

St Martin's  
School



Priory Fields School  
Everyone Achieving Together

**Vale View**  
Primary School

# HEADTEACHER RECRUITMENT PACK

Vale View Primary School

# CONTENTS



WELCOME	2
WHINLESS DOWN VISION, AIMS AND VALUES	3
ABOUT VALE VIEW	4
WHAT TO EXPECT AS HEADTEACHER	5-6
JOB DESCRIPTION	7-9
PERSON SPECIFICATION	10-11
APPLICATION GUIDANCE	12



# WELCOME

Dear Applicant,

We are delighted in your interest in the post of Headteacher at Vale View Primary School. The Trustees and Local Governing Body are working together to find a successful candidate that can lead the school on the next stage of its exciting journey.

The Whinless Down Academy Trust's (WDAT) mantra is to provide excellent opportunities for local children, in local schools, run by local people. The WDAT is a primary school only Multi-Academy Trust based in Dover, Kent, comprising of Vale View Primary School, Priory Fields School and St Martin's School.

Our journey began on 1st August 2016 when the schools of Priory Fields and St Martin's decided that working together would improve outcomes for children within our local community. We were delighted when approached by the governing body of Vale View to join our MAT, who successfully joined on 1st January 2018.

Although our three schools are within walking distance of each other, they each have their own unique character and ethos, which we encourage and celebrate. Priory Fields School is a two form entry school providing education for up to 420 children. St Martin's is a one form entry school that currently has a roll of up to 240 children, which includes a bulge year in year 6. Vale View is also one form entry school that caters for 210 pupils with an additional Nursery provision for children aged 2-5.

Collaborative working is integral in our day-to-day working and the Headteachers work closely on all aspects of school improvement and staff development. This is extended throughout all staffing groups across our MAT, which ensures teaching is good and continually improving, provides a curriculum that excites, enthuses and engages all learners and offers mutual support by sharing, working together and engaging in professional dialogue.

I hope this has given you a flavour about the WDAT and if you feel that you are the right person to lead Vale View Primary School on the journey to outstanding and if this has inspired you to apply, we would love to hear from you.

Anne Siggins (CEO of Whinless Down Academy Trust)

Alison Mackintosh (Chair of Trust Board)

# THE WHINLESS DOWN ACADEMY TRUST

Our Vision: To provide an education that inspires and prepares children for life

## OUR AIMS AND OBJECTIVES

- Retain each school's unique local identity whilst subscribing to the trust's values and vision.
- Be committed to school improvement, relentlessly striving to become outstanding.
- Ensure teaching is good and continually improving.
- Provide a curriculum that excites, enthuses and engages all learners
- Be mutually supportive, by sharing, working together, engaging in professional dialogue and ensuring CPD is maximised for all staff across the trust
- Retain our highly motivated members of staff by providing pathways for management and leadership opportunities.

## OUR TRUST VALUES

### Courage



We are prepared to take risks and encourage children to challenge themselves.  
We never give up.

### Aspiration



We instill high expectations.  
We promote a sense of ambition.

### Collaboration



We are united in our educational aims.  
We use each other's expertise to secure improvements.

### Imagination



We inspire and innovate creative thinking and thinkers.  
We create environments where children soar because adults constantly challenge perceived wisdom.

### Happiness



We demonstrate compassion to all.  
We encourage achievements to forge success.

### Empowerment



We enable children and adults to achieve the highest standards.  
We allow adults and children to think and communicate without fear.



# ABOUT VALE VIEW PRIMARY SCHOOL

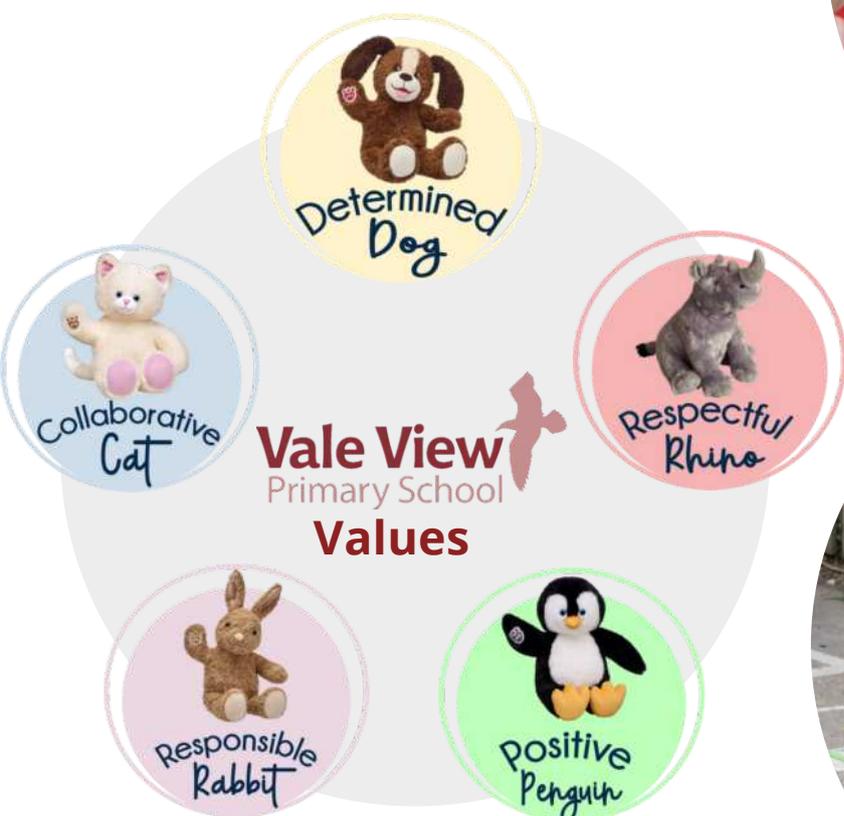
Vale View is a one form entry primary school and nursery, part of The Whinless Down Academy Trust in Dover, Kent.

