

Riverside Primary School

Where everyone matters and everyday counts



Headteacher Recruitment Pack November 2018

Riverside Primary School
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Appointment of Headteacher

School	Riverside Primary School
Telephone	01702 230911
Website	www.riversideprimary.co.uk
School Group Size	Group 2 NOR 301
Salary Range	L15 – L21 (£56,434 - £65,384)
Start Date	April 2019 or September 2019
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.	
<p>Referees In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:</p> <p>Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:</p> <ul style="list-style-type: none"> • 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. <p>Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:</p> <ul style="list-style-type: none"> • 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. <p>Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:</p> <ul style="list-style-type: none"> • 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. 	
<p>Selection Arrangements - The Process</p> <p>Closing date: 7th January 2019 (noon)</p> <p>Interview date: 16th or 17th January 2019</p>	

We look forward to receiving your application



November 2018

Dear Candidate,

Thank you for expressing your interest in the position of Headteacher here at Riverside Primary School. Please find enclosed an application form and an information pack. The post will become vacant in April 2019 following the promotion of our current Headteacher.

We are looking for a candidate who is motivational, inspirational and professional, able to embrace our vision and build on our significant success by supporting the school towards our goal of achieving an outstanding Ofsted review within the next five years. We look forward to welcoming the successful applicant to join our caring and supportive team.

The school has a committed and multi-skilled Governing Body who have provided challenge and support to the Senior Leadership Team culminating in our recent 'Good' Ofsted rating. To assist with your application we encourage you to read our report. We work closely and constructively with the Senior Leadership Team and are proud of our school.

Our children are very friendly and keen to learn. They are very sad to see our current Headteacher leave as he has shown a real drive and passion for his role. The School Council will be involved with the interview process as one of the key skills required is the ability to communicate with our children effectively to ensure they remain focused on their learning.

This is a demanding but rewarding role and we would therefore, expect the successful candidate to have the ability to multi-task, effectively delegate and think strategically to prevent issues from arising. Where issues do arise our expectation is that these will be resolved efficiently wherever possible.

Finally, I invite you to visit the school during the day to see for yourself its qualities. I am happy to meet with you to discuss the role further and take you for a tour of our school. We hope you agree that this will be an exciting and challenging opportunity and look forward to receiving your application.

Please contact the school office on 01702 230911 to arrange a visit.

Valerie Lucking
Chair of Governors



About Our School

History

Riverside Primary School was formed in September 2010 with the amalgamation of the Village's Infant and Junior Schools. The School is situated in a picturesque backdrop 500m from the River Crouch in Hullbridge and benefits being an integral part of the local community.

Over the years the school has developed strong links with other schools, local businesses and members of our local community.

Vision

At Riverside Primary School, we believe that every child should obtain the skills for lifelong learning and be supported to develop as good citizens who contribute fully to their community. We aim to create a happy school where the learning atmosphere is exciting and conducive to high attainment.

Staff, governors and children work together to harness each other's strengths and expertise so that children are offered the best possible education.

Plans for the Future

The school has obtained an Academy Order but have taken the decision to wait until the appointment of the new Headteacher before making any commitments to convert or join a Multi-Academy Trust.

The school has 301 pupils on role with a maximum capacity of 454 pupils. There is a substantial building project underway in the Village with an additional 500 homes being planned as the only school in the Village we are anticipating a considerable increase in pupil numbers following the completion of this development.



Job Description

Job Title: Headteacher

Responsible to: The Governing Body

Job Purpose and Content

The Headteacher is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Headteacher is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is in place an agreed and understood system of management and supervision within which all staff work.

Principal Duties and Responsibilities

The professional responsibilities and duties of a Headteacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the governing body of the school:

1. Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance.
2. Take a leading role in developing and communicating the aims, objectives and long-term vision of the school
3. Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols
4. Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress
5. Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children
6. Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility
7. Be responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school
8. Be responsible for developing and maintaining an efficient and effective system of management and organisation for the delivery of all school resources, which includes finance, personnel, premises and equipment. Achieving a culture of

accountability to achieve best value wherever possible.

