

# Head Teacher Application Pack

## April 2022

*As individuals we are unique. Together we make a community.*



**Willenhall**  
Community  
Primary School



**Willenhall Community Primary  
School**

St James Lane Coventry CV3 3DB

Tel: 02476 302004

[www.willenhallprimary.org](http://www.willenhallprimary.org)

The Affinity Federation comprises of two primary schools; Willenhall Community Primary School and Whitmore Park Primary School.

As a Federation we are fully committed to meeting the needs of both school communities. We are ambitious to grow the expertise of our staff teams, investing in and developing their professional knowledge and skills.

Working collaboratively across the Federation, we endeavour to ensure each child is able to access the best possible experiences and opportunities to achieve their full potential and secure skills for life-long learning. We want to continue our strong collaboration to support school improvement and impact positively on children's outcomes and achievement.

We are passionate about our schools; we want the best possible education for our children. We are proud of our leadership teams and staff as they share the same passion and drive. We work relentlessly to improve standards and attainment across our schools.



### Letter from the Chair of Governors

Thank you for your interest in the post of Head Teacher at Willenhall Community Primary School. The announcement of our Head Teacher's retirement in July 2022 has created an opportunity for an inspiring and unique leader to lead our team. The current Head Teacher leaves the school with strong foundations for any future Head Teacher to build on.

We are proud of our school community and our happy team who are committed to ensuring the best life outcomes for our children. The children are a delight and their enthusiasm is clear for all to see. Our families take pride in the school and are a key part of what makes the school a unique place to be. We are seeking someone who can build on our school's successes and achievements, maintain our progress, and work effectively with staff, governors, children and parents to drive the school forward.

We welcome candidates with vision, passion, and commitment to work in a diverse and vibrant school, with children at all levels, whilst ensuring a high standard of teaching and learning. We are keen to maintain spiritual, moral, social and cultural development and to maintain exceptional support and relationships with our children and families. This is a fantastic opportunity for the right person to lead the school into the next phase of its development and make a significant contribution to the future success of the school.

You can find out more about us in this pack and on our website.

If you are an experienced Head Teacher or Deputy, who is ready to take on the challenge and become the leader of our team, please come and visit to see for yourself what makes Willenhall Community Primary School unique. Please enclose a letter with your application telling us why you are the right person to lead our unique school at this time and what skills and experience you can bring.

Yours sincerely,

Mrs Deborah Austin and Mr Karl Miles

Co-Chairs of Governors



# Our School

*We strive to make a difference to the life of every pupil. Every pupil will be the best reader, writer and mathematician that they can be, while we offer enhanced experiences and opportunities to allow a child to discover their strengths and passion in life and develop the self-confidence to be able to follow their dreams and ambitions.*

Willenhall Community Primary School is situated on the southern edge of Coventry. The school serves an area of high social deprivation but a community with a strong spirit.

The school was built in 2005. It is a two-floor building, but creative design allows exit on to the playground from both upstairs and downstairs.



Willenhall Community is a two-form entry school, with a 68 place Nursery, offering 15 and 30-hour provision at three points of entry during the year.

Early Years provision offers a stimulating and supportive environment, indoors and outdoors. A small forest school area further supports outdoor learning for Early Years. The outdoor area is currently due for refurbishment.

Spacious classrooms share withdrawal areas that are used for small group interventions and targeted work. Wide corridors are decorated with thematic 3D displays.



The school enjoys the facilities of a designated art room and science room, both well equipped with resources for the specific subject. A science garden with pond has been developed by pupil projects, including a well-being garden.



Specialist teachers deliver P.E. and Music to all year groups.

An extension 5 years after the initial build, allowed for an area dedicated to Year 6 pupils.

A large hall allows a generous space for P.E. lessons, assemblies and school, class and club events. The hall can be further enlarged when sliding doors are retracted to include the dining area.



The school enjoys a large meeting room which is referred to as our Community Room and this hosts parent, visitor, Governor and other agency meetings. There are many small room areas which are used for small group interventions and therapies.



# Our School

We have a Family Support Team who are dedicated to safeguarding, welfare and attendance. Support of our families is at the heart of ensuring positive outcomes for our pupils.



Extensive outdoor grounds provide playground and grassed areas for outdoor play and learning. A fenced in, Multi Use Games Area (MUGA) allows sports to take place all year round. An outdoor gym and a dance area encourage our pupils to be active.



An outdoor cabin with a fenced secure area is currently being developed to enable parent and community group meetings and activities, supported by the local Woodside Family Hub.



