Headteacher Application Pack
March 2017
The village school in the heart of town

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Welcome from the Chair of Governors

Dear Applicant,

On behalf of the pupils, parents, staff and governors, I would like to thank you for your interest in Badgemore school. The post will be vacant in September 2017, due to our existing Headteacher taking up a position closer to home.

The school has been on an incredible journey in recent years; the ‘good’ judgement from OFSTED in 2015 was confirmation that the school was on track in the journey to outstanding. The governing body works with the Headteacher in a genuine partnership; there is a supportive yet challenging relationship that enables the school to build on its existing strong foundations.

Badgemore is a community school in the widest and truest sense with strong connections between groups and a strong ‘values’ led approach that drives everything we do to improve outcomes for our pupils. Teachers, volunteers, parents and governors have a strong sense of common purpose and mutual respect. Pupils are charming and show extremely good manners. These positive relationships give the school great strength, resilience and an ability to punch far above our weight. Whilst we are a growing school, our relatively small size engenders a strong sense of belonging and community, hence our motto ‘The Village School in the Heart of Town’. As we grow we wish to preserve these qualities whilst continuing to adapt to the changing educational environment.

We are looking for an inspirational leader, and can offer support and guidance to carry the school forward. Badgemore is set in a fantastic location and has benefited from significant investment by the local authority to provide a wonderful and spacious new school hall, kitchen and new classrooms completed in summer 2016. Our campus is a major feature of the school, and our accredited Forest School is a unique and dynamic asset which complements the traditional educational environment.

The successful applicant will need to have strong drive, be an enthusiastic, aspirational and child-centred leader who is committed to delivering the very best outcomes for children. He or she will need good listening skills and the ability to work with others in a diplomatic and sensitive way that inspires confidence. The Badgemore team is an effective one with a strong and committed Senior Leadership Team, experienced teaching and support staff, supportive governors and highly active PTA.

Our new Headteacher will need to maintain and strengthen existing partnerships with local schools as well as being open to forging new partnerships in the future. Our children are our best resource and have perfectly summed up their thoughts on what they would like from our next Headteacher later in this pack, so please do read on.

We believe that this post is a fantastic opportunity to lead a good school where all the necessary ingredients are present to be outstanding. Come and see for yourself! To make an appointment to visit the school please contact the school office at office.2513@badgemore.oxon.sch.uk or 01491 575665. We look forward to meeting you.

Yours sincerely,
Kevin Jacob, Chair of Governors
Headteacher - Person Specification

Qualifications/ Education/Training
- Qualified teacher status with recent teaching experience
- Holds NPQH or equivalent or currently working towards
- Recent and relevant training with proven experience in a leadership role
- A commitment to CPD for self and others

Experience
- Primary practice including knowledge and understanding of EYFS, KS1 and KS2
- Implementation of performance management for all staff
- Effective change management and ability to identify and implement new initiatives
- Clear understanding of safeguarding, with experience in the successful implementation and monitoring of measures which promote and ensure the safeguarding of children
- A clear understanding of the factors that contribute to an outstanding learning environment

Skills and abilities
- Effective communication skills
- Ability to prioritise, plan effectively and meet targets
- Ability to deal sensitively with others, offering support and instilling confidence
- The ability to motivate others, raising expectations of and aspirations for pupils and staff
- A sound understanding and commitment to equality and inclusion
- An ability to build and maintain sound relationships with the local community, neighbouring schools, Local Authority and other agencies
- An ability to engage parents as partners in improving children’s aspirations and standards of attainment and progress
- An understanding of how to work with Governors in partnership for effective school leadership
- The ability to be open, approachable and receptive to feedback
- Analytical approach to data and finance.
- Innovative and creative and able to meet challenges

Professional Knowledge and Understanding
- The characteristics of effective schools and strategies that raise attainment
- Strategies for promoting positive attitudes to conduct and learning and a commitment to shared values
- Strategies for developing effective teaching and learning across the curriculum
- Understanding and experience of use of data to raise standards across the school
- Effective deployment of budgets to meet the school priorities
- Role and importance of extended school’s provision
Head Teacher – Job Description

Qualifications

- Qualified Teacher Status (essential)
- National Professional Qualification for Headship (NPQH) completed, in progress or a willingness to undertake the programme or an equivalent (essential)
- Degree or equivalent (essential)
- Safeguarding qualification or a willingness to undertake training (essential)

Qualities and knowledge

The Headteacher will:

hold and articulate clear values, vision and moral purpose, focused on leading and developing a successful school to an outstanding school:

- communicate the school’s vision and drive the strategic leadership, empowering all pupils and staff to achieve;
- promote the school’s values and ethos;
- work with political and financial astuteness, within a clear set of principles centred on the school’s vision. In a time of change, be able to translate local and national policy into the school’s context to ensure that the school is equipped to respond to, and benefit from Local Authority and government change;
- sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, to analyse and apply those systems that would best drive whole school improvement, and
- demonstrate behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community.

