

Headteacher: Job Description Pack



Together we... "soar on wings like eagles, run and not grow weary, walk and not grow faint"

📍 Coombe Bissett CE VA Primary School, Shutts Lane, Coombe Bissett, Salisbury SP5 4LU

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Coombe Bissett
CE VA Primary School

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for your interest in the post of Headteacher at Coombe Bissett CE VA Primary School.

Coombe Bissett is a small village primary school, with 114 children on roll, arranged in four mixed-age classes. The school is nestled in the rolling countryside of the Chalke Valley, close to Salisbury – a beautiful place to work. As a happy, friendly, family-centred school, each child and their parents are very important to us; we treasure the school's personality and independence.

We are full of hope and aspirations for our children, who are at the heart of everything that we do, and we guide them, within a caring Christian ethos, to become the finest versions of themselves. Being a small school has enabled us to build a very close and supportive community in which we know each child extremely well and, together with the dedication and enthusiasm of our staff, we set out to give each and every one the very best start in life.

Consequently, the Governors, Staff, Pupils and Parents & Carers, are looking to appoint a visionary leader, who has a passion for the learning process, and the drive to encourage and help both staff and pupils to develop their own skills and abilities.

We hope that, by reading this information pack, and by considering how your own skills match those needed to meet this fulfilling, but challenging role, you will feel inspired to apply for the post, of Headteacher at Coombe Bissett Primary School. Please do feel free to contact me and I shall be very happy to show you round our unique school. Meeting the staff and the children will, I am sure, give you a clearer picture of the opportunity that this role offers.

I very much look forward to hearing from you.
With Best Regards.

Trudy Nazer
Chair of Governors

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OUR SCHOOL

Coombe Bissett is a small village primary school with 4 mixed - age classes, nestled gently within the rolling countryside just outside of Salisbury.

We are a friendly, family-centered and happy community. Our children are at the heart of everything we do and are nurtured within a caring Christian ethos to become the best versions of themselves that they can be.

Being a small school enables us to build up a very close supportive and loving family environment for our children to feel safe, respected and valued. Each child is an important member of our school and we ensure that all the children know this.

We believe that learning should be fun and exciting. Through the skills, dedication and enthusiasm of our staff, we create a learning environment and a rich curriculum to inspire all our learners. We know our children extremely well, nurturing their potential through excellent teaching, challenge and support and ensuring their wellbeing with our caring and creative ethos.



“A small school with a large heart.”



Together we... "soar on wings like eagles, run and not grow weary, walk and not grow faint"

SCHOOL INFORMATION

Although we are small, we have a big heart and are full of hope and aspiration for our children as we aim to enable every child to flourish as we inspire a love of learning in all members of our school.

We have high standards and expectations of behaviour and attainment so that our children develop the confidence to explore the world around them, embrace new ideas and skills, and express the joy in their learning.

Families choose our school because they know that we treat all our children with LOVE - that everything we do is focused on the best outcomes for children as individuals.

We want each and every child to leave our school not only with the key skills, but also with a joy of learning, with strong foundations for building positive relationships and looking after their own wellbeing, with the confidence to aim high and persevere, with a clear sense of who they are as individuals, with the knowledge that they have a gift that makes them special, and to know that God loves them.

- Number of children on roll: 114
- Number of classes: 4
- Last Ofsted rating: Good
- Last Ofsted inspection: June 2022

Link to website:

<https://www.coombebissett.wilts.sch.uk/>

Safeguarding Statement

Coombe Bissett Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Safer Recruitment Statement

Coombe Bissett Primary School is committed to safer recruitment and will follow all relevant safer recruitment processes for our school, including relevant sections in part 3 of Keeping Children Safe in Education (2021).

OUR VISION AND VALUES

We believe that each and every child and adult is unique and special. It is our aim to enable each of us:

- ✓ to flourish into and to be recognised as, a unique and special individual,
- ✓ to have the knowledge, skills and characteristics to equip them for their time in the world,
- ✓ to feel dignity about themselves, have self-confidence, and to know how to manage their wellbeing,
- ✓ to have the courage to stand up for what is right and make a positive difference to others and the world,
- ✓ to know that they are loved and cherished within a caring Christian environment.

