



Stockton-on-Tees
BOROUGH COUNCIL

Ingleby Mill Primary School

Headteacher Application Pack



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Letter from Stockton Borough Council



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

Tel: 01642 528950
Email: lucy.dawson@stockton.gov.uk

11 May 2023

Dear Sir/Madam

HEAD TEACHER – INGLEBY MILL PRIMARY SCHOOL

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

- Letter from Chair of Governors
- Job Description
- 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: www.inglebymill.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 Wednesday 7th June 2023. Thank you again for expressing an interest in the post and I look forward to receiving your application.

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

L. Dawson

Lucy Dawson
HR Advisor

Letter from Chair of Governors

May 2023

Dear Applicant,

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

We are looking to appoint an enthusiastic and inspirational leader who will further develop our inclusive and nurturing ethos, enabling all our children to reach their full potential.

At Ingleby Mill we aim to create 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, enthusiastic and enjoy learning.

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. We also want to ensure our staff can continue to develop and be motivated in a supportive environment.

Prospective candidates are welcome to visit the School to see for themselves the high standards that we expect of both pupils and staff. Visits are available by contacting Joanne Measor, School Business and Facilities Manager, at the school office on (01642) 761985 or for an informal discussion please contact Gill McCleave, Service Lead Education 0-11 on (01642) 528824.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'SA', with a horizontal line drawn through the middle of the letters.

Steve Watson
Chair of Governors

Our Pupils' Wishes

We hope our new Headteacher will be...



Our Staff's Wishes

We hope our new Headteacher will be...



How To Apply

Closing date for applications

7th June 2023

Prospective applicants are welcome to visit the school prior to making an application. Please contact Joanne Measor, School Business & Facilities Manager at the school office to make arrangements on Tel: (01642) 761985.

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: | • Wednesday 7 th June 2023 |
| Shortlisting date: | • Tuesday 20 th June 2023 |
| Interview day 1: | • Monday 10 th July 2023 |
| Interview day 2: | • Tuesday 11 th July 2023 |
| Start Date: | • January 2024 |

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



JOB DESCRIPTION

HEADTEACHER

The Governing Body of Ingleby Mill 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:

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 – INGLEBY MILL PRIMARY SCHOOL

| | ESSENTIAL/ DESIRABLE | MEANS OF ASSESSMENT |
|--|-------------------------|---------------------------|
| Qualification and Training | | |
| 1. Qualified Teacher Status | <u>E</u> | Application |
| 2. Evidence of commitment to continuous training including recent leadership training e.g. LPSH, MA or NPQH | <u>E</u> | |
| Experience | | |
| 3. Substantial experience as a Deputy Headteacher or above. | <u>E</u> | Application and Interview |
| 4. Experience across the appropriate age range 3-11 | <u>E</u> | |
| School Culture | | |
| 5. Establish and sustain the school’s ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community | <u>E</u> | Application and interview |
| 6. Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life | <u>E</u> | |
| Teaching and Assessment | | |
| 7. 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 | <u>E</u> | Application and interview |
| 8. Ensure effective use is made of formative assessment | <u>E</u> | |
| Curriculum | | |
| 9. Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities | <u>E</u> | Application and Interview |
| Behaviour | | |
| 10. Establish and sustain high expectations of behaviour for all, built upon relationships, rules and routines, which are understood clearly by all staff and pupils | <u>E</u> | Application and Interview |
| Additional and Special Educational Needs and Disabilities | | |
| 11. Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities | <u>E</u> | Application and Interview |
| 12. Ensure the school works 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> | |

| | ESSENTIAL/ DESIRABLE | MEANS OF ASSESSMENT |
|---|-------------------------|---------------------------|
| Professional Development | | |
| 13. 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 |
| 14. 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 | | |
| 15. Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds | <u>E</u> | Application and interview |
| 16. Ensure staff are deployed and managed well with due attention paid to workload | <u>E</u> | |
| 17. Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently | <u>E</u> | |
| Continuous School Improvement | | |
| 18. 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 | | |
| 19. Forge constructive relationships beyond the school, working in partnership with parents, carers, the local community and other schools | <u>E</u> | Application and Interview |
| Governance and Accountability | | |
| 20. Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility | <u>E</u> | Application and interview |
| Safeguarding and Promoting the Welfare of Children and Young People | | |
| 21. Has the ability to maintain appropriate relationships and personal boundaries with children and young people | <u>E</u> | Interview |
| 22. Has current knowledge on recent national and local safeguarding developments | <u>E</u> | |
| 23. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care | <u>E</u> | |

Date: May 2023