



# Howes Primary School

**Be the best that you can be**



## **Headteacher Application Pack**

# Howes Community Primary School, Coventry

## "A village school in the city"

At Howes Primary School we want our pupils to be happy, to have an enthusiasm for learning and life.

The Governing Body is looking for an exceptional individual who is:

- Innovative, hard working and passionate about improving educational standards
- An inspirational and strategic leader; with a proven track record of improvement

Who wants to:

- Empower and motivate staff and pupils to achieve their full potential.
- Promote and maintain excellent relationships with parents, carers and the wider community.
- Develop healthy, independent and curious learners.
- Acknowledge and celebrate strengths of all individuals.
- Meet the challenges of the future and continue on our journey to 'Outstanding'.

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

**Salary:** L14-L18 £58,135 to £64,143 (Subject to Teachers Pay and Conditions )

**Responsible to:** The Board of Governors of Howes Community Primary School

**Responsible for:** The Leadership and Management of all staff at Howes Community Primary School

**Start date:** January 2022

Candidates are invited to visit the school: w/c 6th September by appointment

Please contact school office on 02476 411711

Please write a letter stating why you are suitable for the post and how you would move Howes School from good to outstanding

All applications should be returned to the school  
Email: [Admin@Howes.coventry.sch.uk](mailto:Admin@Howes.coventry.sch.uk)

Closing date: **Monday 13th September 2021 at noon.**

Shortlisting: **Monday 13th September 2021**

Interviews: **Monday 20th September 2021**

Howes Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There is a requirement for the successful applicant to complete an enhanced Disclosure and Barring Service (DBS) check.

# Welcome Letter

Dear Prospective Applicant,

The Governing Body is looking to appoint an enthusiastic and imaginative leader who will build on the current successes and continue to nurture and inspire the children and staff to be “the best that they possibly can be”.

Howes is a village school within Coventry city, a small intimate environment with a rich, diverse community. The building is relatively modern with excellent outdoor space. We currently have five classes and are a half form entry school, with nursery provision. There are many benefits of this to the children, they are well known both to the staff and each other, they enjoy being part of small and inclusive school where every single pupil is valued and important.

Approximately 30% of our current pupils fall into one of the following categories: EAL; PPG; SEN; FSM. Howes prides itself on being a successful and extremely inclusive school, this is one of our key strengths.

We have a Hearing Impairment Unit as part of the school, home to approximately ten children. They receive specialist teaching from teachers of the deaf and integrate into the school when appropriate during afternoons. They are very much part of Howes Primary School.

In the Autumn Term we are welcoming another group onto the site. The Gateway will support children from across the city, This will be an entirely separate unit within the school, with its own staff, working with children, aged between 7 and 11, who find it difficult to manage their behaviour in their usual classes and schools.

Our last OFSTED inspection, October 2018, rated the school as good with outstanding personal development, behaviour and wellbeing.

This is a very exciting time for Howes to become a multi-functioning site for the benefit of many children. it will be a challenge to develop this work and promote the inclusive ethos of the school.

There is a breakfast club and a variety of after school clubs for which a small charge is made. These provide wrap around care for our families.

We are looking for someone with drive and passion to ensure that all children reach their potential, combined with strong leadership, management and interpersonal skills. You do not need to have previous experience as a Headteacher, but experience of leadership and the ability to demonstrate an impact on raising standards is a requisite.

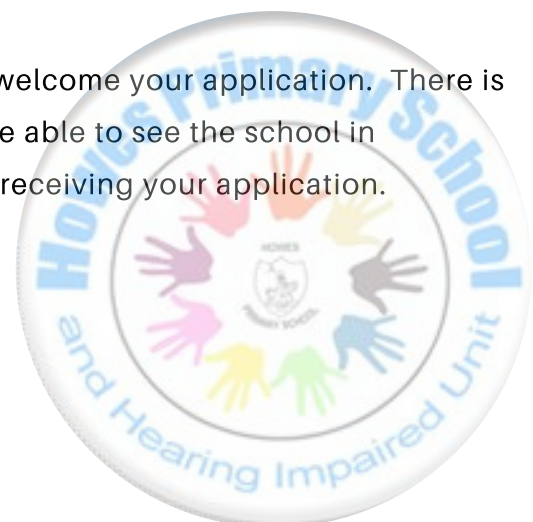
If you feel you have these qualities and skills, we would very much welcome your application. There is an opportunity for you to visit the school informally when you will be able to see the school in operation and ask any questions you may have. We look forward to receiving your application.

