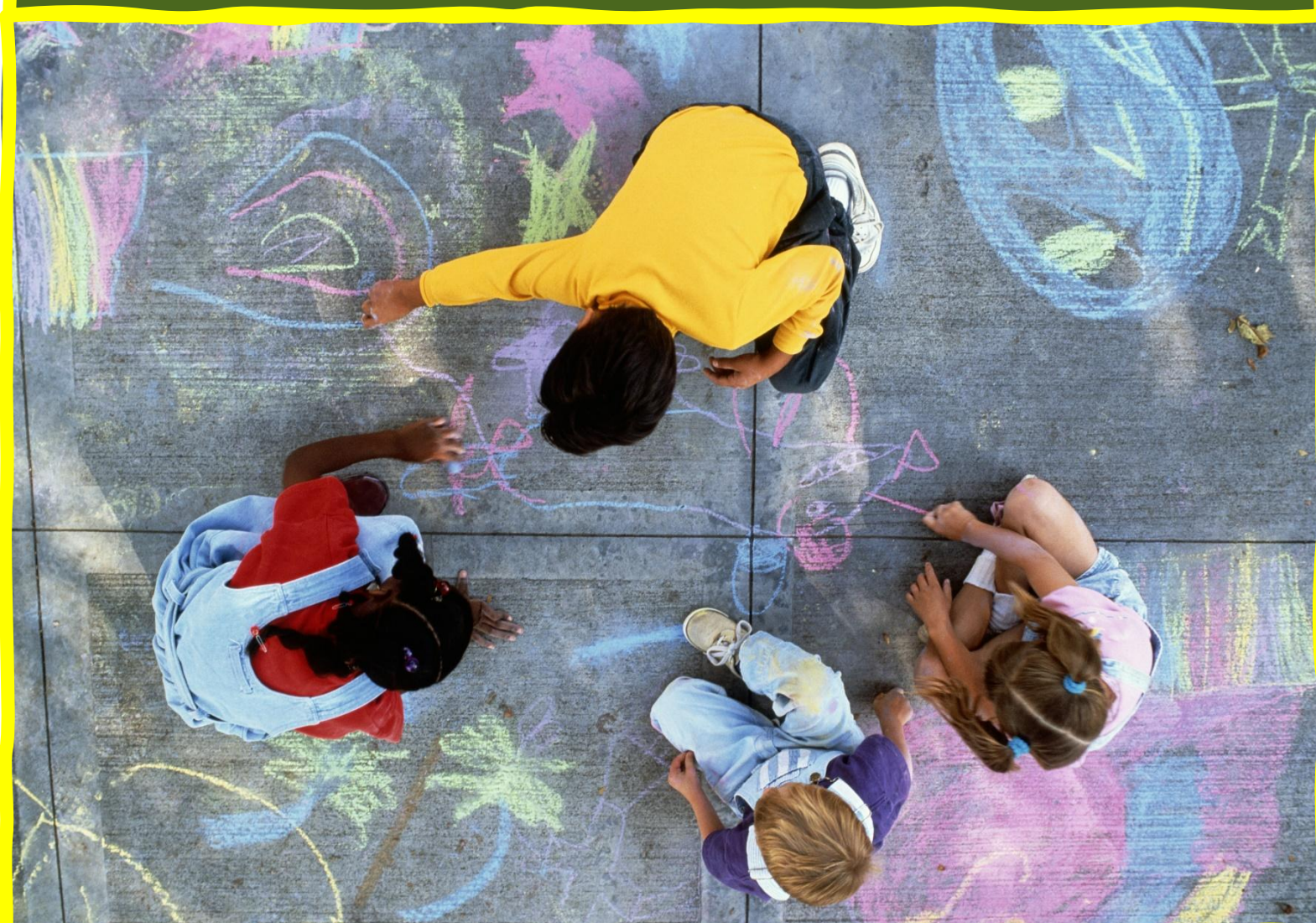


# HEADTEACHER APPLICATION PACK

The Grange Primary School

*GIVING EVERY CHILD EVERY CHANCE EVERY DAY*



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## LETTER FROM CHAIR OF THE INTERIM EXECUTIVE BOARD (IEB)

Dear Prospective Headteacher

Thank you for your interest in becoming the Headteacher of The Grange Primary School.

