



Fairfield Primary School

Head Teacher Recruitment Pack



Fairfield Primary School
Glenfield Road,
Fairfield, Stockton on Tees, TS19 7PW

Tel: (01642) 581305

Website: www.fairfieldprimary.org.uk

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Municipal Buildings
Church Road
Stockton-on-Tees
TS18 1LD

Tel: 01642 526987
Email: Fiona.attewill@stockton.gov.uk

18 January 2023

Dear Sir/Madam

HEADTEACHER – FAIRFIELD 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:

- Letter from Chair of Governors
- Letter from School PSHE Leaders
- Job Description and Person Specification
- Details on How to Apply

For further information in regard to the school and the most recent Ofsted report the school website is: <https://www.fairfieldprimary.org.uk/>

For further information in regard to the Stockton-on-Tees area the following web sites may also be useful: <http://www.thisisstockton.co.uk/> and 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, please download the application form from the supporting documents and return the completed form to recruitment@xentrall.org.uk by Sunday 12th February 2023.

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

F. Attewill

Fiona Attewill
HR Manager, Organisational Planning & Change



Head Teacher – Mr Andrew Ruffell

Glenfield Road, Fairfield

Stockton on Tees

TS19 7PW

Tel: 01642 581305

Email: andrew.ruffell@sbc.school.org.uk

January 2023

Dear Applicant

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

We are looking to appoint an enthusiastic and inspirational leader who will further develop our child centred ethos, enabling all our children to reach their full potential. We also believe our new Head Teacher should be dynamic, aspirational, ambitious and an approachable leader who values collaboration; and is able to think strategically about the future.

At Fairfield Primary School we have a warm, safe and happy environment where children feel valued and inspired to learn. We are a friendly school, the children are happy, well behaved and eager to learn.

The successful candidate will have the support of a very active and committed Governing Body who will work closely with you to ensure our pupils continue to receive the best education and care possible to take the next step in achieving more success.

Prospective candidates are welcome to visit the School to see for themselves the high standards that we expect of both pupils and staff. Visits can be arranged through the school office on (01642) 581305.

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

Yours sincerely

Bev Jones
Chair of Governors
Fairfield Primary School



Fairfield Primary School is committed to safeguarding all children in our care & it is paramount all that we do.



Head Teacher: Mr A Ruffell
Fairfield Primary School
Glenfield Road
Stockton-on-Tees
TS19 7PW

Tel: 01642 581305

Email: fairfield@sbcschools.org.uk
www.fairfieldprimary.org.uk

Dear Candidate,

We are the Junior Leaders for PSHE and we wanted to tell you what we love about our school and what we would value in a Head Teacher.

In our school, we really enjoy being treated as individuals. Even though we are all different, we make up one school and we believe that happy individuals make happy communities. We would expect our Head Teacher to want to get to know us as individuals, to respect our differences, to be patient with us and be happy to talk to us.

We think that it is important for a Head Teacher to be firm but fair. As children often make mistakes, we would like someone who is happy to give second chances. We would expect our Head Teacher to encourage kindness and do their best to see things from different people's points of view. We think that Head Teachers need a good sense of humour, but they should be careful not to go too far as that can make them hard to respect.

At Fairfield, we LOVE taking part in clubs, special events, and sporting activities and we definitely want a Head Teacher who will continue to value these as much as we do. We are really proud of our achievements in PE and sports and we love being active. Our teachers make sure that we learn about lots of different things and they encourage us to try new things – even if we are nervous about them.

We would expect our new Head Teacher to be experienced and full of exciting new ideas. Our school is a very happy, inclusive and creative place, so someone who is kind and open-minded would fit in very well.

We are really looking forward to meeting our new Head Teacher and we know that whichever candidate is successful, you will feel welcome and you will enjoy being part of our community as much as we do.

Yours sincerely,

The PSHE Junior Leaders



JOB DESCRIPTION **HEADTEACHER**

The Governing Body of Fairfield Primary School recognises the influential position held by the Headteacher and his/her role in shaping the future of the School and the teaching profession. His/her 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 his/her 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 Head Teacher 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 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.

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

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

PERSON SPECIFICATION
HEADTEACHER – FAIRFIELD PRIMARY SCHOOL



	ESSENTIAL/ DESIRABLE	MEANS OF ASSESSMENT
Qualification and Training		
1. Qualified Teacher Status	E	Application
2. Evidence of commitment to continuous training including recent leadership training e.g. LPSH, MA or NPQH	E	
Experience		
3. Substantial experience as a member of SLT and able to demonstrate measurable impact	E	Application and Interview
4. Experience across the 3-11 age range	E	
5. Thorough knowledge of the National Curriculum	E	
School Culture		
6. Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life	E	Application and interview
7. Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment	E	
8. Ensure a culture of high staff professionalism which allows pupils to experience a positive and enriching school life	E	
Teaching		
9. Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn	E	Application and interview
10. Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains	E	
Curriculum and Assessment		
11. Continue to ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught	E	Application and Interview
12. Continue to develop effective approaches to teaching reading across all key stages	E	
Behaviour		
13. Maintain consistent, fair and respectful approaches to managing behaviour that ensures high standards of pupil behaviour and courteous conduct in accordance with the schools behaviour policy	E	Application and Interview
Additional and Special Educational Needs and Disabilities		

	ESSENTIAL/ DESIRABLE	MEANS OF ASSESSMENT
14. Maintain culture and practices that enable pupils to access the curriculum and learn effectively, promoting ambitious expectations for all pupils with additional and special educational needs and disabilities	<u>E</u>	Application and Interview
15. Continue to work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate	<u>E</u>	Application and Interview
Professional Development		
16. Continue to ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs	<u>E</u>	Application and interview
17. Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning	<u>E</u>	
Organisational Management		
18. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care	<u>E</u>	Application and interview
19. Ensure whole staff team are effectively managed with due regard to their wellbeing	<u>E</u>	
Continuous School Improvement		
20. Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context	<u>E</u>	Application and Interview
Working in Partnership		
21. Continue to develop constructive relationships beyond the school, working in partnership with parents, carers, other professionals and the local community	<u>E</u>	Application and Interview
22. Continue to work successfully with other schools and organisations in a climate of mutual challenge and support	<u>E</u>	
Governance and Accountability		
23. Continue to maintain professional working relationships with those responsible for governance and ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties	<u>E</u>	Application and interview
24. Ensure that staff know and understand their professional responsibilities and are held to account	<u>E</u>	
Safeguarding and Promoting the Welfare of Children and Young People		
25. Has current knowledge on recent national and local safeguarding developments	<u>E</u>	Interview

Date: February 2022

How to Apply

Closing date for applications:

Sunday 12th February 2023

Prospective applicants are welcome to visit the school prior to making an application. Please contact the school office to make arrangements on Tel: (01642) 581305.

If you decide to apply for the post, you can download an application form from www.stockton.gov.uk/job-vacancies (you will be re-directed to North East Jobs)

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:	• Sunday 12 th February 2023
Shortlisting date:	• Thursday 16 th March 2023
Interview day 1:	• Thursday 20 th April 2023
Interview day 2:	• Friday 21 st April 2023
Start Date:	• September 2023

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