



Headteacher

Application Pack



Respect ■ Honesty ■ Kindness ■ Generosity ■ Perseverance ■ Politeness ■ Conscientiousness

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Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Headteacher here at Walmley Junior School.

Members of the senior leadership team, and colleagues throughout the School, work hard to ensure that the children who attend Walmley Junior School are not only educated, but are given the best start in life through the provision of a high quality educational experience in an exciting, stimulating environment which enables them to grow and feel prepared for the next stage of their education journey.

We are hugely proud of our consistently high academic results, excellent standards of behaviour and level of care. However, we are more than aware of the challenges ahead and are now searching for our next exceptional Headteacher, to lead the school, build on our current standards and achievements and shape our future with vision and creativity.

I hope you find the information contained in this pack of interest and feel encouraged to apply for our position.

We are here to help so if you need any further information, please feel free to contact us via school, as per the contact details provided in the appointment information.

I look forward to receiving your application.

Yours sincerely



Patricia Colden
Chair Of Governors.



Appointment Information

Application Process

Please download the application form [here](#)

Please return completed application forms and any supporting information to vacancy@walmley-jun.bham.sch.uk by 12 noon on Monday 15th April 2025

Your application form should be completed with reference to the job and person specifications, but we do ask that you limit your further information to two A4 pages.

Closing date

All applications must be received by 12 noon on Monday 15th April 2024

Any applications received after this date may not be accepted.

Applicants will all be notified on Wednesday 17th April 2024 if they are invited for interview.

References will be requested at this point.

Selection Process

Successful shortlisted candidates will be invited for interview on Thursday 25th April 2024.

The interview process will include two school-based leadership tasks, a 15- minute presentation (further details to be provided in the invitation letter) and a formal interview.

Visiting Arrangements

We are happy to arrange visits to the school and have provisionally booked in tours on two dates: 9.30am and 11am on 10th April and 1.30pm on 11th April 2024

Please contact the school to confirm your attendance on either of these dates or to arrange another appointment.

Contact Details:

For queries, requests for information and to arrange a visit please contact:

Name:	Mrs. Marie Perrins
Telephone:	0121 351 1346
e-mail:	m.perrins@walmley-jun.bham.sch.uk



The Governing body and Birmingham City Council are committed to safeguarding and promoting the welfare of children and young persons and headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Job Description

Job Title:

Headteacher of Walmley Junior School

Grade:

Group 3 L18-L24

Responsible to:

The Governing Body of Walmley Junior School (represented by the Chair).

Responsible for:

All staff: Teaching and Support staff. All Children.

Job Purpose:

The purpose of the role is to provide visionary leadership to drive the school's strategic direction, ensuring alignment with educational standards and best practices in order to maintain its success and secure further improvement, ensuring high quality education and the provision of a stimulating learning environment for all its pupils.

Main duties and responsibilities:

Strategic Direction & Development

- Provide overall strategic leadership to develop and support the strategic direction, vision, values and priorities of the School.
- Establish, oversee and evaluate systems, processes and policies that enable the school to operate effectively and efficiently.
- Make use of effective and proportional processes of evaluation to identify and analyse 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.



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.
- Foster the welcoming, family atmosphere of the school, and work closely with the whole school in promoting its interests within the community.
- 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 and mutual support.
- Ensure a culture of equality of opportunity, celebrating pupils' achievements in every aspect of school life, and promoting high expectations
- Promoting high standards of pupil attendance and ensuring a sense of harmony, through the effective management of pupil behaviour
- Ensure that all principles of safeguarding and child protection are embedded within all aspects of the school

Curriculum & Assessment

- Ensure a broad, structured and coherent curriculum 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 support and communities.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- Ensure that the statutory requirements of the National Curriculum are met
- Oversee the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- Monitor and evaluate the curriculum for both quality and value for money

SEND & Additional Needs

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



Leading & Managing Staff

- Lead, manage and develop staff members, including appraising and managing their performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the Governing Body on pay recommendations for teachers.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing staff members, e.g. unions.
- Ensure staff are deployed and managed effectively with due attention paid to workload and work life balance.
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document
- Liaise with representatives of staff organisations and the PFA
- Promote and facilitate the professional development of staff ensuring access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.