Together we can..
"Soar on wings like eagles,
Run and not grow weary,
Walk and not grow faint."
Isaiah 40:31

The quote from the Book of Isaiah in our Old Testament is our School Vision which runs through everything we do.

Our Core set of Values also underpin all that we do: from our curriculum to our support for our children and their families; from our policies to the opportunities, we provide.

These Values are deepened and developed through Bible stories from both the Old and New Testaments and through discovering more of our Christian faith.

- CARE through love and service
- COMMITMENT through friendship and respect
- CREATIVITY through inspiration and conservation
- BELIEF through trust and hope
- BRAVERY through courage and justice
- BRILLIANCE through wisdom and truth



OUR NEW HEADTEACHER

When we asked our children what they'd like from their new headteacher, they gave us the following themes:

- ✓ celebrates success,
- ✓ encourages us to have fun,
- ✓ helps us to learn,
- ✓ makes the best use of the outside areas,
- ✓ helps our teachers to challenge us.

INVITATION TO VIEW THE SCHOOL

We encourage you to visit us to see our wonderful school in action.

To arrange a visit please call the school:
01722 718380 or email the school on:
admin@coombebissett.wilts.sch.uk

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HEADTEACHER SPECIFICATION

The following is a summary of the attributes that the Governing Body would wish to see in the successful candidate for Headteacher.

Links to governmental reference documents, plus information on generic qualifications, knowledge, experience, skills and qualities to fulfil this role are set out in the accompanying job description and in 'The Headteachers' Standards (2020)'. These documents should be read in conjunction with one another.

IMPORTANT DATES

Contract Type:	Permanent
Contract Type:	Full Time
Closing Date:	31st January 2023
Job Start:	1st September 2023
Interview Date:	8th March 2023
Salary:	L6 – L18 (£50,122 to £66,684)

Essential Threshold – Including Qualifications

- ✓ Qualified Teacher Status.
- ✓ Readiness for headship – NPQH, or evidence of equivalent level of learning achieved through senior leadership roles within a school.
- ✓ Successful teaching experience in the primary phase.
- ✓ Recent and relevant in-service professional development and training including Safeguarding.
- ✓ Is suitable to work with children and has the ability to protect them and promote their welfare.
- ✓ Awareness and knowledge of the current Ofsted processes and framework.

Culture and Ethos

- ✓ School culture, safeguarding, behaviour, professional development.

Curriculum and Teaching

- ✓ Teaching, curriculum and assessment, additional and special educational needs.

Organisational Effectiveness

- ✓ Organizational management, school improvement, working in partnership.

HEADTEACHER JOB DESCRIPTION

The Headteacher will demonstrate consistently high standards of professional conduct. The Headteacher will meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Leading by example, the Headteacher will:

- ✓ Demonstrate the school's vision and values in everyday work and practice.
- ✓ Contributing to a curriculum that creatively seeks to develop well-rounded pupils.
- ✓ Successful working with budgets, finance and project planning, including the management of (capital) project planning.
- ✓ Experience of senior leadership.
- ✓ Serve in the best interests of the school's children.
- ✓ Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- ✓ Uphold their obligation to give account and accept responsibility.
- ✓ Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- ✓ Work openly and constructively with the school's Governing Body.
- ✓ Take responsibility for their own continued professional development, engaging critically with educational research.
- ✓ Make a positive contribution to the wider education system.
- ✓ Actively engage with the wider community reflecting the Governing Body's aspiration for the school to be at the heart of Coombe Bissett village.

Role:
Headteacher (full time).

Responsible to: the governing body
of Coombe Bissett Primary School.

Responsible for:
All staff, volunteers and children
within the school.

Main purpose:
To carry out the duties of
headteacher in accordance with
the teachers' pay and conditions
act and are built upon the
headteachers' standards (2020)
and the teachers' standards (2011).

