

# Headteacher Application pack



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## Welcome from the Chair of Governors

Dear Applicant

On behalf of the Governing Board, thank you for expressing interest in the position of Headteacher at The Hill Primary School. We hope that you find the information contained in this pack helpful to support your application decision.

The Governing Board is seeking to appoint a school leader with vision, energy and dynamism to build on the excellent work our current Headteacher has led to invigorate and transform the school *and to take us forward towards even greater success.*

The Hill Primary School is a popular, inclusive and successful school in Caversham, Reading providing high quality education for our 391 children. We have superb inquisitive and engaging children who are keen to learn, a staff group who are dedicated and committed, excellent facilities and impressive grounds. The school has been consistently recognised by Ofsted over many years as a 'Good' school; our last inspection was in April 2018.

The Governing Board is looking for an experienced and exceptional school leader who has high expectations and ambition for all members of our learning community with a unique focus on promoting staff and children's well-being. You will be expected to deliver an outstanding curriculum, and develop effective partnerships with: families, local organisations, agencies and key stakeholders. You will be expected to strive relentlessly to ensure all children are equipped to be successful lifelong learners who have the necessary skills, knowledge and personal attributes to thrive in the modern world.

We are very proud of our distinctive ethos which is based on our values of kindness, respect, curiosity and honesty and a commitment to place the well-being of each child at the heart of everything we do. These key character traits are encapsulated in our school motto, 'Growing Good People'.

In our ambition to provide excellent education, we are seeking a leader with a proven history of effective leadership and inspirational practice with an ability to drive improvements to teaching and learning; developing, supporting and challenging staff to be outstanding practitioners.

You will be able to articulate the features of excellent performance and be able to lead teaching and learning by example, possessing the attributes and skills necessary to ensure that the personal development of staff is a key lever in delivering school improvement. The successful candidate will have highly effective communication skills, be a team player, have emotional intelligence, resilience, tenacity, creativity and the ability to work well under pressure.

The successful applicant will need to illustrate and explain how they would further improve the school towards realising our ambition; to provide Ofsted recognised outstanding education.

We hope that you find the prospect of leading our school an interesting and exciting opportunity. If you can demonstrate that you possess the necessary experience, knowledge and qualifications and aspire to our values and vision then we would like to hear from you.

At The Hill Primary School, we take safeguarding very seriously and consequently the successful candidate will be required to undertake an enhanced Disclosure and Barring Service check for regulated activity.

We look forward to hearing from you. If you wish to speak to me or our Co-Headteachers, Natasha Crellin and Sue Cantwell, please contact Lucy Carson via the school office at:

[admin@hill.reading.sch.uk](mailto:admin@hill.reading.sch.uk) to arrange a convenient time.

Visits to the school are warmly encouraged and welcomed, please contact the Lucy Carson via the school office [admin@hill.reading.sch.uk](mailto:admin@hill.reading.sch.uk) to arrange an appointment.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "L Doyle". The signature is written in a cursive, flowing style.

