



Headteacher Application Pack

March 2022

Henley Green ... it's our place to shine!



Henley Green Primary School
Wyken Croft Coventry CV2 1HQ
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www.henleygreen.co.uk

Henley Green...it's our place to shine'

A word from the Chair of Governors

Thank you for your interest in joining Henley Green Primary School as our next Headteacher. As a Governing Body, we are looking to recruit into this important role, following the planned retirement of our existing Headteacher.

The successful candidate will share our values and have the vision and leadership qualities to enable our children to continue to shine.

We are fully devoted and enthusiastic governors that work closely with the school to provide support and challenge. We have high ambitions for Henley Green and are determined that all aspects of provision will be of the highest standard.

The governors and staff at Henley Green strive to enable every individual to show resilience, have pride and nurture ambition. We hope that the following information will give you an insight into our school.

If you feel you have the skills and qualities to help us take Henley Green on the next stage of its journey, we would welcome your application. We would also encourage you to come and visit Henley Green, to learn more about our school. Please email Maris Hewins at maris.hewins@henleygreen.coventry.sch.uk or call 02476 613163 to arrange a visit.

Miriam Latona
Chair of Governors



Our core values help our school shine



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Our school

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Our facilities

Henley Green was a new-build, one form entry school in 2004.

In 2011, the school was extended to provide for two forms of entry, with nursery provision for 2 and 3 year olds, as well as two Reception classes with a dedicated outdoor classroom.



The school was designed with large, light classrooms alongside generous shared learning spaces for small group teaching and art and craft activities.

As well as a large assembly / PE / dining hall, there is a light and airy dance and drama studio, with an outdoor performance space.



There are two well-equipped library spaces, as well as class libraries in every classroom.

The school is well provided with flexible office space, with plenty of room for meetings for visiting professionals and PPA meetings.

The school sits on an extremely large, open plot, which has been developed over time to provide:

- Sport and fitness activities, including pitches and a climbing wall;
- A multi-use games area for ball sports;

- A wildlife garden with a pond and hide;
- A friendship garden to provide a quiet, reflective space for children to use and an allotment area, both funded and created with a grant from Coventry Building Society;
- An adventure playground, funded and created by a grant from Rolls Royce;
- A Forest School, used by children throughout the school.

The next project is to use a grant to provide bicycle storage and a set of bicycles, along with an all-weather cycle and running track around the perimeter of the site.



Our team

We have a motivated, professional and empathetic team that is driven to create the best learning environment and to help our children thrive.

- The Senior Leadership Team consists of Headteacher, Deputy Headteacher, and two Assistant Headteachers.
- We have 3 Phase Leaders, a Curriculum Lead and 19 class teachers.
- We have a large Inclusion team, providing support for families, special needs, mental health and wellbeing.
- We have a specialist PE teacher and a specialist peripatetic music and dance teacher.

Our Governing Body

At Henley Green, our school governors are a diverse and enthusiastic group of people who work closely with the Headteacher to make key decisions vital to the successful running of the school.

The governors are visible and actively support and challenge the school leadership team to deliver the best provision for our children.



Curriculum

Henley Green promotes a love of learning which enables all children to succeed by broadening their horizons and to challenge and inspire them within a safe, inclusive and nurturing environment.

We believe that children's progress and achievement should not be hindered by barriers to learning, so that all of our pupils can reach the expected standard for their age or beyond.

We offer a curriculum which develops inquisitive, eager and independent learners who can't wait to come to school, which engages all learners and promotes a life-long love of learning.

“The school has developed a team of aspirational leaders who have high expectations and ambition for pupils. Pupils are happy to come to school, where they work hard and behave well.”

Ofsted 2018



We develop ambition, self-belief and confidence in all of our pupils and do our best to encourage resilient learners with a positive attitude and high aspirations to become successful, independent and productive members of society.

