

## Ravensdale job advert

**We are seeking a headteacher who will...love our children...love our staff...and love our community!**

Are you a dynamic school leader who can nurture, support and inspire our fantastic children and dedicated staff team?

Ravensdale Primary School, situated in eastern Coventry, is a popular, friendly and vibrant school, judged to be 'Good' by Ofsted (March 2019). The governors, staff and pupils are looking for a talented, passionate and caring Headteacher who will bring the skills, leadership and ambition to build on the successes of our school, which is truly inclusive, and child centred.

We are well supported by parents/carers and our local community with the pursuit of excellence being key to every decision that we take. Our aim is to develop everyone's individual talents to their fullest potential by providing a happy and nurturing school environment, promoting high achievement, encouraging broad interest, respect and care for others.

You will offer to:

- Work collaboratively with staff and governors whilst sharing a strategic vision, giving clear leadership and demonstrating compassion, to cultivate a motivated, caring and focused team.
- Ensure that every child is at the centre of every decision in creating a culture of high expectation, safety and support, where all pupils can achieve success and be engaged in their own learning, supported by a curriculum appropriate to their individual needs and abilities.
- Be warm and emotionally mature, with the ability to engage and build strong relationships with all members of our school family: children, parents/carers, staff, governors, other agencies and the wider community.
- Be an inspiring practitioner, with an in-depth knowledge of excellence in primary teaching practice and the creativity, organisation and drive to disseminate innovative teaching and learning strategies throughout the school, developing staff and achieving the best possible outcomes.
- Have substantial leadership experience with a track record of driving improvement, possessing excellent people management skills and the ability to effectively manage school resources, including the school budget.

We can offer you:

- A happy and friendly school family, held in high esteem by parents and the wider local community.
- Children who are well behaved, eager to learn and proud of their school.
- A positive and creative atmosphere where purposeful learning takes place within a caring and inclusive ethos.
- A hard working, highly skilled and enthusiastic group of dedicated staff and supportive governors.
- A school community which is proud of our extracurricular activities, in particular our music provision and our brand new multi-use all-weather games area.

If you believe you possess the qualities to take on this exciting challenge then the Governing Board would be delighted to hear from you.

We actively encourage you to visit our school. While social distancing measures are in place, we would like to offer visits and the opportunity to ask questions on an individual basis. In order to facilitate this, please contact [recruitment@ravensdale.coventry.sch.uk](mailto:recruitment@ravensdale.coventry.sch.uk), or call the school office on 024 7644 4966.

The closing date for applications is: Monday 6<sup>th</sup> July 2020 at noon. Interview dates, subject to social distancing guidelines: Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> July 2020.

Ravensdale Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments are subject to an enhanced DBS disclosure.

## Ravensdale School





## 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 at Ravensdale Primary School are looking for in a new Headteacher. Our current Headteacher, Rob Matthews is moving on to new pastures at the end of the Autumn Term and will leave the school in a 'Good' place as our recent OFSTED inspection confirmed in March 2019.

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 now 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 Playgroup and Nursery provision for children from two years old, as well as excellent wraparound facilities. The heart of Ravensdale is the children and its dedicated, loyal and highly professional staff and 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 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 staff team supported by a committed governing board.

We encourage applications from candidates who know that they have the drive, determination, experience 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 stewardship, transparency, trust, teamwork and creating a nurturing and supportive environment in all facets of school life. You will be able to lead the school with passion and dedication but also be able to communicate this at all levels, to achieve excellence in teaching and learning and continue to develop our positive relationships between, staff, pupils, parents and the wider community.

If this opportunity excites you and you share our vision and have the necessary skills and qualities to lead our fantastic school, we would warmly welcome your application. There will be an opportunity to visit the school and ask questions.

We look forward to receiving your application.

Mr Jim Davies  
[Chair of Governors](#)

## An introduction to Ravensdale Primary School

*Working together to be the best we can possibly 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 464 pupils on role and a 52 place Nursery provision together with a Playgroup for children from age 2. 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.

