Donington Cowley Endowed Primary School

Headteacher Recruitment Pack

www.cowley.lincs.sch.uk

June 2021

Welcome

Dear Applicant

We are delighted that you are exploring the possibility of applying to be Headteacher at Donington Cowley - such an important role for our school.

We are proud of Donington Cowley Endowed Primary School and all that it stands for. Our team of staff is experienced and dedicated to both the personal and academic development of the children, as well as providing a caring and supportive environment. The children treat each other with respect and kindness and are encouraged to engage fully in all aspects of school life.

Our long-standing headteacher, Marina Faulkner is retiring and leaves the school with a great legacy. Under her leadership, the school has grown to be honoured by its community whereby our vision and values are evident in all that we do. You will be joining a growing school that is financially secure, is well resourced with an experienced and dedicated staff team, has a good Ofsted and where everyone strives for success.

Our ambition is for an inspirational educator and leader to join us. Someone who shares our values and ethos. Someone who will build on what we cherish and do today, whilst challenge, help shape and lead us into the future. Someone who shares our passion and care for the school, the children, the staff and the community.

If you are an existing Headteacher ready for new challenge or a successful member of a leadership team with a proven track record, we would be delighted to hear from you. I warmly encourage you to visit our school (subject to a COVID risk assessment and current guidance permitting) so that you can experience for yourself the positive learning atmosphere that our pupils and staff excel within.

We hope the information in this pack will be helpful to you and conveys exactly what we are looking for — an exceptional leader who shares our vision and is fully committed to working in partnership for the benefit of our community. If you would like to arrange a visit to the school please contact Julie Baxter (Administration Manager), Julie.baxter@cowley.lincs.sch.uk or 01775 820467.

Thank you for your interest in Donington Cowley Endowed Primary School and this role. On behalf of the Governing Body, we very much hope to receive your application.

Best wishes

Rob Cole

Chair of Governors

Our School

Our school serves the communities of Donington, Bicker and the surrounding villages.

Donington Cowley Endowed Primary School has ten classes. The school has approximately 268 children, their age ranges from 4-11 (R-Y6). The school was originally built in the 1950's. However, since then further classrooms have been added. The school has a separate music/art room, library and ICT suite. The extensive playing fields are used throughout the year by ourselves and the local junior football team.

The school is local authority maintained and is a group two school that is growing, with the increased development and expansion of the community around us. We benefit from highly positive relationships with the families that make up our school community and from the Cowley Education Schools Foundation. The school is also a key stakeholder in community activity, including that of Matthew Flinders.

We are situated within the village of Donington, accessible through good transport links to major towns and cities that border the districts of South Holland, Boston, South Kesteven, and North Kesteven. It is a wonderful community that is friendly, supportive and growing.

Our school performance data can be explored by visiting Get Information about Schools website . Internal data shows that pupils continue to attain and progress well, and as a school we always strive for success for all.

Our story book of the week is Funnybones

Taking part in the Viking Link project building pylons

Place value in Mathematics

Caution
X-rays
Veterinary
Surgeons

Tournament Winners
Tournament Winners

The Ethos of our School

At Donington Cowley Endowed Primary School we offer children and their families a high quality education. Our children take pride in their achievements which are recognised and rewarded.

We foster caring attitudes, considering and appreciating others. Time is spent developing self-esteem, self-discipline and positive attitudes with the child remaining at the centre of all teaching and learning. Our school is safe and friendly with the children being encouraged to value and protect it.

Our school is a place for all our children to lay the foundations for the future in an atmosphere of co-operation and tolerance. Donington Cowley Endowed Primary School aims to:

- create a happy and secure community in which all individuals feel valued and respected
- develop a sense of pride, purpose, self-motivation and autonomy
- positively promote the moral, spiritual, cultural and social development of all our children
- create an exciting, stimulating, welcoming environment where children come eagerly to learn
- help children to develop a love of learning and to apply themselves successfully to tasks
- help each child to use language and mathematics to communicate effectively and with confidence
- challenge and stimulate a child's natural talent, curiosity and imagination
- help children to develop lively enquiring minds, the ability to argue rationally and to acquire knowledge and skills relevant to an ever-changing world
- explore and extend a child's creativity and sensitivity via all aspects of curricular provision
- encourage an understanding in all curricular areas, developing practical skills and an awareness of the immediate and wider environment
- encourage children to behave responsibly, showing concern and respect for people and property
- establish an effective partnership between home, school and the community which is fundamental to the well-being of the children and the success of the school
- offer equal opportunity and experiences irrespective of race, religious belief, gender or social background

What our children would like our new Headteacher to be…

- to care for the school as much as we do, and as much as the teachers do
- to be trustworthy and to make sure that we always feel safe

- to be really, really nice and to do lovely assemblies in the hall

- show respect for the children and the teachers at our school
- to take care of us all

- to make sure that the children are being listened to
- to make sure that everyone is equal and no one gets left out
- to care for the environment

Staff would like our new Headteacher to be…

- Someone who is approachable, resilient and consistent. An excellent leader who wants the very best for our school.
- Someone who cares about the child as a whole and not just about their academic achievements
- An excellent leader who inspires staff and encourages staff personal development
- Someone who is approachable and caring on all levels. Good sense of humour!
- Someone who is a dynamic and inspirational leader.
- Someone who is caring, reflective and supportive.

