

Waterloo Primary School

Worthington Street

Ashton Under Lyne

Tameside

OL7 9NA

**Headteacher**

**Recruitment Pack**

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# Vision Statement

We want all members of the school community to aspire to the Trust Standard.

‘To be better than you have ever been before - Aiming High.’

At Waterloo we work to ensure:

EVERY CHILD A WRITER

EVERY CHILD A READER

EVERY CHILD NUMERATE

A school where every child has the opportunity to shine and is prepared for a future of possibilities!

# Philosophy and Purpose

At Waterloo we want the school to provide the foundation and opportunities for the children in our care to become well rounded and capable individual members of a society which continually evolves and develops.

When children leave Waterloo we want them to have high academic standards, and be independent learners and thinkers with a range of skills and talents. We will do this by providing an environment for learning in which children are able to maximise their potential academically, socially, physically and emotionally. Within this we are striving to provide a curriculum which is broad based, exciting and creative.  We aim to be a school where children are taught knowledge, skills and develop positive attitudes to learning and to others. Where children become self-confident learners with a love for learning which will stay with them for life.

# Aims

These aims are a general statement of intent and represent the ideals towards which the school will strive.  They make a point of reference for staff when planning any activity.

**We as a school aim to ensure that all members of our school community:**

* Foster and maintain an ethos which is supportive to all members of the school community, irrespective of ability, gender, ethnic or social background and which ensures that all feel valued and cared for
* Work collaboratively providing the best possible social, academic and cultural development for our pupils
* Recognises the importance of high academic attainment and the importance of striving for highest possible standards
* Understand and communicate the importance of citizenship
* Work together to provide a safe, secure environment to work in
* Develop a curriculum which is broad, relevant and exciting
* Provide an education which strives to give children a voice and who are active learners in a stimulating environment
* Learn about the world and our locality which is ethnically and culturally diverse
* Recognise the integral part ICT plays in our daily lives
* Where health and health education is developed consistently throughout school
* Where parents are partners in the education process and where the school values the opinions of all stakeholders

**We want the children in our care to:**

* Want to be at our school, developing into independent learners who are adaptable, questioning, curious and confident in their own ability to achieve their full potential
* Emotionally literate, recognising a shared moral code and acting accordingly
* Be tolerant of others recognising the uniqueness of individuals and respecting others
* Feel valued, are happy and inspired, experiencing success and willing to take risks confidently learning from failure
* Develop a positive work ethos. Children should be encouraged to acquire and hone academic, aesthetic and individual skills which maximise their achievements and ensure they take a pride in themselves and their school
* Develop a respect and a tolerance for all religious, moral and cultural values including having a regard to the wider community
* Have a voice and a feeling of ownership of the school which leads them to act responsibly towards the school environment and those who work within it
* Develop into confident and assertive individuals who work together well
* Develop a sense of discipline and good behaviour, leading to acceptable standards of interaction with both adults and peers becoming cooperative and responsible individuals

# From the CEO of Prestolee Multi Academy Trust

Waterloo Primary School

Worthington Street

Ashton Under Lyne

Tameside

OL7 9NA

Dear Candidate,

We are looking to recruit a new Headteacher for September 2018. We hope that you are an ambitious hardworking individual who will value an opportunity to achieve real improvement in educational outcomes. The directors of the trust are looking to appoint a Headteacher who will drive the very highest standards of excellence.

We are looking for a strong, dynamic and inspirational leader who:

* Has the vision and dedication to take the school forward
* Will challenge and empower pupils and staff to be the best they can be
* Will foster children’s enjoyment of learning whilst ensuring high levels of achievement and progress
* Is dedicated to promoting outstanding teaching and learning.
* Will take responsibility and deliver the required success

In return we can offer you:

* Dedicated, professional and enthusiastic staff
* A stimulating and caring environment for all children and staff to thrive in
* Supportive and committed governance
* A supportive Academy Trust
* Excellent collaborative links with local schools

You will be working collaboratively with an outstanding school and with line management by the CEO and Deputy CEO of this expanding Multi Academy Trust. We will provide a level of quality support that will challenge you and help you succeed.

