



Woodfield Primary School

Headteacher Information Pack

Required for September 2018

Address: Wigan Lane, Wigan. WN1 2NT
Tel: 01942 243675
Email: enquiries@admin.woodfield.wigan.sch.uk
Website: www.woodfield.wigan.sch.uk



Woodfield Primary School

Dear Applicant,

I am pleased that you are considering making an application for the post of Headteacher at our school.

Woodfield Primary School is highly regarded within the local community and was judged to be Outstanding by Ofsted in 2014. The governing body is committed to maintaining the good reputation of the school, its staff and pupils, to continuing to provide an outstanding learning environment and outstanding pupil outcomes and to implementing a school improvement plan which successfully addresses changes that take account of the educational climate.

From the person specification you will see that the governors are looking to appoint an outstanding leader who will inspire, motivate, encourage and develop success amongst the staff and pupils. The successful applicant will have the full backing of committed governors who wish to maintain the school's strengths whilst seeking continued improvement.

If you have the drive, inspiration and determination to lead us forward then we would welcome your application.

Our school mission statement is 'Challenging, Caring, Celebrating Success' and pupils are encouraged to achieve their full potential. We are extremely proud of our school and encourage applicants to visit and see for themselves what an excellent opportunity this post provides. There is an opportunity for an informal visit before the closing date, further details of which are included in the job advert.

If you require any further information please contact Suzanne Barnes, Business Manager at school who will arrange for an informal discussion.

Thank you for your interest in this post and we look forward to receiving your application.

Yours faithfully,

Carol Brockbank
Chair of Governors



Woodfield Primary School

About Our School

Woodfield Primary School is a coeducational community primary school located on the outskirts of Wigan town centre within the Metropolitan Borough of Wigan.

Woodfield has a one form entry of 30 pupils and in January 2018 we have 211 pupils on roll. There are currently 18 children (9%) receiving SEND support of which 3 (1.5%) are in receipt of an EHC Plan. 12 children (6%) are eligible for pupil premium, CLA and Post LAC (PP+). Woodfield's Pupil Premium/CLA Grant for 2017-18 is £18,524.

The school is extremely popular and is significantly oversubscribed each admission year.

The school currently employs 9 FTE teaching staff and 9 LSAs (5 FTE), 7 lunchtime staff who also support pupils with health needs, 2.81 FTE admin staff and 1 FTE Caretaker.

The last Ofsted inspection was in October 2014 when the school was judged to be outstanding. This is an achievement we are extremely proud of and are dedicated to continuing to provide an outstanding education to our pupils.

Further information about the school and its achievements is available on our website at www.woodfield.wigan.sch.uk.



Woodfield Primary School

Values and Ethos

At Woodfield Primary School, our mission statement is:

Challenging, Caring, Celebrating Success

At Woodfield we aim to:

- Offer a broad, balanced curriculum providing the best possible learning experiences where positive learning takes place and where children can develop to their full potential.
- Offer the pupils a stimulating and safe environment where they can develop the skills and knowledge to achieve their best.
- Allow the children to learn, develop their skills, knowledge and interests working as an individual, in a group, class or team, so that each child realises his or her own worth and also the need for co-operation and support from others.
- Become caring and responsible persons towards all members of the school and community irrespective of race, creed or gender and to encourage children to respect other points of view.
- Provide a happy and caring environment.
- Foster independent learning.
- Develop links with home, involving parents in the life of the school and the education of their children.



Woodfield Primary School

How to Apply

Your application must be submitted on the standard application form available from the school website at www.woodfield.wigan.sch.uk. CVs will not be accepted.

Your application form should be accompanied by a letter of application of no more than 2 sides of A4 (font size 12), which should address how you would lead the school to maintain the highest standards of pupil achievement and progress and implement a continuous improvement model to sustain the outstanding provision.

Your application can be submitted by email, post or in person to the following:-

Email: recruitment@woodfield.wigan.sch.uk

Address: Woodfield Primary School, Wigan Lane, Wigan. WN1 2NT
(Office hours: 8.30 am to 4.30 pm)

Please address hard copy applications 'Private and Confidential' and mark for the attention of Suzanne Barnes, Business Manager.

