



# Headteacher Candidate Brochure

# Bushbury Hill Primary School



## Contents

Letter From Chair of Governors	Page 3
Job Description	Page 4-8
Person Specification	Page 9-11
Our 5 Mission, Vision & Values	Page 12-13
The Application Process	Page 14



<https://www.bushburyhillprimary.co.uk/>  
Old Fallings Lane, Wolverhampton, WV10 8BY  
Tele: 01902 558230

# Bushbury Hill Primary School



## Letter From Chair Of Governors

Dear Applicant,

On behalf of the Governing Board, I am delighted that you have expressed an interest in becoming Headteacher at Bushbury Hill Primary School. We are looking to recruit a new Headteacher who shares our Vision and Values and can build upon the ground-breaking work of our current Headteacher, Mrs Kay Mason, over the last six years. This has seen the outcomes of our children rise rapidly in many aspects, both academically and pastorally. We had our previous Good OFSTED judgement achieved ratified in our section 8 inspection earlier in the academic year. This is the first time in our school's history that we have had two consecutive Good judgements.

We have a talented and highly motivated staff that are committed to providing the best possible all-round education for all our children. Our finances are been managed extremely well and our budget forecasts continue to put us in a very healthy position over the next few years.

I would strongly encourage you to visit our school and meet our students and staff. We are highly committed to providing both support and challenge to the School's Senior Leaders. Our Governance is highly regarded by the Local Authority who also continue to provide excellent support and challenge. This is a fantastic opportunity and an exciting time to lead our school into the next decade. I look forward to hopefully meeting you in person and receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Alan Jasper', is written over a thin horizontal line.

Alan Jasper

Chair of Governing Board

# Bushbury Hill Primary School



## Job Description – Headteacher

The Headteacher will provide professional leadership and vision for the school which ensures its continued success and improvement with all members of the school's community and providing an environment for teaching and learning that empowers both pupils and staff to achieve their potential.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### Strategic Direction and Development of the School

The Headteacher will:

- Work in partnership with the Governing Board, staff, volunteers, parents, carers and local community to help Busbury Hill Primary School and its children achieve success
- Take a community leadership role, inspiring the whole community to place the children of Bushbury Hill primary School at its centre
- Work in partnership with colleague Headteachers and officers of the Local Authority in order to develop and secure School Improvement and collaborative working with other local schools
- Write, implement and review an ambitious and realistic Development Plan which will secure continuous school improvement
- Evaluate the school's performance and development to inform the School Self-Evaluation Form
- Ensure robust governance arrangements are in place which are communicated to those both within and outside of school e.g. finances, organisational roles and responsibilities and administration
- Ensure there is a robust policy framework in place, where necessary evaluating the impact of, reviewing, adapting and implementing policies and practices which take account of national and local requirements as well as meeting the needs of the school, its staff and children
- Robustly monitor and evaluate the school's performance, responding and reporting to the Governing Board on a regular basis
- Ensure that Bushbury Hill Primary School has a future- focussed, flexible workforce which is able to respond to local and national changing priorities and which meets the future strategic direction of the school

# Bushbury Hill Primary School



## Leading and Managing Staff

The Headteacher will:

- Continue with the strong vision and direction for the school set by the governing board
- Lead by example; be a model of professionalism, conduct and presentation; demonstrate high standards of expertise and commitment
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Ensure that constructive working relationships are formed between staff and children
- Implement and sustain effective and robust procedures for the performance management of staff
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard through a high quality CPD, based on assessment of needs and systematic monitoring and evaluation
- Effectively lead and manage school staff in ways that reflect and meet the policies of the Governing Board, ensuring that professional duties are fulfilled, as specified in the Teachers Pay and Conditions Document, including those of Headteacher
- Actively engage in the arrangements made in accordance with the regulations for Headteacher appraisal and embrace opportunities for their own continued professional development
- Ensure that a suitably nominated person assumes responsibility for the discharge of the Headteacher's functions at any time when absent from school

# Bushbury Hill Primary School



## Safeguarding

The Headteacher will :