Our school environment is a vibrant, inspiring place to be. We boast a newly built 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 the Leamington Festival in 2019 and supporting Coventry Philharmonic Choir in the Autumn Term.

We are part of the Elements school cluster of 9 local schools and have community links. As a Governing Board, we are a friendly, proactive bunch who aim to be supportive. In the last year, we have supported school events, brought in volunteers to enhance the school premises and secured funding along with the money raised by the PSA to build a new trim trail.

There are 15 classes in total, with Playgroup additionally.

- Staffing - There are currently 19 class teachers (full and part-time), the leadership team, 12 TAs, 4 HLTAs and 2 Learning Mentors.
- The Senior Leadership team consists of Headteacher, Deputy Headteacher and 3 Assistant Headteachers who have responsibility for EYFS, Y123 and Y456 respectively. Assistant Headteachers lead a core subject area.
- We employ a specialist Music Teacher and have TLR positions for PE, PSHE, SEND and Science.
- Subject Leadership - All subjects have a leader(s) to take accountability and ensure the best delivery of the National Curriculum that we can for our children.
- A Curriculum Team also meets on a regular basis.



**Trim Trail and Brand New Multi Use Game 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 well with a newly developed music cabin and multi-use games area. (MUGA)
- A committed Governing Board; a mixture of new members along with members with 25 years' experience offering an excellent mix of support, encouragement and challenge.
- Strong relationships with parents, local educational networks and an opportunity to improve our links with 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) and our External Funding Coordinator.



## Our school mission, values and priorities

At Ravensdale we ensure that our children have a fully rounded education – we strive for excellence academically whilst placing equal value on developing our children's learning behaviours and helping them to become lifelong learners.

Our mission is:

*'to instil a love of learning, where children acquire the knowledge, skills and confidence to become lifelong, creative learners, in a warm and positive environment where they are safe, valued and challenged.'*

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:

- Trust
- Transparency
- Pro-active
- Development
- Stewardship
- Child-Centred

We are warm in all of our interactions and relationships.

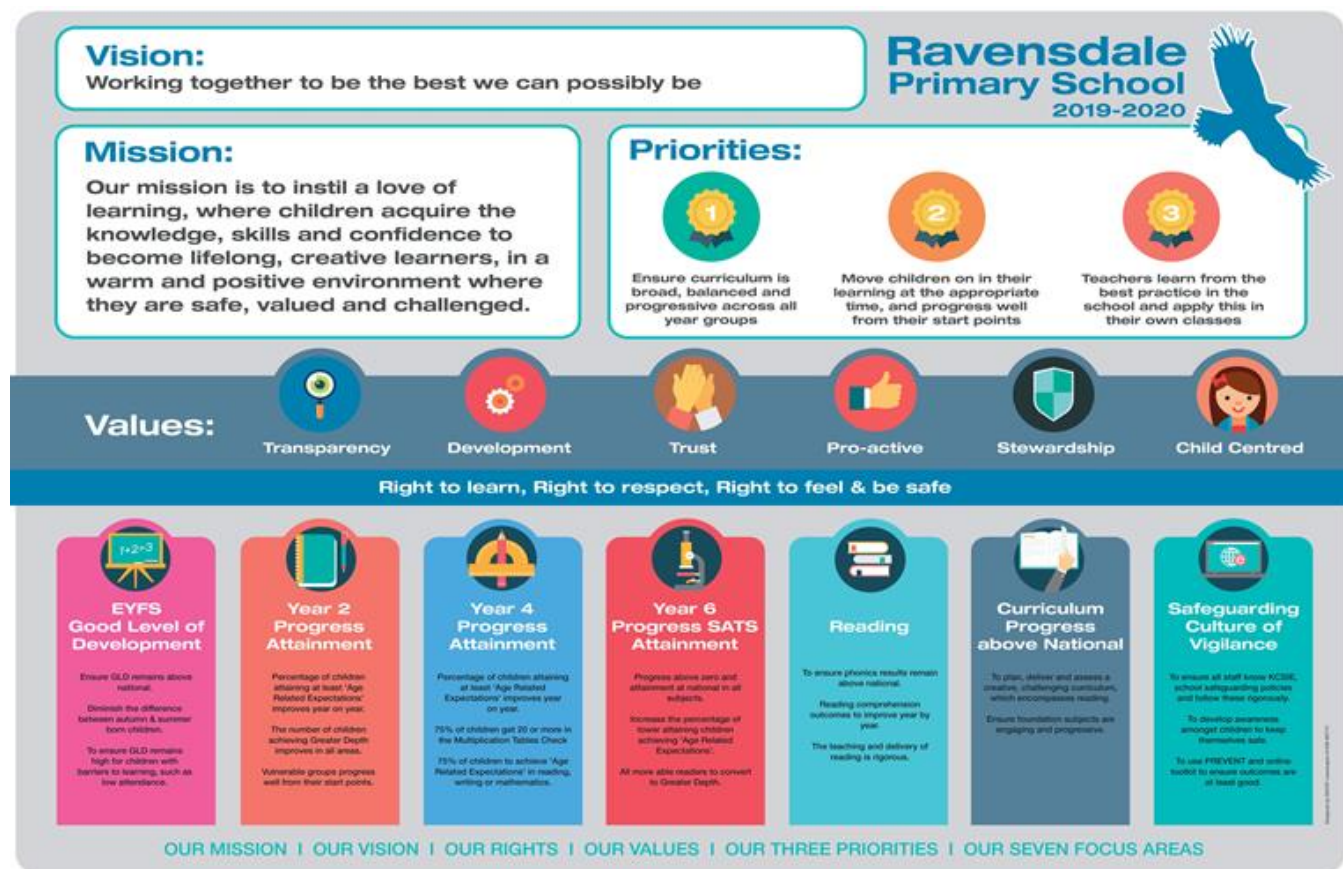
Our values are expressed in the following statements:

- We will act with transparency and integrity.
- We put the child at the centre of what we do. "Child-centred-ness"
- We take a developmental approach, in terms of children but also staff, for example by monitoring progress in a non-judgemental manner.
- We are pro-active, dealing with issues as we see them, and trying to prevent.
- The headteacher and leaders in the school understand the principle of stewardship.
- With other schools, we aim to support, collaborate, co-operate and help.

During this academic year our school priorities have been to:

- Ensure curriculum is broad, balanced and progressive across all year groups.
- Move children on in their learning at the appropriate time, and progress well from their start points.
- Ensure that teachers learn from the best practice in the school and apply this in their own classes.

As we return to school in the Autumn Term, our priorities, first and foremost will be to provide an excellent 'recovery curriculum', focussing on helping our children to readjust to school life and to re-establish appropriate learning behaviours.



## 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
- be challenging for people 'by level of achievement'
- help us with English and Maths and Art

We'd like our new Headteacher to:

- be a friendly, understanding person who we can trust
- be caring and protective
- sometimes teach classes to get to know us and for us to know them; to be with us at play times and lunch times (but not always!)
- be fun, but strict and give interesting assemblies – charismatic
- be positive, cheerful and enthusiastic, getting involved in school events
- be confident when speaking
- be respectful and responsible
- not be afraid to make mistakes and own up to them
- be 'exotic' 😊 (explained as someone who brings something new and different!)
- be visible