DESIRABLE EXPERIENCE, KNOWLEDGE, SKILLS AND QUALITIES

Experience:

- ✓ Successfully leading change in a primary school.
- ✓ Working with the local community.
- ✓ Displays a passion for children's learning.
- ✓ Can relate to, interact and engage with all children in all primary classes.
- ✓ Provides an inclusive learning environment for all children, including those with SEND.
- ✓ Shows a desire to teach regularly all classes within a primary school.
- ✓ Shows a strong sense of authority and behavioural direction.
- ✓ Promotes and protects the importance of children's mental health.

Management of People:

- ✓ Leading teams to deliver against educational targets.
- ✓ Successfully mentoring and developing staff's personal development.
- ✓ Displays a strong sense of work/life balance and is empathetic to staff's personal responsibilities.
- ✓ Listens to, and considers advice, and is inclusive when forming an opinion.



DESIRABLE EXPERIENCE, KNOWLEDGE, SKILLS AND QUALITIES

Personal Qualities and Motivations:

- ✓ Is fun, energetic and enthusiastic. (e)
- ✓ Is physically and mentally fit for the role. (e)
- ✓ Is honest, trustworthy and reliable. (e)
- ✓ Is able to remain calm in times of pressure and stress. (e)
- ✓ Is able to work with a variety of staff. (e)
- ✓ Is approachable and is a listener. (e)
- ✓ Is able to set and maintain behavioural boundaries. (e)
- ✓ Does the right thing and doesn't take the easy option. (e)

Skills:

- ✓ Leads on high quality teaching and learning and is a role model for all staff. (e)
- ✓ Strong leadership and outstanding problem-solving skills. (e)
- ✓ A confident written and verbal communicator. (e)
- ✓ Possesses high levels of personal strength of character, resilience and energy. (e)
- ✓ Plans effectively, prioritizes, sets targets and delivers in a timely manner. (e)
- ✓ Establishes and maintains effective internal and external relationships that add value to the school, including with the local community. (e)



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KEY AREAS OF RESPONSIBILITY

The Headteacher is the leader of our school. Working with the Governors, they have the responsibility to build an ethic of excellence and shared accountability throughout the school community.

1. Safeguarding and Safer Recruitment

The Headteacher establishes and ensures a safe and secure environment for learning. They will demonstrate a commitment to safeguarding and promote the welfare of children and young people and are expected to hold all staff, volunteers and governors accountable for their contribution to safeguarding regulations. The Headteacher will:

- ✓ Take on the role of Designated Safeguarding Lead within the school ensuring that the welfare of children and young people is the priority at all times.
- ✓ Ensure that all child protection cases are dealt with swiftly and effectively following the correct processes and procedures internally and externally.
- ✓ Ensure that the embedded safeguarding culture of vigilance is maintained in every aspect of school life. Ensure that all policies and processes relating to safeguarding are implemented across the whole organisation.
- ✓ Ensure that Keeping Children Safe in Education is issued to staff and workers on an annual basis and that they have read and understood their obligations.
- ✓ Ensure that all staff's knowledge and understanding of safeguarding and their responsibilities are updated at least annually, &/or on induction, and are embedded in practice.
- ✓ Implement and monitor new systems and processes in response to any updated school legislative guidance/statutory information that is released.



KEY AREAS OF RESPONSIBILITY_(Cont.)

2. School Culture

Working with the Governing Body, the Local Authority and wider community, the Headteacher will review and develop the vision and strategic plan, which inspires and motivates children, staff and all other members of the school community. In addition to the vision and values, the strategic planning process is critical to sustaining school improvement and ensuring that the School moves forward for the benefit of its children, providing an excellent education for all the children it serves. The Headteacher will:

- ✓ Review, develop and sustain the school's values and ethos.
- ✓ Review the strategic direction in partnership with those responsible for governance and through consultation with the school community.
- ✓ Create a culture where children experience a positive and enriching school life.
- ✓ Uphold ambitious educational standards which prepare children from all backgrounds for their next phase of education and life.
- ✓ Promote positive and respectful relationships across the school community and a safe and inclusive environment.
- ✓ Ensure a highly professional culture amongst staff.



KEY AREAS OF RESPONSIBILITY

(Cont.)

3. Teaching and Learning

The Headteacher has a central responsibility for raising and maintaining the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which enables children to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- ✓ Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how children learn.
- ✓ Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domain.
- ✓ Ensure effective use is made of formative and summative assessment.

