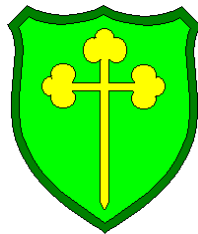


Gosbecks Primary School



'Be the best you can be'

Appointment of Headteacher

**Information for Candidates
January 2021**



Essex County Council

Contents

Selection Arrangements
Letter from Chair of Governors
Job Description
Person Specification
Recruitment and Selection Policy Statement



Appointment of Headteacher

School	Gosbecks Primary School
Telephone	01206 575407
Website	www.gosbecks.co.uk
School Group Size	2 NOR 305
Salary Range	£61,314 - £69,198 (L16-L21)
Start Date	1st September 2021

Selection Arrangements - The Process

Thank you for your interest in the Gosbecks 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.

Links to further details about the school and surrounding area may be viewed [here](#).

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 a medical self-declaration, SD2 criminal convictions form and a childcare disqualification form which will need to be completed and returned to this office.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 033301 39835 if you have any queries.

Closing date: Monday 1st March 2021 at Noon

Interview date: Wednesday 17th March 2021

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.





Gosbecks Primary School

**Owen Ward Close
Colchester
Essex
CO2
9DG**

01206575407

Dear Candidate,

When I walk through the doors of Gosbecks Primary School, I'm struck by an immediate sense of something special – that feeling of a vibrant and stimulating environment that inspires pupils to be the best they can be. It is this ethos which is part of the DNA of our amazing school, and was recognised by Ofsted at our last inspection in 2018 when they awarded us a 'good' rating. In particular, they highlighted the school had instigated significant changes that had delivered a substantial impact in raising achievements for all groups of children.

Schools have faced significant challenges over the past few months. At Gosbecks these unprecedented times have been met with resilience and perseverance from our strong team of staff to support our families and the school community, furthermore modelling and instilling such qualities in our children.

We are an inclusive School and children join us from a diverse range of backgrounds and cultures who have a desire to learn. We support all children to be the best they can be through a creative curriculum which fosters confidence in reading, writing and mathematics. We believe pupil and staff wellbeing is vital for enabling learning and this will remain the foundations for all stakeholders in the new academic year.

We have a highly effective and committed board of governors who are keen to appoint a Headteacher who can build on the teaching and learning successes and balance that with strong financial acumen to support the wider development of the School.

If you want to help us ensure that every child reaches their potential to be the best they can be, then we would love to meet you. Please contact the school office to arrange a video call with myself or our current Executive Headteacher. I would also encourage you explore the pictures and videos on our website as a window into our school community.

Thank you for your interest in our school. I look forward to hearing from you soon.

Jenna Hopkins

Chair of Governors

Gosbecks Primary School

Headteacher 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 the School.

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

- lead, develop and support the direction, vision, values and priorities of the School
- develop, implement and evaluate the School's 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.

Principal Accountabilities:

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.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.

2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the School's vision of '*be the best you can be*', ably translating local and national policy into the School's context.
6. Communicate compellingly the School's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish 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.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.
7. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Systems and Process

1. Ensure that the School's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide 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.

3. Establish 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.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led short and long term financial planning and management to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
7. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
8. Consult and communicate with the governing body, staff, pupils, parents and carers.
9. Lead and manage / be responsible for safeguarding and promoting the welfare of children.

The Self-Improving School System

1. Create outward-facing schools which collaborate with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
7. Participate in arrangements for their own further training and professional development and appraisal and review of own performance.

Person Specification – Gosbecks Primary School

Requirement	Essential	Desirable
Qualification	<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
Experience	<ul style="list-style-type: none"> • Experience across the primary age range • 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 in foundation stage • Experience of effective liaison with external agencies
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 • Ability to enthusiastically lead the school's ethos of 'Be the best you can be' • Experience of school improvement planning and subsequent budget planning • Understanding of the strategic role of the Governing Body and ability to work effectively with Governors • Ability to delegate, monitor and evaluate information • Evidence of good working relationships with staff, parents and the wider school community 	<ul style="list-style-type: none"> • Experience of project management and dealing with finance and premises issues

	<ul style="list-style-type: none"> • Ability to create and maintain close working relationships with neighbouring schools • 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 and Responsibilities 	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and implementation 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
Personal Qualities	<ul style="list-style-type: none"> • Strong interpersonal and communication skills 	

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Adaptable and flexible approach• Desire to promote respect between children, staff, parents and governors• A well-organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines• Ability to recognise and utilise staff strengths• Ability to build, support, motivate and work as part of a high performing team• Ability to inspire children to be the best they can be | |
|--|---|--|



Recruitment and Selection Policy Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school 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. This School recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The School is committed to ensuring that the recruitment and selection of all who work within the School 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. The School will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The School 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 intended role.
4. The School will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The School will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure.
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS (unless properly exempted)
 - the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

*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. The School will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. The School will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.
7. The School requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the School, in writing of the offence and penalty.
8. All posts within the School 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, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted 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. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School 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 the School's Recruitment Procedure is available from the school upon request.