Since receiving an Ofsted RI judgement in November 2023, the Grange has been through a rapid process of improvement, supported by the LA and its Interim Executive Board (IEB) and delivered by a fantastic team of staff led by the Interim Headteacher, who has been in this role for the last two years. The time has come for us to appoint a substantive Head to build upon this success and continue our improvement journey to give our pupils and community the school we know they deserve.

We are looking to appoint an inspirational and aspirational person who can lead by example and embrace our culture and ethos. We want a leader who can get the best from all school community members and firmly believes children are at the heart of all we do.

We are a larger-than-average Primary School with 361 pupils currently on roll in EYFS, KS1, and KS2; we also have a successful 26-place Nursery Unit. We host a breakfast club and programme of afterschool clubs and harbour ambition to develop a Forest School.

At The Grange Primary School, we pride ourselves on an ethos and culture built on firm foundations of trust and positive relationships built, nurtured and restored between all school community members. Such relationships enable everyone, including parents, staff, the governing body and wider professionals, to work together to put each child at the centre of everything we do. Together, we continually support children in overcoming adversity, improving, and aiming even higher, enabling them to realise their potential and succeed in an ever-evolving world.

We have big ambitions for all our children, embodied in our motto, "Giving Every Child, Every Chance, Every Day". We take pride in leading the children at the Grange on their journey – both educational and for life; enabling them to drive their futures to meet their potential and shape our diverse world for the better. We give them values that will serve them from their early years through to adulthood, nurturing them to be respectful, resilient and reflective: To celebrate diversity and respect each and the environment; to cope with challenges, maintain a positive attitude and persevere through setbacks, improving their chances of future success and achievement; and to inspire emotional intelligence and the skill of thinking things through and identifying solutions to problems, ways to improve and enable change and to make progress.

Our school is situated in the Scunthorpe suburb of Ashby, the most densely populated ward in North Lincolnshire. Many of our residents live in England's 20% of most deprived neighbourhoods. We value strong links with our community, foster an ethos of inclusivity, and believe that every child should be given the best education and every chance to flourish and attain their full potential, achieving positive outcomes.

We adopt a whole-school approach to positive mental health in that it is the shared responsibility of all individuals in the school community to play their part. We also have two dedicated mental health champions who are on hand to offer support when required. We provide a child-centred



approach to supporting our children's academic, social and emotional development, recognise that there is no "one size fits all" approach, and work in partnership with pupils, parents and staff to achieve the best possible outcomes for our children. We do so through the PSHE curriculum, targeted workshops, and interventions with the pastoral team. We also follow the Thrive Approach, a therapeutic method that helps children and young people develop social and emotional skills to support their behaviour and well-being. The school was awarded the status of 'Thrive Ambassador School with Excellence in Environment' in September 2024.

We have high expectations for our school and are determined to appoint a headteacher who will be inspirational, outward-facing, progressive, and adventurous, as well as a proven leader with great humour, empathy, and a relentless focus on school improvement. They will be able to sustain a fun learning environment while understanding the business side of a large Primary school. They will encourage enrichment activities, creativity, outdoor learning, and a healthy lifestyle. They will also promote early awareness of the world of work and inspire a growth mindset.

In return, we can offer a network of support, including a peer leader, mentor and a school improvement partner from the local authority. We will provide CPD and training in all aspects of Headship. We encourage the school to be outward-facing and to actively seek to learn from and collaborate with other educational institutions to enhance our practices.

This challenging and fulfilling role will offer many opportunities for the successful candidate to make a real difference in our school. We provide a warm, caring, and welcoming environment with committed staff, a parent cohort becoming more engaged with the school, encouraging and supportive IEB members, and receptive children who want to learn and succeed.

As an Interim Executive Board, we are proud of our school and all our children. Our website has lots of information about the school and its facilities, and we welcome you to visit us to see what we are doing. We are conducting tours for candidates on January 29th and 30th. Don't hesitate to contact Mrs Emma Sands, Business Manager, at [businessmanager.TGPS@northlincs.gov.uk](mailto:businessmanager.TGPS@northlincs.gov.uk) to arrange.

The closing date for applications is 10 February. We will shortlist on 13 February and interview on 5 and 6 March.

We look forward to hearing from you.

Yours faithfully



**Richard Ellam**

Chair of the Interim Executive Board (IEB)

On behalf of all the IEB Members at the Grange Primary School.

[rellam@tgps.uk.com](mailto:rellam@tgps.uk.com)

## **OPPORTUNITY FOR AN INSPIRATIONAL HEADTEACHER TO START IN SEPTEMBER 2025**

### **GP 3 L18 – L24 (£75,675 – £87,651)**

The Interim Executive Board at The Grange Primary School is recruiting an inspirational and experienced senior leader who is dynamic, caring, and passionate about making a difference in the educational and broader lives of our pupils and community.