The school offers Breakfast Club for working parents from 8:00 until the start of the school day. The school is signed up to the National Breakfast programme so that every pupil has access to a 'bagel for breakfast' on entry to school.

School offers a wide range of extra-curricular sporting activities both at lunchtime and after school; athletics, football, boxing, tag rugby, dance. Other extra-curricular clubs include cookery, Lego, drama and art.



The teaching team is efficiently supported by a competent and skilled Admin Team which is led by the School Business Manager.

Links with the local community are valued by everyone, School has a firm relationship with the local church, St John the Divine. End of term and religious calendar event assemblies are led by the Reverend.

# Person Specification

## Qualifications

- Qualified Teacher Status
- Willingness to undertake NPQH or have evidence of a Leadership qualification
- Proven commitment to ongoing CPD, including work relating to school leadership and management, curriculum development and leading teaching and learning

## School culture and ethos

- Ability to hold and articulate clear vision, values and moral purpose that will strengthen our whole school community
- Ability to demonstrate strong, clear leadership alongside the desire and capacity to develop leadership in others
- Commitment to building links with and nurturing relationships with other schools and organisations
- Ensure the school holds ambitious expectations for all pupils
- Belief of developing the whole child, understanding the need for an holistic approach to meeting their needs

## Professional experience

- Head Teacher, Acting Head Teacher or Deputy Head Teacher
- Experience of working in a range of diverse settings
- Experience and secure knowledge of SEND needs and SEND protocols and systems
- Leading teaching and learning across the full primary range and showing evidence of raising outcomes and standards
- Leading curriculum to ensure secure and consistent implementation and sustained impact
- Successfully leading school improvement, including planning, implementing, monitoring and evaluating impact
- Experience of using a range of data, information and evidence to drive decision-making and improve teaching, learning and the curriculum
- Experience of setting clear, realistic and challenging targets and knowledge of performance management
- Evidence of leading and inspiring a team to success
- Experience of supporting and monitoring the school budget, reporting to Governors
- Experience of effective self-evaluation and successful strategies for improvement or change
- Understanding of and commitment to promoting and safeguarding the welfare of pupils
- Successful experience of Ofsted inspection

# Person Specification (cont.)

## Professional knowledge

- Demonstrate a good understanding of effective pedagogy
- Demonstrate a good understanding of successful and effective behaviour management
- Understanding the characteristics of, and an ability in developing, an effective learning environment
- Competent knowledge of financial management, budgeting and resource deployment
- Secure knowledge of statutory requirements relating to the curriculum and assessment
- Proven ability as a good classroom teacher
- Knowledge of how to work effectively with Governors to ensure robust scrutiny and build and maintain relationships
- Developed understanding and commitment to promoting and safeguarding the welfare of pupils and staff
- Knowledge of statutory assessment across the key stages

## Professional skills

- Ability to demonstrate a range of leadership styles
- Working with colleagues to accurately judge provision and provide feedback that leads to change
- Ability to motivate and empower pupils and staff
- Ability to communicate clearly and effectively through a range of media, engage with and influence staff, parents, pupils, Governors and other stakeholders

## Personal qualities

- Ability to demonstrate effective active listening skills
- Ability to adhere to the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- Excellent interpersonal skills
- Possesses and can demonstrate empathy with children
- Confident and able to remain calm, enthusiastic and positive when working under pressure

## References

- Two unequivocal references



# Job Description

**Salary: Leadership Scale L18-L24**

**Responsible to: The Board of Governors of Willenhall Community Primary School and the Affinity Federation**

**Responsible for the Leadership and Management of all staff at Willenhall Community Primary School**

- The Head Teacher will have overall responsibility for the organisation and management of the whole school. The Head Teacher will deliver vision, leadership and strategic direction to secure the overall effectiveness and continued improvement of the school.
- The Head Teacher is accountable to the Board of Governors. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Head Teacher, and therefore this job description is aligned to this document.

