



HEADTEACHER

CANDIDATE PACK | JUNE 2023

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Welcome from Chair



Dear Applicant,

On behalf of the governing body, I would like to thank you for your interest in the role of Headteacher at Southway Junior School. We are looking for a Headteacher with a passion for education and the knowledge, skills and vision to build on strong foundations and drive our school forward.

In this pack you will find information about our school, the local area, and the qualities our children, staff and parents are looking for in a Headteacher. You will also find the job description and person specification for this role.

If you are the inspirational leader we are looking for, who will empower, develop, support and challenge everyone in our school community to achieve their potential, please apply for the role by completing the accompanying application form and submitting a covering letter.

Your covering letter should address the person specification and provide evidence of impact from your current role and previous experience. Your letter should be no more than two sides of A4 when typed. Please email your application form and covering letter to HrSchoolAdverts@westsussex.gov.uk, quoting the reference number 16409.

Visits to our school are warmly encouraged. Please contact the school office (01444 233824 | office@southwayjunior.co.uk) to make an appointment, or if you need any support to enable you to participate in the recruitment process. The closing date for applications is Friday 30 June at noon and interviews will be held on Thursday 13 and Friday 14 July 2023.

Southway Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to undertake an enhanced criminal record check via the DBS. They will also be required to sign a declaration form declaring that they are not disqualified from undertaking this work under the "Childcare (Disqualification) Regulations 2009".


References, one of which should be the Chair of your current governing board/Headteacher of your current school, will be sought for candidates invited to interview. For serving Headteachers, this reference may be from your Local Authority/the CEO of your Academy Trust. All applications will, of course, be treated in the strictest confidence.

Thank you for your interest in the role of Headteacher at Southway Junior School. I look forward to receiving your application.

Elinor Wood

Chair of the Governing Board

Key information

School	Southway Junior School
Location	 Burgess Hill
Position	Headteacher
Pay range	Leadership 14-20
Start date	January 2024
Contract type	Permanent
Applications close	Friday 30 June 2023, 12 noon
Shortlisting date	Wednesday 5 July 2023
Interview dates	Thursday 13 and Friday 14 July 2023



About Southway



Southway is a warm, vibrant school with happy children who love to learn. We are a three form entry junior school, educating children from ages 7 to 11. We have beautiful, spacious grounds, including a large field, wildlife areas, market garden, two playgrounds and a small swimming pool. Our fantastic facilities include CleverTouch screens in all classrooms, a Learning and Resource Centre, and a fully equipped teaching space for cookery, art and design technology. A broad and balanced curriculum is central to the learning experience at Southway. We have a highly skilled team of teachers, teaching assistants and support staff whose efforts are underpinned by the drive to see every child achieve success in a supportive and stimulating environment.

Our Vision

At Southway, we want all of our children to be happy, be confident, respect others, achieve personal success, respect the world in which they live, and develop an enthusiasm and thirst for learning.

Our Motto

Learning and Achieving Together

Our Values

- Resilience
- Respect
- Kindness
- Teamwork

Our Aims

- We aim to provide a learning environment which is child-centred, creative and challenging
- We aim to ensure our children are happy, engaged, hardworking and enthusiastic learners
- We think of the school as a community of learners
- We recognise the importance of developing each child's sense of self-worth and self-respect, as well as respect for others, to help them succeed and achieve
- We have high expectations throughout the school and aim to foster children's independence as they develop their different skills and have fun whilst learning

Ofsted

"Pupils' personal development, welfare and behaviour are outstanding. Their behaviour in lessons and around the school site is truly impeccable. Pupils take their learning seriously and are superb ambassadors for the school."

"Parents rate the school highly, appreciate its nurturing atmosphere and are pleased with their children's progress"

"A business-like and cheerful working atmosphere pervades every classroom. Pupils are impressively studious and committed to their work. They clearly feel highly motivated in lessons."

"Pupils themselves have contributed to the strongly inclusive and friendly atmosphere in the school. They are confident, welcoming and articulate."

"The behaviour of pupils is outstanding."

"Pupils' attitudes to learning are superb. In lessons, there is no question about them drifting off-task or being inattentive. Disruptive or discourteous behaviour would be unthinkable."

"Pupils attend well. They enjoy school too much to miss many days. They are punctual and come into school happily – as one parent added, 'without a backward glance'."

Inspection report: Southway Junior School, 2 July 2019



Southway in numbers

Number of pupils on roll	347
Age range	7-11 Year 3 to Year 6
Management structure / SLT	1 Headteacher 3 Assistant Headteachers 1 SENDCo 1 English Subject Leader 1 Maths Subject Leader
Number of staff	9 Teachers (exc SLT) 5 Higher Level Teaching Assistant 8 Teaching Assistants 1 Learning Mentor 6 Admin & Premises staff
% pupils with SEND support (EHCP)	14% (8 EHCP)
% disadvantaged pupils	19%
Attendance	94% (September 2022 – May 2023)
Last Ofsted	Good



Key qualities



Our pupils

would like a Headteacher who...

- "really cares about our learning"
- "is firm but fair"
- "will develop our confidence and give us a voice in leading the school"
- "has a good sense of humour and will make us laugh"
- "will join in"
- "sets a good example and promotes our school values"
- "listens and is someone you can talk to"
- "wants to improve our school and make it even better"

Our staff

would like a Headteacher who...