The closing date for applications is Monday 26th February 2018 at 4.00 pm.

A shortlisting meeting will be held on Thursday 8th March 2018 and the selected candidates will be invited to attend for interview on Monday 19th March 2018. Full details of the selection process will be confirmed when candidates are invited for interview.



Woodfield Primary School

Job Description

Headteacher

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 their 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.

Job Purpose:	Leadership and management of the school to create and inspire a positive, supportive ethos and culture to promote an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
Accountable to:	The Governing Body. The Headteacher has line management responsibility for the Deputy Headteacher and Senior Leadership Team, and overall responsibility of school staff (delegating responsibility and line management duties as appropriate).
Liaising with:	Deputy Headteacher, Senior Leadership Team, Governing Body, Business Manager.
Salary Scale:	Leadership Scale (L15 - L21)
Working Time:	Full-time, as specified within the School Teachers' Pay and Conditions Document.
DBS Disclosure Level:	Enhanced.

1. Areas of Responsibility and Key Tasks

The role will include but not be limited to the following:

- Ensure and develop professional leadership and management within the school in an inspirational and innovative way.
- Provide support and development to the Senior Leadership Team ensuring whole school participation to provide outstanding provision and continuous improvement.
- Raise the level of engagement and achievement for all pupils in a culture that encourages equality, with high expectations for both academic and personal development.
- Continue to facilitate self-evaluation within the school and recognise the need to operate in an environment of continuous review and improvement.
- Be responsible for the safeguarding and well-being of all children within the school, ensuring that relevant policies and practice are legally compliant and accessible throughout the school.
- To expand the already excellent links within the wider community and promote relations with the stakeholders and partners of the school.

2. Strategic Direction, Leadership and Management

- Lead by dynamic example and demonstrate integrity, creativity, resilience and clarity being able to draw on their own experience and the skills and expertise of other staff members.
- Listen to and engage with staff. Ensure effective delegation of leadership roles throughout the school. Enable staff to identify responsibilities and encourage autonomy whilst holding each other to account for their decision making and the success of the school.
- Demonstrate respect, accountability and a positive attitude towards staff, pupils, parents, governors and the wider local community. Be able to motivate staff and pupils by interest and encouragement and to demonstrate concern for individual needs.
- Along with the Governing Body, work to create and achieve the whole strategic school vision, by defining aims and objectives for the school and developing policies to facilitate implementation and outstanding practice. To be the driving force behind the school vision and empower both staff and pupils to excel.
- Continuously monitor, evaluate and review the performance of the school, the impact of policies, priorities and targets, take action if necessary and report back to the Governing Body.
- Understand local and national existing and emerging education policies and translate them successfully into our school policies and practices.

- Maintain own continuous professional development.
- 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.
- Achieve financial sustainability. Ensure sound financial planning and forward thinking with the deployment of budgets and resources having the interest of the pupils and school foremost.
- Encourage an ethos within the school where all staff are motivated and supported to develop skills and subject knowledge, share best practice across the whole school curriculum, and are encouraged to find creative and inspiring ways to deliver the curriculum.
- Facilitate staff to support each pupil to develop to their full potential.
- Ensure all staff are accountable for their own professional conduct and practice.
- Identify and encourage aspiring leaders. Provide an environment where excellence is the norm and demonstrate a clear and visible succession plan.
- Manage and organise the school premises to ensure that health and safety, security and maintenance requirements are met and are sufficient to meet the needs of the curriculum, the pupils, staff and external providers and agencies.

3. Teaching and Learning

- Promote the highest standards in teaching and learning. Ensure regular reporting, monitoring and evaluation of practice. Provide effective support and mentoring for all teaching staff through an understanding of the features of successful classroom practice and curriculum design.
- Ensure a fair and transparent system for performance management, ensuring that professional duties are fulfilled, as specified in the Terms and Conditions of Service for teachers, identifying any under performance and facilitating measures to improve standards. Celebrate and reward examples of improvement and outstanding teaching.
- Ensure that all data is accurate and that staff are competent in its interpretation and confident in its use as a tool for evaluation.
- Be proactive in creating a culture and ethos of challenge and support for pupils where they are encouraged to engage in their own learning and achieve outstanding progress. Include guidance and pastoral care and ensure that pupils' well-being is maintained.
- Demand ambitious standards for all pupils, overcoming disadvantage and promoting equality. Instil a strong sense of accountability in staff for the impact of their work on pupils' achievements.

