



Brightlingsea Primary School and Nursery Headteacher Recruitment Pack



Essex County Council

Appointment of Headteacher

School	Brightlingsea Primary School and Nursery
School Telephone	01206 302719
Website	www.brightlingsea.essex.sch.uk/
Group Size	5
Salary Range	£62,426-£84,976
Start Date	1st September 2020

Selection Arrangements

The Process

Thank you for your interest in the Brightlingsea Primary School and Nursery Head Teacher 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 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 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.

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- 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 an Occupational Health medical self-assessment form, a childcare disqualification form and an SD2 criminal convictions form which they will need to complete and return to this office.

We look forward to receiving your application; please do not hesitate to contact
on 03330139835 if you have any queries.

Closing date: Monday 30th March at Noon

Shortlisting Tuesday 31st March 2020

Interview date: Wednesday 22nd April 2020

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 Head Teachers or Acting Head Teachers 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 Head Teachers or Acting Head Teachers 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 Head Teachers and others currently employed in any school or academy, are required to provide:

- One reference from their current head teacher
- One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.



Brightlingsea Primary School and Nursery

Eastern Road Brightlingsea

Colchester

Essex CO7 OHU

Telephone 01206 302719



Email: abbie.fairbairn@brightlingsea.essex.sch.uk

Dear Candidate,

Thank you for your interest in the position of Head Teacher at Brightlingsea Primary School and Nursery. The Governors and school community are looking for a leader with the skills, enthusiasm and vision to secure the best learning outcomes for all our children and create a caring and nurturing professional environment for all in the school community.

Our school lies at the heart of Brightlingsea and is an important part of our community. As a recently amalgamated primary school we are excited to continue our journey in developing a cohesive educational experience for learners aged 2 to 11. We are looking for a leader with flair who will be able to provide a clear and transformative vision for our school.

We encourage all prospective candidates to visit our school, as we believe this is the best advertisement possible. Please contact the governors via marsha.robinson48@brightlingsea.essex.sch.uk to arrange a suitable time and to ask any additional questions. I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Aje Fairbairn', with a long horizontal flourish extending to the right.

AJE FAIRBAIRN

Chair of Governors

Brightlingsea Primary School and Nursery

Job Description - Headteacher

Role:	Head Teacher:	Job Category:	Leadership:
Location:	Brightlingsea Primary School and Nursery Brightlingsea	Travel Required:	As necessary
Level Salary Range:	Leadership range TBC by individual	Position Type:	Full-time
Core Competencies:	See person specification	Additional Contractual requirements:	See School Teacher's Pay and Conditions Document and 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

This 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.

Principle 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 (see separate Job Description)
- 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, 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 financial planning 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

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • NPQH or alternative suitable academic and professional qualifications.
Experience	<ul style="list-style-type: none"> • Teaching experience across the primary age range • Proven record of successful and innovative classroom teaching • Proven record of successful experience of school leadership • Ability to analyse and monitor performance data effectively and use this to inform the school's development • Excellent ICT skills and up to date IT knowledge 	<ul style="list-style-type: none"> • Experience in foundation stage • Experience of nursery provision for 2 and 3 year olds • Liaison with external agencies and bodies • Effective IT skills • Experience of promoting the school through social media and content of school website
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills • A clear vision of continuing and maintaining excellence in primary education • A proven ability to raise educational standards and a commitment to high standards of achievement • Experience of sharing good practice and coaching teaching staff to maximise the quality of teaching and learning throughout the school • Understanding of school improvement planning and subsequent budget planning • Understanding of the strategic role of the Governing Body and ability to work very effectively with Governors • Ability to strategically share leadership responsibility • Effectively monitor and evaluate information • Ability to maintain and promote working relationships with parents and the wider school community • 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 	<ul style="list-style-type: none"> • Experience of school amalgamation/expansion – manage and implement change • Experience of project management and dealing with finance and premises issues • Knowledge and understanding of Health and Safety Regulations, to enable effective work with Facilities Management team. • Experience of collaborative leadership and knowledge sharing with other schools in the vicinity. • Ability to share strengths and expertise in/outside of school • Experience leading of change management. • Experience of role as DSL

Requirement	Essential	Desirable
	up to date knowledge of Child Protection procedures	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • 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 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 personal learning and development
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills at all levels • 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 • Ability to offer challenge where appropriate to achieve objectives 	<ul style="list-style-type: none"> • To ensure that the school maintains a positive relationship with parents in order to facilitate home/schoolworking in the best interests of our pupils



Brightlingsea Primary School and Nursery

Job Description - Designated Safeguarding Lead

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of role:

- To take lead responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise. Liaise closely with
- To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- To be available for staff to discuss any safeguarding concerns.

Main Duties and Responsibilities

MANAGING REFERRALS

To take lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the School to children's social care
- Supporting staff who make referrals to local authority children's social care
- Referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member)
- Taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern
- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child
- Making referrals to the police where a crime may have been committed which involves a child

Deputy DSL – to liaise with the Head in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.

To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies

RAISING AWARENESS

- Ensure the School's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this
- Ensure the child protection policy is available publicly
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this
- Maintain links with Hertfordshire Local Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding; and
- Where children leave the School ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

PREVENTING RADICALISATION

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty
- Co-ordinating Prevent Duty procedures in the School
- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training
- Undergoing appropriate training on the Channel programme
- Assessing the training needs of all School staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers
- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training
- Monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty
- Liaising with the local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty

TRAINING

The DSL should receive appropriate child protection training every two years (and refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis) in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the School's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand and support the school with regard to the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures the School may put in place to protect them



Brightlingsea Primary School and Nursery

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, 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 setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of qualifications and 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 a section 128 direction 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 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

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 preferred candidates 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) prior to their offer of employment being confirmed. When making a recruitment decision we will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

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/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. 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 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 2018 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 e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and 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 or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. We process personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.



Thank you for your interest in becoming Headteacher of our school.