

Recruitment Pack Spring 2023

Head of School



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Introducing a Fantastic Career Opportunity

Charlton is a 'Good' and popular two-form entry primary school in Wantage, Oxfordshire. We are a happy, ambitious and inclusive school, who serve a vibrant and increasingly diverse community. As a Rights Respecting School, children's rights and active citizenship are placed at the core of our ethos and values. Our broad curriculum is created with purpose and taught with passion, so that our children thrive as knowledgeable learners, who are confident communicators and active citizens.

Charlton Primary School is part of the Vale Academy Trust, with a number of schools located within one community, enabling leaders and staff to work collaboratively and efficiently together. There is an extensive professional network across the Trust which supports and enhances collaboration, research and learning opportunities for pupils, staff and parents. Together, we share a vision to ensure that children achieve the highest standards academically and socially.

The Executive Headteacher and governors are seeking to appoint a dedicated and dynamic Head of School to join our team. We require an ambitious and excellent leader, who is passionate about improving the life chances for the children in our community. The successful candidate will be a committed team player, determined to make a positive difference and be passionate about learning.



What We Can Offer You:

- Enthusiastic, hardworking and responsive children who love learning.
- Passionate, caring and dedicated staff and a dynamic and experienced leadership team.
- A supportive leadership structure which encourages growth and development.
- The opportunity to work in a Rights Respecting School, with the aspiration to reach GOLD accreditation.
- A vibrant and well led Early Years setting, including a Pre-school (Acorns).
- Opportunity to work in close partnership with other schools and school leaders within a wider, dynamic professional learning community.
- A commitment to staff development and research-based learning, with excellent curriculum CPD opportunities within the Trust and other networks.
- A caring school with strong core values of Happiness, Kindness and Responsibility.
- A well-resourced school with a committed and aspirational Governing Board that provides effective support and challenge.



In Return, We Ask For:

- An innovative and inspirational leader, who is eager to learn and work with senior colleagues to create a shared vision for the whole school community.
- Dedicated to all children achieving the very best outcomes in a supportive and inclusive learning environment.
- Committed to continuous learning for all members of the school community, including a focus on research and partnerships to drive improvements in teaching and learning and curriculum development.
- A highly effective communicator with excellent oracy and interpersonal skills.
- Community focused and committed to working in partnership with parents and other stakeholders.
- Ambitious for the school and keen to work collaboratively through partnerships within the Trust and beyond.



Head of School

Job Description

L10-14

The Head of School at Charlton will inspire the highest standards of achievement and personal growth for the pupils and everyone who works in the school. Reporting to the Executive Headteacher (EHT), the Head of School will ensure the school provides exceptional, stimulating, inclusive learning opportunities in a safe, happy environment. The Head of School will work collaboratively with colleagues and share excellent practice to support the learning needs of all within the school community.

As Head of School you will be responsible for and expected to:

- Represent the vision, ethos and values of Charlton and communicate those values in words and actions.
- Lead the school on a daily basis, taking decisions in the best interest of the school within the Scheme of Delegation.
- Support the EHT in the implementation of the strategic vision and SDP
- Be responsible for the impact of identified actions within the development plan and report to the EHT accordingly.
- Accurately evaluate and communicate the effectiveness of the school's provision to a range of stakeholders.
- Be responsible, as directed by the EHT, for the appointment of staff and related personnel issues including wellbeing and safeguarding.
- Strive for excellence and excellent pupil outcomes
- Be responsible for the effective performance management of teachers and staff.
- Maintain and develop positive relations with parents and the community and ensure effective working relationships.
- Work with parents to address and resolve issues promptly and effectively, through systems which encourage access to the appropriate staff.
- Demonstrate the principles and practice of effective teaching and learning through regular teaching.
- Maintain a secure knowledge of wider educational development and identify any potential impact on the school.
- Ensure the school is a safe and secure place for pupils and staff.

Head of School (continued)

Job Description
L10-14

Key Accountabilities

- To manage the day to day operations of the school effectively.
- To ensure excellent academic outcomes.
- To support the EHT with managing the school budget and related finances.
- To prioritise actions that help to ensure the school has a full NOR.
- To maintain high standards of pupil behaviour and attendance.
- To ensure effective coaching and mentoring strategies which support staff development.
- To ensure that health and safety, the wellbeing of staff and pupils and safeguarding, emergency and contingency planning are carried out to the highest standards.





