



# Weston Rhyn Primary School

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[www.westonrhyn.school.co.uk](http://www.westonrhyn.school.co.uk)

## Headteacher

*Information for applicants*

**Group 2 Pay Range L8 £50,151 – L18 £64,143**

**Required for January 2023**

**Closing date: 20<sup>th</sup> May 2022**



### **Ofsted**

*"Parents are very positive about the work you do with their children. They are confident that you keep their children safe and they can raise concerns with you"*

*".. a warm bright and engaging school environment for pupils"*

*"This school continues to be good"*

Ofsted 2018

## **Information for Applicants**

The Governors, staff and children invite applications for the post of Headteacher at Weston Rhyn Primary School from applicants who meet the criteria outlined on the following pages.

This pack includes Information about:

- The School
- The Post
- Education in Shropshire

Visits to the school are actively encouraged, as from 4<sup>th</sup> May 2022 and can be arranged by telephoning the school direct on: (01691) 773429

Further information is available by contacting:

Linda Gladman (HR Officer), Shropshire Council on 01743 252458

## Welcome Letter from Chair of Governors

Dear Applicant,

Thank you for expressing an interest in the position of Head teacher at Weston Rhyn Primary School.

We are very proud of our school and children. We believe it is a good school where our children are happy, nurtured and supported to achieve their full potential. It is our vision that our school should be part of a harmonious learning community where children are challenged to achieve their best and valued as individuals. We strive to create a purposeful learning environment in an atmosphere of mutual trust and respect. Our 'Believe and Achieve' ethos encourages all stakeholders to do their very best by the children and also looks to develop pupil resilience and levels of self-belief.

We have experienced teachers and teaching assistants, who are fully committed to helping every child learn and achieve to the best of their ability.

Our school is both supported by and supportive of the community of Weston Rhyn and the wider area. We have positive links with the local community groups and sports clubs and we participate in events throughout the calendar to enrich the learning and life skills of our children.

Our school has continued to improve over the last few years. Work has taken place to strengthen the teaching of phonics through the introduction of a new systematic synthetic phonics programme. In addition, recent development work has also focused on improving the school curriculum from Early Years to Year 6.

I hope you find this information pack captures some of the essence of what makes this school so special and I would encourage you to visit us and see for yourself why we are so proud.

We feel that our mission statement "Believe and Achieve" encapsulates how we and the children work together. We hope that you may be the right person to join us.

Yours sincerely,



Janet Kelly

**Chair of the Governors**

## Our School and Community

Weston Rhyn Primary School is situated just outside the market town of Oswestry in the North west of Shropshire, bordering North Wales. It has excellent commuter links located close to the A5 trunk road and with a railway station in the nearby village of Gobowen linking Chester and Shrewsbury.

The main school building dates from the 1920s and is in reasonably good condition. The grounds of the school consist of two hard standing playgrounds and a field for outdoor activities on the opposite side of the road, part of which is set out as a forest school area.

An independent provider offers before and after school care on site. A well-attended breakfast club runs every morning between 8.00am – 8.55am and the after-school club provides care for pupils until 6pm.

The school's roll has risen in recent years and is set to rise in the next few years. We continue to draw pupils from beyond our catchment area. This growth can be attributed to the unique nature of the school and its reputation for creating a purposeful learning environment in an atmosphere of mutual trust and respect.

Visitors to our school often comment on how they are made to feel welcome by the friendly staff and pupils. This image of the school is something we would like to see continue into the future. The aims, ethos and values of Weston Rhyn Primary School highlight what we want for the children in our school:

- *To enjoy learning and come to see education as a lifelong process*
- *To achieve their maximum potential in all areas of the curriculum and school life*
- *To develop the attitude, skills and understanding necessary to exercise independence and initiative*
- *To develop lively, enquiring minds with the ability to question and reason*
- *To begin to appreciate the wide range of cultures and beliefs in the world and, through this, develop the qualities of respect and tolerance.*
- *To develop high standards of behaviour and courteous manner*
- *To be encouraged to reflect on issues relating to their life and welfare, now and in the future*

*To further these aims, it is the intent of staff and Governors to maintain a school community where relationships between children, parents and staff are based on mutual trust and respect.*

*Our vision is that Weston Rhyn Primary School should be a harmonious learning community where children are challenged to achieve their best and are valued as individuals.*

*We feel that our mission statement encapsulates how we work to achieve this goal:*

***Believe and Achieve***

It is vital that every child comes to school each day knowing that they are in a safe, caring environment where they will be treated respectfully by both staff and other pupils.

