

# Moreton Church of England Primary School

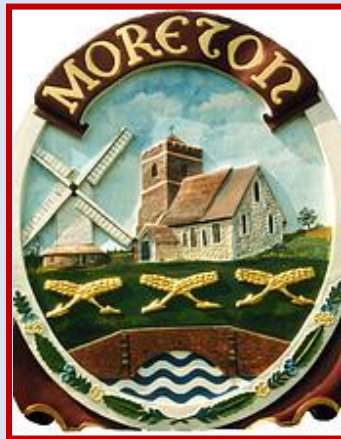


## Appointment of Headteacher

Information for Candidates

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## Appointment of Headteacher

<b>School</b>	<b>Moreton Church of England Primary School</b>
<b>Telephone</b>	<b>01277 890255</b>
<b>Website</b>	<b><a href="http://www.moretonceprimaryschool.co.uk">www.moretonceprimaryschool.co.uk</a></b>
<b>School Group Size</b>	<b>Group 2 NOR 188</b>
<b>Salary Range</b>	<b>£51,040 - £59,040</b>
<b>Start Date</b>	<b>01 September 2019</b>

### Selection Arrangements - The Process

Thank you for your interest in the Moreton Church of England 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.

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.
- A self-disclosure form (SD2) is attached to the online advertisement for this vacancy; please complete it using Adobe Reader (available to download free of charge at <http://get.adobe.com/uk/reader/>).

To complete the form, please read the notes of guidance on page two and type your responses in the blue boxes on page one. All fields are compulsory; if you have no convictions, cautions or pending prosecutions, please enter 'None' in the appropriate boxes. The *Name*, *Signature*, *Date* and *Post applied for* fields must all be completed in full; it is not possible to upload an electronic signature to this version of the form so please type your name into the *Signature* box.

Once you have completed the form, save and submit it as an attachment to your online application form.

Prior to appointment, the successful candidate will be sent an occupational health questionnaire which they will need to complete and return to this office.

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

**Closing date: Monday 11 February 2019 midday**

**Interview date: Monday 04 March 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.**

### **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.

## Letter from Chair of Governors

January 2019

Dear Prospective Applicant

Thank you for your enquiry about the post of Headteacher at our welcoming school. Our whole school community is proud and passionate about Moreton and we invite you to come and visit us to see what we can offer.

We believe in giving children the best possible start for later life and in valuing them as individuals. We encourage pupils to become independent and we provide a range of opportunities for their wider development, alongside the academic curriculum. Our strong links with the Church and our Christian ethos are important to us and play a major role in school life.

We were pleased that Ofsted judged us to be 'Good' at our November 2017 inspection, recognising the hard work and dedication of all our staff, and we believe that there are still opportunities for our new Headteacher to continue to drive improvement. We benefit from astute financial management and we are committed to continued investment in the ongoing development of the school to support our aspiration for Excellence in a Christian Learning Environment.

Following our current Headteachers intention to retire at the end of this school year we want to appoint an ambitious and dynamic leader who is able to see clearly how the school can continue to improve whilst valuing and maintaining the excellent standards that are already in place.

Our new Headteacher will have excellent communication, interpersonal and collaborative skills, building strong relationships with the whole school community and continuing to strengthen our good links with other local schools, as well as leading and motivating our dedicated and talented team effectively.

As a Board, we value a strong and effective partnership with our Headteacher and we are committed to fulfilling our role whilst also enabling you to fulfil yours. We recognise that this may be a first Headship for you and that additional support might be appropriate, along with relevant professional development, to enable you to fully meet our demanding Person Specification. We will also play our part in helping you to achieve an appropriate work/life balance whilst giving you the freedom to express your own ambitions for our school.

We hope you will visit us to experience Moreton first-hand - one of my colleague governors or I will be delighted to show you round.

Our office manager, Lynn Carpenter, is co-ordinating visits and can be contacted on:

[Admin@moreton.essex.sch.uk](mailto:Admin@moreton.essex.sch.uk)

Thank you for your interest in our school and we look forward to receiving your application.

Yours faithfully

*Daniel Green*

Chair of the Board of Governors



## MORETON CHURCH of ENGLAND PRIMARY SCHOOL

*We are kind  
We are gentle  
We are polite  
We listen to each other  
We are honest  
We work hard  
We look after God's world*

### HEAD TEACHER JOB DESCRIPTION

#### PURPOSE OF THE POST

To provide professional vision and leadership for the school which secures its on-going success and continued improvement, ensuring high quality education for all its pupils.  
To create an atmosphere that embodies the school values, to provide a structure where pupils feel valued and where staff have high expectations of them to achieve.