Lorraine Doyle  
Chair of Governors

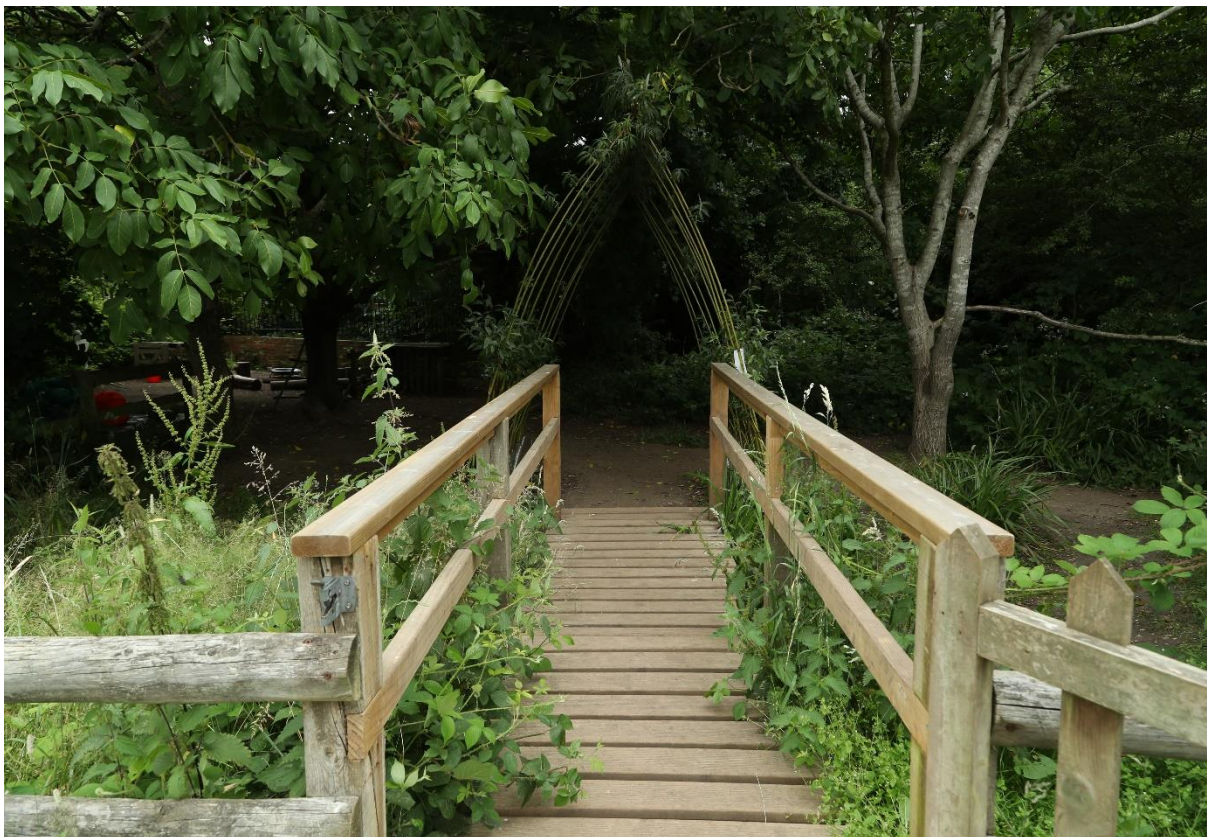
12 January 2023



## Our Values and Ethos

Our values are kindness, respect, curiosity and honesty. These values are threaded throughout our school including within our curriculum, our environment and in our daily actions. Adults explicitly teach and model these values so our children come to understand them, and to live them for themselves. Our Motto is 'Growing Good People'.

Children's wellbeing is at the heart of everything we do. Children are supported to learn and develop and face new challenges with enthusiasm and resilience. We foster academic, social, physical and moral development in an inclusive environment that celebrates diversity.









## Our community

The Hill Primary School is a thriving and successful school in Caversham in the North Reading area with 391 children on the roll. The school has been serving the local community for 73 years since its inception in 1950.

Our standard admission number is 60 children into our Early Years Foundation Stage. We have some spare capacity across all year groups as some families leave the catchment area due to the high cost of housing.

There are only a small number of children who are in receipt of the Pupil Premium grant funding (6.2%) which is well below national average.

The number of children with Special Educational Needs has steadily increased over time and currently, 16.5% of our cohort have SEND which is slightly above national average. Moreover, the number of children arriving from overseas has also risen and, currently 21% of our children have English as an additional language (which is in line with national average).

For further information about our school please visit our website: [The Hill Primary School](#)



## **Working at The Hill Primary School**

We currently have 8 full time and 6 part time teaching staff and 18 support staff.

We are very committed to providing all staff with extensive professional development opportunities to enable each person to thrive and develop their practice to become the best practitioner they can be.

We provide an annual training programme enabling staff at all levels to follow a personalised programme which is linked to their Performance Management needs. Each year staff have the opportunity to review their work, to set targets at an annual appraisal meeting which is followed up with an interim review meeting part way through the year.

We have a robust system in place for pay progression for both teaching and support staff.

Senior and middle Leaders are encouraged and supported to take part in recognised senior and middle-leadership qualifications with NPQSL and NPQH providers and the local authority.

Early Career Teachers are effectively supported and are provided with a reduced timetable, a planned induction programme and mentor support.