We are a large, two-form entry Primary School in Ashby, Scunthorpe, that prides itself on an ethos and culture built on firm foundations of trust and positive relationships, nurtured and restored between all school community members. Such relationships enable everyone, including parents, staff, the governing body and wider professionals, to work together to put each child at the centre of everything we do. Together, we continually support children in overcoming adversity, improving, and aiming even higher, enabling them to realise their potential and succeed in an ever-evolving world.

The successful candidate will be inspirational, outward-facing, progressive, adventurous, and a proven leader with great humour, empathy, and a relentless focus on school improvement. They will be able to sustain a fun learning environment while understanding the business side of a large Primary school. They will encourage enrichment activities, creativity, outdoor learning, and a healthy lifestyle. They will also promote early awareness of the world of work and inspire a growth mindset.

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This challenging and fulfilling role will offer many opportunities for the successful candidate to make a real difference in our school. We provide a warm, caring, and welcoming environment with committed staff, a parent cohort becoming more engaged with the school, encouraging and supportive IEB members, and receptive children who want to learn and succeed.

We welcome you to visit us to see what we are doing. We are conducting tours for candidates on January 29th and 30th. Don't hesitate to contact Mrs Emma Sands, Business Manager, at [businessmanager.TGPS@northlincs.gov.uk](mailto:businessmanager.TGPS@northlincs.gov.uk) to arrange. Please visit our website to learn more about our work: [www.tgps.uk.com](http://www.tgps.uk.com).

Closing date noon on 10<sup>th</sup> February 2025

The shortlisting date is Thursday, 13<sup>th</sup> February 2025

Interviews on Wednesday, 5<sup>th</sup> March and Thursday 6<sup>th</sup> March 2025



## Job description

### Head Teacher – The Grange Primary School

#### General duties

- A. The Headteacher shall carry out the duties of a Headteacher as set out in the current School Teachers Pay and Conditions Document and any subsequent document which may replace it.
- B. The Headteacher has overall management responsibility for The Grange Primary School:
  - internal organisation
  - management
  - control of the school – in accordance with the current Teacher’s Pay and Conditions Document, the policies of the Governing Body (including the budget), applicable legislation and the policies of North Lincolnshire Council
- C. The Headteacher, working with the Governing Body will:
  - develop a strategic view for the school in its community
  - analyse and plan for its future needs, development and improvement
  - ensure effective management in the context of School and LA policies

#### Specific responsibilities

##### 1. Ethos

- a. To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- b. To maintain high morale and to set an example of professional standards and leadership.
- c. To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone, with regard to school policies (equality/anti-prejudice/anti-bullying).
- d. To have responsibility for promoting and safeguarding the welfare of all learners.

##### 2. The Organisation and Management of the school

- a. To assume responsibility for the overall internal organisation and management of the school and to exercise supervision over teaching and support staff.
- b. To manage the process for selection and appointment of appropriately qualified teaching and support staff, and to provide information about staff which may be relevant to their future employment.
- c. To deploy and manage all teaching and support staff and allocate particular duties to them consistent with their conditions of employment and job descriptions. This includes delegation of some of the Head teacher’s duties and responsibilities to others if appropriate.

- d. To participate in teaching, to such an extent as may be appropriate, (including PPA time in line with current guidelines) whilst having regard to the Head teacher's leadership, other functions and duties.
- e. To ensure that absent teachers are appropriately and fairly covered.

### **3. Pupils**

- a. To have overall responsibility for the health and safety of all staff and pupils.
- b. To have up to date knowledge of relevant legislation and guidance, in relation to working with, and the protection of, children and young people.
- c. To display commitment to the protection and safeguarding of children and young people.
- d. To ensure the social, emotional and pastoral needs of the pupils are recognised and met, especially in relation to Pupil Voice.
- e. To ensure pupils are always engaged in safe and healthy educational activities in a school environment.
- f. To ensure that inclusion is promoted for all learners.
- g. To ensure maintenance of good order and discipline in line with the school's behaviour policy.

