



# BROAD HEATH PRIMARY SCHOOL COVENTRY

Broad Heath is at the heart of the diverse and lively community of Foleshill. The school welcomes that diversity and aims to ensure that all pupils **“gain”** from every activity they do, from the moment that come through the school gates, to the time they go home.



## About our School

Broad Heath Primary School was relocated to a new one form entry building on a green field site in 2000. Since then, its buildings have been extended twice and it is now a large 3 form entry school with a 56 place nursery. The school recently acquired an additional plot of land for sports facilities from the nearby housing development.

The modern buildings have been well maintained and include a swimming pool, two ICT suites, a radio station, a green room, a parents' room and a variety of withdrawal rooms. In addition, there are two outside buildings. The larger building contains a science room and an additional classroom. The smaller building is a PE "pod" with toilet facilities used a changing room for after school activities.

The outside space at Broad Heath is exciting. It has a covered sports area, additional sports areas, a variety of climbing frames, exercise apparatus, a mini-golf course and even a Red Bus. There is a green dome, vegetable beds and Forest School buildings for outside environmental work.

Broad Heath is an incredible school with fantastic pupils from diverse backgrounds. More than half of our children speak English as an Additional Language and at present there are 37 home languages spoken by different pupils.

## Our Aims

Broad Heaths' mission statement is "To Gain."

Everything that pupils' do, from the moment they come through the school gates, to the time they go home should enable the pupils "To Gain."

To ensure this is achieved Broad Heath:

- offers a high-quality curriculum that enables pupils to develop their full potential
- creates a positive, constructive and challenging atmosphere with pupils that are caring and confident
- maintains a pastoral team to support pupils and families
- provides pupils with superb facilities
- has a very clear and consistent Behaviour Policy with clear boundaries for behaviour, consistent with fair consequences throughout the school

## Performance Tables

Broad Heath is a 'good' school which surpasses national expected levels year on year across all subjects.

### 2021-22 SATS

#### KS2 2022 Results

##### Year 6 SATs Results 2022

	Year 6 BH SATs	National Expected	Greater Depth 2022	National Greater Depth
Reading	82%	74%	30%	27%
Writing	86%	69%	22%	13%
SPaG	81%	72%	46%	28%
Maths	81%	71%	30%	22%
RWM Combined	72%	59%	22%	11%

##### Year 2 SATs: Teacher Assessments

	Reading	Writing	Maths	Science
Year 2	73% (65/89)	70% (62/89)	72% (64/89)	91% (81/89)



# Headteacher Job Description and Person Specification

## Job description: Headteacher

### Job details

**Salary:** L21 – L27 (£72,483 - £83,956) depending on level of prior experience

**Contract type:** Full time, permanent

**Reporting to:** Governing Body / Chair of Governors

**Responsible for:** Deputy Headteacher, Assistant Headteachers, Year Leaders, Teachers and all other staff

### Main purpose

The headteacher will:

- Maintain the school's ethos and strategic direction in partnership with the governing board and in consultation with the school community.
- Provide professional leadership which secures high quality of education for all pupils with the aim of achieving improved standards of learning and continuous improvement for the school.
- Encourage high standards of behaviour, deliver opportunities for personal development and build a culture of wellbeing, enjoyment, innovation and passion.
- Manage staff and resources effectively, leading by example and modelling best practice regarding professional conduct, workload and personal development.
- Have a strong and up to date understanding of legal requirements, Ofsted compliance, local and national policies, safeguarding guidance, and the promotion of wellbeing of children and young people, ensuring that all requirements are met in full.

### Personal Conduct

The headteacher will:

- Demonstrate consistently high standards of principled and professional conduct and adhere to the Headteacher Standards.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.

- Build relationships rooted in mutual respect, show tolerance of, and respect for, the rights of others, recognising differences and respecting cultural diversity across the school community.
- Serve in the best interests of the school's children and community.

