



Thomas A Becket Junior School

Headteacher Recruitment Pack



Welcome

Thank you for taking an interest in the post of headteacher at [Thomas A Becket Junior School](#) which is based in Worthing, West Sussex.

Our inspirational leader of the last thirteen years is retiring from headship, so we are now looking for an outstanding leader to take us on the next stage of our improvement journey.

We are immensely proud of our school, with its wonderful, happy children and brilliant, dedicated staff who nurture our children and inspire a love of learning.



Thomas A Becket Junior is unique. It is a large six form entry school, but feels much smaller thanks to an ethos that ensures every child is known and cared for - we believe our children's wellbeing is central to their learning. Our school motto, "Together achieving better - be the best you can be", underpins our vision and visitors to the school can clearly see our values in action in the TAB Way.

Thomas A Becket Junior is a very popular school located in the heart of the community, close to both the sea and the South Downs. The school's amazing facilities with extensive grounds, sports fields, forest school area, specialist rooms and resources enhance its rich, broad and creative curriculum both in and beyond the school day.

This is a great opportunity for a leader with vision, drive and experience of outstanding teaching and learning who possesses the right personal qualities to lead us forward.

We hope that you will take the opportunity to visit our school and discover all it has to offer. In the meantime, please enjoy a [virtual tour](#).

Jane Evea and James Lloyd

Co-Chairs of Governors

About Our School

At Thomas A Becket Junior School, children are at the heart of everything that we do.

It is a large school with a small school ethos and is a focal point for the local community. Thomas A Becket Junior is a happy and popular school, where the children learn in a calm and secure environment and each child is known and valued.



We are very fortunate to have excellent facilities with dedicated specialist rooms for computing, art, science, design & technology, cooking & nutrition and music. These, together with our newly refurbished and well-equipped library, enhance our curriculum both in and beyond the school day with our huge range of before and after-school clubs.

There are extensive grounds and playing fields where our children enjoy a wide range of sporting and outdoor activities, including forest school. We also have a sensory garden and quiet spaces for children to relax and reflect.

Our supportive Friends of The School Association (FOS) works hard organising special events such as the annual community fireworks night and summer fete to raise funds that enrich the children's learning.



We are very proud of our pupils who are courteous, well behaved and enthusiastic learners. We empower them to think for themselves and confidently articulate their ideas, and we encourage the involvement of our school council in decision making on important issues. We support our children as they develop their individuality and leadership skills; our young sports, music and IT leaders are inspiring examples of this.



Our dedicated and talented professionals are team players who care passionately about the wellbeing and development of the whole child, as well as high academic achievement. We provide a multi-layered, Continuing Professional Development programme for all staff members to support them in providing the highest quality learning for the children.

We believe in providing a curriculum that is broad and balanced, where every child can flourish and meet the high levels of achievement expected of them. To this end, we plan rich, memorable and enjoyable learning experiences that engage, excite and challenge. At the same time we teach the children the skills of learning to inspire them to become life-long learners and prepare them for secondary school and the world of work beyond.

The TAB Way



Our school motto – ‘Together achieving better - be the best you can be’ - is underpinned by four key values:

- Respect for all
- Be responsible
- Community spirit
- Embrace challenge

These summarise our ethos as a school; a school where every individual is well known, cared for and supported to do their best. The key principles of social, moral, spiritual and cultural education are woven throughout the richness of our curriculum, extending it way beyond the requirements of the National Curriculum into the everyday learning life of the school.

At Thomas A Becket Junior School the curriculum is designed to help each child develop as a successful learner, confident individual and responsible citizen. It develops their capabilities to the full, so that they learn to respect others and express themselves with fluency and confidence. We want them to understand the world in which they live and how they can contribute to making it an even better place.

Our vision is to ensure every child experiences a broad and balanced curriculum, with each adult in the school working hard to ensure that all pupils develop a love of learning.

What Are We Looking For?

Qualities our children, parents and carers would like to see in our new headteacher

- Dedication
- Caring for the **wellbeing** of all
- Good sense of humour
- Clever, intelligent and interesting to talk to



- Firm but **caring**
- Fun and happy
- Interested in what we are doing
- Interested in the arts and science

- Sporty
- Inclusive
- Inspiring Innovator - a headteacher with fresh and **inspiring** ideas to continue to successfully drive the school forward



- Kind and **fair**
- Likes reading and art
- Friendly
- Involved

Qualities our staff would like to see in our new headteacher

- Approachable
- Good **communicator**
- Leads by example with excellent understanding of teaching and learning



- Visible/ present
- **Passion** for educating the whole child
- Enabling and empowering
- Strategic thinker with a clear vision

- Actively inclusive
- **Considerate** of wellbeing of school community
- Collaborative / able to delegate



- Is **Compassionate**
- Consistent
- Strong on maintaining high standards of behaviour
- Dependable

Person Specification

This specification lists the knowledge, skills and understanding referenced in the job description and expected for this role. Shortlisting will be carried out on the basis of how well the requirements of the person specification are met. You should indicate clearly how you believe you meet these requirements, with examples of impact, when you complete the application form and the supporting statement. If you are selected for interview, you will be asked to undertake various practical tasks during the days which are related to items in the person specification.

Qualifications and Experience

- Qualified Teacher Status at first degree or equivalent.
- Evidence of further professional development.
- Can demonstrate effective leadership as a headteacher in a primary school or as an experienced deputy in a large primary school.
- Safeguarding training and safer recruitment training / recruiting staff.

