



Stockton-on-Tees
BOROUGH COUNCIL

Bowesfield Primary School

Headteacher Recruitment Pack



Bowesfield
Primary School

**Bowesfield Primary School,
Northcote Street,
Stockton on Tees,
TS18 3JB**

Tel: (01642) 601890

www.bowesfieldprimary.org.uk



Contents

	Page
Stockton Borough Council Introductory Letter	3
Chair of Governors Welcome Letter	4
Headteacher Job Description	5 - 6
Headteacher Person Specification	7 - 8
How to Apply	9



My Ref:
Your Ref:

Municipal Buildings
Church Road
Stockton on Tees
TS18 1LD
SAT NAV code: TS19 1UE
Tel: (01642) 526863
Email: clair.bell@stockton.gov.uk
Date: 13/11/20

Dear Sir/Madam,

HEADTEACHER – BOWESFIELD PRIMARY SCHOOL

Thank you for your enquiry about the above post. In response, the recruitment pack includes the following documents, which hopefully will provide sufficient detail to enable you to complete your application:

1. Letter from Chair of Governors;
2. Job Description and Person Specification;
3. Details on How to Apply.

For further information in regard to the school and the most recent Ofsted report the school website is: www.bowesfieldprimary.org.uk

For further information in regard to the Stockton-on-Tees area the following websites may also be useful: www.thisisstockton.co.uk www.visitnortheastengland.com

Information on Stockton-on-Tees Borough Council and the Children, Education and Social Care Division can be found at www.stockton.gov.uk

If you wish to apply application packs are available to download from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 email: recruitment@xentrall.org.uk. Completed applications should be returned via email to Recruitment before the closing date of Friday 27th November 2020 (12 noon).

Please ensure that your application is clear and concise and meets the requirements of the person specification.

Thank you again for expressing an interest in the post and I look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink that reads 'C. Bell'.

Clair Bell
HR Advisor



Bowesfield Primary School
Northcote Street
Stockton-On-Tees
TS18 3JB
Tel: (01642) 601890
www.bowesfieldprimary.org.uk

13th November 2020

Dear prospective applicant,

I would like to take this opportunity to thank you for your interest in the post of Headteacher at Bowesfield Primary School.

Due to the early retirement of our long-serving and highly respected Headteacher who will leave us at the end of the spring term, the Governing Body is looking to appoint an aspirational, focused, approachable and supportive leader who will further develop our child centred ethos, enabling all our staff and children to work in harmony to succeed.

At Bowesfield Primary School we aim to create a safe and happy environment where all children feel valued and inspired to learn. We are a Rights Respecting school and, as such, believe that all members of our community have the right to a rounded curriculum which will prepare them for the next stage of education and for a fulfilling life as a respected and respectful citizen.

The successful candidate will have the support of a committed staff and Governing Body who will work closely with the successful candidate to ensure our pupils continue to receive the best education and care possible to take the next step in achieving success and to ensure our school continues, and builds on, its reputation within the community.

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. Please contact Tanya Richardson (School Business Manager) on the number above to arrange a visit.

The Governors look forward to meeting you and wish you well in your application.

Yours sincerely,

A handwritten signature in cursive script that reads 'L Hobson'.

Lynda Hobson
Interim Chair of Governors



JOB DESCRIPTION **HEADTEACHER**

The Governing Body of Bowesfield Primary School recognises the influential position held by the Headteacher and their role in shaping the future of the school and the teaching profession. Their leadership has a decisive impact on the quality of teaching and pupils' achievements. The Headteacher is expected to lead by example, ensure that staff are held accountable and to provide access to high quality continuous professional development for all staff.

The role of the Headteacher:

To carry out their professional duties in accordance with all the requirements and responsibilities as set out in the School Teachers Pay and Conditions Document, which is published annually. Nothing in this job description can amend or is intended to amend these overriding requirements.

To provide professional leadership and management for school, in order to secure its ongoing success and improvement by ensuring high quality education for all its pupils and improved standards of learning and achievement.

To be responsible for securing high standards of behaviour and creating a school ethos which recognises differences and respects cultural diversity in order to prepare children for life in Britain today. The Headteacher works in partnership with the Governing Body towards 'Excellence as Standard'.

To promote and safeguard the welfare of all children in school, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education) by ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

The Headteacher will:

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

1. Ensure the vision for the school is clearly articulated, shared, understood and focused on providing a world-class education for the pupils they serve.
2. Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
3. Demonstrate vision and values in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
4. Motivate and work with others to create a positive climate, leading by example with integrity, creativity, resilience and clarity.
5. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence, using current knowledge and understanding of education and school systems locally/nationally/globally.

6. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
7. Ensure accountability and articulate high expectations by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality.
8. Involve all staff and governors in school self-evaluation processes in order to bring about the highest achievement for all pupils.
9. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development, taking account of any feedback.
10. Manage own workload and that of others to allow an appropriate work/life balance.
11. Ensure excellent teaching through an analytical understanding of pupils learning and the core features of successful classroom practice and curriculum design, leading to the enhancement of our rich curriculum opportunities and health and well-being of all pupils and staff.
12. Continue an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
13. Contribute to the ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
14. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
15. Hold all staff to account for their professional conduct and practice.
16. Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
17. Sustain 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.
18. In partnership with governors 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.
19. Nurture an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice, secure excellent achievements for all pupils and meet the needs of individual pupils and their families.

Signed..... Date.....



PERSON SPECIFICATION HEADTEACHER

The Selection Panel will be looking for evidence that the criteria have been met, that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below so that you know where we will look for evidence that the criteria have been met.

A	Application Form	E	Essential
R	References	D	Desirable
SA	Selection Activity	M	Meets criterion
P	Presentation		
FI	Formal Interview		

No	Criteria	Sources of Evidence						
		E/D	A	R	SA	P	FI	M
	QUALIFICATION AND TRAINING							
1	Qualified Teacher Status	E	✓					
2	Evidence of commitment to continuous training including leadership training e.g. LPSH, NPQH or MA	E	✓					
	EXPERIENCE	E/D	A	R	SA	P	FI	M
3	Experience as a member of a Senior Leadership Team	E	✓	✓				
4	Experience across the appropriate age range	E	✓		✓			
5	Thorough knowledge of the National Curriculum	E	✓		✓			
	QUALITIES AND KNOWLEDGE (linked to the 2012 Teachers Standards – points 1&8 -and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
6	Articulate clear values and moral purpose which underpin the strategic vision for the school.	E	✓			✓	✓	
7	Provide clear strategic leadership which empowers staff and pupils to excel whilst taking into account local and national priorities and financial considerations.	E	✓		✓	✓	✓	
	PUPILS AND STAFF (linked to the 2012 Teachers Standards – points 1, 2, 3 & 8 - and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
8	Promote ambitious standards for all pupils and ensure all staff understand and are held accountable for the impact of their work on pupils' outcomes.	E	✓				✓	
9	Create an ethos where staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	E	✓	✓				
10	Nurture and develop aspiring leaders, ensuring that they develop the necessary skills, knowledge and understanding, leading to clear succession planning.	E	✓				✓	
11	Secure high standards of behaviour for learning, ensuring that all staff and pupils are nurtured and empowered to excel.	E	✓	✓			✓	
	SYSTEMS AND PROCESSES (linked to the 2012 Teachers Standards – points 1,7&8 - and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M

12	Rigorously manage the schools financial and human resources effectively and efficiently to achieve the school's educational goals and priorities, whilst protecting health and wellbeing.	E	✓		✓	✓	✓	
13	Work effectively with the Governing Body (providing information and objective advice) to support it to meet its responsibilities.	E	✓		✓	✓	✓	
14	Create and maintain an ethos, environment and infrastructure so that everyone in the school community is safeguarded and staff adhere to the principles of 'Keeping Children Safe in Education'.	E	✓				✓	
	THE SELF-IMPROVING SCHOOL SYSTEM (linked to the 2012 Teachers Standards – points 1&8- and the 2015 National Standards of Excellence for Headteachers) Knows about, is committed to and is able to:	E/D	A	R	SA	P	FI	M
15	Ensure a rigorous and robust approach to school self-evaluation which leads to the implementation of clear, evidence-based improvement plans and policies for the development of the school and its facilities.	E	✓		✓		✓	
16	Develop effective relationships with others (including parents/carers, the wider community and fellow professionals and colleagues in other public services) to improve academic and social outcomes for all pupils and enrich the school and its value to the wider community.	E	✓				✓	
	SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE	E/D	A	R	SA	P	FI	M
17	Has emotional resilience in working with challenging situations; and appropriate attitudes to the use of authority and maintaining discipline	E		✓			✓	
18	Has current knowledge on recent national and local safeguarding developments	E	✓	✓			✓	

How to Apply

Closing date for applications:

27th November 2020 (12 noon)

Prospective applicants are welcome to visit the school prior to making an application. Please contact Tanya Richardson, School Business Manager to make arrangements on Tel: (01642) 601890.

If you decide to apply for the post, you can download an application form from www.stockton.gov.uk/job-vacancies Please ensure that you clearly detail how you meet all of the essential requirements in the person specification.

For your information, the recruitment timetable is detailed below:

Closing date:	• Friday 27 th November 2020 (12 noon)
Shortlisting date:	• Tuesday 8 th December 2020
Interview day 1:	• Wednesday 6 th January 2021
Interview day 2:	• Thursday 7 th January 2021
Governing Body Ratification Meeting	• Thursday 7 th January 2021
Contract Start Date:	• Monday 12 th April 2021

Completed application forms must be returned by the above closing date to: recruitment@xentrall.org.uk.

If you are unable to submit an electronic application form, hard copies can be returned by post to Recruitment Services, Xentrall Shared Services, PO Box 891, Stockton on Tees, TS19 1JT