

# Doddinghurst Infant School



Wise owl says Laugh, Listen, Learn.

## Appointment of Headteacher

### Information for Candidates



Essex County Council



## Contents

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



## Appointment of Headteacher

<b>School</b>	<b>Doddinghurst Infant School</b>
<b>Telephone</b>	<b>01277 822721</b>
<b>Website</b>	<a href="http://www.doddinghurstinfantschool.co.uk">www.doddinghurstinfantschool.co.uk</a>
<b>School Group Size</b>	<b>Group 2 NOR 145</b>
<b>Salary Range</b>	<b>L11 - L17 £61,789 - £71,285 (Fringe)</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 Doddinghurst Infant School.

Please apply for this post on-line, as 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 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 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.

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

**Closing date: Tuesday 07 May (midday)**  
**Interview date: w/c 20 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.



# Doddinghurst Infant School

Wise Owl says. Laugh, Listen, Learn

Church Lane  
Brentwood  
Essex CM15 0NJ



Tel No: 01277 822721

E-mail: [admin@doddinghurst-inf.essex.sch.uk](mailto:admin@doddinghurst-inf.essex.sch.uk)

Website: [www.doddinghurstinfantschool.co.uk](http://www.doddinghurstinfantschool.co.uk)



24th April 2024

Welcome,

Our current Headteacher, after 25 years at the school and 10 years as Headteacher, is retiring and therefore we are advertising a vacancy for the post of Headteacher, to commence September 2024 or January 2025 (for the correct candidate). We welcome applications from serving Headteachers and experienced Deputy Headteachers.

The unique sense of community is very strong within the school and relationships are close-knit and constructive so children can achieve the best possible outcomes. The school has a clear purpose and the contribution of each and every adult is critical to the realisation of the school vision. As a result, we have a collaborative and supportive working environment. If you decide to apply to lead our school, you will be joining a committed team of staff who make it their business to excite and inspire our pupils, providing them with the very best opportunities to be successful.

The school is in a very strong position. We are located in the Brizes and Doddinghurst Ward, Brentwood, Essex. Doddinghurst Infant school is a two form entry school with 145 pupils on role at present.

## **Significant Groups**

- The percentage of pupils with SEND support is 13.8%, the percentage of children with an EHC Plan is 3.4%.
- 2.7% of pupils are learning English as an additional language
- 11.7% of pupils qualify for Pupil Premium

At the last OFSTED Inspection (November 2022) the school was judged to be 'Good' in all areas.

The KS1 Reading, Writing and Maths data is above national average. Combined attainment at Expected and Greater Depth exceeds national averages in Reading, Writing and Maths. Early Years data shows that 62% of the cohort achieved a Good Level of Development (GLD) in 2022-2023.

The school believes that education is an adventure for all, where we can celebrate our successes and rise to new challenges. It is essential that we enable every child at Doddinghurst Infant School to develop their skills, knowledge, and enthusiasm for learning together with their social, physical and emotional well-being.

I strongly encourage you to take the opportunity to come and visit the school prior to submitting an application. Visits are offered at the following times:

- Wednesday 1<sup>st</sup> May 2.00pm and 2.30pm
- Thursday 2<sup>nd</sup> May 2.00pm and 2.30pm

If you would like to arrange a visit, please contact Nikki Walker (School Business Manager) by email ([officemanager@doddinghurst-inf.essex.sch.uk](mailto:officemanager@doddinghurst-inf.essex.sch.uk)) or telephone (01277 822721) to make an appointment.

In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for the post, please do so at [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)

The deadline for applications is: Monday 6<sup>th</sup> May at midday.

Applicants who are shortlisted for interview will be contacted week beginning Monday 13th May 2024, with interviews taking place during the week beginning 20<sup>th</sup> May 2024

If you believe that you are the right candidate to lead our school into and through the next chapter in its exciting journey, I look forward to hearing from you.

Sian Farrelly  
Chair of Governors  
Doddinghurst Infant School



# Job Description Headteacher Doddinghurst Infant School

*The primary focus of the headteacher role is to deliver professional leadership and management, establishing a secure foundation for building upon the school's achievements to date. At Doddinghurst Infant school, we are looking for someone who will be a positive role model with the ability to motivate children, staff and families alike, inspiring all to reach their full potential. We believe that excellent relationships with our families are crucial to our success as a school. School staff including our pastoral team who have well forged links within the school community and we strongly value partnership working with parents. As a visible and approachable leader, committed to exceptional teaching and learning for all, you will become a key figure within our community.*

## **Key accountabilities of the role**

### **Provide Strategic Leadership**

The Headteacher will:

- Develop and articulate a clear vision and strategic direction for the school, ensuring alignment with educational best practices and community needs.
- Lead the implementation of effective policies, procedures, and practices that enhance the overall performance and reputation of the school.
- Foster a positive school culture that emphasises high standards, innovation, and continuous improvement.
- Inspire, motivate, and lead staff, creating a collaborative and empowering environment that supports professional development.
- Ensure the school continues to develop as a centre of excellence for inclusion and personal development

### **Financial Acumen**

The Headteacher will:

- Manage the school's budget effectively, demonstrating a keen understanding of financial challenges and the ability to make informed and strategic financial decisions.
- Innovate financial strategies that optimise resource allocation, ensuring the best outcomes for both the school and its students.
- Implement cost-effective measures without compromising educational quality, promoting efficiency and sustainability.
- Support the governing board and exercise strategic financial planning for equitable resource deployment.