Leadership Skills, Knowledge and Understanding

- Ambitious educational expectations for all pupils and for the whole school community to live the TAB Way and 'be the best you can be'.
- The ability and commitment to lead a strategy of continuous improvement, ensuring the involvement of everyone.
- The ability to inspire, motivate and coach others as individuals and as part of a team, to ensure that they grow and develop.
- Deep knowledge and understanding of how children learn best with a clear understanding of effective classroom practice.
- An excellent understanding of innovative and vibrant curriculum design.
- The ability to organise, prioritise and delegate effectively.
- Successful implementation of performance management systems used positively to promote the quality of teaching and children's learning.
- Experience of using a range of evidence - including performance data - to support, monitor and improve all aspects of school life.
- A commitment to your own wellbeing and that of others.

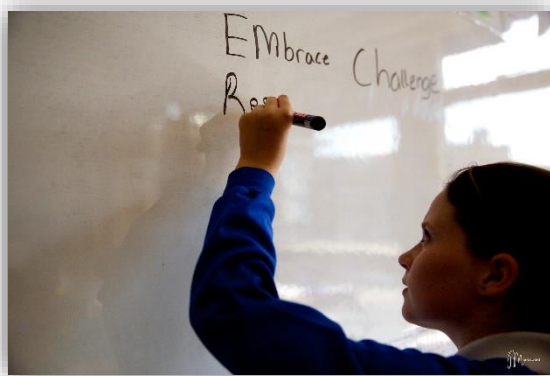
- Experience of implementing a high quality Continuing Professional Development plan for yourself and all staff.
- Demonstrate professional integrity by fairness, consistency and transparency.
- Demonstrate the skills needed to manage the school's finances and other resources effectively.
- Be able to work effectively and appropriately with the Governing Body to enable it to meet its responsibilities.
- Wide-ranging knowledge of local and national educational issues that affect the school.
- A commitment to working in partnership with other schools, parents and carers, and the wider community in the best interests of the children.

Safeguarding, Equality and Inclusion

- Take a leading role in safeguarding and child protection with an ability to develop a whole school culture.
- Demonstrate a commitment to promoting an inclusive environment for all pupils and actively celebrate diversity.

Personal Attributes

- Enjoy being visible to pupils, parents, carers and staff.
- Approachable and empathetic.
- Excellent communication skills, verbal and written, to support engagement with a range of audiences.
- Can think creatively to anticipate and solve problems.
- Open to new ideas and adapt to changing circumstances.
- Remain calm and resilient under pressure.



Job Description

Job Title	Headteacher
School	Thomas A Becket Junior School
Location	Glebeside Avenue, Worthing, West Sussex, BN14 7PR
Age Range:	7-11 years
Arrangement of Year Groups	6 form entry
Group Size	5
Number On Roll	745
Type Of School	Local Authority Maintained
Pay Range	Discretionary reference point L21 to L27
Responsible To	The Governors and the Local Authority

Main Purposes of the Job

- To carry out the duties set out in the [School Teachers' Pay and Conditions Document](#).
- 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.
- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education that 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.

School Culture

The headteacher will:

- 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 aspirational 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, happy and inclusive environment.
- Establish and sustain high expectations of behaviour for all pupils.
- Be an excellent role model and ensure a culture of high staff professionalism.

Leading Teaching and Learning

The headteacher will:

- Lead, establish and sustain outstanding teaching across all subjects and phases.
- Ensure a rich and challenging curriculum that inspires and responds to all children to enable them to develop their own learning and achieve high standards.
- Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable and those with special educational needs or disabilities.
- Ensure effective use is made of formative assessment.

Efficient and Effective Deployment of Staff and Resources

The headteacher will:

- Recruit, develop and nurture all teaching and support staff to focus on outstanding teaching.
- Deploy and manage all teaching and non-teaching staff and allocate duties in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance.
- Motivate and enable all staff to carry out their roles to the highest standard through high quality Continuing Professional Development.

Managing the Organisation

The headteacher will:

- Establish effective plans in place to advance the vision and culture of the school.
- Oversee that staff are deployed effectively and managed empathetically.
- Efficiently manage the resources, including financial, to enable the school's plans to come to fruition.
- Ensure effective systems are in place to support the needs of all pupils and staff.
- Confirm risk, safety and safeguarding of all pupils and staff is of the highest priority.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement.

Working in Partnership

The headteacher will:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit the 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 the educational outcomes for all pupils.

Governance and Accountability

The headteacher will:

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
- Be a member of the Governing Body, upholding their obligation to give account and accept responsibility.
- Respond positively to appropriate challenge and support from governors, provide timely, accurate and transparent information to enable them to carry out their strategic role.
- 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.

How To Apply

Please provide an application letter in which you explain how you meet our person specification and provide evidence of impact from your current role and previous career experience. Your letter should be no longer than two pages of A4 when typed.

School visits are warmly welcomed. Please contact the school office on **01903 202 268** or email headspa@thomasabecketjunior.org.uk to arrange a tour of the school.

The closing date for applications is 12 noon on **Friday 25th February 2022** and interviews will be held on **Monday 14th** and **Tuesday 15th March 2022**.

Please send your completed application, quoting ref **16381** to h.schooladverts@westsussex.gov.uk. Please note that posted applications are not accepted at this time.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

There will be a need for the successful applicant to undertake a criminal record check via the DBS.

The successful candidate will be required to sign a declaration form to state that they are not disqualified from undertaking this work under the 'Childcare (Disqualification) Regulations 2009'.

References will be sought for candidates invited to interview. One should be the chair of your current governing board or headteacher and the other your local authority. All applications will, of course, be treated in the strictest confidence.

Please let us know if you need any support to enable you to participate in the recruitment process.

We look forward to receiving your application.

Yours sincerely

Jane Eves and James Lloyd

Co-Chairs of Governors

