



Headteacher Candidate Pack

Choose to shine

Respect, resilience, belief, confidence and trust.

Willow Brook Primary School and Nursery
Barnardiston Road
Colchester
Essex
CO4 0DT

Contact: Mrs S Brown (Primary Director of Education for Essex)
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Dear Potential applicant,

The local Governing body of Willow Brook Primary School and Nursery is excited at the prospect of being involved in the appointment of a new headteacher and welcomes the opportunity to continue to work in a successful and genuine professional partnership with the chosen candidate.

As with all schools, we have had a tough two years. Our school is at the centre of the community it serves, being the first port of call for many families. We want our new headteacher to be passionate, committed and open to enable this to continue.

Our new headteacher will have high expectations of achievement and standards for pupils and staff will be clearly articulated for all. He/she/they will be able to instil confidence in our pupils to believe in themselves so that they become resilient learners.

It is essential that the new headteacher knows well and understands the school and the community it serves whilst making the best use of all contributing stakeholders and embracing the support and challenge the school receives from TKAT. Our own unique identity should be retained in a climate of centralisation and standardisation from the Government and the Trust.

Our pupils have a good idea of the headteacher they would like (quote):

- Treats all children equally
- Not too strict and scary
- Nice and friendly
- Knows how to create a calm working environment in the school
- Deals with problems and takes things seriously
- Has a positive attitude all of the time

Governors look forward to sharing the responsibility of supporting, testing and monitoring the future successes and challenges of the school with the new headteacher, senior leadership team and the TKAT team.

We will be there for you!

Yours sincerely,

Helen Todd

Chair of Governors

On behalf of the local Governing body.

THE SCHOOL CONTEXT

Colchester is a large city and interestingly, Britain's First City and the former capital of Roman Britain and was awarded modern city status in 2022 as part of the Queen's Platinum Jubilee celebrations.

Colchester's rich history dates back over 2000 years and the city centre is ripe for exploring, with important heritage to be found around every corner. 21st Century Colchester is also a thriving, modern destination with first class visitor attractions, and cultural sites, as well as fantastic places to eat, drink and shop.

Willow Brook Primary School and Nursery is situated in a residential area and there are a number of amenities within a short walk or drive.

Willow Brook Primary School and Nursery

Our school is a happy and welcoming school. We care deeply for our children and their welfare and progress. Ofsted, in their 2017 inspection stated that the 'trust provides strategic support and has made great improvements to the school buildings and grounds. Pupils' behaviour is good. Provision for pupils' safety, personal development and welfare is also good and pupils feel safe and well cared for. The school's work to support pupils' spiritual, moral, social and cultural development is highly effective. Pupils have a clear understanding of their responsibilities as citizens of modern Britain. Parents have confidence in the work of the school and are appreciative and supportive of the work that all staff do to help their children thrive'.

Currently we have approximately 180 children on roll, in 7 classes. The pupils, both boys and girls, range from ages 4-11. We are a one form entry school with a wonderful nursery where we take 3 year olds and above.

We have a new, carefully planned, broad curriculum which is well resourced and planned for teachers to use so that they focus on provision for all pupils. Our Governing Body is active, supportive, experienced and committed to ensuring the school achieves its aims.

Further information about our school may be found on our website at:

<https://www.willow-brook-pri.essex.sch.uk/>



OUR VISION AND VALUES

Our vision is: Choose to shine

Our school values are:

- Respect
- Resilience
- Belief
- confidence
- Trust



We aim to:

- develop each child intellectually, physically, socially and emotionally through a broad and balanced curriculum
- teach the children to become self-disciplined and independent learners
- foster attitudes of respect and understanding for others of different abilities, cultures and beliefs
- provide a stable, stimulating environment where children feel happy, secure and enthusiastic about learning
- be a caring and sensitive school forging links with home and the wider community, whilst preparing each child to become a responsible citizen
- promote racial equality, good race relations and eliminate unlawful racial discrimination

Our school rules:

Our school rules relate to and are underpinned by our core values of:

- Resilience
- Respect
- Confidence
- Belief
- Trust

Willow Brook Primary School and Nursery is a school which:

- Ensures every child receives a well-rounded education, develops a lifelong love of learning and achieves their best
- Is a great place to work for all of our staff
- Make sure everyone is safe and cared for at school.



