



Wentworth
Primary School

Headteacher Recruitment Pack



HEADTEACHER VACANCY APRIL 2022

Application closing date: 31st January 2022

Interview days: 24 and 25 February 2022

NOR: 646 ISR: L14 - L27

An exciting and unique opportunity

Wentworth is a popular, welcoming and inclusive three form entry school. Governors are seeking to appoint an exceptional and dynamic leader with an unwavering passion for learning. Your vision and flair will enable you to build on current success to drive further school improvement.

Our motto 'Achieving Happily' underpins every aspect of school life. You will encourage high-quality teaching and learning through a curriculum designed to inspire all learners, where challenge and resilience nurture learners' confidence, stimulate their curiosity, and sows the seeds for a life-long love of learning.

We value our staff for their positivity and determination to provide an exciting learning environment that encourage those next steps. Continuing professional development both within school and externally is supported. We are also a hub school for Kent and Medway Training providing initial teaching training.

We acknowledge and support the mental health and wellbeing of our staff, children and their families not simply during the current difficult times but as an integral part of who we are as a school ensuring all stakeholders are able to achieve happily.

Governors recognise and respect the different experiences, ideas and backgrounds of the school community and the enrichment opportunities this brings to us all.

If you believe Wentworth could fulfil your career aspiration, we are looking for someone who:

- Will put the best interests of our children at the heart of all their decisions.
- Can demonstrate strong leadership, strategic thinking and resilience to manage the school effectively, meet targets and deliver high quality education.
- Can inspire, motivate and support staff, and pupils, to reach their full potential.
- Can ensure our finances are well managed so that we remain secure as a 'going concern'
- Will, like governors, have the desire to create a school with the attributes to be judged outstanding by Ofsted.

What we can offer you:

- A school where children enjoy their learning and embrace the notion 'even better if ..'

- Enthusiastic children, eager to learn, who are well-behaved and have excellent attendance.
- A dedicated and hard-working team of staff – both teachers and support staff.
- Strong parental support, a proactive PTA, and excellent links with the local community and schools.

We warmly encourage you to visit our school, where you'll have the opportunity to meet some of our children and staff. Should you wish to visit the school please contact Mrs Allison Collier, SBM, allison.collier@wentworthonline.co.uk or telephone 01322 225694 ext. 204 to book an appointment. Thank you.



Wentworth Primary School Headteacher Job Description

Salary: Group 4

Contract type: Full time, permanent

Reporting to: Governing Board

Main purpose

The professional duties of the headteacher are contained in the School Teachers' Pay & Conditions Document and key areas of leadership are contained in the DfE National Standards for Head Teachers.

- Establish and sustain the school's ethos and strategic direction in consultation with the governing board
- In accordance with statutory orders and regulations establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively in accordance with the Academy Trust Handbook.

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have a sense of humour, boundless energy and enthusiasm

Duties and responsibilities

School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise

- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and ensure access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-based approaches to reading so that all pupils are taught to read.

Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school effectively engages with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice
- Fully utilises staff skills and expertise to support individual needs

Managing the school

- Ensure staff and pupils' safety and welfare through effective approaches to statutory safeguarding duties.
- Deploy and manage all teaching and non-teaching staff in a manner consistent with their conditionals of employment.
- Lead, motivate, challenge and support staff through the annual cycle of performance management to secure and maintain continuous school improvement.
- Challenge underperformance at all levels and initiate effective procedures for improvement.
- Support middle and senior leadership to build capacity.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Maintain a good working relationship with the onsite private nursery

Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.
- Liaise with staff unions and associations.

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance as set out within the Governance Handbook.
- Provide reports to governors to aide their understanding and welcome governor visits to school.
- Ensure the school and governors effectively and efficiently operate within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations when in the school's best interest to do so.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Parental Contact

- Ensure parents/carers are given regular information about their child's progress by creating and maintaining an effective home/school partnership.
- Engage with families to ensure children have access to extended services, extracurricular activities and other educational experiences.
- Deploy staff to work directly with parents/carers to ensure good attendance and punctuality, using external agencies when deemed necessary.

Wentworth Primary School Headteacher Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school that would enable you to demonstrate your knowledge and understanding • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understand the requirements of the Ofsted Framework for Inspection and how this impacts on those with curriculum responsibilities. • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 Nolan principles of public life at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability and resilience to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Unequivocal commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position