Leading and managing staff and pupils

The Headteacher will:

have high expectations of all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes:

- ensure that the curriculum, pastoral care and administration meet the needs of all pupils;
- secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being;
- monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential;
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- establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis;
- create a culture within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other;
- identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
- hold all staff to account for their professional conduct and practice and have a duty of care regarding staff welfare;
- forge a culture of equality of opportunity, celebrating pupil achievements in all aspects of school life, and promoting high expectations, and
- provide a calm, safe and well-ordered learning environment where all pupils can achieve; where staff and pupils are focused on safeguarding, and where pupils are expected to have high standards of attendance and punctuality.

Efficient systems, processes and resources

The Headteacher will assist the governing body and:

- welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively;
- advise in particular on governance functions, to set school strategy and enable the governors to hold the Headteacher to account for pupil, staff and financial performance;
- regularly monitor the budget and exercise effective strategic, curriculum-led financial management and planning of school resources;
- ensure that financial requirements of the DFE are met; that sound internal financial controls are in place as described in the SFVS and audit recommendations;
- manage and organise accommodation and resources so that health and safety needs are addressed and that resources are sustainably planned to meet present and future needs;
- establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;
- 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;
- ensure that professional duties are fulfilled as specified in Teachers Pay & Conditions, and
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- ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored.

Leading school self-improvement

The Headteacher will:

create an outward-facing school, developing the partnership work with other schools and organisations to champion best practice and secure excellent outcomes for all pupils:

- develop effective relationships with fellow professionals and colleagues in other public services, including the Local Authority, to improve academic and social outcomes for all pupils;
- shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
- model entrepreneurial and innovative approaches to school improvement, leadership and governance, and
- inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

Accountability

The Headteacher will:

work closely with the Chair of Governors and Governing Body and sub-committees to secure a positive and effective working relationship focused on driving forward school improvement:

- provide information, advice and support to the Governing Body to enable it to meet its responsibilities, recognising the accountability of the Governing Body for the success of the school;
- create an organisation where every member, including all staff and pupils, recognises their own accountability and the part they play in the accountability of others for the success of the school;
- ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement;
- be the designated Child Protection Officer and be accountable for all elements of this role, and
- ensure all legal requirements for health and safety, maintenance and financial management are fulfilled.
Qualities the pupils would like in their Headteacher:

- Strict but fair
- Cares about us
- Kindness
- Sense of humour
- Respectful
- Approachable
- Sets a good example
- Helps us learn
- Nice
- Cares for the school
- Truthful
- Confident
- Happy and encouraging
- Keeps the school tidy
- Everyone has an equal opinion
- Values the opinion of all
- Makes people smile
- Respecting people
- An honest person
- Sporty person
- Independence
- Comes into classrooms
- To run our own clubs
- Do things for the school
- Keep the rules but make some new ones
- Giving people a fair trial
- Someone who enjoys outdoor learning and forest school
- Someone who is willing to watch us in and out of school events
Job Advertisement

Start Date: September 2017

Are you an enthusiastic, child-centred and aspirational leader, committed to inspiring and supporting pupils, staff and the wider school community to build on the successes of a school that has all the ingredients to be outstanding? Our current Headteacher successfully moved our school to ‘Good’ in June 2015 but is leaving to take a position closer to her home, and our children are looking for a Headteacher who is ‘kind and caring’, ‘funny’, ‘firm but fair’ and who will listen to and share their interests and values.

About our school:

Badgemore Primary nestles in the rich woodland area by the Friar Park Estate on the edge of Henley on Thames with wonderful school grounds that the school uses to enhance the learning of pupils through active Forest School and Outdoor Learning. It is a growing school, but one that still retains a nurturing and personal feel as part of a values-led approach – truly ‘The Village School at the Heart of Town’ – small and intimate, yet serving a diverse local catchment area.

The completion of building work in summer 2016 provided a new Foundation Stage classroom, a new school hall and kitchen and new and renovated classrooms to meet the forecasted demand for primary school places in Henley.

What will you bring to our staff team?

- The experience and ability to lead, inspire and challenge a skilled and committed staff team to deliver outstanding outcomes for the children at Badgemore
- Ongoing development of a challenging and supportive climate for learning where every pupil can achieve their true potential
- The knowledge and skills to identify and meet diverse pupil needs in varied, creative and innovative ways
- Knowledge, skills and strategies to further develop good and outstanding teaching for the benefit of all pupils

In return, we can offer you:

- The benefits of a small school feel, but in the context of a school that is growing and evolving
- Pupils with positive attitudes to learning, who are hardworking, caring, resilient and proud to attend their school
- The support of dedicated and caring school colleagues and a governing body who are committed to delivering the very best for pupils
- Parents with a high level of engagement who are willing to get actively involved in their children’s learning and the support of a hardworking and successful parent teacher association
Visits to the school are strongly encouraged and can be arranged by contacting the Office Manager, Steve Dingle, at: office.2513@badgemore.oxon.sch.uk or 01491 575665.

For further information and an application form please contact Steve Dingle or visit our website at: http://www.badgemore.oxon.sch.uk/

Closing date for applications: 17:00 on Wednesday 5th April 2017

Shortlisting:

Shortlisting will take place on Wednesday 12th April.

Interviews

Interviews will take place on Wednesday 26th April. Shortlisted candidates will be advised in advance of the range of activities that will form the selection process.

Additional Contact Information

Mr Kevin Jacob, Chair of Governors, Email: kevin.jacob@badgemore.oxon.sch.uk or 07980 570908