SCHOOL STATISTICS

	School
Number on roll in September 2022	180
Percentage of children receiving a pupil premium (FSM6; LAC; Service)	39%
Percentage of children with English as an additional language	23%
Percentage of children with Special Educational Needs	23%
Percentage of children with an Education and Health Care Plan	2%
Percentage of children from military families	0%
Percentage mobility	37%

Staffing Structure (not all full time)

Headteacher	1
Deputy Head Teacher	2
Other Senior Leaders	1
Teachers	9
Teaching Assistants	10
Office Staff	3
Midday Supervisors	5
Site Manager	1
Cleaners	3
Catering Staff (not employed directly by school)	3



Financial position

The school is in a secure financial position and does not have a deficit budget.

OUR NEW HEADTEACHER

The governors, staff, parents and children of Willow Brook Primary School and Nursery wish to appoint a headteacher who:

- is warm, dynamic, enthusiastic, inspiring and approachable
- is full of drive and ambition for the success of the pupils and the wider school
- is a confident but reflective leader who leads by example
- has the passion and experience to engage and empower the staff.
- will encourage, support and challenge staff to improve teaching and learning throughout the school
- has excellent interpersonal, communication, organisational and management skills
- will foster a strong team spirit
- is a creative thinker who seeks innovative solutions
- holds a strong personal vision for the school which goes beyond just government directives
- cares deeply about children and has a real desire for well-rounded pupils
- engages with the surrounding community, bringing the outside world into school, and takes the school out into the world
- has a desire for challenge, change and shaping a sustained future

We are proud to offer you:

- the opportunity to further develop your leadership skills and experience in a supportive and productive partnership
- enthusiastic children
- a caring, dedicated and talented staff team
- a strong, dedicated and supportive governing body
- a great network of TKAT schools and CPD
- a supportive Primary director



HEADTEACHER (Primary) - JOB DESCRIPTION <u>Willow Brook Primary School and Nursery</u>	
ACCOUNTABLE TO	The TKAT Primary Director of Education, and the governing body of the School.
SCALE	TKAT Pay-scale Salary / salary range L8-L14 (£50,892-58,994)
JOB PURPOSE	The Headteacher will be responsible for the leadership, organisation, management and control of the School whilst working in partnership with key providers. You will be expected to promote and safeguard the welfare of the pupils for whom the School and governing body are responsible and those with whom they come into contact; to ensure a high-quality education for pupils and high standards of achievement. Headteachers are required to carry out the duties set out in Part 9 of the School Teacher's Pay and Conditions Document.
Key Area	Roles/Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> ● Shaping the future: work with the governing body, the Trust and staff to develop the shared vision and strategic plan, which should serve to inspire and motivate pupils and all other members of the School community. ● Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, and members of the local community. ● Leading teaching and learning: create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning. ● Ensure that all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other ● Managing the organisation: manage the School to maximise the potential of each and every child by cultivating an efficient, effective and safe learning environment. ● Strengthening community ties: to continue to engage with the wider community, to develop and create opportunities for the School. ● Budget management: manage the school budget to maximise the benefit for the pupils and safeguard the future of the School. ● Planning and policy: be the strategic lead on developing the vision, values and priorities of the School. Develop, implement and evaluate the School's policies, practices and procedures. ● Executive: lead and manage teaching and learning. Promote the safety and wellbeing of pupils and staff. Manage staff, including appointments and resources. Lead the Performance Management of all staff. Work with the school Business Manager to prepare School budgets for governing body approval and subsequently manage spending accordingly. ● The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils. <p>Advisory: maintain a good knowledge and understanding of educational developments and advise the governing body as appropriate.</p>
Core competencies	<ul style="list-style-type: none"> ● Clarity of purpose: understand the ethos of the School and use that understanding to develop a clear vision for improvement. ● Developing others and teamwork: create a learning environment which develops the skills, knowledge and opportunities for staff. <p>Influencing others: build effective relationships with pupils, colleagues, parents and governors so that all stakeholders work collaboratively to achieve the shared vision for the School.</p>
Review of job description	<ul style="list-style-type: none"> ● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.