4. Community

- Work with the Governing Body to secure a positive and active working relationship with stakeholders of the school. Be aware of the diversity and dynamic culture of the community and promote inclusion for all.
- Maintain and develop effective communication with parents, carers and the local community. Work alongside parents and carers to ensure they are well informed about the curriculum, attainment and progress and build an ethos of shared learning outcomes to improve pupils' achievements in the academic field and in their personal development.

5. Other

- This job description forms part of the contract of employment of the person appointed to the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.
- This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements.
- Woodfield 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. This role requires enhanced Disclosure and Barring Service clearance.

Date of Review: January 2018



Woodfield Primary School

Appointment of Headteacher

Source
A = Application
I = Interview
R = Reference

Person Specification / Selection Criteria

Selection Criteria	Essential	Desirable	Source
Qualifications			
Qualified Teacher Status	✓		A
Degree	✓		A
Gained or working towards NPQH		✓	A
Further academic or vocational qualification		✓	A
Evidence of recent and continuing relevant professional development	✓		A
Professional Skills and Experience - <i>The successful candidate will have:</i>			
Proven success in senior leadership within a primary school	✓		AIR
Evidence of outstanding teaching in a primary school	✓		AIR
Proven successful teaching experience across FS, KS1 and KS2		✓	AIR
Ability to give a clear lead on curriculum, resources, finance and pastoral issues	✓		AI
Teaching experience in more than one school		✓	A
A track record in raising standards within a whole school environment	✓		AIR
Experience of Ofsted inspection as a Senior Leader		✓	AI
Ability to prioritise, analyse problems, resolve issues and be accountable	✓		AIR
Ability to work under pressure and meet deadlines	✓		AIR
Experience of staff recruitment, deployment and development	✓		AIR
Skills in the monitoring of performance of people and policies for positive impact	✓		AR
Undertaken appropriate Child Protection / Safeguarding training	✓		AI
Excellent written and oral communication skills	✓		AI
Ability to hold others to account	✓		AI

Selection Criteria	Essential	Desirable	Source
Leadership and Management - <i>The successful candidate will be able to demonstrate the ability to:</i>			
Command and give respect and maintain a positive attitude	✓		AIR
Lead, inspire and motivate staff and pupils	✓		AIR
Manage change	✓		AIR
Work successfully with the Governing Body	✓		AIR
Keep up to date with current education initiatives, policies and good practice	✓		AIR
Develop and establish successful policy and monitor compliance	✓		AIR
Ensure that school is legally compliant	✓		AI
Ensure sound financial management and forward thinking in the deployment of resources and achieve financial sustainability	✓		AI
Lead by example	✓		AIR
Teaching and Learning - <i>The successful candidate will be able to demonstrate the ability to:</i>			
Promote and monitor effective teaching and learning	✓		AIR
Community - <i>The successful candidate will be able to demonstrate the ability to:</i>			
Develop and encourage good relationships and communication with parents, carers, local community and other stakeholders and promote the school reputation.	✓		AIR
Work closely with other schools and educational settings, local government agencies and businesses to create a wider resource network	✓		AI
Maintain a good understand the diverse nature of British society and the local community	✓		AI
Personal Qualities - <i>The successful candidate will have and be able to demonstrate:</i>			
Self confidence and strong personal presence	✓		I
Approachable nature	✓		I
Diplomacy	✓		AIR
Outstanding planning and organisational skills	✓		AIR
Adaptable and flexible approach	✓		AIR
Reliability	✓		AIR
Creativity and an innovative approach	✓		AI
High level of personal and professional integrity , honesty and probity	✓		AIR
Personal and professional commitment, drive and ambition	✓		AI
Commitment to own continuous professional development	✓		AI