2021 grade and we expect an inspection soon with the resumption of inspections for outstanding schools.

Changes in senior team have also taken place recently, alongside this post becoming vacant.

Since January this year, the Acting Executive Head (from the Federation) took over as Acting Head during the substantive Head's illness absence for the majority of the spring term; a new Deputy Head was appointed in January; and the substantive Assistant Head returned in July from maternity leave. Both Deputy and Assistant Heads are capable and experienced senior colleagues.

The Interim Head joined the school for the start of the summer term, providing further impetus for school improvement and supporting the whole school team as it returned to face to face teaching.

Jointly, the school has achieved a great deal, recognised in a recent local authority review, but there is also the recognition that much remains to be done.

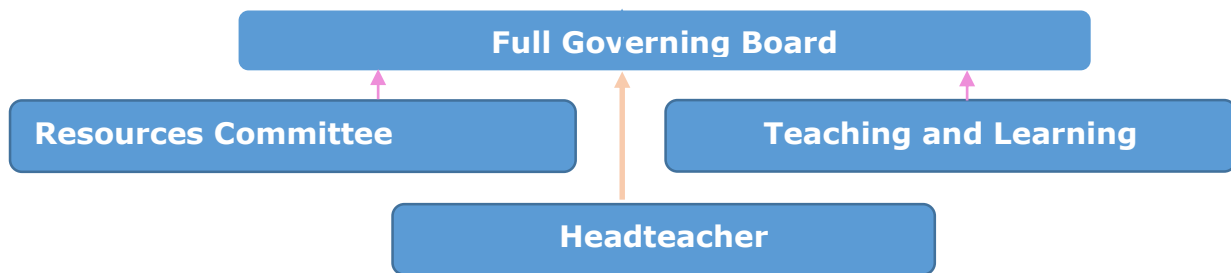
The LA provides good quality support and is responsive to the requests of the school. Additional funding has been provided to help with boundary fencing and the school will be applying for additional support to help bridge between now and the appointment of the new Headteacher.

A particular feature of the school is the extensive outdoor space that surrounds the school. A large wooded section provides a Forest School as well as areas for outdoor study and play; there are generous playground and field areas with a 'daily mile' running track laid out. The School also has its own swimming pool on site, which has undergone refurbishment recently.

Internally, whilst there remain areas for refreshment in terms of décor, there is good overall space allowing pupils to learn in whole classes, in small groups and a nurture room. A dedicated SEN space is also available.

Governors and leaders are keen to develop closer working between Seaton Primary School and the local community, and other schools, and to further develop the opportunities that our special site may offer.

Organisation and structure



The Board of Governors delegates responsibility for the day to day running of the School to the Headteacher. The Board will hold the Headteacher to account for the performance of the School. The Headteacher in turn holds other members of the Senior Leadership Team to account through line management. While the Board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision-making to committees and individually named governors.

The Headteacher will report to the Board on the performance of the School although this will be supplemented by the detailed scrutiny of the work of the school through its committees and individual governors with any delegated responsibilities.

The Headteacher is performance managed by a distinct sub-group of the Board.



Role Description

Headteacher

The Headteacher is the lead professional in the School. Working with the Governing Board and the Senior Leadership Team, the Headteacher will provide visionary leadership and direction for the School, and ensure that it is managed and organised in order to meet its aims and objectives.

With the Board and Senior Leadership Team, the Headteacher is responsible for creating a structured learning environment; for the continuous improvement of the quality of education; for raising standards; for ensuring equality of opportunities for all; for the development and implementation of policies; for ensuring that resources are effectively used to achieve the School's aims and objectives; and for the day to day management and organisation of Seaton Primary School.

The job description is that listed in the School Teachers' Pay and Conditions Document ([School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-teachers-pay-and-conditions)) and aligned to the Headteachers' Standards ([Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/headteachers-standards-2020))



Person Specification

		A I R Application Interview Reference	Essential	Desirable
Qualifications				
1	Educated to degree level, Qualified Teacher Status	A	E	
2	National Professional Qualification for Headship (NPQH)	A		D
3	Academic/Apprenticeship study at Masters level or above	A		D
4	Up-to-date safeguarding training	A	E	
Previous Experience				
5	Successful experience as a Headteacher, or highly capable and effective Deputy/Assistant Headteacher	A I R	E	
6	Work in more than one school setting	A		D
Professional Knowledge				
7	Knowledge of pedagogical content and skills for teaching from Reception to Year 6	A I R	E	
8	Deep understanding of the current Ofsted inspection framework	I	E	
9	Successful leadership through Ofsted inspection/s	I R		D
10	Strong understanding of what constitutes high standards and great quality in education	I	E	
11	Evidence of successful leadership of whole school initiatives, including curriculum development, planning/policy development	A R	E	
12	Evidence of leading change successfully	A I R	E	
13	Understanding of the Head's role in monitoring and evaluation	I	E	
14	Evidence of successful approaches to staff development	A I	E	
15	Leading good practice with other schools	I		D
Leadership and Management				
16	Proven ability to lead and inspire teams – teaching and support staff	R	E	
17	Effective use of financial and other resources	R	E	
18	Have a clear view of strategic planning and management and relative roles of the governing board and Headteacher	I	E	
19	Be able to effectively delegate	I	E	
20	Have strong leadership skills	I	E	
21	Have a deep commitment and ability to promote and safeguard the welfare of pupils	I R	E	
Skills and qualities				
22	Possess excellent communication skills	A I	E	

23	Have resilience and know where to seek support if needed	I	E	
24	Be approachable and visible to the school community	I	E	
24	Possess a sense of humour and proportion, be calm in a crisis	I	E	
Community Involvement				
25	Proven ability to promote good relationships with: parents, governors, LA, pre-school organisations, wider community, other agencies	I R	E	



Terms of Appointment

The appointment will be made based on the School Teachers' Pay and Conditions Document (STPCD). The Group of the position is determined according to the calculation for Headteachers, using the total pupil count in the school. The Board has determined that the appointment is therefore a Group 3 post. The Individual School Range (ISR) has been set as £58135 - £67364 (Devon scale: L14 – L20).

The appointment is for January, or Easter, 2022.

Seaton Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in the *Safe Recruitment section of Keeping Children Safe in Education 2021*

Seaton Primary is an equal opportunities employer.

Appointment Process and How to Apply

The process opens on 1 September with applications to be received by 9 am on 17 September. Applications should be made on a Seaton Primary School application form via email to the Clerk to Governors, Rachael Taylor: Clerk@seatonprimary.org.uk . A supporting statement will also be required. Please note that CVs on their own will not be considered.

All applications will be acknowledged. Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements by the selection panel, in the week beginning 20 September.

Interviews will take place over the days of 27 and 28 September 2021.

Please do contact Dr Fiona Hammans (Chair of Governors) or Lizzie Rowlands (Vice Chair of Governors), via Clerk@seatonprimary.org.uk for an informal discussion about the role

If you would like to arrange a visit to the schools, please contact Rachael Taylor, Clerk to the Board, Clerk@seatonprimary.org.uk or 01297 20922.