- To help us to show good manners at all times
- To help us learn and to make sure we are having fun
- To greet us in the morning when we arrive at school

Working in Lincolnshire and Donington

On the east coast of England, Lincolnshire stretches from the Humber to the Wash. It covers an area of 2,687 square miles and is full of blue skies. Every year, thousands of people come to Lincolnshire, mainly for the quality of life it has to offer. There is a mix of thriving urban city, bustling historic market towns and idyllic villages. There is also miles of unspoiled coastline and many areas of natural beauty. The county has a low crime rate, affordable housing and good education facilities.

Donington is a large village that is served well by amenities, including: local parks, library, supermarkets, butchers, cafe, opticians, pharmacist, secondary school, beauty and hair salons, take-aways and a public house to name a few. The community is friendly and engaging with lots of groups to get involved with lots of attractions close by to visit.

The village is steeped in history and is the birthplace of explorer Matthew Flinders who charted the coastline of Australia and became the first man to circumnavigate the Land Down Under.

The legendary explorer will be returned home to rest in the village after his grave was unearthed during the development of the HS2 rail link.

It is a great place to live and work, with affordable house prices and within commuting distance from surrounding towns and cities with the A52 bypassing the village and linking with the A1 at Grantham.

Application and Selection Process

We are incredibly proud of our school community and its achievements and wish to appoint an enthusiastic, inspirational, and motivated Headteacher from January 2022 who will lead our thriving school into its next stage of success.

We invite you to 'informally' visit our school and see for yourself what a great working environment Donington Cowley Endowed Primary provides. Note that any such informal visit is not part of the selection process, and whether or not applicants have visited will not influence the final outcome. Visits are subject to a COVID risk assessment and current guidelines. To arrange a visit at one of our prearranged dates please contact our school office by emailing Julie Baxter (Julie.Baxter@cowley.lincs.sch.uk) or by calling 01775 820467.

The prearranged dates for visiting our school are:

Tuesday 15th June at 4:00 PM
Wednesday 16th June at 8:00 AM
Tuesday 22nd June at 4:00 PM
Wednesday 23rd June at 8:00 AM

Please visit our website for full details of the vacancy. Summary information and key dates are below:

Contract type: Full-time/Permanent

Salary: Group Size 2 ISR L15 - L21 with consideration given to a discretionary uplift for an exceptional candidate.

Number on Roll: 268

Job starts: 1st January 2022

Closing Date for applications: midnight on 25th June 2021. You will be informed if you have reached the interview stage by 2nd July 2021

Assessment and Interviews: 12th/13th July 2021

To apply, please complete an application form together with a covering letter outlining why you would like the post and how you would continue to develop and enhance our school. Application packs are available by emailing (Julie.Baxter@cowley.lincs.sch.uk) or by downloading from our website at www.cowley.lincs.sch.uk

Completed applications, or any queries regarding this post, should be emailed to recruitment@cowley.lincs.sch.uk

Job Description

This job description sets out the Governing Body's expectations of the role of Headteacher at Donington Cowley Endowed Primary School. The Headteacher is required to carry out the professional duties identified below, subject to the conditions of employment as set out in School Teachers Pay and Conditions Document.

The job description should be read in conjunction with the National Standard for Headteachers (2020), which defines the high standards for all Headteachers within a self–improving school system.

Main purpose:

The Headteacher will have overall responsibility for the highest standards of organisation, management and conduct of the school, leading collaboratively with the governors, staff, children, parents and the wider community to shape and deliver the school's vision, ethos and strategic direction ensuring:

- Children are always front and centre of all decisions and every pupil aspires to and reaches their full potential.
- All those that work for and with the school are motivated and committed to providing an excellent learning environment and champion the progression, development, wellbeing and happiness of our pupils.
- An inclusive ethos which enables children to demonstrate an understanding of and respect for the needs of each other, our communities and the environment.
- A positive and strong partnership between the school, home and the wider community.
- The school's resources are effectively managed to facilitate continued improvement to deliver the school's vision and plans.
- The school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise, and skills, and that of those around them.