Head of School Charlton Primary School

Selection/Shortlisting criteria

Professional Qualifications and Attributes

	Essential	Desirable
Qualified teacher status	Y	
Evidence of professional development in preparation for school leadership at HoS level	Y	
Hold, or be working towards, NPQH or equivalent qualification		Y

Knowledge and Experience

Recent experience of successful senior leadership in a primary school setting	Y	
Evidence of driving up standards of teaching and learning	Y	
Evidence of developing, and successfully implementing, whole school strategies	Y	
Experience of tackling underperformance	Y	
Evidence of a sound knowledge and understanding of the whole primary phase	Y	
Excellent classroom practitioner with the ability to inspire others	Y	
Knowledge and understanding of the wider educational agenda and how that impacts on school life	Y	
In depth knowledge of the statutory requirements pertaining to schools	Y	
Extensive knowledge of safeguarding procedures and experience of dealing with them	Y	
Experience of teaching in more than one Key Stage		Y
Successful teaching and leadership experience in different schools	Y	
Experience of achieving successful outcomes in Ofsted inspections		Y

Leadership and Management

Proven track record of leading others, appointing staff, conducting appraisals and managing performance	Y	
Evidence of successfully developing teams of professionals, delegating effectively and managing change	Y	
Can demonstrate a thorough grasp of whole school data and how to use it to drive further improvements	Y	
Is articulate and approachable with excellent communication skills, both verbally and in writing (effective presentation skills, report-writing skills, the ability to draft complex correspondence, the ability to converse with a diverse range of people at all levels)	Y	



Head of School Charlton Primary School

Selection/Shortlisting criteria (continued)

	Essential	Desirable
The ability to analyse, prioritise, operationalise and meet deadlines	Y	
Highly organised, with the ability to anticipate and manage in a complex and pressured environment	Y	
Evidence of working with the Governing Body and staff to manage the preparation, implementation and monitoring of the SDP and self-evaluation process		Y
Experience of working in partnership with parents and other schools	Y	
The ability to manage teams, wide ranging issues, deal with conflict and influence change	Y	
Possess a sound understanding of the national changes within education, including curriculum, assessment and Inspection Frameworks	Y	
Experience of securing high standards of behaviour and attendance, ensuring an ethos of challenge and support	Y	
The ability to ensure an inclusive environment, promoting equality and positive strategies for challenging prejudice	Y	
Safeguarding		
Have good knowledge of Child Protection and understand the role of Designated Safeguarding Lead	Y	
Designated Safeguarding Lead trained		Y
The ability to establish and maintain 'a culture of vigilance' with regard to safeguarding and child protection	Y	
Safer Recruitment trained		Y
Personal qualities and traits		
Courage	Y	
Passion	Y	
Emotional intelligence - team-builder. Firm understanding as to the importance of trusting and productive relationships.	Y	
Good Judgment	Y	
Resilience	Y	
Persuasion - confident communicator and listener, adept at describing 'the story of their school' to any audience.	Y	
Great motivator	Y	
Curiosity - outward-looking and curious	Y	
Optimistic /Positive disposition	Y	

Information About The School

Type of school	Academy within a Multi Academy Trust
Age range	2-11
Number of students	420 (plus 26 place per session nursery)
Pupil admission number	60 per year (R to Yr 6)
% pupil premium students	11%
Ofsted status	Good

Head of School / How To Apply

Visits to the school are strongly encouraged and most welcome by appointment. Please contact the School Office to arrange a time on: **01235 762861** or via email: **officech@charlton.vale-academy.org**

Key Dates:

Application Deadline:

Thursday 23rd February 2023 (to be received by 9 pm)

Shortlisting:

Friday 24th February 2023 (only successful applicants will be contacted)

Interviews:

Week commencing 6th March 2023

An application form should be completed on-line and accompanied with a supporting statement (which should be e-mailed separately to officech@charlton.vale-academy.org **FAO: Mr Steven Rose**)

Our on-line application form is available [here](#)

CVs cannot be accepted.

Full details about interview arrangements will be provided to those shortlisted. We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at the interview.

Charlton School and The Vale Academy Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check.

Shortlisted candidates will be subject to online searches for publicly available information. The Vale Academy Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our school's community.