



Whitby Heath Primary School



Information pack for Headteacher Applicants

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Dear Applicant,

On behalf of the Governing Body, staff and all with an interest in Whitby Heath Primary School I would like to thank you for considering the post of Headteacher at our school.

The attached Information Pack will give you an outline of our school and help you decide whether you feel you match the talents we are seeking?

The culture of our school is very much focussed on our wonderful children. We aim to instil a love of lifelong learning, to equip them with a solid foundation to become fully rounded and contented citizens.

During our Headteacher's three year tenure, Teaching & Learning and Assessments have been thoroughly overhauled, staffing restructured, estate management demands reprioritised and finances subjected to close scrutiny.

Reading, writing and mathematics are key subjects, monitored rigorously with child centred emphasis. Foundation subjects are given just as much importance, by allowing children to learn to assimilate durable and transferable skills, to enrich and embed outdoor learning and by curriculum enhancement visits.

Governor visits, formally presented to GB, constantly experience happy, interested well-behaved pupils paying attention and absorbing learning.

Governors are seeking the right person to build on strong foundations, to take forward Teaching & Learning to ever greater heights. We expect to appoint a senior leader, experienced in delivering all elements of verifiable primary education to the highest level. We will be looking for confidence and strong elements of primary education to the highest level. We will be looking for confidence and strong performance in managing staff and resources and ability to respond to the many challenges of managing a large primary school

This is an exciting opportunity to excel in a satisfying, professional role. If you feel you can sustain the school's vision and ethos, maintain and further develop its excellence and have the qualities our pupils, parents, staff and governors seek, we look forward to receiving your application.

To assist us in this task, we have engaged an Education Consultancy; where geographically possible, a Consultancy Partner and I would like to visit short-listed candidates' schools.

The position has become available following our Headteacher's HMI appointment.

Yours faithfully,

N Lacey

N Lacey
Chair of Governors

Key Facts (Summer Term 2022)

Type of school	Primary + EYFS
Group	Group 3
Group 3 range	2,201 – 3,500 points
Whitby Heath group points	2,870 points (NoR x 7 points))
Age range – EYFS + Primary	5 – 11
Numbers on Roll	414
% absences	6.5%
% free school meals	14%
% SEND (inc EHCP)	13%
% English as additional language	3%
Teachers	24
Teaching Assistants	15
Non-teaching staff	13
SLT	HT, DHT, SENDCo and Phase Leads (EYFS, KS1, LKS2, UKS2)
Ofsted rating	Outstanding 2013
Local Authority	Cheshire West and Chester Borough Council

A two-form entry EYFS and Primary School with 14 Classes.

The school is popular and has historically been oversubscribed.

Year 6 leavers mostly go to Whitby High Secondary School.

The premises comprise an early 20th century, U-shaped, single building with a recently resurfaced playground, an outdoor classroom, a trim trail and two fields (one on-site and one across the road which includes a forest area)

A private provider located within the school offers before and after school wraparound care.



Attainment and Published Test Results 2022

EYFS

77% of pupils achieved a Good Level of Development

Year 1 Phonics Screening

40% of children passed the phonics screening test

Year 2 Phonics screening

85% of children passed the phonics screening test

Key Stage 1

Percentage of pupils achieving ARE

Reading	64%
Writing	58%
Maths	66%

Key Stage 2

Percentage of pupils achieving ARE+

Reading	77%
Writing	50%
Grammar, Punctuation & Spelling	71%
Maths	59%

Combined RWM	41%
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Percentage of pupils achieving GDS (inc. Scaled score 110+)

Reading	27%
Writing	2%
Grammar, Punctuation & Spelling	20%
Maths	20%

About Ellesmere Port



Population 61,090 (2011 Census)

Ellesmere Port's roots are known to be at least the Viking era. Netherpool and Whitbyheath were two of the farming hamlets mentioned in the Domesday Book of 1086.

In 1791, at a meeting held in the town of Ellesmere in Shropshire, William Jessop and Thomas Telford were commissioned to build a canal, to be known as the 'Ellesmere Canal, to connect the rivers Mersey, Dee and Severn .