### **The Pupils**

- There are 182 children in the school.
- Made up of 161 pupils on roll organised into six classes, most of which are made up of some year groups, plus 21 children in Nursery
- The projected intake for Reception in September 2022 is 28, which is also the school's PAN.

### **Pre-School Links**

- There is an on- site 24 place LA nursery, which offers pre-school provision in the morning and there is an independent playgroup in the afternoons. Children from the nursery make use of the school facilities, including the canteen and school hall.

### **Before and after school care – Cool Kidz**

- In the adjoining family centre, there is an independent provider to extend the school day from 8am to 6pm.

### **Secondary Schools**

- The school enjoys an excellent working relationship with St Martin's School, the local secondary school. At any one time, there are a number of projects and liaisons between the two schools aimed at ensuring transition is successful for our pupils. The quality of this partnership is a real strength of our school. There also exists positive links with the Marches Academy Trust which a number of our pupils transition to.

### **The Staff**

- There are 6 FTE classroom teachers at the school, including a Deputy Headteacher.
- The school currently employs 14 Teaching Assistants/Special Needs Assistants. They support individual pupils with statements of special educational needs, as well as working with groups and supporting the class teacher. The teaching assistant team is very experienced and exceptionally dedicated.
- The school office has an Administrator and a part-time caretaker.
- Shire Catering is responsible for the provision of meals.

### **Governing Body**

- The school has an experienced and well-informed Governing Body which includes in its membership a range of professionals from different backgrounds. All take their duties seriously and strive to further their knowledge and understanding of curriculum and non-curriculum matters. The Governing Body is very supportive and commits a great deal of time and effort to the management of the school.
- There are Local Authority, Community and Parent Governors. Committees include Finance and General Purposes, Curriculum, Buildings and Health and Safety, and Performance Management.

## **Parents and the Community**

- Parents are increasingly supportive of the school and its aims. In the annual questionnaire which parents complete, levels of satisfaction with different aspects of the school are always high.
- The school is always willing to be involved in community projects and enjoys a high-profile within the local community.

## **Ethos and Curriculum**

- Our ethos helps to create a calm and friendly atmosphere throughout the school, something which visitors often comment upon. We believe very strongly that only happy children will be good learners and that there should be harmonious relationships in school, in order to create an environment in which pupils feel secure, cared for and content. Quality of relationships between staff are a crucial part of this equation and there is a strong team spirit in which all members of staff are valued.
- The school is in the process of developing an enhanced curriculum from EYFS to Year 6 that supports children's acquisition of knowledge and long-term memory.
- The school has implemented a validated, synthetic phonics programme (Read, Write, Inc.) from Autumn 2021.

## **Leadership and Management**

- The current Headteacher has no regular teaching commitment although they teach on an ad hoc basis to support the staff and children as required. It is expected that this will continue.
- The Head is supported by an SLT consisting of:
  - Deputy Headteacher
  - Maths Co-ordinator
  - English Co-ordinator
  - SEND Co-ordinator.

## **Statements from the school's community on what qualities we would like in our new Headteacher.**

- **Promote a broad, balanced, and well-structured curriculum**
- **Good budgeting decisions and control**
- **Promotes school**
- **Evolution of change**
- **Demonstrates resilience**
- **Good sense of humour**
- **Ability to communicate effectively with all stakeholders**
- **Has a track record of excellence in raising attainment and improving outcomes for children**
- **Is an excellent class room practitioner able to role model outstanding teaching skills**
- **Strong, inspirational leader**
- **Working inclusively to support those children who are disadvantaged and/or have SEND.**

# Job Description

<b>School</b>	Weston Rhyn Primary School
<b>Job Title</b>	Headteacher
<b>Accountable to</b>	The Governing Body
<b>Main Purpose</b>	To provide professional leadership for Weston Rhyn Primary School to ensure its continued success and improvement working with all members of the school community. To provide a safe environment for teaching and learning that empowers both staff and pupils to achieve their full potential.

