

# Heathlands Church of England Primary School



Helping Everyone Shine Their Light

## Appointment of Headteacher

Information for Candidates



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**TRUST**

**RESPECT**

**ENJOYMENT**

**COURAGE**

**KINDNESS**

## Appointment of Headteacher

<b>School</b>	<b>Heathlands Church of England Primary School</b>
<b>Telephone</b>	<b>01206 240288</b>
<b>Website</b>	<b>www.heathlands.essex.sch.uk</b>
<b>School Group Size</b>	<b>Group 3 NOR 416</b>
<b>Salary Range</b>	<b>L18-24 £71,729 to £83,081</b>
<b>Start Date</b>	<b>September 2024 or January 2025</b>

### Selection Arrangements - The Process

Thank you for your interest in the post of Headteacher at Heathlands CofE Primary School.

Please apply for this post on-line, feedback from colleagues and candidates for other roles have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast. You can access the website from any device, 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 on-line the school's 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 on-line 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 need Occupational Health medical clearance which will be arranged by the school.

A childcare disqualification form and a SD2 criminal convictions will need to be completed and returned to us at the shortlisting stage and these forms will be provided.

In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited to identifying any issues which call into question the applicant's suitability to work with children and to verify employment history.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 03330130777 if you have any queries.

**Closing date:** Wednesday 08 May 2024  
**Shortlisting date:** Friday 10 May 2024  
**Interview date:** Tuesday 21 May 2024

**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.





## Heathlands CofE Primary School

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New Church Road, West Bergholt, Colchester CO6 3JF  
Tel: 01206 240288 Email: [admin@heathlands.essex.sch.uk](mailto:admin@heathlands.essex.sch.uk)  
Headteacher: Mr. Joseph Fielder

April 2024

Dear Prospective Candidate,

Thank you for taking an interest in the post of Headteacher of Heathlands Church of England Voluntary Controlled Primary School. Our current Headteacher will be leaving us to take on a headship closer to family after an exciting 3 years with us. In which time we have benefitted from the launch of our new Christian vision '*Helping Everyone Shine Their Light*' and the embedding of our core values: Trust, Respect, Enjoyment, Courage and Kindness. We are looking for a leader who will take pride in building upon the fantastic foundation that has been cultivated and take us from Good to Outstanding, whilst fulfilling our vision for each and every one of our children.

We are extremely proud of our achievements, with attainment of our pupils being consistently above both Essex and National averages, along with outstanding Early Years provision. Our children are 'visible learners' and are able to recognise the deepening of their own understanding using the SOLO Taxonomy model. As a result, our pupils are enthusiastic and committed to their learning, benefitting from a rich and diverse curriculum. This is delivered by skilled and passionate teaching staff, including specialist teachers in Physical Education, French and Music alongside a dedicated team of wider staff. We value enrichment opportunities so that our children's school experiences go beyond the classroom, on both a local and global scale.

At Heathlands we recognise the fundamental importance of building strong relationships and creating a safe and welcoming environment so that our children can thrive. This is underpinned by our code of conduct '*Be Safe, Be Kind, Be Respectful*', and as a result the behaviour and attitudes within our school are excellent. We are inclusive and carefully consider the diverse needs of our children and have an experienced team targeting support where it is needed most.

We benefit from being a part of a local school 'quad' and wider consortium, where Headteachers regularly come together to share knowledge and give support. We are also fortunate to be located within a lively village community with which we have strong ties via our local church and child-care providers. We have an incredibly active Parent Teachers Association and helpful team of parent volunteers who go extra lengths to support us in our vision. The Governing Board works collaboratively with the Headteacher and leadership team to ensure ongoing progress, support and challenge. We welcome you to take a look at our website [heathlands.essex.sch.uk](http://heathlands.essex.sch.uk) for more information.

We are seeking a dynamic leader with proven strategic leadership and management experience, who is able to skilfully adapt to the challenges we know come with running a school in the current climate. If this is you, we would be delighted to receive your application.

Best wishes,

Carlene Thompson, Chair of Governors

# Heathlands CofE Primary School Headteacher Job Description

## Job details

**Salary: L18-24 £71,729 to £83,081**

**Contract type:** Full-time, permanent

**Reporting to:** Board of governors

**Responsible for:** Deputy Headteacher, Assistant Headteachers, School Business Manager

## 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 board (including its annual budget) and the instrument and articles of governance of the school.

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

- lead, develop and support the Christian vision, values, direction 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 a Headteacher 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, Keeping Children Safe in Education (KCSiE), 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
- Assigning a designated professional lead for safeguarding
- Operate safer 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

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community
- Lead by example – with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

### Pupils and Staff

- 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
- 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 to pupils' well-being
- 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
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Hold all staff to account for their professional conduct and practice
- 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

- 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
- 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



- 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
- 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
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- 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
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers
- Consult and communicate with the governing board, staff, pupils, parents and carers
- Lead and manage / be responsible for safeguarding and promoting the welfare of children

#### The self-improving school system

- Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- 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
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- 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
- Participate in arrangements for their own further training and professional development and appraisal and review of own performance.





