



## Headteacher Recruitment Pack





## Introduction

Sowe Valley Primary School is a popular primary school of some 200 pupils in the Ernesford Grange area of Coventry with a separate on-site pre-school. We pride ourselves on being a supportive, close and friendly school that provides a caring, inclusive education which respects and nurtures all members of our school community. Our school is a happy environment where children are encouraged to have fun and enjoy all of the learning opportunities that are offered to them.

Our staff are a close, cohesive and highly experienced team who work very well together to provide the very best learning opportunities for all pupils. Our parents are strongly committed to helping their children succeed in school and members of the wider community make valuable contributions to school life.

The Governing Board is hugely supportive of the school and makes vitally important contributions towards the strategic development of the school.

We endeavour to excel in all areas and it is essential that our new Headteacher is not only able to preserve and extend our successes but is also able to maintain and enhance our welcoming ethos, our high levels of achievement and our sense of working together for the benefit of our children, our staff and the wider community.

We are very proud that Ofsted rate us as a 'Good' school in every area inspected and we expect that whoever is appointed to the position of Headteacher will have the vision, dedication and drive necessary to maintain this level of achievement and more.

Sowe Valley is a learning community for all, where children, staff, parents, governors and the wider community work together to create a safe, caring and stimulating environment in which every individual is valued, encouraged to succeed and equipped with the skills they need for the adventures ahead of them.

If you are an experienced Headteacher or Deputy who is ready to take on this exciting challenge, then I and the rest of the Governing Board look forward to meeting you.

Mike Chappell  
Chair of Governors, Sowe Valley Primary School

## Vision

At Sowe Valley we believe that the children are at the heart of everything we do. We strive to ensure that our children are happy, confident children who share a positive attitude and an enthusiasm to find out about the world around them.

We believe that learning should be engaging, purposeful and challenging and aim to provide a diverse and motivating curriculum that responds to the needs and interests of our learners.

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## Aims

We aim for the children to leave our school:

- Having achieved their academic potential
- Having enjoyed all areas of learning
- Confident and thoughtful
- Caring, helpful and happy
- Well prepared for the next stage of their education



## Creative Teaching

We endeavour to teach our children creatively, in ways that encourage curiosity and a love of learning. We accommodate different learning styles through our teaching. Everyone is encouraged to aim high to reach their goals. Alongside classroom teaching, we offer many extra-curricular activities, including: dance, drama, school choir, football, netball, a reading club and games club, to name but a few. Residential stays, trips and visits are regularly planned into the curriculum to enhance the children's experience and our walls are covered in colourful art projects and educationally stimulating material.



Our staff are highly professional and dedicated to the needs of pupils. They are positive and motivated, and enthusiastically encourage the children to reach high standards of attainment. They work effectively as a team, being both supportive and supported, and take up the many CPD opportunities on offer.

### We are looking for a Headteacher who will:

- have the well-being of children and staff as central to all developments and actions
- share in our belief that education is a partnership between pupils, staff and parents/families
- inspire and motivate staff and pupils to achieve their full potential
- show excellent senior leadership skills, with strong evidence of strategic thinking and planning
- have a proven record of robust financial management, data analysis and use of IT
- bring creativity and innovation to the future development and direction of the school
- be able to lead and manage change effectively, and support others through change
- continue our strong collaborative relationships with the local authority, consortia, other schools and partners

### In return, we can offer:

- an established, experienced, dedicated and talented staff team
- happy, motivated and enthusiastic children who are keen to learn
- a committed and experienced Governing Board
- a caring and supportive ethos

## Our Pupils said:

We want a new Headteacher who is:

“ Positive, has a sense of humour. Is a bubbly person that makes our learning fun and encourages us to learn. ”

“ I think the next head at Sowe Valley should be kind and caring but firm with staff and children. They need to be a team player and treat everyone the same. I hope for them to be a role model and aware of the present situation with COVID. They should require aspects of pride and confidence too. In order to be our headteacher they have to be flexible and able to handle all situations. ”

“ I would like our new headteacher to be:  
Someone who is very polite  
Someone who has a laugh with everybody around her  
Someone who is a good listener  
Someone who encourages people to keep fit  
Someone who tells people the 7 Rs  
Someone who is kind and caring  
Someone who is aware of children's safety ”

