

GHYLLGROVE PRIMARY SCHOOL



APPOINTMENT OF HEADTEACHER

INFORMATION FOR CANDIDATES

MARCH 2021



Essex County Council

Contents

Selection Arrangements

Letter from Chair of Governors

Job Description

Person Specification

Recruitment and Selection Policy



Ghyllgrove is a school that is growing from being two form to a three form entry school in the heart of Basildon.

We are a highly inclusive school with an established staff team. We pride ourselves on having a strong ethos and a commitment to providing the best education for all children. We are approachable and very much part of our local community.

The school has a Resource Base for Hearing Impaired and a SEMH Enhanced Provision.

OFSTED May 2019: "The school is highly inclusive. Respect, kindness and tolerance are embedded throughout daily life...."

Appointment of Headteacher

School	Ghyllgrove Primary School
Telephone	01268 450067
Website	www.ghyllgroveprimaryschool.co.uk
School Group Size	Group 4 NOR 540 inc. nursery
Salary Range	£59,302 - £81,124 - negotiable for a suitable candidate
Start Date	September 2021 or as soon as possible thereafter.

Selection Arrangements

Thank you for your interest in the Ghyllgrove Primary School Headteacher post.

Following feedback from colleagues and previous candidates, who have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast, we would encourage you to apply for this post on-line. You can access the website from any computer, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online the Schools Recruitment Team will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.
- Prior to appointment, the successful candidate will be sent an occupational health questionnaire, an SD2 criminal convictions and childcare disqualification form which they will need to complete and return to this office.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 03330139835 if you have any queries

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date and time as late applications will not be accepted.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school ▪ One reference from the Authority
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.



GHYLLGROVE PRIMARY SCHOOL

& Resource Base for Hearing Impaired Children



The Gore, Basildon, Essex SS14 2BG
Telephone: 01268 450067
www.ghyllgroveprimaryschool.co.uk

Dear Candidate,

On behalf of the Governing Body, staff and pupils I would like to thank you for your interest in the post of headteacher of Ghyllgrove Primary School. I hope you find the contents of this recruitment pack and our website useful in finding out more about the post and the school.

Ghyllgrove Infant and Junior School amalgamated in 2018 to become Ghyllgrove Primary School.

“Leaders are very effective in promoting pupils’ spiritual, moral, social and cultural development. Pupils understand and celebrate differences. Weekly assemblies give pupils a strong awareness and respect for people from other cultures or backgrounds. They understand the importance of looking after each other. One pupil, reflecting the views of others, commented, ‘New people are made to feel welcome in this school’ (May 2019).

Having successfully led the school through this amalgamation the headteacher will be stepping down from headship at the end of the summer term and we will be looking to appoint a new headteacher to take Ghyllgrove forward.

We are seeking to appoint an inspirational and dynamic leader to work with our school community to ensure the best possible education for all pupils at Ghyllgrove. The successful candidate will have the experience, energy and enthusiasm to build on the school’s strong foundations.

We are looking for someone with strong leadership and management skills, who will work with the staff in taking the school to greater levels of achievement. In return for your enthusiasm and commitment you can be assured of the support of an equally enthusiastic staff and a supportive governing body.

We are planning for visits to the school to take place during the week of March 22nd whilst adhering to the current Covid government guidance.

Please contact Tracey Hotchen (Office manager) to book an appointment to visit the school on 01268 450067 or thotchen@ghyllgrove.essex.sch.uk.

On behalf of the governing body of Ghyllgrove Primary School may I thank you for your interest and we look forward to receiving your application.

Yours sincerely,

Colin Moloney
Chair of Governors

Job Description

Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies of the Governing Body (including its annual budget) and the instrument and articles of governance of both the trust and school.

The Headteacher, working with the governing body, senior leadership team and school staff, will provide overall strategic leadership for the school.

- lead, develop and support the direction, vision, values and priorities of the school
- develop, implement and evaluate the school policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform school improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school

The job description should be read in conjunction with the contractual requirements and responsibilities of Headteachers set out in the School Teachers' Pay and Conditions Document.

Principle accountabilities:

Safeguarding

Take responsibility as the designated professional lead for Safeguarding and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Undertake the designated safeguarding lead duties
- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information, with other professionals

- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice.
- Operate and monitor clear policies for dealing with allegations against people who work with children.

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focussed on providing an outstanding education for the pupils they serve.
- Demonstrate an optimistic outlook, positive relationships and attitudes towards their pupils, staff, parents, governors and the local community.
- Lead by example – with integrity, creativity, resilience and clarity – drawing on their own expertise and that of those around them.
- Have wide current knowledge and understanding of education and school systems locally and nationally and to pursue their own professional development.
- To be financially astute to ensure that the school's vision and aims are achieved within its own, the local and national context.
- Maintain the school's inclusivity and communicate with passion the school's vision and drive the strategic leadership, empowering all pupils and staff.