Key Accountabilities:

1. Strategic Direction, Oversight and Accountability:

1.1. Work collaboratively with the Governing Board to develop a clear strategy that takes into account the views of all stakeholders. Translate this into a clear plan with agreed objectives and operational goals.

1.2. Communicate compellingly this shared vision and ethos inspiring all members of the school community to excel and ensure that the agreed strategy sits at the heart of all decision making.

1.3. Establish and maintain the School Development Plan in collaboration with staff and in agreement with the Governing Board, and identify priorities and targets based on robust school self-evaluation.

1.4. Ensure that children's learning is at the heart of every decision; learning and teaching central to all we do.
1.5. Commit to systemic and continual evaluation to identify opportunities for school improvement.
1.6. Act and fulfil all responsibilities as the school's Safeguarding Lead.
1.7. Ensure that the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

2. Teaching and Learning:

2.1. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
2.2. Demonstrate and articulate high expectations and set aspirational targets for the whole school community.
2.3. Deliver high quality, evidenced based and innovative teaching, ensuring appropriate monitoring and evaluation of the effectiveness of the curriculum and teaching on the learning outcomes for all pupils.
2.4. Ensure a broad, balanced, ambitious and coherent curriculum which sets out the skills, knowledge and values that will be taught.
2.5. Ensure effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
2.6. Regularly review the curriculum to ensure that it is broad, balanced, creative, engaging and relevant for all pupils and that it encompasses a wide range of activities outside of the classroom to enhance and support learning, the acquisition of knowledge and cultural capital.
2.7. Create and maintain a learning environment which inspires each and every child to reach their full potential, ensuring that there is a sound process of effective planning and assessment for every child.
2.8. Provide a curriculum and ethos in which all children feel safe, recognise risks and know how to keep themselves safe.
2.9. Promote a learning environment and encourage continuous professional development for all staff.
2.10. Promote and maintain a culture of continuous improvement, sourcing and using relevant pupil performance data and benchmarking to evaluate and improve learning outcomes for every child and the whole school.
2.11. Ensure that all children and parents are well-informed about their targets and progress.
2.12. Provide opportunities to engage parents in their child's learning, equipping them to be their child's first teacher and champions of the school.
2.13. Promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.
2.14. Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils.
2.15. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.

3. Behaviour:

3.1. Create a caring, happy and vibrant schools, fostering caring attitudes that consider and appreciated others.
3.2. Establish and sustain high expectations of behaviour for all children, built upon relationships, values and routines which are understood clearly by all staff and pupils.
3.3. Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour principles and policy.
3.4. Maintain a culture that is safe & friendly whereby the children are encouraged to value and protect it through their own behaviours.
3.5. Implement consistent, fair and respectful approaches to managing behaviour. Ensure that adults in the school model and teach the behaviour of a good citizen.
3.6. Hold all staff to account for their professional conduct and practice.

4. Additional and special educational needs and disabilities:

4.1. Ensure that the school holds ambitious expectations for all children with additional and special educational needs and disabilities ensuring that approaches are inclusive and accessible.
4.2. Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
4.3. Ensure that 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 adaptations where appropriate.
4.4. Ensure that the school fulfils its statutory duties with regard to the SEND code of practice.

5. Leadership and performance:

5.1. Develop, motivate and coach a high performing team, with distributed leadership and responsibility, who are focused on delivering the school's vision, values and desired outcomes.
5.2. Work with the senior leadership team and Governing Board to ensure that effective resourcing, recruitment, development and succession plans are in place.
5.3. Create and deliver a culture of ambition and high performance for all staff recognising and celebrating success; effectively balancing this with strategies to support wellbeing, learning and progression.
5.4. Ensure that poor performance is effectively managed across the whole school.
5.5. Ensure effective policies and frameworks are in place to support the effective recruitment, onboarding, performance, reward, development and progression of all staff. Comply with all policy and legal requirements.
5.6. Welcome strong governance and actively support the governing board to deliver its functions effectively – including setting the school strategy and holding the Headteacher to account for pupil, staff and financial performance

6. Resource Management:

6.1. Effective management of the school's financial and other resources, striving to achieve the school's vision, aims and goals whilst ensuring ongoing financial sustainability, value for money and progression of Donington Cowley Primary Endowed School.

6.2. Agree, set and monitor budgets and ensure systems are in place for effective administration and control of the budget.

6.3. Ensure that the Governing Board receives regular updates on projected financial outcomes, highlighting risks and opportunities.

6.4. Oversight of contractual management to ensure delivery of value for money and agreed outcomes/deliverables.

6.5. Ensure a rigorous approach to identifying, managing and mitigating all aspects of risk, including safeguarding, financial, data, Health and Safety, staff and pupil welfare.

6.6. Ensure the school environment and its physical resources are managed effectively to achieve the needs of the curriculum and to provide a safe and secure environment for all who work and visit the school, ensuring full compliance with all Health and Safety regulations.

