



Eastern Green Junior School



Head Teacher Application Pack
March 2023

Eastern Green Junior School

Are you an enthusiastic, child-centred and confident leader, committed to inspiring and supporting pupils, staff and the wider school community to build on the successes of our school?

Our children and staff are looking for a Headteacher who is inspirational and passionate, who is warm and considerate, but is also strong and willing to stand up for the best interests of both pupils and staff.

We are looking for a Headteacher who will:

- Place the children front and centre of all that you do, valuing each child as an individual and continuing the school's inclusive approach,
- Develop the excellent teaching and learning provision for our children, ensuring that each child achieves their true potential,
- Ensure that children learn a range of skills and develop their talents, by being given the opportunity to participate in a wide selection of experiences and activities
- Build on the solid foundations already in place,
- Be approachable and a good listener, with an ability to work collaboratively with others,
- Encourage, motivate and support the staff team, providing opportunities to share skills and develop, nurturing leaders of the future
- Inspire the whole school community by setting clear standards and fair expectations.

In return we can offer you:

- Children who are keen to learn, behave well and care for one another,
- An excellent staff team with considerable expertise, who work well together and care deeply for our pupils,
- A broad and ambitious curriculum which offers exciting and inspirational teaching and learning opportunities,
- A fantastic school environment, with excellent outdoor space and established programmes for wider learning,
- A committed local governing body who supports the Headteacher and cares for staff and pupil wellbeing,
- An engaged and supportive parental community with a hard-working PTA.

We believe this is a fantastic opportunity to lead a committed and hard-working team in a friendly, welcoming school. If our aims and values resonate with you, we would love to hear from you whether you are a current Headteacher or an experienced leader seeking your first headship.

Welcome Letter

Dear Applicant,

Thank you for your interest in the post of Headteacher at Eastern Green Junior School.

This is an excellent opportunity for an ambitious and inspirational leader. You do not need to have had previous experience as a Headteacher but experience of leadership and the ability to demonstrate an impact on raising standards is a requisite.

You will be very well supported by the Board of Governors who are committed to build upon the achievements and success of the past and move the school further in providing a first-class education for local children.

Eastern Green Junior School was inspected by Ofsted in February 2023, retaining it's judgement as a 'good' school.

The information provided in this recruitment pack details the skills and qualities we are looking for in our new Headteacher and how you make your application.

This includes:

- An introduction to Eastern Green Junior School
- A detailed job description and person specification
- Information about the application process

If you would like further information or would like to arrange a school visit, please contact Fiona Dodds at Eastern Green Junior School. Please be aware that the school is closed for 2 weeks from 3rd April 2023.

Tel 024 7646 5077 or email admin@easterngreen.coventry.school.uk

Yours faithfully,

Ian Hawkswood

Chair of Governors, Eastern Green Junior School

About Eastern Green Junior School

Eastern Green Junior School is a popular Local Authority maintained school located in the Eastern Green suburb of Coventry.

It is a 2-form entry Junior School with approximately 240 pupils, from Year 3 to Year 6. We are the only Junior School in Coventry and our main feeder school is St Andrew's CE Infants School. At the end of Year 6, children go to a number of settings, within Coventry, Solihull and Warwickshire, including moving into the independent sector.

The school maintains a very good reputation within the local community and across wider Coventry. Pupil numbers are consistently high with very few free spaces in any cohort. The school has a higher than average stability within the pupil population.

The school buildings have been well maintained and include 8 classroom spaces, a computer suite, practical room, library, music cabin and various withdrawal rooms. School meals are cooked on site and the children use the hall as the dining room at lunchtime. The school's outside space includes a large tarmac playground, a field, a 'wild' area, 2 ponds, gardening area and various pieces of fixed play equipment.

The proportion of children eligible for Free School Meals and in receipt of Pupil Premium is well below the national average although this has shown a generally increasing trend in recent years. The proportion of children on the Special Educational Needs register is just above the national average. There has been a noticeable rise in the needs of pupils joining the school over the past few years.

Only a small percentage of children are from ethnic minority groups and most children have English as their first language.



About Eastern Green Junior School

Achievement trends over time have generally been strong. Attainment is typically above the national average. Progress measures have represented a greater challenge, as often experienced in Junior Schools, where attainment on entry is high.

Attendance at our school is excellent and above the national percentages.

The teaching staff profile ranges from colleagues in the early part of their career to teachers on the Upper Pay Scale who have many years of classroom experience. The Senior Leadership Team is made up of the Headteacher and 2 Assistant Heads. Staff turnover is low and advertised posts attract competitive fields and good quality shortlists.

The Governing Body currently has no vacancies and includes members with a wide range of knowledge and experience. There is a balance between long-standing governors and newly appointed governors. The current Chair of Governors has been in post for over 10 years .

The school receives support from Coventry Local Authority and also engages fully with the Coventry Education Partnership including working with a school improvement network of 16 primary schools from across the city.



