

Headteacher Application Pack

Spring 2023



Letter from the Chair of Governors

Dear Applicant,

We are seeking a Headteacher who will love our children, love our staff and love our community!

This is what the governors, staff and children of Ravensdale Primary School are looking for in a new Headteacher. Our current Headteacher, Suzie Wilson, is moving on to new pastures at the end of this academic year and we are looking for somebody who can carry on the substantial progress she has overseen.

We are looking for an experienced, enthusiastic and empathetic leader who will build on the current successes and continue to nurture and inspire the children and staff to be “the best they possibly can be”. Our new, dynamic and inclusive leader will strive for excellence in all areas of school life and enhance our reputation as the local primary school of choice.

Ravensdale Primary School is a two-form entry school with Nursery provision and excellent wraparound facilities. The heart of Ravensdale is the children and its dedicated, loyal and highly professional staff body; we pride ourselves on the strength and warmth of these relationships.

We are committed to providing a broad curriculum which is exciting, creative and stimulating for all children, enabling them to develop a love of learning in a warm and positive environment where they are safe, valued and challenged. Our specialist Music Teacher and Sports Coach coupled with excellent PE facilities and provision mean that children have a wide range of opportunities both within the school day and as part of our extensive extracurricular provision. The successful candidate can be assured they will be leading a dedicated and aspirational staff team, supported by a committed governing board.

We encourage applications from candidates who know that they have the experience, drive and commitment to lead our staff and inspire our children. The successful candidate will share our commitment to a child-centred approach and also share our values of curiosity, collaboration, respect, resilience and kindness in all facets of school life. You will be able to lead the school with passion and dedication and be able to communicate this at all levels; to achieve excellence in teaching and learning and continue to develop positive relationships between, staff, pupils, parents and the wider community.

If this opportunity excites you, you share our vision and have the necessary skills and qualities to lead our fantastic school, we would warmly welcome your application.

We look forward to hearing from you.

Mr Jim Davies
Chair of Governors

An introduction to Ravensdale Primary School

"Working together to be the best we possibly can be"

Ravensdale is a two-form entry school, situated in the east of the city, on Ravensdale Road in Wyken; we serve many families from the surrounding area. The school has 453 pupils on role and a 52 place Nursery provision. Our fantastic children, supportive parent community and genuine warmth of relationships mean that the school has a real family ethos.

We have a rich curriculum, providing every child with exciting and engaging learning experiences both within the classroom and beyond, enabling all pupils to achieve. We do all we can to provide exciting extra-curricular activities, school trips, visitors and residential visits to give our children as many opportunities as possible. We strive to ensure that all children feel valued, happy and cared for. Inclusion is a priority for the school and the pastoral care our children receive is excellent.

Our school environment is a vibrant, inspiring place to be. We boast a fabulous Multi-Use Games Area (MUGA) and a purpose-built music cabin. Both of these investments highlight our dedication to implementing a broad curriculum and commitment to educating the whole child with high quality staff and facilities. Our music provision is highly regarded locally with our choir winning many awards and often being invited to sing at prestigious events.

We are part of the Elements school cluster of 10 local schools and have good community links. As a Governing Board, we are a friendly, proactive bunch who aim to be supportive through meeting regularly, attending school events, bringing in volunteers, giving our time and working alongside the PSA to secure funding.

There are 15 classes in total across the school.

- Staffing - There are currently 20 class teachers (full and part-time), the leadership team, 14 TAs, 4 HLTAs and a Learning Mentor.
- The Senior Leadership team consists of Headteacher, Deputy Headteacher and 3 Assistant Headteachers who have responsibility for EYFS, Y123 and Y456 respectively. One of our assistant heads is also our SENCo.
- We employ a specialist Music Teacher and have our own Sports Coach.
- Subject Leadership has been a huge focus this year with significant CPD opportunities for our staff team to enhance their skills as leaders within their curriculum area.



What we can offer

- Delightful, well-behaved children who are proud of their school, eager to learn and make progress.
- Extremely hardworking, talented and enthusiastic staff team who support each other and are entirely focussed on providing the very best education for our lovely children.
- Well-developed relationships with external colleagues who help us to moderate and improve our practice.
- An exciting opportunity to develop our new and enthusiastic Senior Leadership Team.
- A creative and welcoming environment with a music cabin and Multi-Use Games Area (MUGA).
- A committed Governing Board; a mixture of new members alongside members with 25 years+ experience offering an excellent mix of support, encouragement and challenge.
- Strong relationships with parents, local educational networks and a fantastic opportunity to strengthen our place within the local community.
- A broad curriculum with excellent PE and music provision, alongside outdoor learning.
- Creative and successful fund-raising and community building in the form of Ravensdale Parent and Supporters Association (PSA).



Our school vision, values and priorities

At Ravensdale we ensure that our children have a fully rounded education – we strive for excellence academically whilst ensuring we create a safe place for every child to enable them to reach their potential and embed their love of learning.

Our school values are incredibly important to us – they underpin the way we teach, lead and communicate with each other, our children, parents and other stakeholders.

