

Headteacher Candidate Pack



Welcome Letter



Dear Candidate,

I am delighted that you are interested in the vacancy we currently have for a Head Teacher at Longfields Primary School and Nursery.

On behalf of the Governors, I do hope that the information in this pack will encourage you to apply with the confidence that the post will be a positive step in your career.

Our school is known for its warm and friendly atmosphere where every child is valued and included as an individual. We are very fortunate in having professional staff, committed to providing the best for the children in their care. Our Ofsted inspector reported Longfields is a happy school where everyone is welcomed and feels included. Pupils enjoy learning and playing together, and everyone understands the school's values of 'respect, honesty and perseverance'."

We are currently going through a period of change with a phased reduction in our pupil admission number from 60 to 45 over the next five years. We have a clear focus on the future direction of the school and the first piece of

work for our new Headteacher will be to work with the Governing Board to review and update the vision and strategic aims of the school.

We are looking for a highly motivated individual with the confidence and capacity to lead the school, innovate, and inspire our pupils while developing a cohesive staff team. We seek an ethical leader committed to fostering a positive and inclusive school culture. Our core values guide our actions and decisions, ensuring that every individual feels safe, supported, and valued.

This is a rare opportunity for the right leader. We hope the information in this pack will inspire you to take on this exceptionally rewarding challenge, and we eagerly anticipate receiving your application.

If this describes you, do please come and visit us. You will be made very welcome and will be able to see at first-hand what an exciting opportunity this position offers at what is, in my opinion, a very special school.

Yours sincerely,

Mark Winch (Chair of Governors)



About Longfields Primary School and Nursery



Longfields Primary and Nursery School is in Bicester, Oxfordshire.

Bicester is a historical market town, garden town, and civil parish in the Cherwell district of north-eastern Oxfordshire in south-central England that also comprises an eco-town at North-East Bicester and self-build village at Graven Hill. Its local market continues to thrive and located on Sheep Street a 5 minute walk from our school.

The school sits in large grounds allowing for a MUGA, Forest school designated area with orchard area, vegetable plots and a newly built Forest School Classroom and separate shelter for outdoor learning. We also have an outdoor courtyard.

Our Cabin club offers a Breakfast Club and After School Care providing high quality out-of-hours care within a safe, secure and friendly environment. The club is specifically aimed at meeting the needs of families attending Longfields Primary School.

The school has a very active and supportive PTA hosting, film nights, discos, Christmas Market, Summer Fete and our leavers prom for our Years 6's.

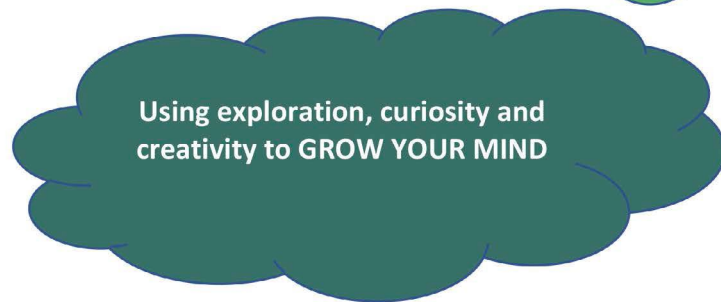
Currently we have over 400 eager and keen to learn, well behaved and care for each other children. However, come and visit our school to really get to know us.



Values and Ethos



We aim to provide an exciting curriculum which brings out the best in every child, builds on their strengths and enables them to develop a lifelong love of learning.



What Parents say about us



98%

Said that our child does well at this school

99%

Said the school lets me now how my child is doing

98%

Said that our child is happy at school

99%

Would recommend Longfields to others

100%

Said that our child feels safe at this school

96%

Said the school makes sure pupils are well behaved

Headteacher Job Description

Leadership Scale: L18-L24 (£67,351-£77,237)

Responsible to: The Governing Body



Headteacher Job Description



The successful candidate will be required to carry out the following duties:

Ethos

- To promote a culture in which all pupils/staff are valued and encouraged to be active participants in the teaching and learning process.
- To develop a quality framework through its policy and operational documents to meet the school's vision for the future.
- To turn the strategic vision for the school into a stretching but achievable School Development Plan, communicating and implementing that plan with focus and determination.
- To promote and safeguard the welfare of children. As the DSL you will need to provide excellent leadership for all areas of safeguarding. You will be responsible for excellent record keeping that could be picked up by someone else either in your absence or at times of audit or investigation.
- To make sure that the school is a stimulating and safe place to be for the pupils/staff and all those who visit the premises, ensuring that health and safety standards are always met.
- To set high standards for attendance, attainment and achievement, maximising potential for all pupils.
- To promote and maintain a high standard of behaviour throughout the school, through good teaching and learning, supported by clear policies and practices which promote independence, responsible attitudes, and positive relationships.
- To sustain and build on the positive inclusive ethos within the school in which individuals feel valued and where personal endeavour and responsibility are encouraged.
- To develop confidence and to set an example of professional standards and leadership.
- To promote a suitable system of pastoral care for all children and staff, including liaison with parents/carers/guardians and outside agencies.
- To represent, build and celebrate our developing and changing community, engaging parents/carers/guardians in the education of their children.