The hamlet of Netherpool was chosen to be the access point to the River Mersey and the actual site to be known as the Port of Ellesmere. The 'Port of Ellesmere' rapidly morphed into 'Ellesmere Port'.

Only the section from Ellesmere Port to Chester was completed, in 1797, the rest of the project abandoned as uneconomic.

But, to our latter day benefit, the docks area is a delightful museum holding the county's largest collection of historic canal boats. The canal itself, now renamed the 'Shropshire Canal' is a much loved leisure asset. In summer months, pleasure cruises serving cream teas ply to Chester.

Although the original plans to construct a canal fell through, Ellesmere Port gradually attracted industry. Artisan housing was built for the new workers and their families while industrialists built somewhat grander. Whitby Hall, built in the 1860s by the Grace brothers, was purchased in 1931 by the district council, the grounds turned into Whitby Park and open to all.

Industry remains the backbone of Ellesmere Port; the most prominent being Vauxhall's car plant (parent company Stellantis - investing £100 million into a pure electric vehicle facility); Stanlow Oil Refinery (largest refinery in the UK); Progroup AG (sheet steel) and Innospec (chemicals)

Whitby, on a shortlist of 2, is in line to be the UK's first 'hydrogen village' where up to 2,000 local homes would be given a free hydrogen boiler.

This is a really exciting project that puts Whitby in Ellesmere Port right at the heart of a lower carbon future for the country as a whole. (Marc Clarke, Head of Hydrogen Consumer, Cadent)

'Ellesmere Port has the potential to attract more than £2bn in regeneration investment and become one of the first Net Zero Carbon Industrial clusters in the world' (Industry leaders conference May 2021)

The town centre carries an ASDA superstore, a shopping mall and an indoor market. On the edge of town, the second largest Marks and Spencer store in the country (second only to Marble Arch); Cheshire Oaks Designer Outlet (largest Designer Outlet in the UK); Coliseum Retail Park; Blue Planet Aquarium (largest in the country 1998); National Waterways Museum.

Ellesmere Port Sports Village offers two swimming pools, an 80-station gym, 3G football pitches, an athletics track, a large sports hall, and a fitness timetable offering over 90 weekly classes. A David Lloyd Health Club is right next door.

A popular travelling fair visits Whitby Park several times a year.

Attractions close by include Chester Zoo; Chester Cathedral; Chester's 2 mile city walls (the oldest, longest and most complete in Britain); Ness Botanic Gardens; Birkenhead's U-boat 545 story; Rivacre Valley Country Park; Port Sunlight Village.

Golf in Little Sutton; Chester; Upton; Helsby; Frodsham etc

A cottage hospital in Whitby and the Countess of Chester 600-bed General Hospital (11 consecutive years in the '40top Hospitals Award') 4.7 miles from school.

Post: **Headteacher (Leadership scale 16-22)**

Responsible to: **The Governing Body**

Responsible for: **All pupils, teaching and non-teaching staff**

Core Purpose:

To provide leadership and management of the school to the highest professional standards, ensuring its continuing success and improvement in the provision of high-quality education and learning for all pupils, formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The Headteacher will be required to carry out the duties as set out in the School Teachers' Pay and Conditions Document and take overall responsibility for the organisation and management of the school in accordance with: the articles of government; the statutory conditions of employment of headteachers; the policies of the governing body, in consultation with Cheshire West and Chester and the Director for Children, Education and Families.

Key Areas of Work:

Strategic direction and development of the school

1. Shaping the future

- a) Ensure that the school ethos is clearly articulated, shared, understood and acted upon effectively by all members of the school community.
- b) Translate the ethos and vision into agreed objectives and deliver on these.
- c) Demonstrate the vision and values of the school in everyday work and practice.
- d) Motivate and work with others to create a shared culture in a school that prioritises inclusivity, taking risks in learning and an extended curriculum.
- e) Be willing to innovate, take on new challenges and be a leader in the field of education, especially with regard to the place of research in primary schools.