Our mission is 'Being The Best I Can Be'.

Vale View benefits from:

- The expertise of a Key Stage 2 Leader of Learning and an Early Years Lead Practitioner who work across the Trust
- A dedicated sports coach
- A specialist music teacher
- Education from 2-11 years old
- Support from The WDAT team

Vale View takes pride in being actively involved in our local community and we achieve this through a lively school council, great relationships with parents and participation in local events. All of these things are supported through The Friends of Vale View Association.



# WHAT TO EXPECT AS HEADTEACHER AT VALE VIEW

BY KELLY BROWN, CURRENT HEAD AT VALE VIEW

Walking through the door each morning not knowing what the day will bring can be the most exciting or the most daunting feeling. The uncertainty of the events that lie ahead; the conversations waiting to unfold; the unpredictable nature of working with children –par for the course when you lead a school. The dynamic nature of school life certainly offers no guarantees. However in my time as the Head at Vale View, I have learnt that there are some things that you can be sure of every day.

1. Supportive and receptive staff, united in the determination to ensure that everybody succeeds, including you! Warm and friendly, they will welcome you and work with you to realise the vision you have for our children. They take their responsibility to the children seriously and show them genuine care. Their support will give you the courage to take risks and turn your ideas into reality.

2. Collaboration across the academy, in all sorts of ways. Having access to a field of expertise at your fingertips. Good support networks for your staff, cross school collaboration for children, and a collaborative leadership approach is something that you can be assured of. As a Head, it is reassuring to know that you can pick up a phone and have someone to answer your question, to mull over your thoughts with, or even just someone to check in with. Well-being and a manageable workload is key for us– and collaboration definitely has a positive impact.



# WHAT TO EXPECT...CONTINUED

3. Appreciation of imagination and creative thinking. Your ideas and thoughts will be listened to and considered, empowering you to contribute to not only the development of your school, but to the academy as a whole.

4. Aspiration for all. The genuine belief that all children can achieve. Staff can develop and progress in their career. You will have a vital role in ensuring that all members of the school community can be the “best they can be.” Improving life chances and giving children the inspiration and education to enable them to be responsible for choosing their own path in life is the vision that we all aspire to.

5. The most amazing pupils who will make you smile every day. Their enthusiasm and positivity is endless and they will try their best to spread their happiness. From watching the Nursery children immersed in their play, to sharing a joke with the Year 6 children –you will have fun, and you will quickly realise how lucky you are to play such an important role in their lives.

6. A culture of mutual respect between all members of our diverse community – children, staff, parents, governors and trustees – being kind and considerate to each other and working together towards the common goal of providing the children with the best opportunities and expanding their horizons for learning and life. There will be challenges, there will be hills to climb, but you won't have to face them alone. At Vale View School and within the Whinless Down Academy Trust, nothing is insurmountable.



We are solution finders, forward-thinkers, moral supporters and general all-round champions – so if you are keen to take on the challenge of leading a school, you should seriously consider Vale View. I can assure you that the positive outcomes, the opportunity to make a difference in the lives of local children and the feel-good factor when you succeed will be all the reward you need. It could be the best decision you have ever made.

# JOB DESCRIPTION

**Location:** Whinless Down Academy – Vale View Primary School

**Reporting to:** Executive Headteacher

**Salary:** Leadership Pay Spine

The Headteacher is based at one school but works across the Trust

## **General Description:**

(This job description has been developed in line with the Headteacher Standards 2020)

The Headteacher is responsible for managing the daily operation of the school, the supervision of all pupils and staff, and the school premises. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.

The Headteacher will work alongside the Executive Headteacher who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality.

In carrying out their duties the Headteacher will consult and liaise with and work in partnership with the Executive Headteacher.

## **The role of the Headteacher in our schools will be to;**

- Articulate clear values and moral purpose for the leadership for the school, focused on providing a first-class education for our pupils.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Model Positive relationships and attitudes towards our pupils, and to engage parents, governors and members of the local community in the constant and continual improvement of all we do.
- Ensure that the education and interests of our pupils are at the centre of everything we do in our school.