### **4. Staff**

- a. To ensure that all staff have requisite non contact time in accordance with their role.
- b. To ensure that appropriate levels of personal management (including wellbeing), mentoring, and professional development are available to all staff.
- c. To evaluate the standards of teaching and learning in the school, and ensure that proper standards of professional performance are established and maintained.
- d. To support all staff members in the performance of their work by providing clear expectations and guidance, encouraging responsibility in their own management, and valuing each individual's contribution and responsibilities.
- e. To ensure that teachers receive information needed to carry out their professional duties effectively (including advice from LA and DfE).
- f. To fulfil the requirements for the appraisal of staff and to involve staff in decision making processes related to school development.
- g. To monitor and review staff deployment and ensure the most effective use of human resources.
- h. To ensure all entitled staff take breaks of reasonable length during each school day.
- i. To carry out required personnel procedures including disciplinary procedures.
- j. To maintain positive relationships with Staff Unions and Professional Associations.

### **5. Governing Body**

- a. To encourage all Governors to participate in school life and activities.
- b. To attend, provide information for, and report to Governors' full and special committee meetings including:
  - School Development Plan
  - Termly reports
  - Budget reports
  - Any other relevant information

- c. To ensure Governors are fully conversant with the workings of the school and to assist and support them in the fulfilment of their responsibilities.
- d. To present LA and DfE advice to Governors when formulating policy.

## **6. School Improvement**

- a. To formulate and develop strong and clear leadership in line with all current legislation.
- b. To formulate the overall aims and objectives of the school, and policies for their implementation, and to ensure that they are effectively communicated and understood by staff, parents and others with a legitimate interest in the life and work of the school
- c. To keep the work and organisation of the school under review, maintain a development plan, and ensure its implementation in the context of the school's budget, and school, LA and national developments.
- d. To initiate and maintain effective administration procedures and records to ensure the efficient operation of the school.
- e. To complete any statistical returns, follow given procedures and write any necessary reports which may be required by the LA and other relevant bodies, in compliance with current Data Protection legislation.

## **7. The Curriculum**

- a. To develop, implement and monitor curriculum policies within the school.
- b. To ensure a broad and balanced curriculum, relevant to the abilities, aptitudes and needs of all pupils, set firmly within the framework of the National Curriculum, and with scope for differentiation to cover the full age and ability range within the school, and cross-linked between subject areas.
- c. To have careful regard to the Early Years and Foundation Stage Curriculum, and how this feeds into the National Curriculum.
- d. To ensure that there are appropriate schemes of work and planning methods to cater for both individual pupils' learning needs, and the creative delivery of the curriculum, and to monitor their implementation.
- e. To ensure that adequate and appropriate records of pupil performance are maintained to promote continuity of learning and progress in school and on transfer.
- f. To ensure that each pupil has a carefully considered Individual Learning Plan that reflects his/her learning needs and is regularly reviewed and reformulated.
- g. To ensure that the National Curriculum, Religious Education, PHSE and Citizenship are delivered as a minimum requirement and that collective worship takes place in accordance with legal requirements.
- h. To ensure the school takes account of local and national initiatives and policies relevant to teaching and learning.
- i. To ensure the ongoing monitoring, regular evaluation and development of the curriculum by maintaining close links with classroom practice and teaching throughout the school when the opportunity arises and on a timetabled basis.
- j. In consultation with staff, to develop appropriate criteria for the evaluation of the effectiveness of both teaching and learning, and to use the results to initiate improvement and development.

## **8. Finance, premises and resources**



- a. To manage all the delegated financial resources available to the school taking into account the changing needs of the school population, the school development plan, and the need to maintain the high and well regarded status of the school.
- b. To manage financial resources made available to the school by private means.
- c. To maintain appropriate records, accounts and monitoring information, ensuring all conditions are met in line with current legislation.
- d. To propose to the Governing Body a balanced budget that meets the needs of the school and takes particular cognisance of the School Development Plan.
- e. To monitor the monthly budget reports and to take action as appropriate.
- f. To present the termly budget reports to the Finance Committee with an analysis of the figures therein.
- g. To take opportunities to generate new income for the school where appropriate, advising and making recommendations to the Governing Body for their approval.
- h. To supervise the maintenance and security of equipment and accommodation.
- i. To provide an appropriate safe and stimulating environment within which high quality educational opportunities will be made available to all pupils. This will include oversight, monitoring and evaluation of services provided by the LA and other agencies.
- j. In the capacity of Premises Manager, ensure that the building and its contents are well maintained, cleaned and repaired as necessary.
- k. To allocate, supply and maintain resources and equipment in line with school policies and development plan.