## Heathlands Primary School

### Person Specification

Criteria	Essential or Desirable	Application Form	Interview	Reference
<b>Qualifications and knowledge</b>				
QTS	E	✓		
Degree or equivalent	E	✓		
Evidence of further professional development suitable for the role e.g. NPQH or Masters Degree	D	✓		
Commitment to knowledge and/or understanding of working with EYFS, KS1 and KS2 pupils	E	✓	✓	✓
An up to date knowledge of National Policy, Curriculum developments and Statutory frameworks	E	✓	✓	✓
<b>Professional Development</b>				
Evidence of appropriate professional development for the role of headteacher	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Has successfully undertaken appropriate child protection training/designated safeguarding lead training	E	✓		
Has successfully undertaken approved safer recruitment training	E	✓		
<b>Whole school leadership and management experience</b>				
Recent successful leadership as a highly successful head, deputy or school improvement lead	E	✓	✓	✓
Has taken an active involvement in school self-evaluation and development planning	E	✓	✓	
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	E	✓	✓	
Evidence of excellent communication and dialogue with school stakeholders	E	✓	✓	
Has experience of interpreting whole school data sets and putting the systems in place to gain improvements	E	✓	✓	
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil achievement	E	✓	✓	
Has had responsibility for whole school policy development and implementation	E	✓	✓	
Experience working with stakeholders including governors and school improvement partners, with a genuine willingness to be open to feedback	E	✓	✓	
Absolute commitment to safeguarding	E		✓	✓

Evidence of commitment to promoting health and safety and the welfare of children	E		✓	✓
<b>Leadership skills</b>				
Clear vision for the future with the energy and ability to implement	E		✓	
Proven record of inspiring, enabling and motivating others to succeed	E	✓	✓	✓
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	✓	✓	✓
Excellent written and verbal communication skills and experience of different media outlets, including social media for professional use	E	✓	✓	✓
Ability to build effective relationships with staff, parents, governors and other stakeholders	E	✓	✓	✓
Ability to demonstrate use of research to inform whole school CPD and develop best practice	D	✓	✓	✓
Able to demonstrate what a self-improving school would look like	D	✓	✓	✓
Has a clear understanding of what constitutes outstanding learning and how it can be achieved	E		✓	✓
Knowledge of the wider curriculum beyond the school and the opportunities it provides for pupils and the school community	D	✓	✓	
<b>Personal Qualities</b>				
A passion for putting continuous improvement and pupil outcomes at the core of leadership and management, together with the drive and ability to make pupils' school experiences fun and rewarding	E	✓	✓	✓
Leads by example with integrity and has excellent organisational and interpersonal skills	E	✓	✓	✓
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community with a commitment to maintain the school's Christian ethos	E		✓	✓
Has a passion for delivering a rich and diverse curriculum for the benefit of all pupils	E	✓	✓	
Committed to inclusion and the provision for pupils with Special educational needs and disabilities (SEND)	E	✓	✓	
Demonstrates resilience and is able to manage own wellbeing, utilising available support and relationships when needed	E		✓	✓

Takes a relational approach to managing behaviour and attitudes of pupils	E		✓	✓
A people person who actively enjoys communication with the different stakeholders in the school community (including listening to and inspiring children, staff, parents and the wider community)	E		✓	✓
Understands own style, emotions, strengths/ weaknesses and how these will affect self and others	E	✓	✓	
Natural networker able to engage effectively within the school and the wider community	E		✓	✓
Flexible leadership style, being 'hands on' when required, balanced with knowing when to delegate	E	✓	✓	✓
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E		✓	✓





## Heathlands CofE Primary School

New Church Road, West Bergholt, Colchester CO6 3JF  
Tel: 01206 240288 Email: [admin@heathlands.essex.sch.uk](mailto:admin@heathlands.essex.sch.uk)  
Headteacher: Mr. Joseph Fielder

### Pupil and Staff Voice

The pupils of Heathlands are keen for their new Headteacher to have these qualities:

- Be kind and follow our core values
- Have a good sense of humour
- Be someone who treats everyone fairly
- Enjoy sport

The staff of Heathlands would like their new Headteacher to:

- Be a strong leader with integrity and a commitment to our ethos, in order to drive the school forward, whilst respecting its history
- Be a kind, compassionate and honest people person, who communicates well and is a team-player
- Be professional and confident in their ability to tackle challenging situations
- Put the children first, valuing all the pupils, including those with SEND





## **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 considering 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 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.