Inclusion

- To identify and provide for the specific needs of all pupils including all those with special educational needs and disabilities (SEND), considering current legislation.
- To ensure that the school's equal opportunities policy is followed.
- To provide a culture of mutual respect and understanding.
- To promote equality of opportunity in the appointment and promotion of all staff.

Curriculum

- To support the entitlement of pupils to a broad and balanced curriculum by ensuring equality of access to the whole curriculum for all current and potential future pupils.
- To maintain and regularly review a timetable which fully meets the requirements of Early Years Foundation Stage Curriculum and the National Curriculum in Key Stage 1 and Key Stage 2.
- Ensuring progression and continuity of a wide curriculum is offered throughout the school.
- To take account of the needs and aptitudes of all pupils through appropriate curriculum planning and evaluation to ensure high standards and optimum achievement for each pupil, minimising disadvantage of any kind.
- To promote an enriched curriculum developing the existing range of extended activities in order to support achievement.
- To communicate the curriculum with parents/carers/guardians and pupils to ensure that individual aims and progress are achieved.

Pupils

- The Head Teacher is required to ensure that child protection policies and procedures are adhered to as required by law and county policy.
- To set high expectations for every child in the school and to ensure all pupils achieve these standards, through a curriculum which is designed to produce enjoyable and exciting development and learning.
- To address the individual needs of pupils including SEND and more able pupils which is reflected in planning, assessment and marking.
- To identify, provide for and challenge the more able pupils in the school.
- To continue to develop and maintain effective systems of planning, assessment and record keeping, and communications with parents/carers/guardians and children, to ensure that individual aims and progress are achieved.
- To identify and provide for the specific needs of all children, taking account of current legislation to support the Governing Body in carrying out its responsibilities.
- To set high expectations for pupil behaviour, ensuring the school's behaviour policy is applied consistently and fairly at all times.

Teaching

- To lead on and to ensure excellent teaching throughout the school, delivering a modern and exciting curriculum.
- To ensure high quality teaching and learning, through a rigorous and supportive programme of monitoring and evaluation.

Headteacher Job Description



Teaching *continued*

- To regularly monitor and develop effective classroom practice appraising the quality of teaching throughout the school, to ensure high standards are achieved and maintained.
- To commit time, as appropriate, to teaching and classroom contact and to lead on, promote and encourage the development of good practices through school based education and training.
- To work alongside staff to promote and facilitate teamwork.
- To undertake a flexible teaching commitment.

Staff

- To continue to develop a highly skilled and effective staff team, who are committed to "getting the very best" out of every child in the school.
- To ensure effective and continuous professional development for staff.
- To lead and develop an effective senior management team and to inspire, motivate, encourage and manage the whole staff team.
- To manage the appointment of teaching and support staff, in collaboration with the Governing Body as appropriate, to ensure that appointees can have the potential to achieve the agreed aims and objectives of the school.
- To lead and motivate staff to ensure that they have access to suitable advice, education, and training appropriate to their professional needs and those of the school as identified in the School Development Plan and through self-evaluation.
- To support all staff in carrying out their responsibilities effectively through regular performance management and review to ensure appropriate targets are set. Ensuring the provision of suitable training within the context of the policy for performance management.

Organisation and Management

- To be responsible for the day-to-day management of the school and delegation to SLT as well as working together with the School Improvement Officer.
- To move the school forward, overseeing some existing extended school provision and any associated relationships, within the framework of the aims of the school, and to lead and coordinate the staff to achieve those aims, in the context of the School Development Plan, or self evaluation, in full consultation with the governing body.

- To implement and review the short, mid and long term development plans for the school.
- To continue to maintain and review effective systems of planning, assessment, record keeping and communications with parents/carers/guardians to ensure that individual aims and progress are achieved.
- To manage and monitor financial and all resources (both human and material) effectively and efficiently, linked to the priorities of the school ensuring all financial conditions and requirements are met.
- To ensure sound management of the school's finances in line with SFVS and upkeep of the school premises and infrastructure.
- To model effective time management, organisation and prioritisation.
- To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice with the focus on raising attainment.
- To take the lead on all aspects of health and safety insuring a safe school environment

The Governing Body

In consultation with the Governing Body,

- To review the School Development Plan, underpinned by sound financial planning, to set a clear vision and direction for the school; identify priorities and targets and determine how best to achieve high standards.
- To continue to build and maintain a strong and vibrant school community, ensuring positive and productive relationships with the Governing Body, parents/carers/guardians and the wider local community.
- To provide appropriate and timely information and advice to the governors, consulting them where necessary, assisting them in the discharge of their duties.
- To continue to work with the governors keeping them fully informed of the use of the school's resources ensuring the effective use of all finance.
- To continue to develop excellent working links between staff and governors.
- To ensure that governors are welcomed into the school and encouraged to participate in school life as well as attending regular governors' meetings.

