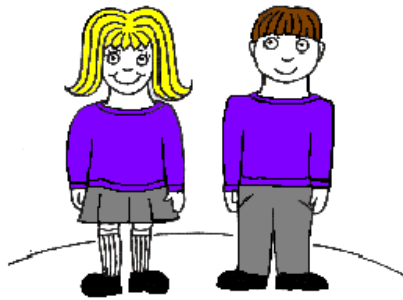


Ashton Primary School



Headteacher Application Pack



Making a
difference
together

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Ashton Primary School

**Ashton Primary School
Ainsdale Drive
Ashton on Ribble
Preston
PR2 1TU**

**Telephone: 01772 728052
Email: head@ashton.lancs.sch.uk
Enquiries: bursar@ashton.lancs.sch.uk
Website: www.ashton.lancs.sch.uk**

WELCOME LETTER

Dear Applicant,

Thank you for your interest in our current vacancy for a Headteacher.

Our whole school community is keen to see the appointment of someone who is dynamic, aspirational and passionate about providing our children with the outstanding care and education they deserve, and to lead and inspire us to continue to improve and raise pupil achievement.

Ashton Primary school is a community primary school located close to the centre of the city of Preston, and currently has 204 pupils on roll. Our children are enthusiastic and deserve the very best opportunities; they are keen to learn, and watching them grow, learn and thrive is rewarding. We have a fantastic team of skilled and dedicated staff, and a supportive governing body who work together with the shared aim to do the very best we can for our children.

We are on an exciting journey of continued improvement and would like to appoint someone who is driven, self-motivated and who has the experience and personal qualities to have a positive impact on the further development of our school.

Our new Headteacher will:

- Make learning a happy experience, value every child and strive to ensure both pupils and staff have high aspirations for achievement.
- Be a positive role model, with the ability to motivate our children and staff alike, inspiring all to reach their full potential.
- Further develop the well-established, strong relationships with our children, staff, parents, governors and the local community.
- Demonstrate strong leadership and people management skills with the ability to further develop the leadership team.
- Demonstrate drive, experience and creativity to build on our current high standards of teaching, through continuous school improvement.

We can offer you:

- Committed and enthusiastic staff dedicated to bringing out the full potential of each child
- Children who are happy, valued and self-motivated
- A supportive Governing Body and parents.

Applications are welcome from both existing Headteachers and Deputy / Assistant Headteachers. If you are ready for this challenge, we would be delighted to hear from you.

If you are interested in applying for the post, please ring the school (01772 728052) to speak to the Headteacher, Mrs Susan Blackburn, to arrange a visit.

Yours sincerely,

Chris Bagguley

Chris Bagguley
Chair of Governors



Ashton Primary School

LETTER FROM THE SCHOOL COUNCIL

Thank you for showing an interest in our advert for a new Headteacher. Our school council met to share ideas and would like a Headteacher who:

- is caring, kind-hearted and helpful.
- listens to our ideas and uses some of them.
- makes sure we are educated without us realising we are being educated.
- is strict enough, but not too strict.
- is willing to put the time into improving our school.
- arranges lots of sports activities for us to take part in.
- makes sure that teachers make learning fun and that we have lots of exciting experiences like trips and visitors into school.
- is brave and happy to try new things.
- helps us to learn through real life experiences.
- respects everyone's beliefs, opinions and ideas.
- will have fun with us.
- has a good sense of humour.
- will cheer us up if we feel sad and listen to how we are feeling.

We used some of our school values when we were talking about what we want our new Headteacher to be, these included:

Respectful Responsible Honest Resilient

Thank you for reading our letter, from Ashton School Council.

A MESSAGE FROM THE STAFF

The staff at Ashton are looking for someone who is:



TIMETABLE FOR THE APPOINTMENT

Initial meeting of the governing body	11.11.21
Advertisement appears	12.11.21
Closing dates for applications	02.12.21 at noon
Shortlisting meeting	06.12.21
Shortlisted candidates view the school	10.01.22
Interviews and appointment	11.01.22
New headteacher takes up post	01.05.22 or earlier if possible

AGREED PAY RANGE

IPR (Individual Pay Range for HT)

L12 (£55,338) – L19 (£65,735)

ADVERTISEMENT

Grade: Group 2

L12 (£55,338) – L19 (£65,735)

Term: Full-time.

Perm/Temp: Permanent.

Required: From 01.05.22 or earlier if possible.

Closing date: 02.12.21 at 12:00 noon.

Location:

Ashton Primary School,

Ainsdale Drive,

Ashton-on-Ribble,

PRESTON,

Lancashire.