## **Core Purpose**

- The core purpose of the Head Teacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To succeed, the Head Teacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Head Teacher must establish a safe culture that promotes excellence, equality and high expectations of all pupils. Continuous professional development and school improvement planning is encouraged in a challenging but supportive culture.
- The Head Teacher is the leading professional in the school, accountable to the Governing Board. The Head Teacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet the aims and objectives.
- The Head Teacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day to day management, organisation and administration of the school.
- The Head Teacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools, other services and agencies for children and families, community organisations, the local authority and higher education institutions. Through such partnerships and other activities, the Head Teachers plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.
- Drawing on the support provided by members of the school community, the Head Teacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

# Job Description (cont.)

## Leadership

- Embraces the values as set out by the Governors and ensures that these underpin all activities and inform all relationships
- Defines and implements the school's vision and strategy so that it is understood, agreed and acted upon across the school community including staff, parents and pupils
- Identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increases Teachers' effectiveness and secures continuous school improvement
- Strategically plans for future needs and the further development of the school
- Challenges, supports, motivates and develops all staff to raise their performance by setting effective performance targets
- Leads by example, is personally visible and observably committed to the school
- Demonstrates a leadership approach which is focused, flexible, and inclusive
- Engages, develops and nurtures all staff
- Is an inspiring communicator to different audiences

## Teaching and Learning

- Develops and agrees a curriculum policy to meet statutory and pupil requirements that supports the school's aims and needs
- Implements highly effective strategies to support and challenge teachers to achieve outstanding teaching and learning outcomes
- Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data and setting targets for achievement of all pupils, especially those in vulnerable groups
- Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child
- Ensures that learning is enjoyable as well as challenging
- Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities
- Ensures that effective and appropriate pastoral support is available to pupils
- Ensures there are systems for and appropriate action in relation to individual pupil progress and achievement, maintaining high expectations for all pupils
- Through measurement and analysis, identifies and acts on areas of development in relation to all aspects of school improvement



# Job Description (cont.)

## Relationships

- Demonstrates inclusiveness and respect in dealings with pupils, staff and others within the school community
- Promotes personal responsibility, rewards excellence and deals appropriately with underperformance
- Ensures a high standard of professional development for all staff
- Develops effective management and teaching teams
- Demonstrates personal resilience and sustains that of other staff
- Creates conditions for pupils, staff and the school community to speak up and be heard if they have concerns or ideas for improvement
- Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard
- Demonstrates relevant consultation and cooperation around change affecting the school or groups or individuals within it

## School Improvement

- Demonstrates a constant drive for school improvement
- Is aware of and responsive to developments in educational policy, techniques, leadership and management practice
- Ensures the successful delivery of the values, vision, aims, ethos, strategy and objectives
- Creates school systems and structures in support of outcomes and priorities
- Monitors the performance of school policies and amends as appropriate to support school improvement or compliance with laws, regulations or educational policies
- Uses data to create insights for the governing body, staff and parents/carers into how to support school improvement
- Promotes collaboration and the exchange of ideas within school and across schools
- Creates, implements and monitors school improvement plans

# Job Description (cont.)

## Management

- Works with school leadership team and the Board of Governors to set an annual budget consistent with school priorities
- Recruits, develops and retains staff of the highest quality
- Plans for and deploys all staff effectively to improve the quality of outcomes
- Monitors and manages school budgets to secure the long term future of the school
- Ensures the school sets and maintains high standards for health, safety and well-being
- Reports openly and honestly to the Board of Governors on the performance of the school
- Manages the effective application of school pay and performance policy
- Works with unions or other employee representatives where required to do so
- Works in partnership with the local education authority, local schools and other agencies
- Upholds the school's obligations for safeguarding and working with pupils
- Ensures the school operates best value principles in purchasing of goods and services and the allocation of school capital expenditure

## Community

- Promotes community engagement including pupils, staff, parents/carers and local residents
- Creates and maintains an effective partnership with parents/carers using a range of approaches and media
- Promotes an honest and positive image of the school, supporting parent choice and providing information through the school website as well as developing our social media presence
- Maintains positive relationships with other schools, particularly nursery and secondary schools to support the smooth transitions of pupils
- Develops the school as an integral part of the local community by, engaging in community celebrations and other events as appropriate

# Application Process & Timeline

## Application Process

The first stage of the application process is to complete an application form and submit a supporting statement. From this a shortlist of candidates will be chosen. These will be invited to attend an interview and references will be sought prior to attendance.

**For school visits please contact** Lucy Smedmore, Office Manager on [lsmedmore@willenhallprimary.org](mailto:lsmedmore@willenhallprimary.org), 02476 302004

## Closing date

Thursday 30<sup>th</sup> June 2022 at midnight

## Short Listing

Monday 4<sup>th</sup> July 2022

## Assessment Day and Interviews

Week commencing Monday 11<sup>th</sup> July 2022

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people, we expect that our staff, volunteers and visitors share this commitment. Through safer recruitment we ensure that all our recruitment and selection processes reflect this commitment. This post will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to the interviews for those candidates successfully short listed.