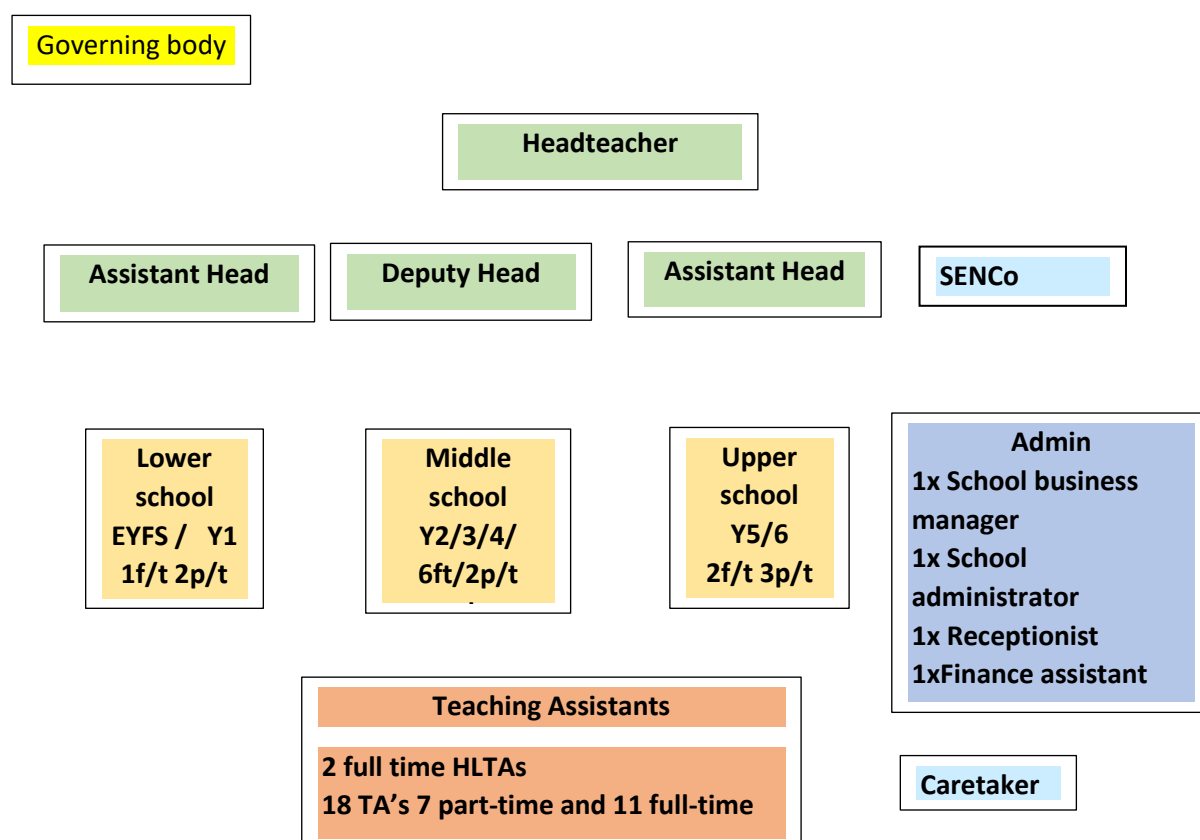
The Governing Board is committed to the professional development of the headteacher by providing opportunities to work with other schools. There may be opportunities for the headteacher to study for further leadership accreditations, as appropriate. The Governing Board commissions the services of an external advisor to provide professional support. The successful candidate will be able to access high quality professional development opportunities to support their own personal growth and development.

The Governing Board is fully committed to supporting and promoting staff well-being.





## Staff Structure 2022/23



## JOB DESCRIPTION



<b>READING BOROUGH COUNCIL</b>	<b>Department/Directorate: DECS</b>
<b>Post Reference No:</b>	<b>Location: The Hill Primary School</b>
<b>Job Title: Headteacher</b>	<b>Grade/Salary Range: Group 3 (LD17-24)</b> £65,699 - £77,237
<b>Date: 10 Jan 2023</b>	

### JOB PURPOSE

To provide professional leadership and management of The Hill 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, 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).

#### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

**What level of CRB 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

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

**Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified.** Not applicable

**Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above** Not applicable

## PERSON SPECIFICATION

<b>Reading Borough Council</b>	<b>Department/Directorate: DECS</b>
<b>Job Title: Head Teacher, The Hill Primary School</b>	<b>Post Reference No:</b>

### **Qualifications/Education/Training:**

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

### **Experience:**

- 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 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.

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 Mrs Ruth Lyes via [Bursar@hill.reading.sch.uk](mailto:Bursar@hill.reading.sch.uk).

Visits to the school are warmly encouraged and welcomed, please contact the Lucy Carson via the school office [admin@hill.reading.sch.uk](mailto:admin@hill.reading.sch.uk) to arrange an appointment.

The closing date for this application is 9 am Friday 10 February 2023

Shortlisting will take place on Monday 20 February 2023.

Successful candidates will be informed by telephone on Tuesday 21 February 2023.

Interviews will take place on Monday 27 and Tuesday 28 February 2023.

The two-day interview process will involve a series of panel interviews, leadership tasks and presentations. There will also be an opportunity for shortlisted candidates to meet staff and children during the interview days

*The Hill 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 enhanced DBS disclosure. We are an equal opportunities employer.*

