

Courtney Primary School

Courtney Road, Kingswood,
Bristol BS15 9RD
01454 866670

office@courtneyps.org.uk

<https://courtney.eschools.co.uk>

Video:

<https://vimeo.com/359750509>

Closing Date

3rd September 2020



Nurture, Inspire, Flourish.

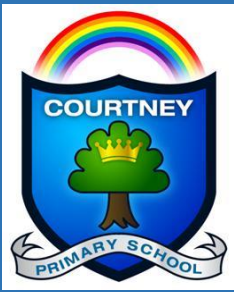
Headteacher Recruitment Pack

July 2020



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The Post

We are looking for an inspirational Headteacher to lead our strong and improving school from January 2020.

Headteacher required from 1st January 2021

Pay range: L13 – L19 (£55,735 - £64,615)

No. on roll: 176

Closing date: 3rd September 2020

Shortlisting: 8th September 2020

Interview Days: 21st and 22nd September 2020

Virtual visits available on request.

Due to the retirement of our popular and well respected Headteacher, this exciting opportunity has arisen at Courtney Primary School. We are a single form entry primary school in Kingswood with a school population of 176. As a result, we are a close-knit community fully invested in the wellbeing and academic success of all our pupils. Please take a look at both our school video (link below) and prospectus that we feel best reflects the breadth of learning, high aspirations and joy of our school: <https://vimeo.com/359750509>

This is a fantastic opportunity for an outstanding and energetic leader to head a good school with strong foundations and a supportive SLT. The priorities of the school in the short term are to maintain the safety of our staff and pupils in school, ensure the wellbeing of our pupils on their return to school, offer a flexible and as comprehensive and effective educational provision as possible whether that be face to face or virtual and the situation demands. In the long term, we wish to build on the school's academic results and continue to increase pupil numbers.

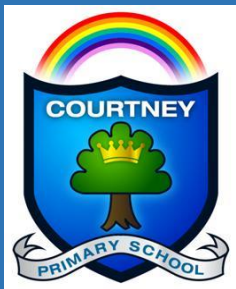
We are looking for somebody who:

- Is a strong leader and practitioner who has a clear vision to drive our school forwards
- Has the ability to promote effective teaching, learning and innovation
- Has the skills and drive to ensure the school's 'Good' rating is maintained and push for an 'outstanding' rating
- Is an excellent communicator who can build inspirational relationships with pupils, parents, teachers and governors
- Is empathetic, compassionate and supportive
- Is imaginative and creative in their thinking and planning.

We will offer:

- A caring, warm and friendly school
- Keen and well-behaved learners





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- An excellent, well established team
- A supportive and well-skilled Senior Leadership Team
- A well-resourced learning environment
- A pro-active Governing board committed to further improving the school.

Applications

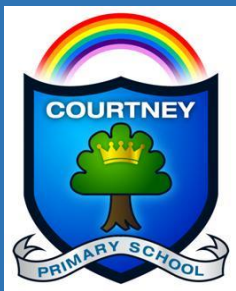
We encourage all prospective applicants to virtually visit our school. We can offer an online meeting with at least 2 members of the SLT and a virtual tour of the building. Please contact the office, on 01454 866670 to arrange a visit. Visits will be held between 1st and 17th July.

Applications must be made on our application form and either submitted via the Eteach website or emailed to the school office: office@courtneyps.org.uk

Safeguarding

Courtney Primary School is committed to safeguarding and promoting the welfare of children, and expect all staff to share this commitment. All positions are subject to a full DBS (Disclosure and Barring Service) clearance and two supportive references before successful applicants can take up the post.





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Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Headteacher at Courtney Primary School. I am privileged to be Chair of Governors of Courtney Primary School; a small, close knit and continuously improving school. The school is set in Kingswood, close to the ring road, in a new purpose-built school with fabulous facilities and inspiring views.

School staff have worked tirelessly in recent years to set in place first class processes and procedures which ensure an environment in which children thrive because they enjoy school and feel happy, safe and valued.