#### KEY RESPONSIBILITIES - LEADERSHIP

- Create a positive, supportive working environment for both staff and pupils which reflect the school's Christian values.
- Be responsible for formulating the overall aims and objective of the school and its policies for implementation
- Provide strategic direction and development of the school by providing educational vision and direction to secure the strong and passionate commitment of staff, parents/carers and pupils
- Be responsible for the internal organisation, management and control of the school.
- Ensure all aspects of school performance are monitored and evaluated in a robust and cyclical manner maintaining records of self-evaluation and areas for improvement and of progress made in respect of these.
- Devise and control the annual school budget.
- Ensure continued maintenance of the school environment including grounds, buildings, furniture, equipment and learning materials.
- Advise and assist the school governing body to formulate a strategic management plan for the school and to secure its implementation with the collective support of the school staff.
- Attend governing body meetings, reporting to them as required in the role of Head Teacher and provide support and assistance in the exercise of the Governing Body's functions.

#### KEY RESPONSIBILITIES- STAFF

- Demonstrate enthusiasm for learning and a proven ability to communicate that enthusiasm to staff.
- Evaluate the standards of teaching and learning in the school, ensuring that standards of professional performance are maintained and improved.

- Ensure that staff are kept up to date of current educational developments through an on-going programme of continuous professional development.
- Lead support, motivate, challenge, develop staff to sustain continuous improvement.
- Lead the selection and appointment of all staff (teaching and non-teaching) at the school.
- Deploy and manage all staff within the school and allocating particular duties to them.
- Ensure that all staff are communicated with effectively, receiving the information they need in order to carry out their duties effectively.
- Ensure all staff have regular performance reviews, annual appraisals with effective feedback and follow up.
- Challenge underperformance at all levels where required and put in place mechanisms to effectively resolve.

#### KEY RESPONSIBILITIES - CURRICULUM

- Demonstrate an excellent understanding of current educational thinking and adopt a proactive and innovative approach towards future developments in the EYFS, Key Stage 1 and Key Stage 2 curriculum implementing a broad and balanced curriculum which is relevant to the needs, experience, interests, aptitudes and stage of development of the pupils.
- Ensure the curriculum is reviewed, evaluated and updated, taking into account local and national initiatives, policies and statutes. Working with staff, governors, LA, Diocese Board of Education (DBE) to keep informed and consulted on any proposed changes.
- Ensure that the statutory assessment requirements of the National Curriculum are carried out.

#### KEY RESPONSIBILITIES - PUPILS

- To ensure that pupils receive high quality education, designed to promote enjoyment, enthusiasm in learning, leading to the pursuit of excellence.
- To promote equality of opportunity and inclusion for all pupils, including those who are vulnerable, through the school's policies, procedure and practices.
- Ensure the health and wellbeing of pupils is maintained through a nurturing environment.
- Ensure that safeguarding standards and protocols are met.
- Responsible for ensuring that the progress of each pupil is monitored and recorded.
- To ensure that high standards of behaviour are maintained and evident throughout the school and when pupils are engaged on school activities elsewhere.

#### KEY RESPONSIBILITIES – OTHER SCHOOL STAKEHOLDERS

- Create and maintain an effective partnership with parents /carers to support and improve pupil's achievement and personal development.
- Ensure that parents/carers are given regular information about the school curriculum, progress of their children, and other school activities using a wide range of communication methods.



- Ensure that parents have regular information providing key information on the school and its progress. Encourage use of the school web site so that parents are able to use this to enhance their knowledge and understanding of the school and key areas of progress.
- Responsible for ensuring that the school is promoted in a positive light with the local community and beyond.
- Work in close partnership with our local Parish Church and other Christian organisations placing Christian values at the centre of our pupil's experience.





## Personal Specification- Head Teacher Moreton C of E School

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

Requirement	Essential	Desirable
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li> <li>▪ Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li> <li>▪ Commitment to inclusion and equality of access to educational provision for all children</li> <li>▪ An understanding of consistent approaches to behaviour management</li> <li>▪ Clear understanding of what is effective teaching and learning</li> <li>▪ A high regard for the personal achievement of each child</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovative and creative approach to teaching and learning</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Adaptable and flexible approach</li> <li>▪ Desire to promote respect between children, staff, parents and governors</li> <li>▪ A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>▪ Ability to recognise and utilise staff strengths</li> <li>▪ Ability to build, support, motivate and work as part of a high performing team</li> <li>▪ Ability to inspire children</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## 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.