Headteacher Job Description



Parents/Carers/Guardians and the Community

- To maintain and continue to promote a sense of family right across the school and the wider local community, thus providing mutual respect and support between pupils, staff, parents/carers/guardians as well as the wider local community.
- To secure the commitment of the wider community to the school by developing and maintaining effective networks.
- To maintain effective methods of consultation and communication, and to keep parents/carers/guardians fully informed about all matters relating to the education of their children, seeking to extend parents' knowledge of and involvement in the school.
- To manage effectively the positive two-way relationship linking home and school in a supportive working partnership, in order to ensure parents are encouraged and valued in promoting children's learning.

Other Schools

- To ensure that the school continues to promote effective links with local schools and BLIP (Bicester Learning In Partnership). Continuing the excellent links with the network of Head Teachers within the Bicester Area.
- To further develop, promote and maintain effective links with nursery.
- To maintain and develop links with the many other organisations and groups which provide support or offer opportunities to the school.



Headteacher Person Specification



E = Essential – D = Desirable

<p>Qualifications</p> <ul style="list-style-type: none"> • Qualified teacher status • Degree level qualification or equivalent • Designated Safeguarding Lead (DSL) qualification 	<p>E E E</p>
<p>Leadership and Management</p> <ul style="list-style-type: none"> • Proven record of strong sustained successful senior leadership as a Head Teacher/Deputy Head teacher in a primary school • Experience of successfully leading an effective whole school improvement project which has impacted positively on pupil attainment and on teaching and learning • Knowledge and understanding of strategic, curriculum-led financial planning and budget management • Taking a lead role in preparing a school for an OFSTED inspection • Ability to establish, lead, and develop a high performing team, with a culture striving high expectations and continuous improvement • Demonstrating a strategic leadership style that is characterised by courage, integrity, creativity and resilience • A clear understanding of, and commitment to, promoting and safeguarding the welfare of children, with up-to-date knowledge and understanding of legislation and good practice • Experience and understanding of SEND provision and associated legal duties • Experience of leading within a school that includes a nursery provision 	<p>E E E E E E E E D</p>
<p>Strategic Development</p> <ul style="list-style-type: none"> • Ability to take a lead role on working with the Governing Body to develop a collaborative vision for the school, which embraces excellence, high standards and inclusion • Is up to date with OFSTED frame work and is able to self evaluate robustly in order to maintain/improve our position • Ability to translate our vision into an ambitious development plan and implement it robustly and successfully • Demonstrable record of working collaboratively with school governors to identify improvement areas, analysing and interpreting relevant data in order to accurately prioritise objectives for school development and to raise standards • Experience of pre-emptive, proactive management and capacity for creative thinking and problem solving • Experience of financial leadership of the school and of making effective use of resources, including pupil premium funding and identifying opportunities to secure additional resources • Be proactive in promoting the school, making good use of all available communication channels • Demonstrable commitment to succession planning and team development 	<p>E E E E E E D E</p>
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Excellent understanding and experience of monitoring, use of data and the effective assessment of teaching and learning to drive improved performance and achievement. • In-depth knowledge and understanding of EYFS, KS1 and KS2 phases • Champions inclusion and values the pupil voice to provide all children with the opportunity to succeed and realise their full potential • Record of delivering a rich and creative curriculum, accessible to all children, with an understanding of how they learn best. Able to articulate models of effective practice • Excellent understanding and experience of securing highly positive behaviour and attitudes • Experience of teaching across all three key stages within the primary age range 	<p>E E E E E D</p>
<p>Personal Skills and Attributes</p> <ul style="list-style-type: none"> • Holding and articulating clear and ambitious vision, values and moral purpose, demonstrating optimistic personal behaviour, and positive relationships and attitudes • Understanding how to empower all pupils and staff to excel • Able to quickly form strong, positive working relationships with staff, parents and carers, pupils, governors, Local Authority, and the wider community and work collaboratively for optimal outcomes • Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff and parents • Ability to drive schoolwide improvements with a thoughtful, caring, and sensitive approach, maintaining personal wellbeing, and that of all staff • Implementing, managing and evaluating change in a creative and collaborative way • Up to date knowledge and understanding of current educational policy, research and landscape • Demonstrated ability to foster an environment of mutual trust respect and collaboration • Excellent time management and organisational skills, including the ability to delegate with clarity, multi-task and work to deadline • Awareness of own strengths and areas for development, and demonstrable record of promoting continuous professional development • Good sense of humour and a genuine passion for our school community • An approachable, active listener, who welcomes constructive feedback as an opportunity to support further improvement both personally, across their leadership team and the whole school 	<p>E E E E E E E E E E E E</p>
<p>School Specific Needs</p> <ul style="list-style-type: none"> • Understands the importance of creating an inclusive and ambitious learning culture where children are inspired to achieve • Proven experience of strengthening a school's position at the heart of the community 	<p>E D</p>

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How to apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact **Ross Laird: rlaird@academicis.co.uk** or **01223 907979/07901 585959**.

Please email your application to: **rlaird@academicis.co.uk**

Closing date: Monday 25th November 2024

Shortlisting date: Wednesday 27th November 2024

Interview date: Tuesday 3rd December 2024



Longfields Primary School And Nursery
Longfields,
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