Pupils and Staff

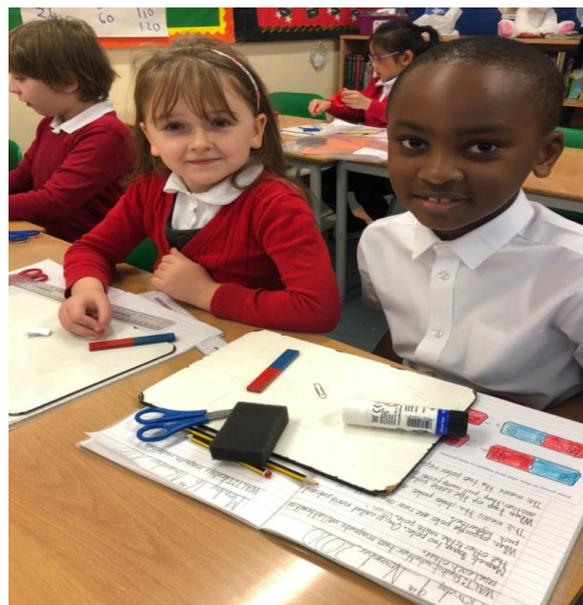
- Be ambitious and aspirational for all pupils, overcoming disadvantage and ensuring equality of opportunity by ensuring that the outcomes for all pupils is outstanding.
- Build on the inclusive ethos and maintain it as core value to the success of the school and its pupils.
- Provide a safe, calm and well ordered environment for all pupils and staff ensuring exemplary behaviour and working with all pupils to help them develop good behaviours.
- Secure excellent teaching through mentoring and coaching staff to be outstanding.
- Identifying emergent talent and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Maintain and build upon a culture of mutual support and open dialogue within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Hold all staff to account for their professional and conduct and practice.
- Manage the well-being of their staff ensuring a healthy work life balance.
- Ensure there are clear appraisal systems in place linked to the pay progression of staff. Advise the Governing Body as appropriate.

Working in partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their 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 pupils.
- Collaborate with the other Headteachers in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

Governance and accountability

- 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.



Ghyllgrove Primary School Head Teacher Person Specification

Requirement	Essential	Desirable
Qualification	<p>Qualified Teacher Status</p> <p>Suitable academic and/or professional qualifications in school leadership and management</p> <p>Strong evidence of on-going relevant continuing professional development</p>	<p>NPQH</p> <p>Further post-graduate study equivalent to Masters level or higher</p>
Experience	<p>Proven record of success as a senior leader in a school</p> <p>Experience across the primary age range</p> <p>Proven record of successful and inclusive classroom teaching</p> <p>Competent ICT skills and knowledge particularly in support of learning</p>	<p>Experience in EYFS</p> <p>Experience of leadership in more than one school</p> <p>Experience in liaison with external agencies and partnerships</p>
Leadership and Management	<p>Proven leadership and management skills</p> <p>A clear vision of excellence in education</p> <p>A proven ability to raise educational standards for all pupils and a commitment to high standards of achievement</p> <p>Experience of and a strong commitment to the protection and safeguarding of young people</p> <p>A commitment to supporting the mental health and wellbeing of pupils and staff</p> <p>A proven record of the management of change which has significantly improved outcomes</p>	<p>Evidence of commitment to a distributive and collaborative style of leader</p> <p>Experience of project management and dealing with finance and premises issues</p> <p>Evidence of developing leadership in partnership with other schools, for example as a National or Specialist Leader of Education (NLE/SLE)</p> <p>Experience of effective use of pupil premium funding to raise attainment</p>

	<p>Understanding of strategic improvement planning and subsequent budget planning</p> <p>Experience of working effectively to support Governors and a clear understanding of their strategic role</p> <p>Ability to create, implement and evaluate robust and measurable school improvement plans</p> <p>Evidence of good working relationships with parents and the wider school community to enhance opportunities for young people</p>	
	<p>Proactive approach to Performance Management of teaching and support staff</p> <p>Commitment to the continuing professional development of all staff, including your own</p>	
<p>Knowledge and Skills/Teaching and Learning</p>	<p>Demonstrable knowledge of current curricular and educational issues and relevant legislation</p> <p>Commitment to inclusion, SEND and equality of access for all children to all aspects of educational provision including extra-curricular activities</p> <p>Clear understanding of what is effective teaching and learning and what makes a successful primary curriculum</p> <p>Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</p> <p>Able to demonstrate a proven and consistent approach to behaviour management</p> <p>Knowledge of current Health and Safety Regulations and the assessment of risk</p>	<p>Innovative and creative approach to teaching and learning</p> <p>A commitment to developing learning beyond the classroom</p>

	Commitment to the personal achievement of every child	
Personal Qualities	<p>Strong interpersonal and communications skills</p> <p>Able to articulate clear educational values, to lead by example and inspire staff and children</p> <p>Able to think and reason strategically</p> <p>An adaptable and flexible approach</p> <p>A commitment to a culture of respect and how this is sustained</p> <p>Well organised and able to manage time effectively, delegate, prioritise and meet deadlines</p> <p>Able to recognise and develop staff strengths and skills and build, support and motivate high performing teams</p>	



Recruitment and Selection Policy Statement

1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK

- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.



Ghyllgrove's Learning Powers

Learn as
a team.

Stay
focused.

Persist, progress
and be proud.

Believe
in yourself.

Challenge
yourself.