I feel sure that our new Headteacher will find an excellent platform they can build on and with the right support to take the school forward. Visits to the school are strongly encouraged. If you would care to visit the school please ring Sarah Carroll on 01204 332284.

Regards

Mike Tonge

Chief Executive

# Application Timelines

School Visits: Thursday 8th February, 1.30 - 3.00pm or 4.00 – 5.30pm.

Closing date: Tuesday 27th February, 12.00pm.

Assessment/Interviews: Monday 19th March 2018

Tuesday 20th March 2018

Successful candidates will be invited to the second day.

# Appointment Timescale

Start date: 1st September 2018

# Pay Scale

The school is in Headteacher group 3 according to STPCD 2016.

The Payscale range for the school is L24 to L30.

# Job Description

Job Title: Headteacher

Group: 3

Points: L24 – L30

Salary: £69330 - £80310

To whom responsible: CEO, Deputy CEO and Trust Board

PURPOSE OF THE JOB

Leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Multi Academy Trust and with regards to all statutory requirements.

MAIN RESPONSIBILITIES

1. Those duties listed in the current Teachers Pay and Conditions document.

2. To ensure the school fulfils the requirements of the relevant legislation.

3. To develop and maintain an educational environment which encourages excellence in all aspects and equality of opportunity for all.

4. To plan, with the Governors, the annual school budget and manage financial delegation on behalf of the Trust.

5. To formulate a School Improvement Plan in consultation with Governors and staff.

SPECIFIC RESPONSIBILITIES

**Shaping the Future**

* To work with the Trust Board, Trust Leaders, and the Local Governing Body to create a shared vision and strategic plan to promote and sustain improvement in the school.
* Ensure this vision is articulated, shared and understood and acted upon effectively by all.
* Advising the Trust Board, Trust Leaders, and the Local Governing Body on developments in educational thinking and national initiatives that might benefit the school.
* Innovate, take on new challenges and be a leader in the field of education.
* Ensure creativity, innovation and use of appropriate new technology by staff and pupils, to achieve excellence.
* Challenging, influencing and motivating others to fulfil their potential.
* Act in accordance with and support the implementation of the strategic and operational aims of the trust.

**Policy and Strategy**

* Operating schemes for whole school, staff and curriculum development.
* Co-ordinating school self-evaluation through management and curriculum action plans. Co-ordinating structures of management and finance through meetings with the Governing Body and the Senior Leadership Team.
* To formulate policy with Governors and communicate this through the School Development Plan and the School Prospectus.
* Implement strategies that secure the highest standards of attendance and behaviour.

**Curriculum**

* To ensure regular review of curriculum policy.
* To formulate the development and evaluation of curriculum action plans.
* To monitor curriculum organisation and planned schemes of work. Continue to develop the role of the subject leader.
* Establish a successful learning culture which leads pupils to see themselves as effective, independent and lifelong learners.

**Personnel - Teaching and Non-Teaching**

* To be a major stakeholder for the recruitment, selection and appointment of all teaching and non-teaching staff.
* To ensure every member of staff has a job description that is reviewed annually.
* To ensure that personnel and employment policies are in place and reviewed regularly. To monitor the induction and training of new staff.
* To promote the development of staff through Continuing Professional Development, including INSET and Performance Management.
* To monitor the deployment of supply staff including the cost implications. To be responsible for Health and Safety.
* To monitor, evaluate and review classroom practice and act appropriately to challenge underperformance and secure improvement.

**Finance and Resources**

* To monitor and control spending plans, [staffing, resources and premises related costs] established with the Governing Body, ensuring funding and staffing match educational priorities in accordance with trust governance.
* Ensure that the range, quality and use of all available resources is monitored to improve the education offered and provide value for money.
* To promote effective information systems, databases, spreadsheets for staff, pupils’ assessment, inventory and continuing professional development.
* To monitor the maintenance, security and supervision of buildings, their contents and supervision of the school grounds.
* To manage the school’s private funds.