“ We want all the Year 6 activities to stay the same. ”

“ The same as Mrs Carter, it's ok for some differences as everyone is unique. ”

“ We don't mind things changing, as long as we keep having fun. ”

“ I think a good quality in a headteacher is politeness yet can be stern, in a nice way. Based on Mrs Carter's traits from the past, I have learnt that headteachers should be taking pride in their classes and treating each child and staff member equally. Another strong quality is for them to be approachable and easy to speak to and joke with ... in the right situation. ”

## Our Staff said:

“

The perfect Headteacher for Sowe Valley would be an individual who is wholly committed to providing a rich, fun-filled and nurturing experience for all pupils that attend the school. An individual who complements and builds upon our existing ethos in striving for the very best outcomes for our children whilst ensuring that they leave our school full of pride, happy memories, confidence and fulfilment.

”

“

From a staff perspective I would like a Headteacher who promotes an open environment for sharing good practice, developing staff CPD and nurturing those in the very early stages of their career. I have always found it a comfort and support to know that our current Headteacher operates an open door approach for all staff which promotes staff well-being and this level of approachability is an attribute I would consider highly valuable in the next Headteacher at Sowe Valley.

”

“

From a Leader's perspective I would value a Headteacher that listened to my concerns and ideas and continued to support me in my professional journey in the promotion of my subjects.

”



**Salary GBP £48,808 - £66,517 per year (Group Size 2 L8-21)**

**Full Time, Permanent**

**Start date: 4th January 2022**

**Deadline for Applications: 20th September 2021**

**Interview Date: Wednesday 29th September 2021**

We welcome prospective applicants to visit our school to talk with our current Head, meet our staff and talk with the children. Please arrange this via the school office on [admin@sowevalley.coventry.sch.uk](mailto:admin@sowevalley.coventry.sch.uk)

You are also welcome to contact the Chair, Mike Chappell for an informal chat about the role. Please email Mike to arrange on: [M.J.Chappell@warwick.ac.uk](mailto:M.J.Chappell@warwick.ac.uk).

We look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge supporting our children within a friendly and hardworking team.

To apply please send your completed application form (CVs alone will not be considered) to [Helen.Masefield@coventry.gov.uk](mailto:Helen.Masefield@coventry.gov.uk).

We look forward to receiving your application.

**Important dates:**

Closing date: 20th September, 2021

Shortlisting date: 23rd September, 2021

Interview date: 29th September 2021 (venue to be confirmed)

Please note late applications will not be accepted.

Sowe Valley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2020).

# Job Description

**Job Title: Head Teacher**

**Department/Directorate: Education and Libraries**

**Location: Mainstream**

## Core Purpose

The core purpose of this role is to provide the professional leadership and management of the School. This will provide a secure foundation from which to build high standards in all areas of the School's work and activities. To achieve success, the Headteacher will require an ability to demonstrate a shared vision which inspires and motivates pupils, staff and all other members of the school community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Strategic direction and development of the school

- To create an ethos and provide educational vision, leadership and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
- To promote excellence, equality and high expectations for all pupils and staff.
- To work with the Governing Board, to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context.
- To formulate overall aims and objectives for the school and policies for their implementation.
- Evaluate School performance and identify priorities for continuous improvement.
- Secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- To ensure that the management, finance, organisation and administration of the school support its vision and aims and are deployed appropriately.
- To ensure that policies and practices take account of national, local and school data and inspection research findings.
- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.

## Leading and teaching

- To carry out day-to-day management, organisation and administration of all of the School's activities.
- To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
- To maintain a safe and productive learning environment that is engaging and fulfilling for all pupils and staff.
- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To work with the Governing Board to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
- To be able to implement strategies which secure high standards of behaviour and attendance.
- To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.
- To meet the National Standards for Headteachers as published by the DfE.

## Leading and managing staff

- To lead, motivate, support, challenge and develop staff to maintain excellence and secure improvement.
- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for ther and other members of staff, in work carried out in school and work carried out elsewhere.

