



Foster's Primary School

Headteacher

Job Application Pack



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Letter from the Chair of Governors

June 2021

Dear Applicant,

Thank you for showing an interest in the post of Headteacher at Foster's Primary School.

Foster's is a popular two-form entry school, and 52 place Nursery located on the Welling/Bexleyheath borders. The school has a long and proud History dating back to 1727 when William Foster established a foundation for learning.

Our staff are dedicated, enthusiastic and committed to maintaining the highest standards and providing a creative curriculum for the pupils in our care. We also enjoy strong parent/school relationships along with a parent community 'Friends of Fosters' who raise additional funds for the school. It is of course the children in our school who are our greatest asset and never cease to amaze us with their behaviour, resilience, and attitude towards learning.

The school opened on this site in 1999 and the building is attractive and modern meaning that the environment is an excellent one for learning and one in which our children enjoy their learning. Starting as a one and a half form, we have grown to our maximum size of two-form entry. We have our own Nursery on the site and most children come through here and into the main school. Resources are plentiful in particular ICT as we keep up-to-date with the very latest technology. Our Interactive whiteboards have been replaced with touch screen smart boards and each phase has access to their own class set of Chromebooks. The grounds of the school are nice with plenty of field space for us to enjoy. A well-established forest school is in existence and we have an outdoor classroom and a School house, which is being used for cooking lessons.

This vacancy has arisen following the pending retirement of the Headteacher, Mr Fletcher who has served the school for 15 Years. The governors are looking to appoint an ambitious, enthusiastic, motivational, and dynamic leader to continue building upon the school's success.

At the last Ofsted inspection (November 2017) the school had its 'Good' rating reaffirmed. The governors and the senior leadership team are ambitious for the school's future and are seeking a leader who can maintain and build on the success in delivering the very best education possible for all pupils.

You should be assured that you will be supported by an exceptionally talented and professional team of staff who are keen to build on an already exceptional learning experience for children.

Thank you for your interest in this post. I look forward to hearing from you.

Yours faithfully,

Scott Wilkins
Chair of Governors

About us

Foster's Primary School is a popular two-form entry school with a Nursery on the Welling/Bexleyheath borders with a rich history. Our aim is to provide children with a safe and secure environment where they can be happy and where they can develop academically. The children in our school are our greatest asset and never cease to amaze us!

Our Vision

Our school motto of *"Look up at the stars, not down at your feet, be curious"* very much encapsulates what Foster's is all about.

We are incredibly proud of the heritage of our school dating back to 1727. This makes us one of the oldest Educational Foundations in the South East. This is combined with a modern setting which provides the children with a wonderful and rich environment. The best of both worlds!

We have built an amazing team of professionals within the school who are committed to ensuring the very best for the children in our care. This was never better demonstrated than during the pandemic when every member of staff was in school throughout supporting the needs of the children (and families). During lockdown 3.0 every single teacher and teaching assistant presented live teaching daily. This resulted in fantastic engagement from our pupils in their remote learning with on average 95.7% of pupils online each day.

We would say that we are very much a relationship led school. Our discipline is excellent because our relationships are strong. Our staff are happy because of their relationships and the support they offer each other. Our parents trust us and discuss any concerns from a starting point of mutual respect. Visitors to the school invariably talk about the welcoming and friendly atmosphere and we always say that is fantastic because if they feel it then so do the children. The children see a brilliant model of how relationships should be.

The school is in an excellent position facing the future. We are fully staffed with a capable and committed team. The budget is healthy and the buildings in a good state. Parents are with us and the children are curious learners.

Look up at the stars!!! We can go wherever a person of vision wants to take us!!

Ofsted Rating

Our last full inspection took place in November 2017, and our overall effectiveness was reaffirmed to be 'Good'.

The full report can be read at: [ofsted-report_nov-17.pdf](https://primarysite-prod-sorted.s3.amazonaws.com/ofsted-report_nov-17.pdf) (primarysite-prod-sorted.s3.amazonaws.com)



Safer Recruitment

Foster's Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children.

Equal Opportunities

Foster's Primary School is committed to equality and diversity in employment practice and service delivery.

Guaranteed Interview Scheme for Applicants with Disabilities

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

We are also committed to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether they have a disability or not, is unfairly prevented from demonstrating their abilities and skills.



Your Application

It is important that you complete all sections of the application form and that you provide full information in each section. Your application form should be completed in black ink or ball point or be typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application. CV's will not be accepted.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative. A sample of the reference pro-forma that will be sent to the referees of shortlisted applicants can be viewed in Appendix A.

Reference is made on the application form that you must disclose whether you are related to anyone within the School or if you have any financial interest in contracts with the School or pending tenders; or if you are currently employed by the School. Canvassing for appointment disqualifies.

School Tours

Prospective candidates may visit the school and opportunities to do this will be available w/c 7th June 2021. To enquire about visits and make an appointment, in the first instance please contact the School Business Manager, Elena Burca on 0208 298 7336 or via email at admin@fosters.bexley.sch.uk to arrange this.

The closing date for receipt of applications is noon on Monday 21st June 2021. Interviews are expected to be held on across 12th-14th July 2021. Previous applicants need not apply.

Please address your application to:

Hayley Pheby
Schools HR, Third Floor East, Civic Offices,
2 Watling Street, Bexleyheath, Kent, DA6 7AT

Direct Dial No: 020 3045 4360
E-mail: schoolsrecruitment@bexley.gov.uk

Please note: This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. Foster's Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

What will happen if you are shortlisted for interview...

If you are shortlisted for interview, you will be notified of this in writing via email. Emails will be sent to the email address provided on your application form. References will be taken up prior to the interview process and full employment histories may be verified as part of our vetting procedures in our on-going commitment to safer recruitment practices.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

The post you are applying for is 'exempt' under the Act. You are therefore required to provide details of ALL current (unspent) and 'spent' convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences. In connection with this, you will be asked to complete a self-disclosure form before interview and bring this with you in a separate, sealed envelope marked 'Confidential'.

The envelope will only be opened, and the information reviewed where a conditional offer of employment is made as part of our vetting checks. All unopened self-disclosure forms of unsuccessful applicants will be securely disposed of.

You are also required to complete the declaration on the application form.

Please note: You do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). This law came into force in November 2020. As a result, certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further guidance on whether a conviction, caution, final warning or reprimand is eligible to be filtered can be found at: <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

What will happen if you are offered the post...

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

If you have been a resident overseas for three months or more over the past five years, or beyond the last 5 years have worked with children or young people overseas or you were born overseas, we will ask you to apply for an overseas criminal record check. The application process for criminal records checks or 'Certificates of Good Character' varies from country to country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#).

We will also check:

- Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- Whether you are disqualified under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
- Whether you are prohibited from teaching by the Secretary of State preventing you from carrying out teaching work in schools.
- Whether you are subject to disciplinary sanctions, which were imposed by the GTCE prior to its abolition in 2012.
- Your qualified Teacher Learning and Skills (QTLS) status with the Society for Education and Training, where relevant; and
- That you are medically fit to undertake the role.

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.