## **Key Responsibilities and Accountabilities**

### **Strategic Direction and Future Development of the School**

- To continue to implement a development plan which makes learning central and secures continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the Governing Body as required.
- To continue to present a coherent and accurate account of the school's performance to all school stakeholders including the Governing Body in order to enable improved standards of achievement.
- To ensure that management, finances, organisation and administration of the school support its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements and to monitor and evaluate their impact and take appropriate action.
- To work with the Governing Body and the wider school community to translate the school vision into agreed objectives and operational plans which will promote and sustain continual school improvement and a sense of ownership.
- To visibly demonstrate the vision and values in everyday work and practice.
- To ensure all strategic planning takes account of the diversity, values and experience of the school and wider community.

### **Teaching and Learning**

- To lead by example in delivering teaching excellence.
- To continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- To determine, organise, implement and monitor the curriculum and its assessment and to ensure the statutory requirements are met.
- To promote creativity, innovation and the use of appropriate new technologies and initiatives to achieve excellence.
- To ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- To demonstrate and implement a policy for the spiritual, moral, social and cultural development of pupils.
- To monitor and evaluate the quality of teaching and learning standards and achievement of all pupils in the school through appropriate methods e.g. benchmarking and data collation.
- To ensure the school maintains an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.

## **Leading and Managing Staff**

- To lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with the conditions of employment.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with appraisal guidelines.
- To lead the continuing professional development (CPD) of all staff through example while also looking to develop the leadership capacity within the school.
- To ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers, including those of Headteacher.
- To ensure that a suitable person assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- To maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- To lead by example in continuing to develop good working relationships with Governors, staff, pupils, parents/carers and the community.
- To ensure effective working relationships with external agencies and services contracted to the school, the Governing Body and to the LA.

## **Deployment of Staff and Resources**

- To work with governors and senior colleagues to recruit, deploy and retain staff of the highest quality who achieve the vision, and goals of the school.
- To make arrangements for the security and effective supervision of the school buildings, their contents and grounds.
- To set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

## **Designated Safeguarding Lead**

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle). To be familiar with the following documents:

- The Department for Education's (DfE's) statutory guidance for schools and colleges, 'Keeping Children Safe in Education' 2021
- 'Working Together to Safeguard Children' 2015
- Ofsted Education Inspection Framework (2019) and handbook
- The Prevent duty July 2015
- Early Years Foundation Stage Statutory Framework 2021 (EYFS)
- Shropshire Safeguarding Partnership (SSP) Guidance Documents
- Refer individual cases of suspected abuse to relevant Local Authority (LA) Children Services area (following SSP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to CP.
- Undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of CP within school, and to act as a school-based resource on CP issues for staff.



## Person Specification

Qualified teacher status or appropriate experience with NPQH qualification
Highly organised with the ability to work under pressure, to deadlines and to prioritise.
Excellent leadership & team building skills that inspires trust & confidence throughout the school community.
Can develop and implement strategies for raising achievement & excellence that raise the personal and academic success of all pupils.
Effective knowledge of high-quality curriculum design and implementation
An ability to analyse and interpret a range of key data.
Is a proven excellent classroom practitioner with an ability to lead the development of the whole school curriculum.
Is able to lead school improvement and development with creativity.
Managing and promoting the social, moral and cultural developments of pupils.
Maintaining the values of the school.
Confidence to promote the highest standards of behaviour.
Good communication with all the stakeholders and committed to establishing excellent working relationships with these networks.
An ability to communicate and motivate the whole school to own and achieve that vision.
The development of the whole school curriculum showing commitment to both the academic and general welfare of the pupils and staff.
Has substantial recent experience in primary education and knowledge of primary curriculum.
Has substantial experience of supporting children SEND within primary education
Has extensive leadership responsibility with experience in a school.
Good knowledge and understanding of the current issues in education.
Articulate and professional strategic leader, with the skills to inspire, motivate and lead.
Has experience of leading and developing experience staff (e.g., coaching, leading CPD for staff),
A caring, people person who is approachable and empathetic as well as self-aware.
A person with presence and high visibility, who can inspire, motivate and empower others.
Brings energy, positivity and a good sense of humour.
An individual who has rapport with children, and a commitment to securing the best outcomes for families.
Able to inspire and lead the school through change and meet new challenges with enthusiasm, creativity and flair.
Actively safeguards and promotes the welfare of children and young people with an expectation that all staff and volunteers share this commitment.
To have a secure knowledge of safeguarding & able to undertake the role of the designated safeguarding lead.
Can work closely with the Governing Body for the benefit of the school.