**Relationship/Liaison/Communication**

* To work closely with the Governing Body and attend meetings; sub committees and training sessions.
* To organise regular staff meetings and Senior Leadership Team meetings. To support and engage with the PTA.
* To promote active involvement of parents in their child’s learning and school activities through parent evenings; reports to parents; newsletters; admissions /secondary transfer etc.
* To work with support agencies including SEN, child protection, health and safety and school attendance.
* To ensure that child safeguarding practices including PREVENT are fully embedded.
* To work with LA school improvement officers on school performance evaluation.
* To work with local primary, secondary and special schools.
* To promote successful relationships with the community - parents; police; religious and cultural groups; sporting organisations; local industry; local residents; work experience students and volunteers. Enriching the school’s value to the wider community.
* To promote and develop collaborative links with other schools for the benefit of pupils and staff at Waterloo.

REVIEW

The job description may be amended at any time after discussion with the trust, but in any case will be reviewed each academic year.

# Person Specification

E=Essential D=Desirable a = Application i = Interview/task r = Reference

EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Proven record of successful and significant leadership in Primary education | E | a, r |
| 2 | Evidence of recent professional development beneficial to the role of  Headteacher | E | a |
| 3 | Have implemented strategies which have impacted significantly on raising attainment and accelerating progress throughout the school | E | a, i, r |
| 4 | Experience of school development planning, assessment, self- evaluation and monitoring | E | a, i |
| 5 | Experience of working with other agencies for the well-being of pupils | E | i |
| 6 | Broad teaching experience across the Primary age range | D | a, r |
| 7 | Experience of responsibilities in the management of a budget | E | a, i |
| 8 | Competent in the use of ICT and the effective application of ICT in teaching and learning | E | i |

LEADERSHIP

|  |  |  |  |
| --- | --- | --- | --- |
| 9 | A highly motivated and reflective team leader who can exemplify the school values and aims. A leader who is consistent and promotes positive relations between pupils, staff, parents and governors | E | i |
| 10 | To have a clear vision and understanding of the needs of Waterloo Primary School, and the ability to inspire motivate challenge and support staff ,pupils and families to move the school forwards | E | i |
| 11 | To have a good understanding of legislation and safeguarding procedures and to lead the school in all safeguarding matters | E | a, i |
| 12 | To actively support the Trust to deliver its functions effectively | E | i |
| 13 | To implement and monitor the school’s Inclusion, Diversity and Equal  Opportunity policies | E | a, i |

MANAGEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| 14 | Knowledge and experience of how performance data can be used to  support, monitor and evaluate teaching and learning throughout the school | E | a, i |
| 15 | How to use Performance Management and ongoing appraisals to  ensure the highest possible teaching standards | E | a, i |
| 16 | Effective use of Pupil Premium funding to “close the gap” | E | a, i |
| 17 | Effective use of SEN funding to obtain the best outcomes | E | a, i |

|  |  |  |  |
| --- | --- | --- | --- |
| 18 | Experience in leading the production of effective Self Evaluation Summaries  and School Development Plans, and using these to address school priorities and improve outcomes | E | a, i |
| 19 | To be up to date with current Ofsted requirements | E | i |
| 20 | To ensure that pupils and parents recognise how vital good school  attendance and punctuality is to their child’s progress and attainment | E | a, i |

PERSONAL SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| 21 | Exceptional interpersonal skills. To be able to communicate  effectively with pupils, staff, parents and governors | E | a, i |
| 22 | Demonstrate a passion for creating a positive “can do” team  environment where the high expectations we have at Waterloo Primary School can be reached | E | i |
| 23 | To manage complaints and resolve conflict with sensitivity and  professionalism | E | a, i |
| 24 | To be approachable, a good listener and show respect for others | E | a, i |
| 25 | A commitment to the promotion of and support for extra-curricular  activities | E | a, i |
| 26 | Commitment to own learning and professional development | E | a, i |
| 27 | To recognise their responsibility to the trust, and work effectively with its leadership | E | a, i |

SHAPING THE FUTURE

|  |  |  |  |
| --- | --- | --- | --- |
| 28 | A desire to work in collaboration with other schools to support each  other and share best practice | E | a, i |
| 29 | To have a knowledge of current Government education policies | E | a, i |
| 30 | To shape the current and future teaching staff at Waterloo Primary School through high quality in house training and sustained professional development | E | i |
| 31 | Through delegation to the Senior Leadership Team and others, help to prepare the school leaders of the future | E | i |
| 32 | To be able to create a highly effective and devolved School Leadership Team | E | a, i |