# JOB DESCRIPTION

## **Qualities and Knowledge Required**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils we serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- Lead by example – with integrity, creativity, resilience and clarity – drawing on their own experience, expertise and skills and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Communicate compellingly the school's vision and drive the strategic development of the schools in the trust.

## **Meeting our objective through improving teaching, learning and achievement in the classroom**

### **Supporting the Executive Headteacher to;**

- Lead the improvement and development of the school on the basis of evidence and knowledge about effective practice, and to promote a strong culture of continuous professional development for our staff.
- Ensuring that the school's development is consistent within our core objectives and seeks further to serve our local community.
- Maintain and secure outstanding teaching for all our pupils through an understanding of the features of successful classroom practice and design.

# JOB DESCRIPTION

## **Leading and Managing**

### **Supporting the Executive Headteacher to;**

- Demand ambitious standards for all our pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Promote the sharing of best practice between teachers and a culture where less good practice is challenged and improved.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Hold all staff to account for their professional conduct and practice.
- 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.
- Provide a safe, calm and well-ordered environment for all pupils and staff with a strong focus on safeguarding and the development of exemplary behaviours in school and in the wider society and community.
- Establish, implement and maintain rigorous and transparent systems for managing performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
- Encourage and support strong governance and actively support the trust board and governing body to deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil and staff performance.
- 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.

## **Wider engagement and contribution**

### **Supporting the Executive Headteacher to;**

- Develop the capacity of the trust to work with other schools and improve the quality of education at system level.
- Develop effective relationships with other services to improve academic and social outcomes for all pupils
- Make the schools in the trust centres for good practice in initial and continuing teacher education.

# PERSON SPECIFICATION

## QUALIFICATIONS

### ESSENTIAL

- Qualified teacher status
- Evidence of Continuing Professional Development relating to school leadership/curriculum development

### DESIRABLE

- Professional qualification such as NPQH/NPQSL or further professional qualification.
- Knowledge of the National Standards of Excellence for Head Teachers.

## EXPERIENCE

### ESSENTIAL

- Successful leadership experience to at least Deputy/Assistant Head level.
- Successful teaching experience within EYFS/Primary age range for at least 5 years.
- An outstanding classroom practitioner with the ability to demonstrate good primary practice and act as a role model for colleagues.
- Experience of monitoring, evaluating and improving the quality of learning and teaching for all pupils.
- Experience of dealing with staff when performance gives cause for concern.
- Demonstrated commitment to liaise with parents and the community.
- Experience of assessment, data analysis, target setting and strategies for raising attainment.
- Line management experience

### DESIRABLE

- Advanced Skills/Leading Practitioner status.
- Experience of working with governors.

## STRATEGIC LEADERSHIP

### ESSENTIAL

- Ability to create a culture that sets high expectations leading to the very best outcomes.
- Ability to hold colleagues to account for their individual role.
- Clear understanding of strategic development and developing effective strategies for school improvement.
- Proven experience of leading staff development.
- Clear understanding how Mentoring and Coaching can support school improvement.
- Commitment to fostering links with the wider community.

### DESIRABLE

- Involvement in school self-evaluation and school Improvement Planning

# PERSON SPECIFICATION

## SKILLS AND KNOWLEDGE

### ESSENTIAL

- A clear philosophy of primary education and how children learn.
- Understanding of the Early Foundation Stage and National Curriculum.
- Effective communication and interpersonal skills
- Have the ability to analyse problems, reach judgments and resolve issues.
- Ability to build effective working relationships
- Be skilled in the monitoring of performance of people and policies.

### DESIRABLE

- Understanding of the principles of coaching
- Sound understanding of Early Years Education

## PERSONAL QUALITIES

### ESSENTIAL

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Excellent communication skills with the ability to demonstrate empathy
- Strong emotional resilience in leading a school where pupils and families will, at times, experience challenging circumstances.
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Have the ability to build on the strengths and expertise of individual staff and possess the flair to motivate and lead staff as a whole.
- Ability and willingness to work with and alongside other leaders and teachers in the Multi-Academy Trust

## ADDITIONAL FACTORS

### ESSENTIAL

- Evidence of own professional development.
- Knowledge and understanding of the effects of both adults and children's mental health on well-being
- Evidence of using research to underpin school improvement
- Willingness to support out of school activities.
- Positive approach to the management of change.

### DESIRABLE

- To be prepared to undertake the necessary training and assessment to drive the Trust Minibuses.

# APPLICATION GUIDANCE

Deadline for application: Tuesday 20th April 2021 at 12pm

Interview dates: 26th-28th April 2021

Start date: September 2021

The safeguarding of our children is of paramount importance, and we are rigorous in our recruitment procedures. This post is subject to a satisfactory DBS check, and references will be pursued.

Please fill in your application form via Kent-Teach.

We would be happy to show you around. If you would like a tour,  
Please contact Claudia Sawyers at:  
[p.a.toheadteacher@prioryfields.kent.sch.uk](mailto:p.a.toheadteacher@prioryfields.kent.sch.uk)



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