PR2 1TU

Tel: 01772 728052

School website: www.ashton.lancs.sch.uk

Roll: 204

The governors of Ashton Primary school wish to appoint an outstanding and highly motivated Headteacher who will work in close partnership with governors and the Senior Leadership Team, taking a pivotal role in leading our school forward.

The successful applicant will:

- Make learning a happy experience, value every child and strive to ensure both pupils and staff have high aspirations for achievement.
- Be a positive role model, with the ability to motivate our children and staff alike, inspiring all to reach their full potential.
- Further develop the well-established strong relationships with our children, staff, parents, governors and the local community.
- Demonstrate strong leadership and people management skills with the ability to further develop the leadership team.
- Demonstrate drive, experience and creativity to build on our current high standards of teaching, through continuous school improvement.

We can offer you:

- Committed and enthusiastic staff dedicated to bringing out the full potential of each child
- Children who are happy, valued and self-motivated
- A supportive Governing Body and parents.

Applications are welcome from both existing Headteachers and Deputy / Assistant Headteachers. If you are ready for this challenge, we would be delighted to hear from you.

If you are interested in applying for the post, please ring the school (01772 728052) to speak to the Headteacher, Mrs Susan Blackburn, to arrange a visit.

Closing Date for Applications: 02.12.21 at noon.

Pre-Interview Visit: 10.01.22.

Interview Date: 11.02.22.

Application packs can be accessed online. Please email applications to:
applications@ashton.lancs.sch.uk

Ashton 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.

Rehabilitation The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.

Ashton Primary School Headteacher Job Description

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) 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 Board, 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 Board, 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. Headteacher Standards

1. School culture

Headteachers:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

2. Teaching

Headteachers:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment.

3. Curriculum and assessment

Headteachers:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Headteachers:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.

- Implement consistent, fair and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

5. Additional and special educational needs and disabilities

Headteachers:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs⁸ and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional development

Headteachers:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

7. Organisational management

Headteachers:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous school improvement

Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

9. Working in partnership

Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

10. Governance and accountability

Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationship with those responsible for governance.
- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

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 Headteacher.

Person Specification / Selection Criteria for Headteacher at Ashton Primary School.

***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
Qualified teacher status.	E
Degree.	E

[B] Professional Development

	Essential / Desirable
Evidence of recent and appropriate professional development for the role of headteacher.	E
Evidence of recent leadership and management professional development.	E
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E

[C] School leadership and management experience

	Essential / Desirable
Successful leadership as a headteacher / principal.	D
Successful leadership as a deputy headteacher or assistant headteacher or equivalent.	E
Evidence of successfully leading school improvement.	E
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E
Experience of curriculum leadership and development.	E
Experience of working constructively with parents.	E
Experience of monitoring staff performance.	E
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E

	Essential / Desirable
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	E
Experience of guiding, coaching, mentoring or training individuals or teams.	E
Good awareness of current national education policy and strategy.	E

[D] Experience and knowledge of teaching

	Essential / Desirable
Experience of teaching in more than one school.	D
Successful teaching experience within the primary phase.	E
Have a current knowledge and understanding of all three Key Stages in the primary phase.	E
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E
Commitment to ensuring inclusion and addressing diversity positively.	E
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E

[E] Professional Attributes

	Essential / Desirable
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
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E
A commitment to the professional development for all staff, and self.	E
To have good judgement; able to assess and balance risks and opportunities.	E
A desire to engage and work collaboratively with parents and carers.	E
The ability to plan and prioritise and organise self and others.	E
Show a good commitment to sustained attendance at work.	E

[F] Personal Qualities

	Essential / Desirable
A passion for achieving the very best outcomes for all children.	E
A clear vision for an innovative, progressive, forward thinking school.	E
The ability to communicate a clear vision for the school to all people.	E

The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E
A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	E
An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Governors, colleagues, other professionals and wider community.	E
The ability to inspire confidence.	E
Excellent interpersonal skills.	E
The ability to perform effectively under pressure.	E
The ability to build, create and then communicate a clear vision for the school.	E
Think analytically and creatively, demonstrating initiative in solving problems.	E
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

[G] Safeguarding

	Essential / Desirable
Displays commitment to the protection and safeguarding of children and young people.	E
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E
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
Will co-operate and work with relevant agencies to protect young people.	E

[H] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Excellence for Headteachers 2020 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 Ashton Primary School.

[I] Confidential References and Reports

	Essential / Desirable
Positive recommendation from all referees, including current employer	E

[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.

ATTENDANCE POLICY STATEMENT

Ashton 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 acts 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.