OFSTED visited in May 2019 and gave the school a positive report, rating it as GOOD in all areas. We were particularly delighted at their conclusion that, *"pupils thrive because of the good teaching and high-quality care they receive"* and that, *"the school has a strong community atmosphere, which promotes pupils' enjoyment in learning"*.

The hard work and commitment of staff has come in to even sharper focus in the past few months as staff have worked tirelessly to communicate with parents and governors, remain open throughout the period of school closures, offer excellent online learning from the first day of school closures and reopen to Reception, Year 1 and Year 6 pupils.

The school sets itself ambitious targets for academic success. Equally, SLT and staff at large are committed to providing a breadth of extra-curricular opportunities for all pupils. Pupils partake in extensive sporting opportunities almost weekly with the Y5&6 dodgeball team recently reaching the regional finals. In the same vein, the school offers clubs such as D.T. and lego and both music and art are growing passions within the school. The school now has two choirs of over 35 children and offers free guitar and ukulele lessons.

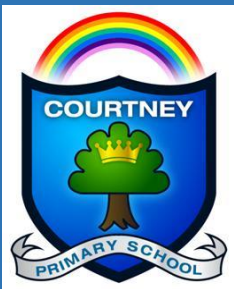
The school's strong foundations are further reinforced by a strong SLT and stable workforce. We are therefore looking for someone who will use their inspirational leadership skills and pedagogic excellence to build on these foundations leading the school to outstanding academic results and increasing pupil numbers.

We hope that you will find this pack a useful introduction to our school.

Yours sincerely,

Richard Morgan
Chair of Governors.





Letter from our pupils

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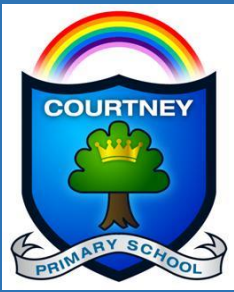
Dear future Headteacher,

We would like to tell you about Courtney Primary School. Some of the best things about our School include...

That the atmosphere is warm, caring and friendly. Unlike most schools, we get given amazing topic sheets to inspire us to make inspirational and exciting topic displays. In the middle of our school is our extraordinary library which offers a book for everyone, the variety is huge. Some of the best authors for Year 5 - Year 6 or Year 4 are David Walliams, Roal Dahl and Derek Landy. After School we have a range of wonderful clubs including basket-ball run by Mr Smith.

We would like a Headteacher who we can all trust so we can talk to them. We would also like a Headteacher that can engage with the children. We'd like a Headteacher to be sweet and kind so everyone likes them.

Your Sincerely
Year 4



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Job Description

To provide dynamic professional leadership for Courtney Primary School. To inspire, challenge and motivate all members of the school community so that the school's high standards are maintained and to build further on its good quality of education.

The Headteacher is accountable to the governors and the Local Authority for the conduct, management and administration of the school subject to national guidance and any policies ratified by the Governing Body.

This job description is based on the National Standards for Headteachers and is subject to annual review.

The Governing Body is committed to safeguarding and promoting the welfare of children, and the Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children. All appointments will be subject to appropriate vetting including enhanced DBS disclosure checks along with relevant employment checks.

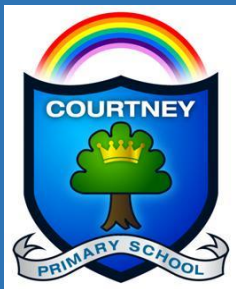
CORE PURPOSE

The core purpose of the Headteacher is to provide professional leadership and management for the school which will secure high standards in all areas of school life.

The Headteacher will:

- Adhere to the duties set out in the School Teacher's Pay and Conditions Document
- Provide overall strategic leadership which continues to secure the school's high-quality education, sustaining good and better teaching, whilst also inspiring and motivating all pupils
- Be accepting of challenge in order to work effectively with the Governing Body
- Be responsible for all aspects of the strategic leadership, organisation and management of the school, consulting appropriately with all stakeholders
- Consistently promote the safeguarding and welfare of all pupils through a safe and nurturing environment
- Work with and support other schools in the Envision Hub
- Ensure delivery of community engagement activities including working closely with the school PTA, Friends of Courtney Primary School.