4. Curriculum and Assessment

The Headteacher will:

- ✓ Ensure a consistent and continuous school-wide focus on children's achievement, using data and benchmarks to monitor progress in learning and using a robust system of assessment of pupil achievement in order to set ambitious but realistic targets for all children.
- ✓ Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- ✓ Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- ✓ Ensure that all children are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.
- ✓ Ensure valid, reliable and proportionate approaches are used when assessing children's knowledge and understanding of the curriculum.
- ✓ Ensure the provision of extra-curricular opportunities for all children.

KEY AREAS OF RESPONSIBILITY

(Cont.)

5. Behaviour

The Headteacher is responsible for a Behaviour Policy that reflects the school's ethos. They will provide a safe and calm environment for all children and staff, focused on safeguarding children and developing their appropriate behaviour in school and in wider society. The Headteacher will:

- ✓ Establish and sustain high expectations of behaviour for all children, built upon relationships, rules and routines, which are understood clearly by all staff, children and parents.
- ✓ Ensure high standards of behaviour and courteous conduct in accordance with the school's behaviour policy.
- ✓ Implement consistent, fair and respectful approaches to managing behaviour.
- ✓ Ensure that adults within the school model and teach the behaviour of a good citizen.

6. Special Educational Needs and Disabilities

The Headteacher takes responsibility for a professional community which enables all children to flourish. The Headteacher ensures that the curriculum is accessible and relevant to all children. The Headteacher will:

- ✓ Ensure the school holds ambitious expectations for all children with additional and special educational needs and disabilities.
- ✓ Establish and sustain a culture and practices that enable children to access the curriculum and learn effectively.
- ✓ Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of children, providing support and adaptation where appropriate.
- ✓ Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

KEY AREAS OF RESPONSIBILITY

(Cont.)

7. Professional Development

Effective communication and relationships are key to effective Headship. The Headteacher needs to build a professional learning community which enables all to flourish. They need to manage the complexity of a school team and be committed to their own continuing professional development as a school leader. The Headteacher will:

- ✓ Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- ✓ Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standards for teachers' professional development.
- ✓ 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.

8. Organisational Management

The Headteacher provides effective management of the School and continuously seeks to improve organisational structures based on self-evaluation. The Headteacher leads by example, modelling the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff. The Headteacher will:

- ✓ Ensure that the school's ethos and commitment to vision and values is evidenced in how all work and learn.
- ✓ Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- ✓ Prioritise the protection and safety of children and staff through effective approaches to safeguarding as set out in latest legislation guidance including 'Keeping Children Safe in Education (2021)'.
- ✓ Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- ✓ Ensure staff are deployed and managed well with due attention paid to workload.
- ✓ Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.
- ✓ Ensure rigorous approaches to identifying, managing and mitigating risk.

KEY AREAS OF RESPONSIBILITY

(Cont.)

9. Continuous School Improvement

Working with the Governing Body, the Local Authority and other leaders the Headteacher will review and develop a vision and strategic plan which inspires and motivates children, staff and all other members of the school community. The strategic planning process is critical to sustaining school improvement and ensuring that the School moves forward for the benefit of all its children.

The Headteacher will:

- ✓ Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- ✓ 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.
- ✓ Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

10. Working In Partnership

The Headteacher should engage with the internal and external school community to collaborate strategically and operationally with a wide range of partners to bring positive benefits. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent. The Headteacher will:

- ✓ Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- ✓ Commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- ✓ Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all children.

KEY AREAS OF RESPONSIBILITY (Cont.)

11. Governance and Accountability

With the school's values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups, in particular: children, parents, carers, Governors and the Local Authority. The Headteacher will:

- ✓ Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- ✓ Establish and sustain professional working relationship with those responsible for governance.
- ✓ Ensure that staff know and understand their professional responsibilities and are held to account.
- ✓ Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- ✓ Welcome strong governance and provide information, advice and support to the Governing Body to enable it to meet its responsibilities.
- ✓ Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- ✓ Support the governing body in fulfilling its functions to set school strategy and to hold the Headteacher to account for children, staff and financial performance.





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