Finance & Resource Management

- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives, and ensure the regular monitoring of the budget and the overview of the use of resources
- Observe relevant financial regulations and ensure that DfE requirements are met
- Establish and maintain sound internal financial controls jointly with the Bursar and ensure effective implementation of current financial controls as described in the SFVS handbook/ audit recommendations
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation and facilities efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- Lead and manage the School kitchen and before and after school provision



Governance & Accountability

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Understand and welcome the role of effective governance, and work closely with the Chairs of the Governing Body and of its sub-committees and secure a positive working relationship with all Governors
- Establish and sustain a professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities, recognising that the Governing Body is accountable for the success of the school
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Be the designated Child Protection Officer and be accountable for all elements of this role
- Ensure that the legal requirements for health and safety and maintenance are fulfilled.

Health, Safety & Behaviour

- Promote the safety and wellbeing of pupils and staff.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Establish and 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.

This job description should be read in conjunction with the 'Conditions of Employment of Head Teachers' in the current School Teachers' Pay and Conditions Document, 'National Standards for Head Teachers', the 'Common Core of Skills and Knowledge for the Children's Workforce', and the policies of the school.



Person Specification

In order to meet the high standards expected of the leading professional in our friendly school, the Governing Body is seeking to employ a person with the following qualities, experience, skills and abilities.

Qualifications

- Qualified Teacher Status
- Degree level qualification or equivalent
- Further relevant professional and/or academic qualification

Professional Development

- Evidence of continuous professional development including training in leadership and management e.g. NPQH, LfE/ Leadership Pathways

Experience

- Significant experience in a senior leadership in a primary school – likely to be 3 years or more
- Experience of implementing, managing and evaluating change in a collaborative way.
- Experience of school self-evaluation and planning and monitoring for improvement in order to raise achievement
- Experience of working with, and meeting the needs of, children of all ages, abilities and backgrounds.
- Evidence of excellent relationships with parents, governors and other stakeholders
- Experience of effective Performance Management and of supporting and empowering staff
- Understanding of managing senior teams and delivering high quality distributed leadership and accountability
- Significant experience of evaluating and using data to plan and improve pupil outcomes.
- Experience of making effective use of funding and other resources.
- Strong financial planning and management skills.
- Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.
- Clear understanding of financial procedures in schools and ability to manage a budget

Knowledge and Skills

- Knowledge and insight into effective strategies for school leadership
- A knowledge of current educational initiatives, and their potential for enhancing pupils' achievement and enjoyment of learning
- An understanding of the wider implications of government policies and how to translate them into school action
- Expertise in the use of performance data to track progress, inform teaching and intervention planning, and set numerical and curricular targets
- Knowledge and understanding of leading and ensuring the implementation of an imaginative and creative curriculum

Knowledge and Skills

- An excellent understanding of what contributes successful learning and the ability to promote the most effective teaching strategies to bring this about
- High expectations of pupils' learning, attainment and behaviour
- High expectations of one's own professional abilities and those of colleagues
- Good personal ICT skills and a wide understanding of their use
- Understanding of ICT applications and how they support learning, school management and administration
- An understanding of the statutory requirements, procedures and working practices for safeguarding children
- Excellent understanding of the new National Curriculum and age-related expectations for KS2
- Capacity to create and maintain a safe, stimulating and attractive learning environment for staff and pupils
- Knowledge of the general statutory frameworks and requirements for Primary schools
- Excellent analytical skills and ability to synthesise complex information, summarise, draw appropriate conclusions and make decisions.

Personal Qualities

- Passionate about children's learning and well-being
- A strong, inspirational leader, committed to meeting the particular needs of our children and their families
- Excellent interpersonal skills and ability to interact effectively with all stakeholders with confidence, sensitivity and empathy
- Ability to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.
- Determined and able to ensure Walmley Junior School is outstanding by all measures.
- Ability to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
- Ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Exceptional personal presence, excellent communication skills and a sense of humour.

References

- Excellent and unequivocal

Walmley Values

Walmley Junior School provides a secure and stimulating environment in which our children exhibit pride in themselves, their school and their community.

Our children's achievements in all aspects of life are celebrated and they are actively supported to reach their full potential as learners and members of society.

We expect all of our children to contribute to the values which underpin our very foundations:



as well as caring for themselves, each other and their environment.

It is through these values and the support of our whole school community that we ensure enjoyment, happiness and academic excellence.



*Enjoyment,
happiness and
academic excellence*