## **Duties and responsibilities**

### Broad Heath Community

The headteacher will:

- Create a culture where children look forward to coming to school to learn and 'To Gain', have high levels of progress and low absence rates.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Generate a staff culture of enjoyment, openness, passion and innovation to help maintain high standards of teaching and support, whilst retaining low staff absence.
- Encourage high standards of behaviour from pupils, built on the kindness and routines that are understood by staff and pupils and clearly demonstrated by all adults in school e.g. 'Stop. Look and Listen. Please.'
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
- Ensure extra-curricular opportunities within and outside school are accessible for pupils' personal development.
- Retain strong pastoral care and support.

### Teaching, curriculum, and assessment

The headteacher will:

- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions across all subject areas. This may include SWIVL reviews.
- Maintain curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

- Ensure that all learners, including those from disadvantaged groups, and more and less able learners, are stretched and given support to reach their full potential.

## Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers, Governors and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the school

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Maintain and oversee systems, processes, and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Communicate effectively with Governors to ensure the effective management of the school.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.

## Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and CPD to meet personal need

## Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

### **Additional information**

#### Legislation

The headteacher will undertake all the duties of the job in accordance with relevant legal requirements, including health and safety and employment legislation.

#### Safeguarding

The school is committed to safeguarding and promoting the safety and welfare of children and headteachers should ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check and two suitable references.

#### Reviewing arrangements

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

#### Flexibility and training

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above; to be aware of the need for discretion when accessing information of a confidential nature, and to have due regard to the Governors' support of and commitment to Equal Opportunities

Policies. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities and will be expected to undertake any appropriate training to assist them in carrying out any of the above duties.

# Person Specification

	Assessment	Essential	Desirable
<b>Education, training and qualifications</b>			
Qualified teacher status	A	✓	
National Professional Qualification for Headship and/or evidence of sector-specific training and further qualifications	A	✓	
<b>Knowledge and experience</b>			
Significant senior leadership experience in at least one primary school	A, I, R	✓	
Previous headship experience	A, I, R		✓
Knowledge of structure and content of current primary curriculum including revised Early Years framework	A, I	✓	
Experience of leading and improving teaching and curriculum with demonstrable impact	A, I, R	✓	
Up to date knowledge and experience of safeguarding requirements and ability to put these into practice	A, I	✓	
Knowledge and understanding of school budgets and finances	A, I, R	✓	
Teaching experience in more than one key stage	A, I	✓	
Teaching experience in more than one school	A, I	✓	
Experience and successful track record in staff management	A, I, R	✓	
Good knowledge of statutory requirements and legislation	A, I	✓	
Understanding of the role of effective governance	A, I	✓	
Excellent ICT skills	A, I	✓	

Competencies and attributes			
An enthusiastic, compassionate, positive, relentless and resilient leader	A, I, R	✓	
Ability to create, communicate and deliver a clear and engaging vision for the school and inspire others	A, I, R	✓	
Ambitious for the children, staff and community of the school	A, I, R	✓	
Understanding of high-quality teaching and ability to model this for others and support them to improve	A, I, R	✓	
Ability to use data to identify areas for improvement, set targets and take action to address them	I, R	✓	
Ability to create effective supportive teams that operate in a culture of openness and trust	I, R	✓	
Ability to secure collaboration and cooperation and take on board other people's ideas	I, R	✓	
Commitment to SEND and supporting a culture of inclusivity	A, I, R	✓	
Ability to build productive relationships including with Governors, parents and the wider community	I, R	✓	
Strong people management skills	I, R	✓	
Ability to maintain sustainable financial control and achieve excellent value for money through budgetary decision-making	A, I, R	✓	
Holding self and others accountable for delivery and impact	I, R	✓	
Commitment and drive to move the school forward, relishing a challenge to implement changes if needed	A, I, R	✓	
Other requirements			
Satisfactory Enhanced Disclosing and Barring Service Check	-	✓	
Satisfactory references	R	✓	

A – Application, I – Interview, R – References