- To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
- To participate in arrangements for Headteacher performance management.
- To ensure that staff continue to receive professional development which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.
- To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status,  Career Entry Profile and standards for induction.

### **Efficient and effective deployment of staff and resources**

- To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's Strategic Plan and financial context.
- To work with governors and senior colleagues to recruit staff of the highest quality available.
- To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
- To advise the Governing Board and implement decisions in relation to staffing.
- To advise the Governing Board on the adoption of effective procedures to deal with the competence and capacity of staff.
- To advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
- To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
- To undertake responsibilities as defined in the LA's Health and Safety Policy and/or such Health and Safety Policy as the Governing Board may have determined.
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- To ensure that staff are encouraged to attend INSET which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.

## Accountability

- To be accountable for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the community.
- To provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- To report to the Governing Board on the discharge of the Headteacher's functions and the affairs of the school.
- To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school.
- To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OfSTED and others, to enable them to play their part effectively.
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
- To report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
- To provide information about the work and performance of staff where it is relevant to their future employment.

## Strengthening Community

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.
- To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.
- To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.
- To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools.
- To ensure that the school offers appropriate extended services.

## Person specification

E = Essential, D= Desirable

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status (E)</li><li>• First Degree or Certificate of Education (E)</li><li>• Relevant recent professional Development (E)</li><li>• National professional qualification for headship (NPQH) (D)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a primary school (E)</li><li>• Teaching experience as a minimum at Primary Deputy Headteacher level (E)</li><li>• Proven success in teaching within the Primary phase, providing for educational needs across the full ability range, including special needs (E)</li><li>• Involvement in school self-evaluation and development planning (E)</li><li>• Evidence of effective use of assessment to track and review pupil data, to set curriculum targets (E)</li><li>• Demonstrable experience of successful line management and staff development (E)</li><li>• Experience of participation in, and a commitment to, a team approach to management, including co-ordination and leadership of an area of curriculum development (E)</li><li>• Experience of the process of school development and improvement planning (E)</li></ul>
<b>Skills and Knowledge</b>	<p>Skills, evidence of:</p> <ul style="list-style-type: none"><li>• Vision, initiative and leadership in managing change to enhance and raise standards (E)</li><li>• Ability to support the work of colleagues and promote staff development (E)</li><li>• The ability to listen and communicate effectively, both orally and in written form, to a variety of audiences (E)</li><li>• Good interpersonal skills, e.g. the ability to listen and respond appropriately to both adults and children (E)</li><li>• A calm approach and positive attitude to all management issues (E)</li><li>• Good data analysis skills, and the ability to use data to set targets and identify weaknesses (E)</li><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve (E)</li><li>• Understanding of school finances and financial management (E)</li></ul>

	<ul style="list-style-type: none"> <li>● Ability to communicate a vision and inspire others (E)</li> <li>● Ability to build effective working relationships (E)</li> </ul> <p>Evidence of:</p> <ul style="list-style-type: none"> <li>● Knowledge and understanding of the principles and practice of primary education at Early Years, Key Stage 1 &amp; 2 (E)</li> <li>● Up-to-date knowledge of curriculum management including the statutory requirements of the national curriculum at Key Stages 1 &amp; 2 (E)</li> <li>● Knowledge and understanding of the school's role in providing effectively for the needs of all pupils, including those with Special Educational Needs (E)</li> <li>● An understanding of the assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum (E)</li> <li>● Experience of remote education, blended learning and the wider aspects of the Covid recovery programme (E)</li> <li>● Knowledge and understanding of the implications of the Ofsted Inspection Framework for effective leadership and management of schools (E)</li> <li>● Understanding of the opportunities, challenges and rewards of working within a multi-cultural primary school (E)</li> <li>● Understanding of the importance of involving staff, parents, governors and other interested parties in setting aims, objectives and values for the school (E)</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school (E)</li> <li>● Ability to work under pressure and prioritise effectively (E)</li> <li>● Commitment to maintaining confidentiality at all times (E)</li> <li>● Commitment to safeguarding and equality and diversity (E)</li> </ul>
<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>● This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment (E)</li> <li>● Excellent and unequivocal references (E)</li> </ul>