2. Leading Teaching and Learning

- a) Ensure outstanding teaching and learning, whether curricular or extra-curricular, is at the core of strategic planning, resource management and effective delivery.
- b) Promote an exciting and challenging curriculum that inspires children to develop their own learning to learn skills.
- c) Ensure a culture and ethos of challenge and support where all pupils can reach their full potential and maximise their engagement in their learning.
- d) Demonstrate and articulate high expectations and set stretching targets for all.
- e) Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs (including those with English as an additional language, children with learning difficulties, gifted and talented children and those with emotional and behavioural challenges).

- f) Communicate and work closely with families to ensure that learning is supported at home.
- g) Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
- h) Challenge underperformance at all levels and ensure effective corrective action.
- i) Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, in co-operation with colleagues, governors and the local authority.
- j) Ensure that a broad range of extra-curricular activities flourishes at the school to support a diversity of challenge and stimulation for all.
- k) Ensure that high standards of behaviour and attendance of the pupils is maintained.

3. Securing Accountability

- a) Ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, the local authority and the Department for Education; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
- b) Ensure individual staff responsibilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- c) Ensure that everyone across the school community works collaboratively, shares knowledge and understanding, celebrates success and accepts responsibility for outcomes.
- d) Work with the Governing Body, advising and assisting as required in exercising of its function, including attending meetings and making reports and the provision of information, objective advice and support to enable it to meet its responsibilities.

4. Managing the Organisation

- a) Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
- b) Create an organisational structure that reflects the school's ethos, and enable the management systems, structures and process to work effectively in line with legal requirements.
- c) Work with the governing body to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- d) Manage the school's financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- e) Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

5. Developing Self and Working with Others

- a) Treat people fairly with dignity and respect to maintain the positive school culture.
- b) Build a collaborative culture within the school and local community at all levels.

- c) Actively engage with other schools, especially in the Ellesmere Port Partnership, to support joint learning and to secure appropriate resource allocations.
- d) Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
- e) Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- f) Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- g) Review annually the professional development of all staff at the school and report progress and actions to the governing body.
- h) Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of Headteacher performance.
- i) Manage own workload and that of others to allow an appropriate work / life balance.

6. Strengthening Community Links

- a) Engage with the internal and external school community to secure equity and entitlement.
- b) Collaborate with other schools and organisations to share expertise and bring positive benefits to our school and ensure a secure and happy transition into our Reception year and on to secondary schools.
- c) Collaborate, at both strategic and operational levels, with parents and carers and across multiple agencies to secure the well-being of all children.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Person Specification

Post	Headteacher
Number on role	410
Pay range	Individual Scale Range L16 - L22
Responsible to	The Governing Body of the school and the Local Authority

Criteria	Essential	Desirable	How Identified
Qualifications			
Recognised degree or equivalent	√		A
Qualified Teacher status or qualified by experience	√		A
A recent and appropriate track record of professional development relating to school leadership	√		A
Progressing towards a National Professional Qualification		√	A
Experience			
Experience of being a member of the Senior Leadership Team in a primary school	√		A/R/V
Proven track record of raising educational standards for all students in KS1 and KS2	√		A/I/R/V
Proven track record of raising educational standards for all students in EYFS		√	A/I/R/V
Access, analyse and interpret appropriate data to monitor pupils' progress, set and achieve ambitious, challenging goals and targets and identify areas for improvement with the focus on every pupil achieving their full potential	√		A/I/R/V
Commitment to fostering and developing the relationships between the school, local and wider community	√		A/I/V
Proven experience of implementing effective school self-evaluation and school improvement	√		A/I
A commitment to effective continuous professional development for all	√		A/I
Knowledge and Skills			
Able to articulate and share an ambitious strategic vision	√		A/I
Knowledge and understanding of current educational issues, regional and national developments and best practise in education	√		A/I
Skills to evaluate the standards of teaching and learning in school to raise standards	√		A/I/R
Skills to work successfully with the Governing Body to ensure effective governance		√	A/I
Skills to strategically lead, promote and demonstrate effective communication styles to a range of audiences at all levels	√		A/I/R
Skills to manage the schools physical, finance and human resources effectively		√	A/I/R