Yours faithfully,



**Sue Roberts**

**Chair of Governors Howes Primary School**





# Our Vision Statement

We hope that the following information will give you a valuable insight into Howes Primary School. Howes is a friendly, welcoming school which sits in the heart of our community with great children, families and staff.

We aim to provide a happy, caring and inclusive environment where children strive to be the best that they can be.

Our vision is that children leave school with:

- A passion for learning and an enquiring mind
- Moral values, tolerance and mutual respect
- High self-esteem founded on a sense of resilience, determination and aspiration to achieve
- An understanding that everyone is a learner and every experience is a learning opportunity
- The skills needed to prepare them for the future and their life-long learning journey.

We value the partnership that exists between the school, parents, governors and the community and the parts they all play in realising this vision.

## Our Values

Working together the Howes Community created our school values. These values help every member of the community to ensure that we all work together to 'be the best that we can be'

- ▶ **Friendship** - Making new friends, playing with each other and having fun
- ▶ **Inspiration** - When you are inspired to do something no matter what the circumstances
- ▶ **Responsibility** - Taking care of everything and each other
- ▶ **Respect** - If someone is hurt or in trouble, help them, be kind and treat them how you would want to be treated
- ▶ **Excellence** - Doing your best in everything to be the best that you can be
- ▶ **Teamwork** - Working together and sharing ideas
- ▶ **Equality** - Treating people the same but knowing that everyone is different
- ▶ **Courage** - When you try to do something you never thought you could achieve
- ▶ **Caring** - Being kind and making sure that everyone is happy and feels safe



*“The culture of the school is one which all staff strive to provide the best experience for pupils”*

Ofsted Report - 2018

# Our Improvement Priorities



The school improvement priorities are:

- To improve the teaching of reading, embedding a systematic, synthetic phonics programme and ensuring that the books children read help them to practice the phonics they have learned
- To develop higher order reading skills and comprehension
- To develop parental engagement in supporting their children's reading skills
- To improve the teaching of mathematics. Progress in mathematics in 2019 was above average at Howes
- To use intervention that effectively supports children in understanding and applying mathematics
- To further develop the health and well being policy
- To provide children with opportunities to develop good mental health
- To continue to improve attendance through rigorous processes and procedures



*“The school's work to promote pupils development and welfare is outstanding.”*

Ofsted Report - 2018



# Curriculum Enrichment



At Howes we encourage our children to broaden their horizons, reaching out from the school into the local community and beyond.

The extra curricular programme at Howes is a vital component of enabling the children to excel and develop.

Our children have been involved in the design and development of The Japanese Peace Garden in Coventry's War Memorial Park.

Our children and staff work with schools across Europe as part of the ERASMUS+ FIND project. Pupils have worked with partner schools in Greece, Malta, Italy, Poland and Norway. Children have also been on visits to the partner schools.

Our children visited Japan to look at preparations for the Olympic Games and learn about their culture.

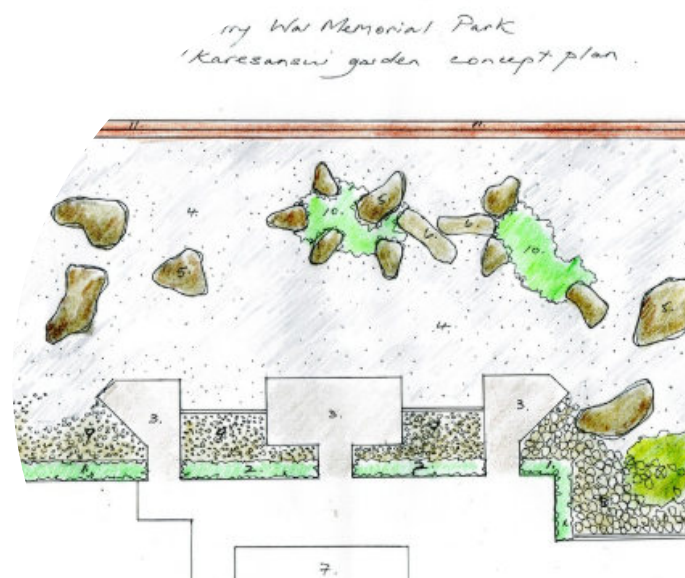
Howes set up and leads the Young Ambassadors programme across Coventry schools. These children help at all sort of events across the city and beyond to show our appreciation for the city and its residents.