9. Take leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school
10. Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors
11. Have lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school
12. Be responsible for direct line management for staff, within an agreed line management system and structure, including their performance management and continuing professional development
13. Take lead responsibility for health and safety, staff and pupil wellbeing and safeguarding and for contingency and emergency planning

Safeguarding

Fulfil personal responsibilities, 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:

- 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
 - Take responsibility as the designated professional lead for safeguarding
 - Operating safe recruitment practices
 - Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
 - Establish, operate and monitor clear policies for dealing with allegations against people who work with children.
14. Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities
 15. Be responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning
 16. Cover classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s)
 17. Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development
 18. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours



Person Specification for the role of Headteacher at Riverside Primary School

E/D: Essential/Desirable criteria, Assess: Method of selection (A: Application; I: Interview/Task)

Minimum Essential Requirement		E/D	Assess
Qualifications and experience	1. Qualified teacher status.	E	A
	2. Award of the National Professional Qualification for Headship or other relevant professional qualification or evidence of in-depth research based study.	D	A
	3. Proven senior leadership and management experience of at least 3 years, as a successful Headteacher, Deputy or as Assistant headteacher in a primary school.	D	A
	4. Proven success in improving standards within a primary school.	E	A
Shaping the future	5. Be able to identify and communicate a clear vision for the future which will move the school towards outstanding and be understood and acted upon by the whole school community.	E	A/I
	6. Evidence of leading whole school improvement initiatives that have had impact on pupil attainment, and enhanced standards in teaching and learning.	E	A/I
	7. Evidence of thinking and acting strategically.	E	A/I
Leading teaching and learning	8. Proven experience of significantly raising pupil achievement and a strong commitment to ensuring that every pupil succeeds.	E	A
	9. Evidence of designing and implementing an effective monitoring framework to promote teaching and learning.	E	A
	10. Significant experience in evaluating and using data to plan and improve pupil performance.	E	A/I
	11. A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.	E	A/I
	12. Evidence of implementing effective strategies which improve attendance, punctuality and behaviour.	D	A

Minimum Essential Requirement		E/D	Assess
Developing self and working with others	13. Experience of training, developing and empowering other leaders to improve teaching and learning across all phases.	D	A
	14. Evidence of having high expectations of staff, the ability to evaluate their performance and to tackle any underperformance robustly.	E	A/I
Managing the organisation	15. An understanding of the way in which appropriate structures and systems support decision making to ensure delivery of the School Improvement Plan (SDP) in order to move the school to outstanding	D	A/I
	16. Experience of successful change management.	D	A
	17. Proven experience of effectively implementing safeguarding procedures for children and staff.	E	A/I
	18. Strong financial management skills with experience of making effective use of resources.	E	A/I
	19. Proven experience of ensuring that the school is fully inclusive and provides equal opportunities for all, including the effective use of Pupil Premium funding.	D	A/I
Securing accountability	20. A track record of effective working relationships with all school stakeholders.	D	A
	21. An understanding of how to create whole school community accountability systems combining data from a range of sources in order to maximise the achievement of children.	D	A/I
Strengthening community	22. An understanding of how the headteacher can strengthen the school's position in the local and national community.	D	A/I
	23. A clear understanding of the implications and issues to families and children in the school as a result of impending social and educational changes.	D	A/I
Interpersonal	24. Excellent, effective communication skills.	E	A/I
	25. Ability to delegate effectively and involve stakeholders in decisions about school improvement.	E	A/I
	26. Ability to listen to and understand children, parents, staff and governors.	E	A/I
	27. Ability to work flexibly and under pressure.	E	I
	28. Ability to deal with difficult conversations and conflict effectively at every level.	E	A/I



How to Apply

If you would like more information about this post, please arrange a time to visit us, by phoning the school office and make an appointment to meet Valerie Lucking Chair of Governors.

Further information about the school can be found on our website by visit:

www.riversideprimary.co.uk

To find out more about living in Essex, please visit:

www.essex.gov.uk

Please apply online via:

www.essexschooljobs.co.uk

Please limit any supporting statements to three A4 pages (font Arial 12)

Application deadline 7th January 2019 at 12 (noon)

For any application queries, please contact the School Business Manager Julie Butler: admin@riverside.essex.sch.uk or call: 01702 230911.

On behalf of the governing body, thank you for your interest.

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.