We expect everyone to treat each other fairly and with respect. Through our core values we seek to prepare and enable pupils to take a positive and active role within their communities, to shape a brighter future and to become fully rounded citizens.

Our curriculum is rich, broad and balanced. It has been carefully mapped to provide opportunities and enrichment. We take into account the prior life experiences and knowledge of the diverse population of children who come to Henley Green to learn.

We place great emphasis on the provision of a rich diet of educational experiences including visits, visitors, extra-curricular provision and intelligent cross-curricular links.

We make outstanding provision for sports and athletics which give our children access to the cultural capital which will enhance their life chances and aspirations.

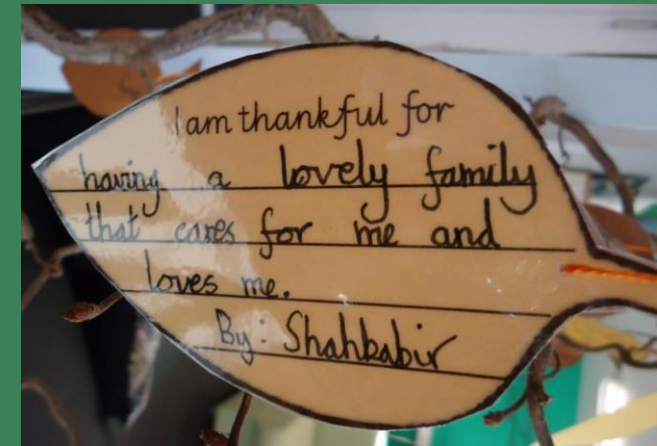
Child welfare

The determination to support children's mental health and wellbeing is a key part of Henley Green's School Improvement Plan. This is achieved by:

- The introduction of the Thrive programme throughout the school;
- A relentless drive to support children and their families with a dedicated Family Support team and a learning mentor, who support children across the school in terms of safeguarding, good attendance, social and emotional difficulties and wellbeing;
- The targeted use of the Pupil Premium funding, and the 2021-22 Recovery Premium, to enable all of the school's children to take full advantage of their educational experiences.

Henley Green serves a diverse and disadvantaged community, with high and generational unemployment. 49% of children are eligible for Pupil Premium.

All members of staff are determined to ensure that the safeguarding and wellbeing needs of our children are met and that we successfully narrow the academic attainment gap with national levels.



Job description

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Responsible for the Leadership and Management of all staff at Henley Green Primary School

Responsible to: The Governing Body of Henley Green Primary School

Salary: Leadership Scale L18 – L24

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

Core purpose

The core purpose of the Headteacher 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 Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.

The Headteacher must establish a safe culture that promotes excellence, equality, and high expectations of all pupils.

The Headteacher is the leading professional in the school, accountable to the Governing Body.

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet the aims and objectives.

The Headteacher, 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 Headteacher, 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 Headteacher 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 Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

Job description cont.

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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.
- Is an inspiring communicator to different audiences across the school community.
- 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.

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 a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.
- Ensures 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.

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.
- 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.



Job description cont.

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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.



Management

- Works with school leadership team and the Governing Body 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 Governing Body 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 goods and services and the allocation of school capital expenditure.

Community

- Promotes community engagement including pupils, staff, parents/carers and local residents and organisations.
- 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.
- 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.



Person specification

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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

Headteacher, Acting Headteacher or Deputy Headteacher.

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.

Person specification cont. *Henley Green ... it's our place to shine!*

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 supportive relationships.

Developed understanding and commitment to promoting and safeguarding the welfare of pupils and staff.

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.



How to apply

Closing date Sunday 20th March 2022

Shortlisting Wednesday 23rd March 2022

Interview Monday 28th and Tuesday 29th March 2022

For school visits, please email Maris Hewins at maris.hewins@henleygreen.coventry.sch.uk or call 02476 613163.

Completed application forms should be sent to externalrecruitment@coventry.gov.uk.

Henley Green is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