<u>Headteacher Person Specification</u>		
	Essential	Desirable
Professional qualifications	<ul style="list-style-type: none"> ● Is an experienced teacher with qualified teacher status ● Experience of senior leadership in a school with primary age range ● Evidence of relevant CPD 	<ul style="list-style-type: none"> ● NPQH ● Experience of year R, KS1 and KS2
Shaping the future	<ul style="list-style-type: none"> ● Has a clear philosophy for the education of primary age children ● Possesses leadership and management skills and the personal qualities to build strong relationships with all stakeholders ● Inspires confidence and trust, is approachable, shows integrity and care for others <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Thinking strategically ● Leading and bringing about effective School improvement ● Implanting and managing change 	<ul style="list-style-type: none"> ● Experience of building and communicating a coherent, compelling vision
Leading teaching and learning	<ul style="list-style-type: none"> ● Committed to achieving aspirational goals and targets ● Celebrates the successes of pupils and staff regularly, both as individuals and as teams <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Focusing on pupil's achievement using data and benchmarking to monitor progress for every child ● Monitoring, evaluating and improving teaching and learning 	<ul style="list-style-type: none"> ● Experience of challenging and re-focusing underperformance ● Experience of developing and using pedagogical models
Managing the organisation	<ul style="list-style-type: none"> ● Understands the principles of change and the process of managing it effectively ● Empowers others and creates leadership opportunities ● Can communicate well and explain ideas clearly ● Prepared to ask for advice and support where necessary ● Able to set up an appropriate work/life balance and to model it to staff <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Staff development and appraisal, including effective coaching ● Recruiting and deploying staff appropriately ● Whole school financial planning and management 	<ul style="list-style-type: none"> ● Being a school governor ● Experience of presenting aspects of school performance to stakeholders
Strengthening the community	<ul style="list-style-type: none"> ● Able to articulate core values of the School within the community <p>Can demonstrate experience of:</p> <ul style="list-style-type: none"> ● Working effectively with parents ● Building effective relationships with the community and other schools 	

THE APPOINTMENT PROCESS

The vacancy is for a headteacher working 5 days a week. The start date is January 2023 or April 2023.

The salary will be L8-L14 on the leadership pay spine (£50,892 - £58,994) and will be determined according to the skills and experience of the successful candidate.

Visits

You are most welcome to visit the school as part of your consideration and in advance of submitting an application. Please note that all visits will be informal and will not be part of the selection process, and will have no bearing at all in our short listing, interview, selection and recruitment processes.

Please contact our school Office on admin@willow-brook-pri.essex.sch.uk if you would like to arrange a visit.

Timeline

Deadline for applications: Wednesday 14th September 2022 midday

Shortlisted candidates notified: By Monday 19th September 2022

Interview day: 28th September 2022

Shortlisted candidates will be informed of what they need to prepare for the interview. Unsuccessful candidates will be notified by letter.

Applications

Please apply using the application form. CVs are not acceptable. With your application form, please include a letter of application to tell us about you and why you are suitably experienced for this post. Please write to the paragraph headings of the person specification, ensuring that your application makes it clear how you meet the person specification. Your letter should be no more than two sides of A4.

Safeguarding

Our school has an equal opportunities policy for selection and recruitment in accordance with our safeguarding policy. The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Application forms should be returned to xxxxxx by Wednesday 14th September at midday.

Thank you again for your interest in this position.

We look forward to receiving your application.