## 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 leadership team has maintained the good quality of education 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, 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 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	<ul style="list-style-type: none"> <li>• Qualified Teacher Status with an Honours degree or equivalent with NPQH or willingness to immediately undertake.</li> <li>• Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning.</li> <li>• Someone who is passionate about the development of others; and has experience of developing school leadership teams.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• The successful candidate will have plenty of teaching experience, preferably leading one or more subject areas.</li> <li>• Substantial leadership experience, for example previous Headship, Deputy Headship or considerable senior leadership experience.</li> </ul>
Skills, qualities and abilities	<ul style="list-style-type: none"> <li>• Demonstrate a proven track record as a school leader and have strong teaching skills and high expectations of pupils' learning and attainment.</li> <li>• You need a warm personality with capability to continue to build on our raising standards across the school. These standards include; progress and attainment, behaviour management and developing a culture of respect and openness.</li> <li>• Possess good communication skills with staff, parents, children and other stakeholder and organisations involved in school life.</li> <li>• Ability to continue to raise our community presence by building and maintaining good relationships with children, staff and communities.</li> <li>• Networking skills and the utilisation of technologies available to celebrate diversity and the achievements of children, staff and school is key.</li> <li>• Demonstrate the ability to manage a complex school budget in increasingly testing times.</li> <li>• You will also need to use these skills to maximise revenue generation through facilities available to us, such as the MUGA</li> <li>• The Headteacher needs to have outstanding presence in the school and community, along with strong resilience, decision making and time management!</li> <li>• Promote an ethos of quality and inclusion in all aspects of school life.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• A detailed knowledge and experience of a range of successful teaching and learning strategies, ensuring all pupils needs are understood and met.</li> <li>• A secure understanding of assessment strategies and be able to help others and inform teaching and learning.</li> <li>• A proven track record of effective monitoring and evaluation of teaching and learning as well as the ability to devise and implement subsequent improvement plans are imperative.</li> <li>• Have a clear understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management.</li> <li>• A secure knowledge of statutory requirements relating to the curriculum and assessment</li> </ul>
Leading and managing staff	<ul style="list-style-type: none"> <li>• 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 encouraging personal development.</li> <li>• A strong vision and direction for the school as its leader and are able to communicate this clearly, with the ability to enthuse and motivate others.</li> <li>• Demonstrating a successfully delivered vision or change programme at a whole school level is essential</li> <li>• The ability and enthusiasm to develop, inspire and empower others to be even better whilst generating a culture of recognition and inclusivity.</li> <li>• A proven track record in building excellent relationships with all staff, ensuring that they have access to advice and training, appropriate to their</li> </ul>

	<p>needs and taking whatever action is necessary to maintain and enhance performance.</p> <ul style="list-style-type: none"> <li>• A proven track record in building 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.</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Have ultimate Responsibility for all Safeguarding matters in school and ensure all children are and feel safe.</li> <li>• Ensure all safeguarding policies are up to date and staff are trained and confident to tackle any safeguarding matters.</li> <li>• Provide and deliver clear information to a number of stakeholders, such as: staff, pupils, parents, governors and the community.</li> <li>• Ensure the School remains on a sound financial footing and have the necessary fiscal skills to do this.</li> <li>• Ensure children are encouraged and able to meet their full learning potential as well as social development.</li> </ul>
Strategic leadership	<ul style="list-style-type: none"> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement.</li> <li>• A strong ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these.</li> <li>• 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.</li> <li>• 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.</li> </ul>
References	Unequivocal recommendation in personal references



## Application process

The first stage of the application process is to complete the application form along with completing the following questions (maximum 750 words per question). Then, submit applications to [recruitment@ravensdale.coventry.gov.uk](mailto:recruitment@ravensdale.coventry.gov.uk)

Question 1) How would you approach the first 90 days in the role?

Question 2) Describe your leadership style, touching upon your strengths and development areas.

The supporting statement in the application form must also be a maximum of 750 words.

From these, a shortlist of candidates will be selected on 7<sup>th</sup> July and invited to attend an interview. The interviews will take place over two days with a series of activities including a formal interview and presentation. Given the current restrictions due to Covid-19, the interviews will be conducted face to face in the school hall on 13<sup>th</sup> and 14<sup>th</sup> July, with social distancing adhered to. If for whatever reason, you cannot attend face to face, please let us know so alternative arrangements can be made.

References will be sought prior to interview.

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School visits will be held on Friday 26<sup>th</sup> and Monday 29<sup>th</sup> June, to arrange a visit to the school, please email [recruitment@ravensdale.coventry.gov.uk](mailto:recruitment@ravensdale.coventry.gov.uk).