



Inspire, Create, Achieve



Headteacher Recruitment Application Pack

Westfield School
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Closing date: 26/9/22 at 12pm

Shortlisting date: 30/9/22

Interviews: 11/10/22 and 12/10/22



Letter from chair of governors

September 2022



Dear Applicant,

Thank you for your interest in the post of Headteacher of Westfield Primary School. We are seeking to make this appointment with effect from January 2023 (or the earliest a candidate can start based on their period of notice).

Westfield Primary School is a one - form entry school situated in the village of Westfield, five miles north of Hastings. We cater for children from 4-11, with the large majority coming from the village. Many children transfer to the main school from Westfield Nursery, which although not linked officially, maintains close links and a strong relationship with it.

The school is at an important point in its development. We last had an Ofsted inspection in March 2018, for which we were graded good. Our current Head Teacher has been in post for 7 years and has established a strong and dedicated teaching team supported by an excellent Deputy Head in role. The governors are seeking to appoint a new Head Teacher with the commitment, enthusiasm, and vision to lead the school to achieving outstanding results.

There is the opportunity for excellent personal development and to work closely with other schools and leaders as, Westfield is part of an alliance with several like-minded schools in the area. This allows them to share good practice and training as well as the opportunity to receive help and guidance when challenging situations arise.

We are committed to securing excellence in learning and progress for all pupils through exciting and stimulating teaching which encourages a love of learning. We want all our children to achieve to the best of their ability and to embrace and enjoy new learning throughout their time at Westfield school.

The children have a positive and enthusiastic approach to learning. We have a supportive and very much involved parental group and local community. The teachers and support staff are all dedicated and passionate in ensuring that the children always strive for excellence in their learning. With the school also being a Thrive school there is a strong emphasis on ensuring the children feel they can overcome any obstacles that stand in their way within a nurturing environment.

The successful candidate will share our values and understand the important part Thrive plays within the school ethos. They will be the kind of person who can establish professional relationships at all levels and bring creativity, enthusiasm and intelligent thought to the challenges in this position.

We look forward to welcoming you to visit our school and see for yourself the exciting opportunities that this post can provide. This will also allow you to see the motivated and inclusive community where pupils are encouraged to develop to their full potential in a caring and support environment.

Emily Sims co-chair of governors

About the role

Headteacher – Westfield Primary School

Inspire – Create – Achieve

Salary – L15 £59, 581 – L21* £68, 347 (subject to uplift pending national consultation)

Are you an experienced senior leader who is innovative and ambitious? Do you have proven leadership skills with a track record for raising attainment and inspiring others towards excellence?

The board of Governors at Westfield School is looking to appoint a new Headteacher from January 2023 (or the earliest a candidate can start based on their period of notice). This is an exciting opportunity for an existing Headteacher or an experienced Deputy/Assistant Headteacher.

We are looking for a Headteacher who will:

- Demonstrate strategic oversight of all areas within the school and a commitment to achieving best outcomes for all pupils
- Possesses excellent interpersonal skills with an approachable style of leadership
- Motivate, coach, challenge and nurture all staff
- Continue to foster good relationships with parents and the wider community

Westfield can offer you:

- Happy, confident, caring, and hardworking children
- An inclusive curriculum based on strong foundations in maths and English
- Staff who are dedicated, supportive and ambitious for their school within a nurturing environment
- Strong links between home and school with supportive and engaged parents
- A governing body who is committed to supporting the school's vision

Westfield School is a vibrant and happy maintained primary school situated in the growing village of Westfield, 5 miles north of Hastings, with a grading of 'good' (Ofsted 2018 and SIP June 22) and above national in the recent end of Key Stage Two results. The school is a one-form entry with 207 children on roll aged 4-11. Westfield School is well-equipped with a spacious adjoining school field and use of the community hall. The school has well-trained support staff alongside dedicated pastoral support.

Further information about this vacancy, including the Job Description and Person Specification, are contained in the recruitment pack available from the Leadership Recruitment Team. For a recruitment pack, please contact:

Leadership.Recruitment@eastsussex.gov.uk

Visits to Westfield are welcomed and encouraged and can be arranged by contacting the school office on 01424 751404 or office@westfield.e-sussex.sch.uk.

In the meantime, please visit our website: <https://westfield.e-sussex.sch.uk/> to find out more about us.

Complete application forms should be sent to: Leadership.Recruitment@eastsussex.gov.uk

Closing date for applications: 12 noon on 26/9/22

Interviews to be held: 11/10/22 and 12/10/22

Westfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

This post is covered by the Childcare Disqualification Regulations 2018.

The school will need to ensure that they are not knowingly employing a person who is disqualified under 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Additional information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System.

Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Company information

East Sussex County Council is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

Please note that recruitment packs for this vacancy will only be provided directly to an individual considering applying to our school for this opportunity. This school does not enter into business with recruitment agencies or other commercial organisations on behalf of their clients seeking employment.

Headteacher Job Description

Main purpose of the job

The Headteacher of Westfield Primary School will provide professional leadership to deliver continued success and improvement, by ensuring high quality education for all its pupils.

Shaping the future

Working with the governors, the Headteacher will create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the need of the school and the wider community.

The Headteacher must be able to translate their vision into clear objectives that promote and sustain school improvement, and must also ensure the school develops to the benefit of the pupils, staff and communities.

Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate and develop positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on own knowledge, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Develop the school's strategic plan and vision, supported by sound financial planning, in the context of local and national policy.
6. Communicate compellingly the school's vision and empowering all pupils and staff to excel.
7. Develop the school's revenue streams by investigating and identifying new sources of income resulting in sustained growth and stability.

Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. 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.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and processes

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand their role and deliver their function effectively, particularly its functions to set school strategy and hold the Headteacher and senior leaders to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the school.
6. Distribute leadership across the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

1. Create an outward-facing school, working with other schools and organisations in a climate of mutual endeavour, championing best practice and securing excellent achievements for all pupils.
2. Promote the schools and develop effective relationships with the wider community, fellow professionals and colleagues in other public services, to improve social and academic outcomes for all pupils.
3. Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and is confident of collective external and internal accountability for the success of the school.
4. Ensure the quality of teaching is shaped through high quality training and sustained professional development for all staff.
5. Ensure that parents, carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
6. Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Keeping Children Safe in Education

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2022, and expects all staff and volunteers to share this commitment.

- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the school as set out in the current statutory guidance "Keeping Children Safe in Education", DfE, September 2022, and "Working Together to Safeguard Children", DfE, February 2019 updated July 2022 are effective and comply with the law at all times.
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

This job description should be read alongside the requirements of the current publication of DfE's School Teachers' Pay and Conditions Document and is based on the *National Headteacher Standards* (2020) and the *National Standards of Excellence for Headteachers* published by the Department for Education in January 2015 which sets out in greater detail the general requirements for headteachers and the standard terms of their employment. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Headteacher Person Specification

Characteristics		Desirable	Essential
Qualifications and experience	Qualified Teacher Status at first degree level or equivalent		☐
	National Professional Qualification for Headteachers	☐	
	Substantial and successful teaching experience across the primary-age range in more than one school	☐	
	Experience of effective school financial management	☐	
	Experience of working successfully and cooperatively as a member of a team in school		☐
	Experience of leading safeguarding, either as DSL or Deputy DSL	☐	
Professional knowledge	Understands and has good knowledge of current issues in education		☐
	Uses data, assessment and target setting effectively to raise standards/address weaknesses		☐
	Understands and uses self-evaluation and school improvement processes effectively		☐
	Understands the roles and responsibilities of a Headteacher and of governors in schools		☐
	Understands creative and innovative curriculum design to meet the needs of all pupils		☐
	Understands and is committed to promoting and safeguarding the welfare of pupils		☐

Characteristics		Desirable	Essential
Leadership skills	Possesses good interpersonal skills and an approachable style of leadership		☐
	Able to develop and share a clear vision		☐
	Able to motivate, coach, challenge and nurture teaching and support staff of all grades		☐
	Ability to engage with the wider local community and all stakeholders		☐
	Demonstrate strategic oversight of all schools with clear distributive leadership		☐
Personal attributes	Inspires trust and confidence within and across the school and communities		☐
	Able to think creatively and demonstrate initiative in solving problems		☐
	Able to exercise flexibility, resilience, good judgement, approachability and enthusiasm		☐

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; as an applicant for a Headteacher post, you should provide the name and address of your Director of Children's Services, or CEO of your Academy Trust, together with a second referee who should be the Chair of Governors or in the case of a serving Deputy, the Headteacher of your current school. If you are applying for the post of a Deputy Headteacher, your referees should be your Headteacher and your previous employer.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

If you are applying for a headteacher vacancy in a Voluntary Controlled (VC) or Voluntary Aided School, in addition to the two employment references, the Governing Board will also seek a third reference regarding the religious character of the requirements of the post. The application form sets out the information that is required in order to seek the third reference.

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service, Team Prevent.

East Sussex County Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

This disclosure will need to be approved by the County Council before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations")

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment-related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by

HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Data protection

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>

We would like to take this opportunity to thank you for your interest in working for schools within East Sussex County Council and wish you every success in the future