

HYNDBURN PARK PRIMARY SCHOOL



HEADTEACHER APPLICATION PACK

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Hyndburn Park Primary School



Headteacher: Ms Tracey

WELCOME LETTER FROM THE SCHOOL COUNCIL







Dear future headteacher,

On behalf of the children of Hyndburn Park Primary School we would like to tell you why Hyndburn Park is such a wonderful school to belong to.

Our school is calm, bright and a fun place to learn. We behave with integrity and respect our school values. Visitors to our school always comment on what a lovely place it is to visit. We have an exciting curriculum and our teachers always put our needs first. We love to learn and enjoy coming to school.

We are very proud of our school and are looking for a headteacher who will work well with teachers and governors to make sure it stays a happy, vibrant and calm place. Our current headteacher respects all of the children, she is kind, always does her best for the school and looks for ways that will make our school even better. As we sadly say goodbye so that she can enjoy her pastures new, we need to find someone who will continue to do all of the great things at Hyndburn Park, as well as bring some new and exciting ideas.

Our headteacher needs to be:

-  Kind.
-  Visible around school – come and visit our classrooms.
-  Respect our school values.
-  Set an example.
-  Funny.
-  Firm but fair.

Most of all, someone who would be as proud of our school as we are.

Thank you for reading our letter and we hope to meet you soon.

Head Boy and Head Girl.



Hyndburn Park Primary School



Headteacher: Ms Tracey

WELCOME LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the post of headteacher at Hyndburn Park Primary School. I hope you find the enclosed information useful.

As governors, staff and families we are incredibly proud of our school and children. Over the last ten years, under the leadership of Wendy Tracey, the school has progressed and flourished into the warm, nurturing and successful environment it is today. We have achieved excellent results but we are not complacent and we are keen to pursue new and innovative ways to help our children learn and enjoy their time with us. Although sad that Wendy is moving on to the next chapter, we are very excited about the future of the school and look forward to working with our new headteacher to see it develop further.

The school was graded 'Good' in our last OFSTED inspection in March 2017 and through rigorous and robust self-evaluation and improvement, we have continued to achieve excellent outcomes for our children. Over recent years, our aging premises have undergone major refurbishment both inside and out.

The children are a delight, with excellent behaviour and conduct and we continue to be impressed with their confidence, love of learning and their engagement in all the school has to offer. We encourage harmonious, respectful relationships so that children can grow into responsible, well-mannered citizens, eager to make a positive difference to society and the world.

We very much welcome prospective applicants to visit the school, where you will experience for yourself the warm community that is our lovely community school. If you wish to request a visit, you can contact on 01254 233171 or email [head@hyndburnpark.lancs.sch.uk].

Yours sincerely,

Julie Parsonson

Chair of Governors



Agreed timetable for appointment of
Headteacher at Hyndburn Park Primary School.
November 2020

Initial meeting of the governing body	- 4.30 pm on Monday, 9 th November.
Advertisement appears	- Thursday 19 th November, 2020.
Closing dates for applications	- Thursday, 10 th December, 2020.
Shortlisting meeting	- 4 pm on Monday, 14 th December, 2020.
Shortlisted candidates view the school	- Thursday, 14 th January, 2021.
Interviews and appointment	- Friday, 15 th January, 2021 (all day)
New headteacher takes up post	- 1 st April, 2021.

Agreed Pay Range for appointment of
Headteacher at Hyndburn Park Primary School.
November 2020

ISR (Individual Salary Range for HT)

Leadership Spine L17 (£62, 570) - L24 (£74,295) plus an additional payment of £5,000.

ADVERTISEMENT

Number on Roll – 433.

Leadership Spine 17 (£62,570) – L24 (£74,295) plus £5,000 additional payment.

Required from 1st April 2021.

The governors, staff and pupils of Hyndburn Park Primary School are seeking to appoint an effective and committed headteacher from April 2021, who will sustain and build on the success of the school.

Our school is a fabulous place to work ... and is getting better! Although our building is old (1906), most of it has been completely refurbished over the last ten years, making it a modern and welcoming place to work. We have approximately 450 pupils in school, spread over seventeen classes, including a large nursery. Our children are absolutely delightful! They are, in the main, well-behaved, courteous and polite young people, who love to learn. Around 95% of our children are of Asian Pakistani heritage. Our staff team comprises seventy-six professional, competent, enthusiastic individuals, and we really want to appoint a highly motivated, creative Headteacher and someone with a proven and adept record to lead our happy, caring and extremely hard-working team.

We are looking for someone who:

- ✔ Loves their job and takes pride in everything they do.
- ✔ Inspires and motivates through innovative leadership.
- ✔ Develops children's learning through wider experiences.
- ✔ Has high expectations of all children and staff.
- ✔ Is flexible in their approach and is open to new ideas.
- ✔ Is enthusiastic about parental and wider community links and able to build positive relationships with families.
- ✔ Has commitment, enthusiasm, integrity, personal impact and presence as well as excellent interpersonal and organisational skills.