They are:

- Curiosity
- Collaboration
- Respect
- Resilience
- Kindness

Our values are expressed through our three core principles:

- Be ready
- Be respectful
- Be safe

During this academic year our school priorities have been to:

- Develop our staff team through excellent CPD opportunities to extend knowledge and expertise
- Ensure the learning journey through our thematic curriculum is rooted in clear progression of knowledge and skills.
- Drive the provision across our school to meet the needs of key groups such as PP, SEND and more able.

We have just completed significant improvement works on different toilet blocks throughout the school and our next project will be the redevelopment of our EYFS outdoor area which we are aiming to commence during the summer.



What our children say

We've asked our children to tell us what they'd like their school to be like and what skills and characteristics they'd like to see in their new Headteacher. Here's what they had to say:

We'd like our school to:

- be happy, joyful and friendly
- be a place where we feel safe
- have a fun learning environment
- be fair
- be a place where children help to decide on the curriculum

We'd like our new Headteacher to:

- be a friendly, calm person who smiles lots
- be brilliant at explaining things
- play with us, maybe build some towers or join our football games sometimes
- be fun and positive around school
- be kind to all
- help us when we fall or have questions
- be respectful and responsible
- not be afraid to make mistakes and own up to them
- (if possible... also have some rocket boosters!)

What our staff say

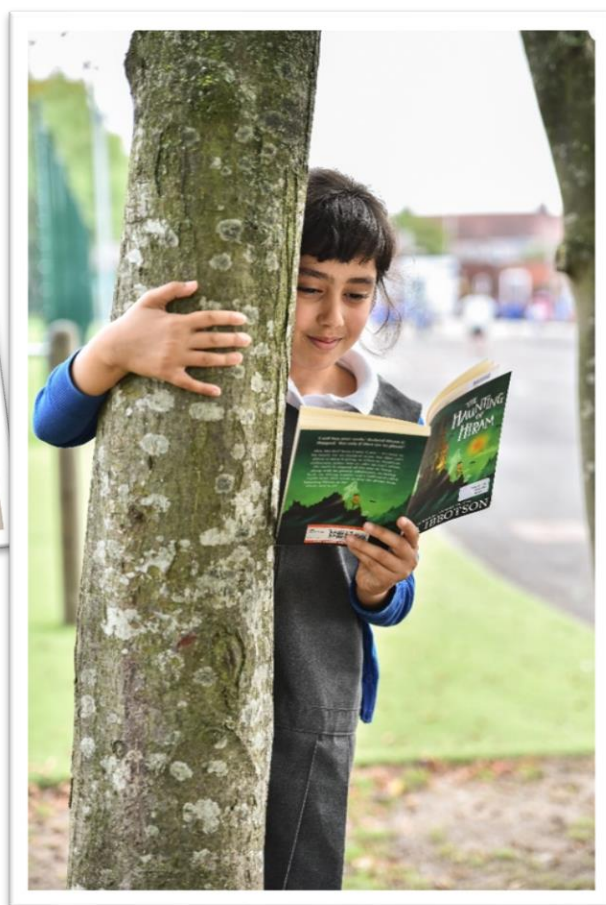
As a staff team, we have really enjoyed and benefitted from working alongside our current headteacher and, whilst we are going to miss her, we are also really excited about having somebody new to come and join us here at Ravensdale. The governors have asked us for our thoughts about what we would want to see from the school's next headteacher and the following list gives a flavour of the things we think are important, therefore we are seeking someone who:

- Will take the time to understand us, our community, our values and the progress we have made, so that we may continue our journey together
- Will recognise our strengths (like our brilliant music provision and our newly systemised and implemented SEND provision) and build on them
- Values the importance of being a THRIVE school and the supportive impact this has on children's social and emotional wellbeing
- Is a visible presence in school – at the gate, on the playground, in corridors and classrooms and really gets to know our children
- Brings knowledge, experience and skills across the whole primary age range
- Is dynamic and organised, demonstrating good communication to share their vision and drive the school forward
- Is approachable, supportive and nurturing while also being realistic and firm but fair
- Values staff wellbeing and morale and the importance of work-life balance
- Knows the importance of investing in high quality professional development for all
- Will build on our links with parents and the local community, as well as with other schools, settings and organisations

What Ofsted says

Following our inspection in March 2019, Ravensdale Primary School was judged to be a good school. We were especially pleased that the inspector commented on the equal value that we place on our children's academic and personal development.

- The good quality of education has been maintained in the school since the previous inspection.
- Pupils are also proud of the school and appreciate the care teachers show them.
- Parents praised the pastoral work of the school and were keen to emphasise how well their children are cared for.
- Teaching in the early years is a strength of the school and children make a very positive start to their education. The proportion attaining a good level of development has improved year on year. This gives them a good grounding for the next steps in their education.
- Your outward-looking approach has not only enhanced the capacity of leaders to continue to improve teaching, but is also enabling you to learn from the best practice at other settings.
- Teaching has improved over time due to your high expectations and effective systems used to support staff.
- Governors know how different groups of pupils are faring because they have a good grasp of performance information. They know the strengths and areas of development for the school. They are proud of the school and ambitious for its future.