Our Aims

At Eastern Green we are proud to be an inclusive school providing a high quality, creative and challenging education within a secure, caring and happy environment, where every child experiences a sense of enjoyment and achieves their full potential. Our core values are 'respect', 'safe' and 'ready' and these are embedded into all aspects of school life.

Our aims are that we:

- Create a happy, caring and safe school with equal opportunities for all.
- Develop lively, enquiring minds, enjoying the widest variety of life-long learning experiences.
- Encourage healthy and active lifestyles.
- Achieve excellence with pupils having high expectations of themselves and those around them in all aspects of school life.
- Provide a broad and balanced curriculum where every child's needs are catered for.
- Develop confident and engaged learners willing to make a positive contribution to school life.
- Develop personal, spiritual and moral values respecting other races, religions and cultures.
- Promote positive relationships, appropriate behaviour and good manners at all times.
- Enable children to understand and respect the world in which they live in order to become good citizens.
- Welcome and develop relationships with parents and carers, providing high quality information and good communication to overcome barriers to learning.
- Continue to develop our already highly skilled staff team.



RESPECT ★ SAFE ★ READY

Job Description

Post title: Headteacher

Salary Range: L11-L17

Responsible to: The Governing Body

Responsible for: All school staff (teachers and support staff)

Ethics and professional conduct

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

The Headteacher must uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The Headteacher must uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, they will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leader of their school community and a leader within their profession, the Headteacher will:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities

Job Description

- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

Headteachers' standards

School Culture

The Headteacher will:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

Teaching

The Headteacher will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

Curriculum and assessment

The Headteacher will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Behaviour

The Headteacher will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

Job Description

Additional and special educational needs and disabilities

The Headteacher will:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

Professional development

The Headteacher will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

The Headteacher will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

Continuous school improvement

The Headteacher will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Job Description

Working in partnership

The Headteacher will:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and accountability

The Headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationships with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Headteacher Person Specification

Education/ Training

- DfE recognised teaching qualification
- Evidence of continuing professional development relating to school leadership and curriculum development

Relevant Experience

- Leadership experience
- Recent active teaching experience
- Proven success in raising attainment and achievement, and determination in keeping them raised
- An understanding of, and commitment to, promoting and safeguarding the welfare of pupils
- Proven knowledge and understanding of, and ability to manage, a delegated budget
- Experience of setting targets and monitoring performance in order to raise pupil achievement
- Capacity to understand and provide for the whole range of pupils' needs and abilities
- Understanding and experience of the importance of critical self-evaluation to improve outcomes
- Experience of working in a multicultural environment

Relevant Skills and Attributes

- Vision to chart the optimum future development of the School
- Inspirational leadership styles
- Ability to think and plan strategically and to respond flexibly to change
- Effective communication skills, written and oral, to a variety of audiences
- Good interpersonal skills
- Sensitivity to the importance of the School in our community
- Ability to foster links with other schools; locally, nationally and internationally
- Ability to motivate and develop commitment among teaching and non-teaching staff
- Ability to build on success

Headteacher Person Specification

- Ability to lead and manage people as individuals and to develop the common goals of a team
- Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance
- Ability to reflect on aspects of School life which promote high achievement and good behaviour
- A sense of humour, energy and enthusiasm
- Relevant and appropriate ICT skills
- Experience of the development of ICT across the school
- Experience of involvement with a comprehensive outdoor learning program and a commitment to residential visits

Knowledge

- Knowledge of current trends in educational development and management
- Familiarity with current strategic national and local issues in education
- Relevant knowledge and understanding of current educational legislation

Personal Qualities

- Flair for inspiring and sustaining a culture of high achievement for all
- Ability to propel the school's vision and values forward, and promote its achievements to the local and wider communities
- Capacity to relate to all pupils from whatever background in order to motivate them to achieve their potential
- Integrity, commitment, enthusiasm, energy to persevere and succeed
- Commitment to continuing professional development
- Creativity and the ability to engage in critical reflection

Application Process

Applications for this post will only be accepted using the application form provided– this must be completed in full. Please use the ‘personal statement’ section of the application form to explain how your knowledge, skills and experience meet the demands of the person specification above. There is no word limit for this statement but we would ask candidates to work to a guide of two to three sides of A4.

We would ask candidates to complete and return an Equal Opportunities form.

The closing date for applications is noon on Thursday 13th April 2023. These should be completed online or returned via email to admin@easterngreen.coventry.sch.uk.

Pre-interview visits can be arranged by contacting the school. (Please be aware that the school will be closed for 2 weeks from 3rd April).

Shortlisting will take place on Monday 17th April 2023 and all candidates will be contacted by email.

Shortlisted candidates need to be available for interview on both Thursday 20th and Friday 21st April 2023.

If you have any questions relating to the application process, please do let us know.

We look forward to hearing from you.