- Be the Designated Safeguarding Lead
- Provide a safe, calm and well-ordered environment which focuses on safeguarding pupils
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including participating in other inter-agency meetings, and contributing to the assessment of children
- Enable all staff and volunteers to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices
- Promote best practice in safeguarding across the school in line with local and national guidance
- Ensure statutory requirements are met and that all The policies/ procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers

# Bushbury Hill Primary School



## Teaching and Learning

The Headteacher will:

- Develop and maintain an environment which encourages each child to learn more effectively with increasing independence
- Ensure a consistent and continuous whole school focus on pupil achievement through the development and implementation of a performance framework. Use a range of data to monitor and track pupil progress in order to maintain and improve pupil achievement
- Implement and evaluate positive strategies and programmes which ensure good pupil behaviour, conduct and discipline. Provide support and clear guidance on exclusions in accordance with school, local and national policy
- Ensure that learning is at the centre of strategic planning and resource management to ensure that all children achieve their full potential
- Build and develop an environment that promotes and secures excellent teaching, effective learning and high standards of achievement
- Determine, develop and implement a policy for the spiritual, moral, social and cultural development of children and their personal and health education
- Promote British Values through respect and understanding of diverse cultures, languages, ethnic communities and faiths
- Monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils
- Provide pupil centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils

# Bushbury Hill Primary School



## Accountability

The Headteacher will:

- Continue to develop the organisation and ethos of the school so that all staff, individually and collectively, recognise that they are accountable for its success
- Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- Present a coherent and accurate account of the school's performance to a range of audiences, including Governors, the Local Authority, the local community, OFSTED and others to enable them to hold the school to account
- Develop and implement clear and transparent mechanisms which inform parents/carers and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning, striving for continuous improvement
- Carry out any such duties as may be reasonably required by the Governing Board

This Job Description forms part of the contract of the person appointed to this 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 and National Standards of Excellence for Headteacher's (January 2015).

# Bushbury Hill Primary School



## Person Specification

Assessment by: **A Application**

**I Interview**

**R Reference**

		Essential	Desirable	Assessment
<b>Qualifications</b>	Degree or equivalent qualification	•		A
	Qualified teacher status	•		A
	National professional qualifications for Headship (NPQH or equivalent)		•	A
<b>Professional Development</b>	Proven leadership skills	•		A I R
	Currently a highly successful Headteacher or Deputy Headteacher	•		A I R
	Excellent communication skills	•		A I R
	Record of significant, recent, successful teaching experience within a range of UK schools	•		A I R
	Experience of working with pupils covering a broad range and degree of special needs	•		A I R
	Experienced in leading a substantial whole school priority	•		A I R
	Experience of developing curriculum continuity and progression between Early Years, KS1 and KS2	•		A I
	Experience of analysing & using assessment data to inform decision-making	•		A I
	Extensive experience of working with stakeholders including governors	•		A I
	Experience of school management including budget management and resources	•		A I

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## Person Specification

		Essential	Desirable	Assessment
<b>Personal Qualities</b>	Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	●		A I R
	Able to be resilient and robust whilst also showing compassion in dealing with issues and is calm under pressure	●		I R
	Can effectively engage and communicate at all levels including listening to and inspiring children, staff, parents and the wider community, as well as having personal presence	●		A I R
	Flexible leadership style, being 'hands on' when required	●		I R
	Natural networker able to engage effectively within the school and local community	●		I
	Resourceful dealing with diverse education situations (e.g. budgetary, resourcing, problem solving)	●		A I R
	Able to inspire high levels of performance in children and staff	●		A I R