In return, we are offering:

- ✔ A warm and welcoming school community.
- ✔ Established, skilled, dedicated, and caring staff who have high ambitions for each child.
- ✔ Happy and enthusiastic children who enjoy learning and strongly uphold the school values.
- ✔ A committed and supportive board of governors which provides an appropriate level of challenge.
- ✔ An open culture with healthy relationships based upon mutual respect and understanding.
- ✔ A well-established Senior Leadership and Senior Management Team.





An opportunity to lead and guide a highly effective school with clearly organised structures and an ethos designed to celebrate inclusion and diversity.

Hyndburn Park Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake an enhanced DBS check, will be subject to receipt of suitable references, and qualifications and identity checks.

The best way to learn more about us is by coming to see us, our school and our enthusiastic and creative children who would be happy to show you around. For further details or to arrange a visit contact the current headteacher, Wendy Tracey (01254 233171) or email head@hyndburnpark.lancs.sch.uk

Closing Date for Applications: Thursday, 10th December, 2020

Pre-Interview Visit: Thursday 14th January, 2021. The governors are likely to require shortlisted candidates to undertake some tasks on this visit as part of the interview process.

Interview Date: Friday, 15th January 2021

Application packs can be accessed online.

Please email or send applications to: applications@hyndburnpark.lancs.sch.uk



Hyndburn Park Primary School

Headteacher Job Description – November 2020

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his / her duties, the headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

A. The Core Purpose of the Headteacher

The core purpose of the headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Four Domains of Headship

Domain One: 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 optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, 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. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain Two: Pupils and staff.

1. Demand ambitious standards of achievement and attendance 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

Domain Three: Systems and process.

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 the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher 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 school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Domain Four: The self-improving school system

1. Create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents / carers to improve academic and social outcomes for all pupils.

3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The applicant will be required to safeguard and promote the welfare of children and young people. The headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

Person Specification / Selection Criteria for
Headteacher at Hyndburn Park Primary School.
November 2020

*The applicant will be required to safeguard and promote
the welfare of children and young people*

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Qualifications

	Essential	Desirable	Source
Qualified teacher status.	E		A
Degree.	E		A

[B] Professional Development

	Essential	Desirable	Source
Evidence of recent and appropriate professional development (particularly including leadership and management) for the role of headteacher.	E		AIR
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E		AI

[C] School leadership and management experience

	Essential	Desirable	Source
Successful leadership as a headteacher / principal.		D	AIR
Successful leadership as a deputy headteacher or assistant headteacher or equivalent.	E		AIR
Evidence of successfully leading school improvement.	E		AIR
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E		AIR
Experience of curriculum leadership and development.	E		AIR
Experience of building positive relationships with all stakeholders.	E		AIR
Experience of monitoring staff performance.	E		AIR
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E		AIR
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	E		AIR
To have had experience of guiding, coaching, mentoring or training individuals or teams.	E		AIR
Maintains good awareness of current national education policy and strategy.	E		AIR

[D] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching experience within the primary phase.	E		AIR
To have a working and current knowledge and understanding of all three Key Stages in the primary phase.	E		AIR

Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E		AIR
A proven commitment to ensuring inclusion and addressing diversity positively.	E		AIR
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E		AIR

[E] Professional Attributes

	Essential	Desirable	Source
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		AIR
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E		AIR
A proven commitment to engaging and working collaboratively with parents and carers.	E		AIR
A commitment to professional development for all staff, and self.	E		AIR
To have good judgement; able to assess and balance risks and opportunities and demonstrate initiative in solving problems.	E		AIR
The ability to plan and prioritise and organise self and others.	E		AIR
Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		AIR
Show a good commitment to sustained attendance at work.	E		AIR

[F] Personal Qualities

	Essential	Desirable	Source
A proven commitment to achieving the very best outcomes for all children.	E		AIR
A clear vision for an innovative, progressive, forward thinking school.	E		AIR
The ability to communicate a clear vision for the school to all people.	E		AIR
The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E		AIR
A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E		AIR
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	E		AIR
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	E		AIR

[G] Safeguarding

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children and young people.	E		AIR
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E		AIR
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E		AIR
Will co-operate and work with relevant agencies to protect young people.	E		AIR

[H] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Hyndburn Park Primary School.

[I] Confidential References and Reports

Positive recommendation from all referees, including current employer.	E
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[J] Application Form and Supporting Statement

*The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. Please **do not** send CVs as these will not be considered.*

ATTENDANCE POLICY STATEMENT

Hyndburn Park Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.