- "is a dedicated professional with a clear understanding of teaching and learning"
- "understands the strengths of Southway and the journey we have been on to become a good school"
- "is a supportive leader who appreciates staff wellbeing and workload"
- "understands the importance of pupils' personal progress, especially children with SEND"
- "is inspiring and able to motivate staff"
- "is approachable and willing to work collaboratively"

Our parents

would like a Headteacher who...

- "is an advocate for all children at Southway"
- "is approachable and passionate about education"
- "communicates clearly and effectively"
- "has an inclusive outlook and ensures opportunities and success for all abilities and backgrounds"
- "values extra-curricular activities that encourage pupils' personal development"
- "prioritises the welfare and happiness of the children"

Job Description: Headteacher

School: Southway Junior School

Group Size: 3

Pay Range: Leadership 14-20

Responsible to: Governing Board and Local Authority

Main Purposes of the job

- To carry out the duties set out in the School Teachers' Pay and Conditions Document.
- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work with and through others to secure the commitment of the wider community to the school.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of all pupils and staff.



Job Description - main tasks



School Culture

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

Teaching

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

Curriculum

- Ensure a broad, structure and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour

- Sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

Job Description - main tasks continued



Additional and Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional Development

- Ensure staff have access to high quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisational Management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Job Description - main tasks continued



Working in Partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Governance and Accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Person Specification



The governing body of Southway Junior School is determined to ensure that the school promotes a broad and balanced curriculum and provides a learning environment which is child-centred, creative and challenging. We are looking for a Headteacher that can both deliver and further develop this vision working collaboratively with staff, governors and the local community. The successful applicant will have the following qualifications and characteristics:

Criteria	Essential	Desirable	Criteria	Essential	Desirable	Criteria	Essential	Desirable
Qualifications and Training			Professional Knowledge			Professional Skills		
Qualified Teacher Status	✓		Previous experience of being a Designated Safeguarding Lead or refined knowledge of the role and responsibilities. Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	✓		Ability to communicate a vision and inspire others	✓	
Degree	✓		Understanding of evidence informed curriculum design that meets the needs of all learners and the ability to lead this with and through others across the whole school	✓		Ability to plan strategically and evaluate accurately	✓	
Relevant post graduate qualification		✓	Understanding of evidence informed approaches to reading in order that all children have the skills they need to access all aspects of learning	✓		Effective communication and interpersonal skills	✓	
Senior Leadership Development (e.g. National professional qualification for headship (NPQH))		✓	Knowledge of effective governance and a willingness to engage constructively in accountability processes	✓		Understanding of high-quality teaching and assessment based on evidence, and the ability to model this for others and support others to improve	✓	
Up to date safeguarding training (e.g. DSL and safer recruitment training)	✓		Knowledge of effective strategies that successfully manage behaviour and promote positive learning behaviours	✓		Data analysis skills, and the ability to use data to set targets and identify areas for development	✓	
Experience			Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all pupils including those with SEND	✓		Understanding of school finances and financial management		✓
Successful leadership and management experience in at least one school	✓		Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	✓		Personal qualities		
Teaching experience in a range of contexts	✓					A commitment to getting ambitious outcomes for all pupils and promoting the ethos and values of the school	✓	
Leadership of whole school improvement including self-evaluation and strategic planning based on a thorough analysis of what is working well and identification of complex barriers		✓				Ability to ensure positive working relationships	✓	
Demonstrable experience of successful management of staff and staff development		✓				Commitment to inclusion being the core of our school values	✓	
						Ability to work under pressure and prioritise effectively	✓	
						Commitment to maintaining confidentiality at all time	✓	
						Commitment to safeguarding	✓	
						Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position	✓	
						Commitment to working in partnership with parents, carers, the community, the local authority, and other partners	✓	

Safeguarding & equality

Southway Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS and other safeguarding checks.

Equality, diversity and inclusion are at the heart of everything we do, and we pride ourselves on being an equal opportunities employer. We welcome applications from all suitably qualified individuals and value diversity in our community.



About Burgess Hill

Just a stone's throw from the South Downs National Park, Burgess Hill is a friendly town with a strong community spirit. With a population of 33,000 people, our medium-sized town has numerous parks, green spaces and natures reserves, as well as facilities such as the Triangle Leisure Centre and a recently renovated library. During the year, there are a variety of vibrant community events including the Summer Fayre, Party in the Park and the Burgess Hill Bonfire and Fireworks. The town has excellent links to Brighton (12 minutes by train), Gatwick Airport (20 minutes) and London (50 minutes).



How to apply

- Applicants must submit an application form and covering letter (no more than two sides of A4 when typed) addressing the criteria outlined in this job description and person specification.
- All applications should be submitted by email to: HrSchoolAdverts@westsussex.gov.uk, quoting the reference number 16409.
- All applications must be received by midday, on Friday 30 June 2023.
- The new Headteacher will be expected to take up the post in January 2024.
- Shortlisting of candidates will take place on Wednesday 5 July 2023.
- Successful candidates will be invited to interview by Friday 7 July 2023.
- Shortlisted candidates will be invited to attend interviews on Thursday 13 and Friday 14 July 2023.
- Successful candidates after day one will be invited to return for day two final stage interview.



Application timeline

- **Applications open**
Monday 5 June 2023
- **Applications close**
Friday 30 June 2023, 12 noon
- **Shortlisting**
Wednesday 5 July 2023
- **Invite to interview**
Friday 7 July 2023
- **Interviews**
Thursday 13 and Friday 14 July 2023
- **In post**
January 2024



Thank you for your interest in
the role of Headteacher
at Southway Junior School