# Bushbury Hill Primary School



## Person Specification

		Essential	Desirable	Assessment
<b>Knowledge, Skills and Leadership</b>	Able to delegate effectively to achieve outcomes and provide development opportunities for staff	•		A I R
	Experience of being the designated Safeguarding Lead or Deputy DSL for a school		•	A I R
	Evidence of a commitment to promoting the welfare and safeguarding of children including the promotion of regular pupil attendance	•		A I R
	Able to articulate and share a clear vision for the future	•		I R
	Understand what contributes to successful learning and able to promote effective teaching strategies	•		A I
	Expertise in monitoring and evaluating children's progress to inform teaching and intervention planning and coaching	•		A I R
	Able to analyse complex issues relating to children's attainment and progress and develop effective and creative responses	•		A I R
	Skilled in delivering successful approaches to behaviour management	•		A I
	Knowledge of the SEND code of practice and related statutory regulations and other relevant legislation	•		A I R
	A good understanding of both the National Curriculum assessment and progress systems for pupils	•		A I
	Experience of recruiting and managing staff	•		A I
	Proven track record in motivating, training and developing staff	•		A I R
	Experience of developing and delivering whole or aspects of school improvement plans	•		A I R
	Clear understanding of financial procedures in schools and ability to manage a budget	•		A I

https://

# Bushbury Hill Primary School



## Our Mission, Vision & Values

*At Bushbury Hill Primary School, our vision is for every child to be inspired through a creative curriculum, so that they become confident and caring individuals, who work hard and become lifelong learners, so they aspire to be, the best they can be, in everything they do.*

Our School Motto is:

***“To Be the Best That We Can Be”***

We will do this by:

- ◇ Creating a safe, nurturing and positive environment that makes everyone feel welcome and valued
- ◇ Working collaboratively as a team to instil a strong work ethic
- ◇ Providing a curriculum which inspires, challenges and meets the needs of all children
- ◇ Equipping pupils with fundamental life skills
- ◇ Listening to pupil voice, to ensure that individual needs are met through a collaborative approach
- ◇ Promoting individuality and valuing the talents and contributions of everyone
- ◇ Having consistently high expectations, in everything we do
- ◇ Encouraging children to take responsibility for their actions
- ◇ Modelling positive and respectful relationships at all times
- ◇ Celebrating the achievements and successes of the whole school community
- ◇ Communicating our core values in everything we do



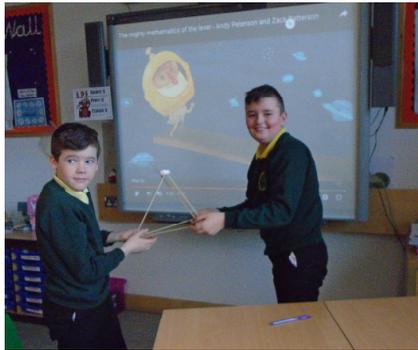
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## Our 5 Core Values

*Our children would like their new Headteacher to have:*



Respect

Honesty



Positivity



Determination



Resilience



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## Application & Selection Process

This vacancy is for a Headteacher to start in January 2020.

**The starting salary will be in the range of:**

**Group 2 ISR L15– L21 Starting salary will be in the range of £56,434 - £64,736 with up to 25% enhancement dependent upon the calibre of the candidate.**

Your application form should be completed with reference to the Job Description and Person Specification, but we do ask that you limit your further information to two sides of A4 paper.

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

### Key Dates

**Closing date for application: Wednesday 11th September 2019 at 12 noon**

Any application received after this date will not be accepted.

**Shortlisting of applicants: Monday 16th September 2019**

Candidates chosen for the shortlist will be notified as soon as possible afterwards. Unsuccessful applicants will also be notified.

**Visits to school:** Visits to school are strongly encouraged and warmly welcomed.

To arrange a visit please contact Sue Jacques at [sue.jacques@services4schools.org.uk](mailto:sue.jacques@services4schools.org.uk) or 01902 907581

**Assessment and Interviews: Monday 23 September and Tuesday 24 September 2019**

**Full Governing Board decision: Tuesday 24th September 2019**

**Applications:** Please return your completed application form, marked for the attention of:

Sue Jacques  
Senior HR Consultant  
Services4Schools LTD  
Midlands Technology Centre  
Broadlands  
Wolverhampton  
WV10 6TA

Or via email to: [sue.jacques@services4schools.org.uk](mailto:sue.jacques@services4schools.org.uk)



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