Howes is extremely proud to be currently ranked 1st and 2nd for Robotics in the UK, having competed in many competitions in both the UK and in America.

Many of the activities that Howes pupils have been involved in can be seen on our Twitter feed - @HowesCoventry or on our Facebook page - Howes Primary School.

During the last Ofsted inspection, the lead inspector said:

***“The opportunities presented to these children are second to none!”***



# Job Description

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## Headteacher

Salary: Leadership Scale L14-L18, £58,135 to £64,143 Responsible to: The Board of Governors of Howes Community Primary School Responsible for the leadership and management of all Howes Community Primary School staff

## Key Responsibilities

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions document relating to the Conditions of Employment of Headteachers.
- To meet the National Standards for Headteachers as published by the DfE.
- To establish and maintain a positive school ethos, vision and strategic direction in partnership with the Governing Board and through consultation with the school community.
- To promote and safeguard the welfare of all children.
- To promote an inclusive culture where pupils experience a positive and enriched school life.
- To develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.

## Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## Pupils and Staff

- Have high expectations for all pupils overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their teaching on pupils' outcomes.
- Identify priorities and targets to ensure that pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing good school improvement.
- Challenge, support, motivate and develop all staff to raise their performance by reference to their performance targets.
- Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential.
- Have a duty of care regarding staff welfare

## Systems and Processes

- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils/staff, focused on safeguarding pupils and developing exemplary behaviour in school and in wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Governors to understand their role and deliver their functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

## The Self-improving School

- Create an outward-facing school which works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame a self-regulating and self-improving school.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others within and beyond schools to believe in the fundamental importance of education in young people's lives and to promote the value of education.





# Person Specification

Qualifications and Experience	Identified by
Qualified teacher status	Application form and references
Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning.	Application form
Experience of leading and managing a team.	Application form and interview process
Experience of leading the professional development of others.	Application form and interview process
Experience of working with governors, knowing how to engage them effectively and understand their role.	Interview process
Qualities and Knowledge	
Hold and articulate clear vision, values and moral purpose and develop positive relationships and attitudes.	Application form and interview process
Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement.	Interview process
Understanding and commitment to effectively promoting the safeguarding and welfare of pupils.	Application form and interview process
Knowledge of the primary curriculum including early years provision.	Interview process
Ability to remain positive and enthusiastic when under pressure, showing stamina and resilience.	Interview process
Teaching and Learning	
A detailed knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils.	Application form and interview process
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management.	Application form and interview process
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning.	Application form and interview process

Experience of effective monitoring and evaluation of teaching and learning and the ability to devise and implement subsequent improvement plans.	Interview process
Secure knowledge of statutory requirements relating to the curriculum and assessment.	Interview process
<b>Leading and Managing Staff</b>	
Successful experience of working in and leading staff teams.	Application form and interview process
Successful experience of performance management and supporting the continuing professional development of colleagues.	Application form and interview process
The ability and enthusiasm to develop, inspire and empower others.	Interview process
A commitment to developing links with and working with other schools and organisations.	Application form and interview process
<b>Accountability</b>	
Ability to communicate effectively orally and in writing to a range of audiences e.g. staff, pupils, parents.	Application form and interview process
Ability to provide clear information and advice to staff and governors.	Application form and interview process
Experience of offering challenge and support to improve performance.	Interview process
Work closely with the School Business Manager to manage and monitor the school's budget, reporting to the Governing Board.	Interview process
<b>References</b>	
Unequivocal recommendation in professional references.	

