



# Head Teacher Information Pack



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## WELCOME TO PRIORY SCHOOL

Priory School is a large 4 form entry Primary School with a Nursery situated in Burnham, Slough. The school has a very diverse catchment area and caters for children from a range of cultures and backgrounds. The school has a resource unit which caters for children with complex needs. There are currently 71 children funded through the Resource Base. These children currently work in resource base classrooms and integrate into mainstream classes depending on their cognitive ability and level of need.

After our recent successful Ofsted (March 2019), the focus for the school will be to improve the strategic overview of the behaviour in school, particularly exclusions, and to improve attendance in line with national statistics.

This is a truly fantastic opportunity for an experienced Head Teacher who is committed to raising standards and ensuring that all our pupils have the opportunity to progress, thrive and reach their potential.

*“Throughout the school, relationships are warm and supportive. Classrooms are purposeful and there is a positive climate for learning.”*

*“As one parent commented, “The school takes such care with pupil’s wellbeing””*

Ofsted March 2019

For more information about Priory School please visit: [www.prioryschool.com](http://www.prioryschool.com)



# Priory School (Foundation)

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Headteacher: Mrs J Laver



June 2019

Dear Applicant

## Ref: Head Teacher at Priory School

Thank you for your interest in the position of Head Teacher at Priory School. I hope the information provided in this application pack gives you a flavour of our school and helps you decide whether you would like to apply for the post. The appointed person will play a critical role in moving the school forward. The areas identified for development in the most recent inspection report are the strategic overview of behaviour, persistent absenteeism and the achievement of children in receipt of pupil premium. The job description and person specification are clear and provide breadth and depth of the task at hand which includes elements of strategic thinking, development of curriculum, improving teaching, learning and pupil progress and staff development.

## Recruitment Timeline

The schedule for selection and recruitment is as follows

- Monday 2nd September – National advertisement
- Monday 9<sup>th</sup> September to Friday 20<sup>th</sup> September – Visits to the school
- Wednesday 2nd October 12 noon – Closing date for applications/shortlisting
- Friday 11<sup>th</sup> October – Successful candidates informed of interview process
- Wednesday 16<sup>th</sup> October and Thursday 17<sup>th</sup> October – Interviews

Visits from prospective applicants are warmly welcomed and encouraged by arrangement during weeks commencing September 9<sup>th</sup> and September 16<sup>th</sup>.

For an informal discussion on this role, to arrange a visit or request an application pack please contact Nicky Whitaker by emailing [nicky.whitaker@prioryschool.com](mailto:nicky.whitaker@prioryschool.com) or telephone on 01628 600304.

If having researched the school and the post, you would like to apply, please complete the application form in full. Your application should be accompanied by a Personal Statement which should not exceed 1000 words and should detail:

- Your motivation to be the Headteacher at Priory School
- How you meet the selected criteria, person specification and what strengths you would bring to our school
- How your past experience examples demonstrate impact on the school's overall effectiveness

Please note that CVs will not be accepted instead of, or in addition to, a filled Application Form. Please do not submit any documents other than the completed form and the Personal Statement. Please ensure that your application is sent to Nicky Whitaker by email by the designated closing date and time. All successful candidates will be contacted by email on Friday, 11<sup>th</sup> October and any candidate who has not been contacted by this time should assume that their application has been unsuccessful on this occasion. I am well aware of the time taken to put an application together and feedback will be offered to all candidates whether or not shortlisted.

I look forward to hearing from you and welcoming you to our fantastic school.

Yours sincerely

Roy Barrett  
Chair of Governors

# Priory School

## Job Description: Head Teacher

**Responsible to:** Chair of Governors

### Strategic purpose:

The Headteacher will:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development
- Be a role model for all in our community

### Responsibilities. The post holder will effectively:

#### Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

#### Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

#### Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

**The self-improving school system**

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find on the last page of the application form. Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the remaining criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key	E (Essential)	D (Desirable)	A (Application Form)	I (Interview)
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Experience and Qualifications		E	D	A	I
1	Qualified Teacher Status	✓		✓	
2	Degree or equivalent	✓		✓	
3	National professional qualification for headship (NPQH)	✓		✓	
4	Successful headship		✓	✓	
5	Experience in more than one school and a minimum of six years teaching experience across the Primary age range	✓	✓	✓	
6	Experience of school development, planning and implementing the vision to take the school forward	✓			✓
7	Evidence of successful leadership and management through monitoring and evaluation strategies to raise the standards of the quality of teaching and learning and children's outcomes	✓			✓
8	Demonstrable experience of successful line management and staff development	✓	✓	✓	✓
Professional Knowledge and Understanding		E	D	A	I
9	A thorough understanding of the requirements of the provision for pupils with SEND including those with EHCPs and how this translates into classroom practice	✓		✓	✓
10	Knowledge and understanding of the organisation and funding of a Resource Base unit and the impact on the mainstream school		✓	✓	✓
11	Data analysis skills and the ability to use data to set targets and identify weaknesses	✓		✓	✓
12	Understanding of high-quality teaching and the ability to model this for others and support others to improve	✓			✓

13	The ability to initiate, develop and implement policy and practice which reflects the school's commitment to high achievement and to achieve challenging professional targets/objectives	✓		✓	✓
14	Understanding of school finances and financial management	✓		✓	✓
15	The ability to build and lead teams efficiently and effectively using skills of motivation, delegation and time management	✓		✓	✓
16	The ability to lead on the analysis, understanding and interpretation of data, including the use of benchmark information, including for children with SEND.	✓		✓	✓
17	The ability to communicate a vision and inspire others	✓		✓	✓
	<b>Skills and Attributes: The successful candidate will demonstrate:</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
18	Determination to secure excellent outcomes for vulnerable children.	✓		✓	
19	Ability to work under pressure and prioritise effectively.	✓		✓	✓
20	Personal resilience to challenge.	✓		✓	✓
21	Commitment to maintaining confidentiality at all times.	✓		✓	✓
22	Commitment to safeguarding and promoting the welfare of children and successfully DBS cleared	✓		✓	✓