Ravensdale job description

Job title: Headteacher

Salary: Leadership scale L18-24

Responsible to: The Board of Governors of Ravensdale Primary School

Responsible for: The Leadership and Management of all staff at Ravensdale Primary School.

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 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 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 Board. 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.

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.

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;

- 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 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 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.

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, 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 board, 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 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 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 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.

Ravensdale Primary School Board of Governors 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.

Ravensdale person specification

Category	Requirements
Qualifications & Professional Development	<p>Qualified Teacher Status with an Honours degree or equivalent with NPQH or willingness to immediately undertake.</p> <p>Demonstrates a focus on continuous professional development relating to school leadership and management and curriculum/teaching and learning.</p> <p>Someone who is passionate about the development of others; and has experience of developing school leadership teams.</p>
Experience	<p>The successful candidate will have plenty of teaching experience, preferably leading one or more subject areas. We also require you to have substantial leadership experience, for example previous Headship, Deputy Headship or considerable senior leadership experience.</p>
Skills, qualities and abilities	<p>As an experienced school leader, we know you already have strong teaching skills and high expectations of pupils' learning and attainment. For us, what you do, is as important as how you do it.</p> <p>The future Headteacher of Ravensdale needs to be approachable with warmth and empathy towards others. They need the ability to build on our work raising standards across the school. These standards include: progress and attainment, behaviour management and developing a culture of respect and openness.</p> <p>We want the school to be at the heart of the community. It is therefore imperative that the Headteacher can continue to raise our community presence by building and maintaining good relationships with children, staff and communities. Networking skills and the utilisation of technologies available to celebrate diversity and the achievements of children, staff and school is key. You will also need to use these skills to maximise revenue generation through facilities available to us, such as the MUGA. After all, managing the finances is a key role of the Headteacher.</p> <p>The Headteacher needs to have outstanding presence in the school and community, along with strong resilience, decision making and time management.</p>
Teaching and Learning	<p>Ravensdale heavily promotes equality and inclusion in all aspects of school life, and we would expect the Headteacher to present these characteristics in their leadership and teaching methods. You will have detailed knowledge and experience of a range of successful teaching and learning strategies. This will help to ensure that we meet the needs of all pupils. You must have a secure understanding of assessment strategies, be able to help others and inform teaching and learning.</p> <p>Experience of effective monitoring and evaluation of teaching and learning as well as the ability to devise and implement subsequent improvement plans are imperative. We also need a Headteacher to have a clear understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management. Added to this, the potential candidate will have secure knowledge of statutory requirements relating to the curriculum and assessment.</p>
Leading and managing staff	<p>As an experienced senior leader, you will already have experience of working in and leading teams, with a great ability to delegate work, manage performance and encourage personal development.</p> <p>It is important that you have a strong vision and are able to communicate this clearly, with the ability to enthuse and motivate others. We need you to lead by example,</p>

	<p>therefore experience of having successfully delivered a vision at whole school level is key.</p> <p>Ravensdale has a very talented teaching team. However, we want someone who can develop, inspire and empower others to be even better whilst generating a culture of recognition and inclusivity. Therefore, it is important that the Headteacher can build excellent relationships with all staff, ensuring that they have access to advice and training, appropriate to their needs.</p> <p>An ability to build good relationships with the governors to enable them to fulfil whole-school responsibilities along with successful experience of effective budget planning and resource deployment is a necessity in this role.</p>
Accountability	<p>You will be accountable for providing clear information to a number of stakeholders, such as: staff, pupils, parents, governors and the community. You will therefore need to possess excellent communication skills.</p> <p>An individual who can balance challenges and support whilst ensuring successful improvement strategies and driving performance will excel in this role.</p>
Strategic leadership	<p>We will need to see evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. Along with this, you will present a strong ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these.</p> <p>You will also have knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils.</p> <p>You must also have an understanding of, and commitment to, promoting and safeguarding the welfare of pupils and staff along with experience of, and commitment to, developing links with parents, other schools, agencies and the wider community. You must also ensure the health and safety of all children, staff, parents/carers and visitors.</p>
References	Unequivocal recommendation in personal references

Application process

Completed application forms should be submitted no later than **noon on Thursday 23rd March** using the online application link provided. Applicants are asked to use the personal statement section of the application form to explain how their skills, knowledge and experience meet the requirements laid out in the person specification. There are also three further questions to address:

- 1) How would you approach the first 90 days in role?
- 2) How would you develop middle leaders to enable them to further build our curriculum offer?
- 3) Describe your leadership style, touching upon your strengths and development areas.

We would also ask applicants to complete the Equal Opportunities monitoring form.

A shortlist of candidates will be selected on 24th March and invited to attend a selection process. This will take place over two days with a series of activities including a formal interview and presentation.

References will be sought prior to interview.

School visits are encouraged and can be arranged via the school office either by phone (024 7644 4966) or email (recruitment@ravensdale.coventry.sch.uk).