## **9. Parents/carers**

- a. To ensure that parent/carer participation is fully encourage and that parents/carers have appropriate access to all aspects of planning for their child, information about school policies and developments, and are made to feel welcome in school.
- b. To have due regard for parents'/carers' needs, requirements and entitlements and to provide counselling and guidance to learners and parents/carers as appropriate, and to liaise with other agencies on their behalf.
- c. To ensure that statutory requirements for reporting to parents/carers through the Annual Report and the Annual Review of the Statement of Special Educational Needs are met, and that the school's own procedures for informing and reporting to parents are followed.

## **10. Liaison**

- a. To maintain a high profile within the community, developing the school as an integral part of the community and to include the school in the life of the community wherever possible.
- b. To develop and promote effective communication processes with all involved in the school, including being available to colleagues and Governors, to discuss matters of concern to them.
- c. To share with schools and other educational establishments in developments for both individual children and the school as a whole.
- d. To link and work collaboratively with the LA, statutory and voluntary agencies, local businesses, link schools and the wider community, ensuring multi-professional working in line with good practice for pupil learning and welfare.
- e. To work with the LA to develop educational services, structures and procedures within North Lincolnshire.
- f. To ensure compliance with all LA and DfE policy requirements in consultation with Governors and staff.

- g. To consult with the LA and DfE representatives as appropriate.
- h. To assist in the education and training of those who may, in the future, work within the field.
- i. To ensure efficient and effective collaboration with colleagues working within school, in order that their contribution to each pupil's progress is fully incorporated into planning and practice.

## PERSON SPECIFICATION FOR HEADTEACHER AT GRANGE PRIMARY SCHOOL

	CRITERIA	Essential / Desirable	Shortlist criteria
<b>A</b>	<b>Qualifications and Training</b>		
1	Honours degree (2/2 or higher)	Essential	✓
2	Qualified teacher status	Essential	✓
3	Evidence of recent and relevant continuing professional development, including leadership development	Essential	✓
4	Recent and relevant safeguarding training	Essential	✓
5	NPQH	Desirable	
6	Post graduate level qualification or recognised alternative	Desirable	
<b>B</b>	<b>Relevant experience, knowledge and understanding</b>		
7	Recent experience as a successful senior leader in the relevant phase	Essential	✓
8	Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice	Essential	✓
9	In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	Essential	✓
10	Proven experience of curriculum design, alongside an understanding of current issues relating to this	Essential	✓
11	Proven track record in raising pupil attainment and progress across the whole school	Essential	✓
12	Proven experience of strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests pupil achievements and the school's sustainability	Essential	✓
13	Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level	Essential	✓
14	Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	✓
15	Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion	Essential	✓
16	Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and empowering others	Essential	✓

## Head Teacher person specification continued...

	CRITERIA	Essential / Desirable	Shortlist criteria
17	Evidence of creating an ethos within which all staff are motivated and supported to develop their own skills and knowledge	Essential	✓
18	Demonstrable understanding of and commitment to, addressing workload issues for staff in order to promote recruitment, retention and wellbeing	Essential	✓
19	Commitment to strong Governance and to working collaboratively with the Governing Body enabling them to deliver their functions effectively	Essential	✓
20	Ability to communicate the school's ethos, vision and priorities to all stakeholders	Essential	✓
21	A commitment to developing an outward facing approach, working with other schools, agencies and organisations, in order to share best practice and secure excellent outcomes for all pupils	Essential	✓
22	Experience of managing HR issues, including staff appointments, capability and discipline	Desirable	
<b>C</b>	<b>Professional skills and personal qualities</b>		
23	Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	✓
24	Effective interpersonal and communication skills appropriate to audience	Essential	✓
25	Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	✓
26	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	✓
27	A healthy regard for a work - life balance	Essential	✓

## HOW TO APPLY

**Closing Date:** Noon 10<sup>th</sup> February 2025

**Shortlisting:** 13<sup>th</sup> February 2025

**Interviews:** Wednesday, 5th March and Thursday 6th March 2025

### **Visits to the School**

We welcome you to visit us to see what we are doing. We are conducting tours for candidates on January 29th and 30th. Don't hesitate to contact Mrs Emma Sands, Business Manager, at [businessmanager.TGPS@northlincs.gov.uk](mailto:businessmanager.TGPS@northlincs.gov.uk) to arrange.

### **Job Description**

Details the primary responsibilities for this post and the personal and professional qualities required.

### **Person Specification**

Set out the criteria to be used for the shortlisting process.

### **Applications**

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