## Further Information for Applicants

### The post is subject to:

- The terms and conditions of teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it.
- The other terms and conditions set out in the various national collective agreements in force from time to time.
- The Local Authority's rules and conditions including any local agreement entered into with recognised trade unions.

### Salary and Pension

- The starting salary will depend on experience. However, annual progression will be possible through the range, subject to performance.
- There are options to consider for pension arrangements and these will be issued to the successful candidate on receipt of your contract.

### Equal Opportunities

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Safer Recruitment

The safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of children in education. Weston Rhyn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through thorough procedures, good inter-agency co-operation and recruitment and retention of competent staff who are suited to the roles.

### Applications

- Application forms are submitted online either via the Shropshire Council Job Vacancies page or via the link on the Weston Rhyn Primary School website.
- Any additional information can be emailed to [resourcing@shropshire.gov.uk](mailto:resourcing@shropshire.gov.uk)

### Please note

- Do not include testimonials or a curriculum vitae.
- Your application must be specific to this post; generalised applications are unlikely to be successful.
- Two referees should be given, one of which should be from your current LA or MAT, and the other from your current Headteacher. If you are an existing Headteacher, the Chair of Governors of your current school should provide a reference.

### Appointment Schedule

Recruitment Dates	Activity
29 April 2022	Advert Live
From 4 <sup>th</sup> May 2022	Candidate visits to Weston Rhyn Primary School (by appointment)
20 May 2022	Vacancy closes
27 May 2022	Shortlisting
8 June 2022	Interviews
8 June 2022 evening	Ratification of Appointment

- Any canvassing in respect of this selection process will disqualify the applicant.
  - The appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause.
  - The Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered.
  - The Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time within the county. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post.
  - Candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport.
  - Expenses on the Local Authority scale will be allowed to candidates attending for interview.
  - Candidates will be responsible for arranging any accommodation requirements themselves. Any short-listed candidate who withdraws from the process will not be reimbursed with travel or other expenses.
  - Post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview. This will be provided by the School's Education Improvement Adviser.
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## Primary Education in Shropshire

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

The administrative centre of Shropshire Council and support for Shropshire schools is based at the Shirehall, located within Shrewsbury. The Executive Director, Tanya Miles, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, Governors and staff in line with Development Plans.

**The Local Authority's policy is that the school curriculum should help all pupils to:**

- enjoy learning and perceive education as a life-long process;
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society;
- to fully involve pupils in each of the following areas of learning and experience in all years:
  - ❖ aesthetic and creative;
  - ❖ mathematical; scientific;
  - ❖ human and social; moral; spiritual; linguistic and literacy; physical; technical.
- develop lively, enquiring minds and the ability to:
- find and use information
- question and debate rationally
- apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- understand the world in which they live and the interdependence of individuals, groups and nations;
- develop appreciation and concern for the environment;
- work co-operatively with others, including developing confidence and respect in relating to adults;
- develop self-reliance and the ability to learn independently.

Within the county there are a mixture of Local Authority controlled schools, academies and free schools. Schools are supported by an Advisory Service which includes both subject specialists and primary generalist area advisers who have themselves been heads of primary schools. Each school has an allocation of local adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies which can be purchased to support particular development needs. The People Directorate gives support to schools in financial, personnel and management matters.

Newly appointed heads, whether in their first or a further headship, can expect particular support from their attached Adviser and to be invited to take part in an induction programme.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support role.