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Qualities and Knowledge

- Articulate and promote the distinctive vision and aims of the school working effectively with governors and the school staff
- Consistently model exemplary professional conduct towards pupils, staff, governors and parents
- Lead by example with integrity, creativity, resilience and clarity, effectively drawing on the expertise and skills of those around them
- Sustain wide, current knowledge and understanding of education theory and research to develop staff and keep governors informed
- Engage parents and carers effectively in the education and development of their child
- Demonstrate financial management within a clear set of principles centred on the school's vision
- Proactively take responsibility for the school's continuous improvement empowering all pupils and staff to excel.

Accountability

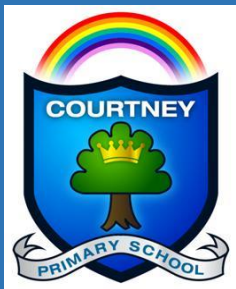
- Take responsibility for the overall performance, statutory compliance, risk management and safety of all operations
- Take responsibility for overseeing the financial and operational management of the school and the business generation of the school community
- Ensure both the academic and financial targets as agreed by the Governing body are met
- Secure and embed the values that underpin the school in partnership with the Governing Body, staff and parents
- Present an accurate account of the school's performance to a range of audiences including the local community, the Local Authority, OFSTED and other external bodies to whom the school may be accountable.

MAIN TASKS

Pupils and Staff

- Track and report on the progress and attainment of all pupils within the school including vulnerable groups
- Analyse and benchmark the school's performance against other schools both locally and nationally
- Ensure the delivery of a broad and balanced curriculum, where all statutory duties are met, with ambitious and challenging standards of achievement
- Ensure that appropriate pastoral care, guidance and support is available to all pupils including the most vulnerable
- Secure excellent teaching through identifying and sharing best practice and appropriate staff development
- Coach, energise and inspire colleagues through the creation of an open culture designed to both celebrate and support





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- Oversee a robust system of Performance Management that is proportionate to roles and responsive to improving outcomes for children
- Through the use of formal systems such as Performance Management and knowledge of staff aspirations, offer opportunities for wider responsibility in ways that are transparent and equitable to all staff.

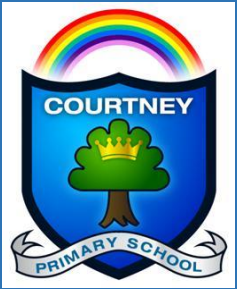
Systems and Processes

- Ensure key policies are current, fit for purpose, accessible and understood by relevant staff and governors
- Ensure compliance with data protection legislation
- Deploy staff effectively having regard for good practice in line with HR policies including diversity and inclusion
- Ensure the health and safety and safeguarding of all staff, pupils and visitors to the school securing a safe and caring environment
- Seek views and consider feedback from children, staff and families
- Hold all staff to account for their professional conduct and practice and establish systems for other senior leaders to do so
- Respond positively to appropriate challenge and support from governors, providing timely, accurate and transparent information to enable them to carry out their strategic role
- Be accountable for pupil progress and achievement
- Adhere to the priorities of the current improvement plan within the expectations of the school's strategic long term plan; demonstrate effective distributed leadership in executing the agreed plan.

The Self-Improving School System

- To effectively use external benchmarking to build on current good practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff and, in so doing, identify and develop future leaders
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.





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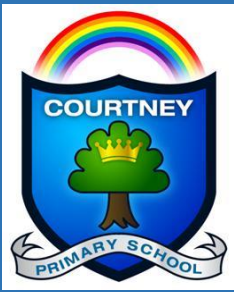
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SAFEGUARDING

The Headteacher will be required to safeguard and promote the welfare of children and young people, and to follow school policies and the staff code of conduct.