### **Diversity, Inclusion and Community Commitment**

The Headteacher will:

- Cultivate an inclusive culture that embraces diversity and ensures equal opportunities for all students, staff and stakeholders.
- Develop and implement initiatives that address diversity-related challenges and promote equity throughout the school community.
- Actively engage with diverse communities, building partnerships and ensuring the school's practices align with inclusive principles.
- Ensure learning experiences are integrated with the wider community.
- Create and maintain an effective partnership with parents and carers and the wider community to support and improve pupils' achievement and personal development.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Cooperate with relevant agencies to protect children.



## **School Culture**

The Headteacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education.
- Demonstrate optimistic personal behaviour, positive relationships, and attitudes towards pupils, staff, parents, Governors, and the local community.
- Lead by example with integrity, creativity, resilience, and clarity, drawing on personal scholarship and expertise.
- Work with political and financial astuteness, translating policies into the school's context.
- 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.
- 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.

## **Teachers & Staff Development**

The Headteacher will:

- Set and expect ambitious standards, overcoming disadvantage, and advancing equality.
- Secure excellent teaching through analytical understanding and lead curriculum design.
- Maintain an educational culture for sharing best practice and pedagogy both within the school and beyond.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Identify emerging talents, coaching leaders, and ensuring clear succession planning.
- Hold all staff accountable for professional conduct and practice.

## **School Systems and Processes**

The Headteacher will:

- 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.
- Establish rigorous systems for managing staff performance, addressing under- performance, and valuing excellent practice.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- 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.
- Ensure our school is outward-facing and works with other schools and organisations to secure excellent achievements for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, using research to inform improvement.

# Person Specification



The Head Teacher of Doddington Infant School will need the specific knowledge, skills, attributes, aptitudes, experience, training and qualifications to carry out the main functions of the role, as set out in the job description.

AF (application form) I (interview) P (presentation) T (task)

In particular, the Headteacher will demonstrate the following:

Attributes	Essential /Desirable	Method of Assessment
<b>Education Qualifications</b>	Qualified Teacher Status <b>(E)</b>	AF
	Successfully completed or part way through NPQH <b>(D)</b>	AF
<b>Knowledge, Experience &amp; Skills</b>	Experience in EYFS and KS1	AF
	Financial awareness and the ability to understand, plan and manage a budget in the context of financial benchmarking and best value principles <b>(E)</b>	AF/I
	Experience of transformational change <b>(D)</b>	AF/I
	Experience of working in a school with a multi-ethnic, multi-faith community and with diverse socio-economic/disadvantaged and advantaged families <b>(D)</b>	AF/I
	Detailed knowledge of safeguarding practices and policy implementation <b>(E)</b>	I/T
	Evidence of inspirational and collaborative leadership, strategic planning, effective school improvement and target setting <b>(E)</b>	I/P
	Up-to-date knowledge of SEND and inclusion provision <b>(E)</b>	I
	Experience of working in collaboration with other schools, fellow professionals and external organisations to improve outcomes for all children <b>(D)</b>	AF/I
	Experience of coaching, guiding and mentoring individuals and teams <b>(E)</b>	AF/I
	Demonstrable experience of leading, developing and managing staff <b>(E)</b>	I
	Demonstrates sound judgement by consistently assessing and balancing risks and opportunities in decision-making processes <b>(E)</b>	I
	Demonstrable experience of the school self-evaluation and performance management processes and their impact on raising standards <b>(E)</b>	I
	Demonstrable Written and Oral communication skills <b>(E)</b>	I/P
	Evidence of working with parents and the community <b>(E)</b>	I
	Demonstrable effective interpersonal skills <b>(E)</b>	I
Demonstrable leadership experience as Headteacher/Deputy Headteacher <b>(E)</b>	AF/I	
Demonstrable experience of working effectively with a governing body and enabling Governors to fulfil their roles and meet their responsibilities <b>(D)</b>	I	
<b>Personal qualities/behaviours</b> <b>(E)</b>	Has the vision, ambition and ability to think and work strategically	AF/I

	A commitment to inclusion, achievement for all and have a heartfelt commitment to equality <b>(E)</b>	
	Sets high expectations and demonstrates a passionate commitment to teaching and learning, aspiring for excellent educational outcomes <b>(E)</b>	
	Exhibits emotional resilience by maintaining composure in challenging situations and effectively managing change, ambiguity, and setbacks <b>(E)</b>	
	Displays the ability to perform efficiently and effectively under pressure, as evidenced by consistent and successful outcomes during demanding situations <b>(E)</b>	
	A commitment to the wider community that the school serves in order to ensure that the school remains at the heart of this.	



## 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.

