

Baddow Hall Junior School



Appointment of Headteacher

Information for Candidates



Essex County Council



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Appointment of Headteacher

School	Baddow Hall Junior School
Telephone	01245 472391
Website	www.baddowhall-jun.essex.sch.uk
School Group Size	Group 2 NOR 227
Salary Range	L14 - L21
Start Date	01 September 2020

Selection Arrangements - The Process

Thank you for your interest in the Baddow Hall Junior 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 medical self-assessment form, a childcare disqualification form and an SD2 criminal convictions 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 on 03330139835 if you have any queries.

Closing date: Monday 09 March 2020 (midday)

Shortlisting date: Friday 13 March 2020

Interview date: Friday 20 March 2020

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may 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.

Baddow Hall Junior School
New Road
Great Baddow
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CM2 7QZ



Telephone: 01245-472391

Email: admin@baddowhall-jun.essex.sch.uk

Website: www.baddowhall-jun.essex.sch.uk

February 2020

Dear Candidate,

On behalf of the Governors I would like to thank you for the interest you have shown in becoming the next Headteacher of Baddow Hall Junior School. I hope you will find our person specification and website useful in finding out more about the post and the school.

Our current Headteacher is retiring and we are looking for an enthusiastic and inspirational leader, to ensure the school continues to build on its recent OFSTED success, ensuring all pupils are given the opportunity to achieve their potential.

This is a fantastic opportunity for a new Headteacher to join our team and lead a strong, successful junior school, at the heart of its community. As Headteacher you will be supported by a dedicated Senior Leadership Team and a fully committed and active Governing Body.

I encourage you to come and visit the school to meet us, our children and staff. I am sure this will help you in the preparation of your application. Please contact the school office on admin@baddowhall-jun.essex.sch.uk to arrange an appointment.

If you decide to apply, please include with your completed application form your supporting statement, which should relate closely to the person specification. I very much look forward to hearing from you.

Yours faithfully,

Rebecca Mead

Rebecca Mead - Chair of the Governors



Baddow Hall Junior School Headteacher Job Description

The headteacher is responsible for the leadership, organisation and management of the school, in line with its stated vision and values. In carrying out his or her duties, the headteacher will consult, where appropriate, with the Authority, the Governing Body, the staff of the school and parents/carers of its pupils.

Specific areas of responsibility include the following:

School Aims

- Formulating the overall aims and objectives of the school, and policies for their implementation.
- Leading the preparation of the School Development Plan.
- Creating a school ethos in which all individuals, pupils and staff, feel valued, and where achievement is celebrated.

Staff Management

- Participating in, or overseeing, the selection and appointment of the teaching and non-teaching staff of the school.
- Managing all staff of the school and ensuring appropriate duties are allocated to them, with a view to effective delegation, and to the motivation and development of staff.
- Ensuring an appropriate staff structure is in place and working well, for performance management and staff development.
- Ensuring that performance management requirements are fulfilled effectively throughout the school.
- Ensuring that staff receive the information and support they need in order to carry out their duties effectively.
- Enabling the development of staff, to fulfil current roles effectively and to fulfil their potential for future roles.
- Maintaining relationships with unions or other organisations representing staff, as appropriate.
- Assisting the governing body in exercising its responsibilities with regard to disciplinary procedures, when necessary.
- Arranging for a deputy headteacher or other suitable person to assume responsibility for his or her functions as headteacher at any time when he or she is absent from school.

Pupils

- Ensuring that pupils are engaged in safe and stimulating educational activities, of relevance and good quality, in a school environment that promotes high educational standards, enjoyment of learning, and the holistic development of each child.
- Ensuring that the progress of each pupil is monitored and recorded to support effective decision making and feedback.

Curriculum and teaching

- Determining and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, background, and aptitudes of the pupils and the resources available to the school.
- Ensuring appropriate provision is made to meet SEN requirements.

- Ensuring the school takes account of relevant local and national initiatives and policies.
- Evaluating standards of teaching and learning in the school, ensuring that proper professional standards are maintained, and encouraging continuous improvement.

Safeguarding

- Taking the lead in ensuring that the school is a safe place for children and adults, that staff complete appropriate Safeguarding training, and that any concerns are acted upon immediately and notified to other authorities as appropriate.

Behaviour and discipline

- Taking the lead in ensuring the maintenance of good order and discipline when pupils are present on the school premises and on organised school events.

Health and safety

- Ensuring effective systems of inspection and action are in place to maintain the health and safety aspects of the school's environment and procedures.

Relationships with parents and carers

- Making arrangements for parents and carers to receive regular information about the school, including curriculum, assessment procedures, events and activities.
- Ensuring that concerns raised by parents and carers are addressed promptly and constructively.
- Making arrangements for parents and carers to receive meaningful feedback on the progress of their children.

Relationships with the governing body

- Maintaining open and constructive relationships with the governing body, to assist and advise them in the exercise of their functions, and to draw on their support and expertise.

Relationships with outside bodies

- Maintaining effective relationships with relevant community organisations, including village organisations, the City Council, the police, the local church, and others as appropriate.
- Maintaining effective relationships with the Local Authority, including providing reports and information as required.
- Liaising with other schools and education bodies as appropriate, especially Baddow Hall Infants School and the Network.

Resource management

- Directing and controlling, within the budget set by the governing body, the available human, physical and financial resources of the school, including the private fund.
- Taking the lead in preparing the annual school budget.
- Ensuring robust arrangements are in place for financial management and reporting within the school, including contract management.
- Making arrangements for the effective maintenance of school buildings and grounds, and for their security.

This job description may be amended at any time through consultation between the headteacher and appropriate governors.

Baddow Hall Junior School - Person Specification

Requirement	Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> • If NPQH is not held alternative suitable academic and professional qualifications • Evidence of continuing professional development 	<ul style="list-style-type: none"> • NPQH 	Application
Experience	<ul style="list-style-type: none"> • Able to demonstrate a clear understanding and experience of KS2. • Proven record of successful classroom teaching • Proven record of successful experience as a Headteacher or Deputy Headteacher • Competent ICT skills and knowledge 	<ul style="list-style-type: none"> • Experience across the primary age range • Recent involvement and experience of provision of SEN • Liaison with external agencies 	Application Interview References
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills • A clear vision of excellence in education • A proven ability to raise educational standards and a commitment to high standards of achievement • Understanding of school improvement planning and subsequent budget planning • Understanding of the strategic role of the Governing Body and ability to work effectively with Governors • Evidence of good working relationships with parents and the wider school community • Experience of Performance Management of both teaching and support staff • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire others to achieve positive results • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures • Knowledge of current Health and Safety Regulations 	<ul style="list-style-type: none"> • Experience of project management and dealing with finance and premises issues 	Application Interview References

Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • An understanding of consistent approaches to behaviour management • Clear understanding of what is effective teaching and learning • A high regard for the personal achievement of each child • 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning 	Application Interview References
Personal Qualities	<ul style="list-style-type: none"> • A passion for teaching and learning, with the ability to inspire children • An excellent communicator with children, staff, parents, governors and partners • Desire to promote respect between children, staff, parents and governors • Approachable and accessible • Adaptable and flexible approach • Well organised, with ability to delegate, prioritise and meet deadlines • Ability to recognise and utilise staff strengths • Ability to build, support, motivate and work as part of a high performing team – recognising and using staff strengths • Able to make difficult decisions in the interests of the whole school 		Application Interview References



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 or maternity, 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 settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification 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 any s128 directions 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 2009 or that you have provided a disqualification waiver from Ofsted

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

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

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 applicants 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).

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 consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

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 2009 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 eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- 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 on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

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 Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