Experience of and a commitment to sustaining a safe, secure and healthy environment, and to promoting diversity and equal opportunities	√		A/I/R
Personal Skills and Attributes			
Reflective practitioner, able to respond to and shape the creative energies of the leadership team and others	√		A/I
Ability to apply analytical, creative and flexible solutions in response to the changing demands in school	√		A/I
Demonstration of a high degree of personal integrity	√		A/I/R
Astute, able to reach and justify difficult decisions	√		A/I/R

Evidence: A – Application form, I – Interview Process (may include task / presentation), V – Visit, R - References

Advertisement

Whitby Heath Primary School is looking to appoint, to the post of Headteacher, someone who is dynamic and innovative who will build on the existing strong foundations. This is due to the previous Headteacher being appointed as an HMI.

At Whitby Heath, our pupils are at the centre of all that we do with commitment to 'Excellence in a Caring Community'. We aim to enable every child to fulfil all aspects of their individual potential.

Whitby Heath can offer you the opportunity to:

- Be an inspirational leader for children, staff, parents, carers and Governors and share a clear vision for the school's future
- Further develop a highly motivated and passionate team
- Nurture the whole child and inspire, through example, a life-long love of learning to unlock the potential of every child
- Lead a broad and creative curriculum which fosters curiosity about the world in which we live

Visits to the school are encouraged. Please telephone the school on 0151 355 1781 to book on one of the visits:

Monday 26th September 9.30am

Wednesday 28th September 3:45pm

Applications should be made on-line via the CWAC JGP website, [Cheshire Schools \(jgp.co.uk\)](http://Cheshire Schools (jgp.co.uk)). Please also provide a supporting letter which should be clear, concise and related to the essential criteria, as indicated in the person specification, in no more than 3 A4 pages, Arial font 12. Please email your letter to recruitment@whitbyheath.cheshire.sch.uk

The successful applicant will be subject to the conditions of employment for Headteachers contained in the current School Teachers' Pay and Conditions document 2019 and other current education and employment legislation. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate. Stringent Checks and Vetting Procedures apply to all posts as part of our Safeguarding Policy.

Start date: 1st April 2023 (an earlier start will be considered)

Closing date: 12 noon, Monday 3rd October 2022.

Interviews will be held on Friday 4th November 2022 but candidates will also have a formal school visit on 18th October.

Application and selection process

Asylum and Immigration Act

If successful with this application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom. In order to establish this you will be asked to provide us with documentation showing your National Insurance number or provide copies of Tax Forms P45 or P60. If this is not possible, you will be asked to provide suitable evidence of your entitlement to work in the United Kingdom.

Removal and interview expenses

The Governing Body is unable to offer assistance with removal and/or interview expenses.

Protection of Children

Governors are mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

Applicants for the post will be subject to stringent vetting and induction processes. The holder of the post will be required to work with children under the age of 18 in a position of trust and is therefore exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an Enhanced Disclosure and Barring Check. The appointment is subject to satisfactory clearance under the procedure.

Pre-Application

Prospective visits to the school prior to application are encouraged.

Please telephone the school on 0151 355 1781 to make an appointment for either Monday 26th September 9.30am or Wednesday 28th September 3:45pm.

Application submission

Applications must be completed on the standard on-line application form and completed in full. Applicants should not submit CVs in lieu of the application form as these cannot be considered.

A letter of application of no more than 1,200 words should also be emailed to recruitment@whitbyheath.cheshire.sch.uk.

Candidates should outline how they meet the requirements of the person specification in addition to the following:-

- What qualities, strengths and teaching experience you would bring to the role;
- Any anticipated requirement for professional development and support.

Acknowledgement of applications

All shortlisted candidates should confirm their preferred contact details with the GB.

Acknowledgement of application forms will be via the on-line JGP system.

It is not normally the policy of Governors to write to non-shortlisted candidates. Accordingly, if you have not received an invitation to interview from Governors by the end of Friday 14th October, your application has been unsuccessful.

Day of Interview

Candidates will be asked to take 30 minutes to prepare a presentation to the Panel.

Subject to ratification by the full Governing Body we anticipate offering the post to a successful candidate on the final day of interviews.

Following acceptance of the post by a successful candidate we intend to contact unsuccessful candidates as soon as possible.