Please note that this outlines the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post-holder may be required to fulfil other duties commensurate to the role.





Person Specification

When completing your application form, please make sure that the three areas below are addressed within the main text as this criteria will be used as part of our shortlisting procedures.

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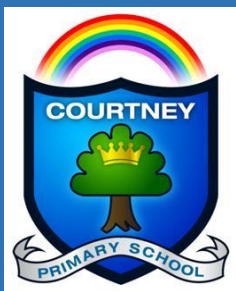
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Head Teacher Person Specification	
Requirements	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Qualified teacher status, with degree level education Recent in-service training demonstrating engagement in their own continuing professional development 	<ul style="list-style-type: none"> Further relevant qualifications National Leader of Education / Local Leader of Education National professional qualification for headship
Experience	
<ul style="list-style-type: none"> Senior Leadership experience Extensive experience of primary education in 2 or more schools Outstanding classroom practitioner able to lead by example Effective implementation of strategies to raise achievement and ensure highly effective teaching and learning and assessment Experience of effectively evaluating standards in teaching and learning and holding people to account 	<ul style="list-style-type: none"> Successful period in role of headship or acting headship Experience of leadership during an OFSTED Inspection Experience of working collaboratively with a Governing Body, Business Manager and other schools. Experience of prioritising expenditure Experience of culturally and socially diverse communities Direct experience of working with safeguarding and child protection issues including up to date legislation promoting the welfare of all pupils and staff





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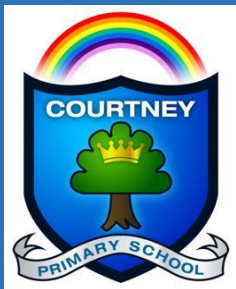
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<ul style="list-style-type: none"> • Experience of working inclusively with families and multi agencies • Effective use of data, benchmarks and feedback to improve outcomes for all children • Effective school self-evaluation and development planning • Successful experience of line management, staff development and delegation • Proven successful collaboration with the wider school community • Experience of working collaboratively with other schools to enhance teaching and learning 	<ul style="list-style-type: none"> • Experience of utilising the school's facilities to provide extracurricular activities (including wraparound care) • Experience of working with the community to deliver fundraising initiatives
Professional Knowledge and Skills	
<ul style="list-style-type: none"> • Excellent knowledge of the primary curriculum, EYFS to year 6 • Clear understanding of the National Curriculum and how to implement a broad and balanced curriculum • Knowledge and understanding of the new OFSTED Framework (2019) • Extensive knowledge of SEND Code of Practice and inclusion • Data analysis skills to identify learning needs and raise standards • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others 	<ul style="list-style-type: none"> • Knowledge of current educational research and best practice • Able to ensure the effectiveness of Pupil Premium funding • Ability to model quality teaching • Able to have a positive impact on emotional wellbeing and a clear understanding of how to cultivate a nurturing environment • Ability to develop and implement extra-curricular activities and enrichment opportunities • Experience of leading and inspiring development initiatives which benefit the school and the wider community





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<ul style="list-style-type: none"> • Ability to promote positive working relationships • Ability to inspire children to achieve their best • Confident decision maker, strategist and problem solver • Committed to being a leader of learning 	
Qualities	
<ul style="list-style-type: none"> • Able to support the school and have a commitment to work collaboratively within the group. • Ability to work under pressure and prioritise • Commitment to ensuring that all children whatever their age, abilities or challenges achieve their full potential through enjoyment of education. • Commitment to confidentiality • Dynamic and inspirational leader • Demonstrates inclusive leadership, whilst valuing and learning from diverse perspectives • Relentless drive for the benefit of all learners • Open, fair and approachable • Ability to work strategically with governors and support the PTA • Ability to challenge current cultures and expectations and an equal ability to be challenged and accept constructive criticism 	
Referees	
<ul style="list-style-type: none"> • Two fully supportive referees including one from your current employer. 	