

# **Head of School** **Bentley Federation**

**Closing Date: Thursday 7<sup>th</sup> February 2019 at Midday**  
**Interviews: Friday 15<sup>th</sup> February 2019**

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Bentley Federation  
Bentley West Primary School  
Monmouth Road  
Bentley  
Walsall  
WS2 0EQ

e-mail: [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk)

Dear Applicant,

**RE: Head of School – Full time**

Thank you for your interest in this post. If you do decide to apply please note the following:

Your application must be submitted on-line no later than **Closing Date: Thursday 7<sup>th</sup> February 2019 at Midday.**

Hard copy applications should be handed into reception at the above address during normal working hours (8am-4pm). Please note: We cannot be responsible for hard copy applications hand delivered after normal working hours.

Posted applications should be sent in an A4 envelope and clearly addressed to: Bentley Federation, Bentley West Primary School, Monmouth Road, Bentley, Walsall WS2 0EQ Please make sure you allow sufficient time for documents delivery prior to closing date.

Alternatively, you can email your documents to [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk) by the closing date specified above.

CVs will not be accepted.

References will be sought for short listed candidates prior to the interview date.

Should you have any queries please email us at [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk).

Yours sincerely

*KMagner*

Miss K Magner  
Principal

Monmouth Road, Bentley, Walsall WS2 0EQ  
Telephone: 01922 720792 Fax: 01922 634706  
E-mail: [applications@bentleyfederation.org.uk](mailto:applications@bentleyfederation.org.uk)

*Principal: Miss K Magner*



**Head of School - Bentley West Primary School**  
**Full time**  
**Leadership Scale L14 – L18**

The Principal of the Bentley Federation and Governors are looking to appoint a dynamic and inspirational Head of School for Bentley West Primary School.

This is a perfect opportunity for a dedicated and effective leader, with a proven track record of raising achievement and improving teaching and learning in their school.

As well as the day to day management of the school, the Head of School will be expected to have a focus on developing the quality of teaching and learning at the school, ensuring that the schools continue to improve and develop. With teaching and learning at the heart of decision making, this will ensure the best possible outcomes for children in all areas.

The successful candidate will be inspirational, dynamic and highly motivated. You will have a track record of raising attainment and ensuring progress, with a strong understanding of teaching, learning and assessment. You will be an outstanding practitioner who is able to inspire, motivate and support colleagues.

Successful candidates will benefit from a high level of support, including a mentoring and CPD programme.

If you would like to work in a Federation of schools that is committed to providing children with an outstanding learning experience, aims to continually develop and grow, and where the professional development of all staff is important, we would love to hear from you.

Visits to the school are positively encouraged, please contact Zoe Andrews on 01922 720792 to arrange.

The successful candidates will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

For an application pack, please go to our website [www.bentleyfederation.org.uk](http://www.bentleyfederation.org.uk)

Please note that only applications submitted on the application form will be considered, we are unable to accept CV's.

**Visits: Thursday 31<sup>st</sup> January at 2.30pm or Friday 1<sup>st</sup> February at 1.30pm**

**Closing Date: Thursday 7<sup>th</sup> February 2019 at Midday**

**Interviews: Friday 15<sup>th</sup> February 2019**



*Committed to safeguarding and promoting the welfare of children*

## **Job Description**

<b>Job Title</b>	Head of School
<b>Location</b>	
<b>Reporting to</b>	Principal
<b>Effective date of JD</b>	March 2018
<b>Salary range</b>	L14 - L18

**Job Purpose:** Working with the Principal and Federation Leadership Team to provide leadership for the school and Federation which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements.

**Responsible to:** The Principal of the Federation

**Responsible for:** Teaching and support staff of the school and Federation and its children and young people.

**Accountabilities:** To be met in accordance with the provisions of the School Teachers' Pay and conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

### **Shaping the Future**

*Working with the Principal and Federation Leadership Team to:*

Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and Federation and its community.

Translate the vision into clear objectives that promote and sustain school improvement.

Ensure that the school and Federation moves forward to the benefit of its pupils and their community.

Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.

Have a strategic overview of how each of the school's effectiveness relates to the development and success of the Federation

### **Leading Learning and Teaching**

*Working with the Principal and Federation Leadership Team to:*

Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.

Ensure a school and Federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community,

Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.

Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.

### **Developing Self and Others**

*Working with the Principal and Federation Leadership Team to:*

Build a collaborative learning culture within the schools and Federation and actively engage with other schools to build effective learning communities and partnerships.

Ensure effective planning co-ordination, support and evaluation ensuring clear delegation of tasks and devolution of responsibilities.

Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.

Set high expectations for all and address underperformance.

To act as a role model for the highest professional standards.

Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.

Ensure both self and others achieve an appropriate work/life balance.

Implement performance management systems that ensure high quality education provision.

Lead Federation change in a strategic and participative manner.

### **Managing the Organisation**

*Working with the Principal and Federation Leadership Team to:*

Create an organisational structure that reflects the school and Federation values and enables the management systems, structures and processes to work effectively in line with legal requirements.

Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.

Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

Produce and implement clear, evidence based improvement plans and policies for the development of the school and Federation and its facilities.

Recruit, retain and deploy staff appropriately.

Ensure that the range, quality and use of all available resource is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

### **Securing Accountability**

Support the development of an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Effective fulfilment of all roles and responsibilities outlined in this document.

Assist the Principal to provide information, advice and support to the Governing Body to enable them to meet their responsibilities for securing:

- Effective teaching and learning
- High standards of achievement
- Efficiency and good value for money

and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including the Local Authority, OFSTED, the local community and others.

To assist the Principal in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and are subject to rigorous review and evaluation through Performance Management.

To assist the Principal in ensuring all parents are well informed about:

- Curriculum attainment, achievement and progress
- Realistic and challenging targets for improvement

And to make a fully informed contribution to achieving them.

To assist the Principal in developing and presenting an accurate account of the school and Federation's performance to a range of audiences including governors, parents and carers, the Local Authority and OFSTED

### **Strengthening Community**

*Working with the Principal and Federation Leadership Team to:*

Co-operate and work with relevant agencies and partners to ensure the well-being of children.

Ensure learning experiences for pupils are linked and integrated with the wider community, locally, nationally and globally.

Build a Federation/school culture and curriculum that takes account of the richness and diversity of the school's communities.

Create and promote positive strategies for challenging all forms of prejudice and harassment.

Promote the concept of lifelong learning and family engagement with learning through partnership.

Manage effective relationships with all stakeholders and partners.

### **Safeguarding and Promoting the Welfare of Children**

Substantial knowledge and effective experiences of addressing safeguarding issues.

Working with the Principal and Federation Leadership team to:

Ensure a safe and supportive culture in the schools and Federation.

Ensure the welfare of children is safeguarded and promoted in line with current best practice and Local Authority advice.

Identify key features of staff recruitment that help deter or prevent the appointment of unsuitable people.

Develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.

## Person Specification

<b>Education and Training</b>
Qualified Teacher Status
Have achieved NPQH or is prepared to undertake
Evidence of continuing & relevant professional development
<b>Experience</b>
Evidence of substantial sustained high quality teaching across the primary school age range (baseline standard of very good with a clear track record of outstanding practice)
An ability to demonstrate the highest level skills in classroom organisation and management leading to the promotion of good behaviour and discipline across school
An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests (and the ability to support colleagues in developing precision differentiation)
Considerable experience and expertise in developing practice in Assessment and Record Keeping at whole school level to secure improved levels of pupil achievement and accelerated progress
Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources
A full understanding of the National Curriculum and its implementation
An awareness of recent national initiatives aimed at raising achievement and school improvement strategies
A firm commitment to Equal Opportunities
High level of initiative, self-awareness and interpersonal leadership skills
A strong commitment to community links and the ability to confidentially engage with stakeholders
An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity
Willingness to support community initiatives, parent association groups and working parties
Practical evidence of links with other schools, educational establishments and wider community to support transition and enhance teaching and learning and personal development across the whole school.
Effectively promote professional relationships with parents and carers to enhance learning.
Has leadership experience.
<b>Leadership Qualities</b>
Ability to manage a variety of people and situations effectively and sensitively
Initiate and manage strategic and continued improvement
Plan, organise and evaluate the work of the federation and prioritise areas for development and improvement
Ability to work strategically and collaboratively with the governing body
Understand the principles of sound financial management
Commitment to the federation's approach to the positive management of behaviour

## **CHILD PROTECTION STATEMENT**

The Bentley Federation fully recognizes its responsibilities for child protection.

Our schools believe in promoting the welfare of children and their right to be safe.

The ethos of our schools must make the children feel secure; promote self-confidence, self-esteem and a feeling of self-worth amongst its pupils.

Our policy applies to all staff, governors and volunteers working in the schools. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

## Guidance for candidates applying for a position within the Bentley Federation

Please read this carefully **BEFORE** you start to fill in the application form.

### *General*

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

### **Personal Details**

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from HR including a list of the accepted documents.

### **Present or most recent employment**

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details.

### **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

### **Previous employment for all support staff (non-teaching) posts**

Ensure that you put in full dates, names addresses and your job title. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should also be entered.

### **Previous Appointments**

Include full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps.

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification.

Proof of qualification is required before the appointment is confirmed.

### **Relatives and other interests**

If this applies to you, please give the name of the employee, the department that they work in and the relationship e.g. husband, daughter.

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

### **Additional information**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Disclosure of a criminal record**

The Bentley Federation operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose.

If you are selected for employment, you will be required to give full details of your criminal record to a Senior Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the DBS. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with Bentley Federation's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

### **Equal opportunities monitoring information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

### **Salary Assessment - for teachers only**

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

**Before you send your completed application to us, please read it thoroughly and ensure all sections of the application have been completed legibly and fully and you have addressed all the criteria in the Person Specification.**