7. Working in Partnership:

7.1. Ensure that all children, staff and parents/carers have a voice at Donington Cowley and that this voice is listened to, reflected on and acted upon.

7.2. Ensure that all members of the school community feel valued and respected and are treated fairly and with kindness and respect.

7.3. Promote community cohesion, establishing strong links with parents/carers and ensuring that every member of our community is able to participate fully in the life of the school.

7.4. Celebrate our successes and ensure that Donington Cowley is held in high regard by children, parents, staff, the local community and educational and county colleagues.

7.5. Establish and maintain positive working relationships with fellow professionals and colleagues across a range of other public sector services to the benefit of the school and its children.

7.6. Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with fellow professionals, other schools and promoting innovative initiatives to improve outcomes.

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application paperwork, please ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Person Specification **(E = Essential / D = Desirable)**	**Method of Assessment** **(Essential/Desirtable)**
Qualifications & Experience	
Qualified Teacher Status	E
Honours Degree or equivalent qualification	E
Designated Safeguarding Lead Qualification	D
National Professional Qualification for Headship	D
Successful leadership and management experience in a primary school	E
Substantial teaching experience: KS1, KS2 and EYFS	E
Successful leadership of whole school curriculum development and initiatives to raise achievement for all children through analysis of pupil performance	E
Demonstrable ambition for all children to acquire a diverse range of intellectual social emotional cultural and physical strengths	E
Effective involvement in school self-evaluation monitoring strategic planning and regular inspection including OFSTED and/or other external review	E
Demonstrable experience of successful staff management (team structures recruitment induction professional development performance management succession planning.	E
Management of resources: effective budgets, staff deployment, premises strategy and risk assessment and initiative in securing additional funding support	E/D
Development of effective partnerships with stakeholders (parents/carers pupils staff governors) and other productive engagements with wider community organisations	E/D
Championing support for special educational needs and disabilities	E
Management of good pupil behaviour through implementation of effective policies and consistent practice	E
Effective leadership through a complaint resolution and restorative approaches	E
External professional engagement across educational and other public sector services	D
Safer Recruitment Training	E
Skills & Knowledge	
Comprehensive understanding of current primary education challenges and opportunities	E

Ability to create, communicate and deliver a clear and engaging vision for the school and inspire others	E
Understanding of high-quality teaching, and ability to model this for others and support them to improve	E
Data analysis skills and ability to use data to identify weaknesses, set targets and evaluate results	E
Sound understanding of primary education statutory requirements for the curriculum and assessment	E
Good knowledge of statutory requirements and legislation, including those concerning Safeguarding and Child Protection, Equal Opportunities, Health & Safety, and SEN	E
Sound understanding of financial regulations and effective financial management	E
Good knowledge of IT and effective applications to support teaching and learning, management and administration	E
Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the whole school community	E
Ability to build productive working relationships	E
Ability to work under pressure and prioritise effectively	E
Abreast of the latest educational developments and research (nationally and internationally)	E
Personal Qualities	
Enthusiastic, positive outlook, visionary, innovator, inspirational, energetic, inquisitive, resilient, approachable, empathetic, generous and kind	E
Committed to placing children first, getting the best outcomes for all pupils and promoting the ethos and values of the school	E
Committed to supporting SEND and upholding the school's culture of inclusiveness	E
Committed to staff and pupil wellbeing, safeguarding and equality	E
Committed to maintaining high-standards for the school's premises and facilities to provide a welcoming, safe and healthy environment for all its users	E
Committed to personal CPD, and to supporting professional development for all staff by regularly identifying needs and evaluating impact on school improvement	E
A good listener with the ability to deal constructively with people, stem or resolve conflict when necessary, and always observe appropriate confidentiality	E
Demonstrates the ability to be inspiring and motivating	E
Values mutual support and respect, fostering strong working relationships and building effective teams	E
A proven track record of building positive relationship with all members of the school community	E
Is reflective & able to build on the schools firm existing base, valuing work already done, leading others with dedication, commitment and a sense of humour	E
Approachable and accessible, recognising the significance of every individual within the school	E

Privacy notice for applicants

About Us

Donington Cowley Endowed Primary School known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are: 6 months

How do we keep your data safe?

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be found at: https://www.cowley.lincs.sch.uk/media/policies/DCEPS%20GDPR%20Policy.pdf

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at Donington Cowley Endowed Primary School is Joe Lee C/O Ark ICT
- School Office – enquiries@cowley.lincs.sch.uk

Alternatively, you can contact the school by writing to:

The Data Protection Officer
Donington Cowley Endowed Primary School
Towndam Lane
Donington
Spalding
Lincolnshire
PE11 4TR

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk