



Fairview Community Primary School

Headteacher Application Pack



Contents

Letter from the Chair of Governors	Page 2
Job Description	Page 3
Person Specification	Page 6
How to apply	Page 8

Letter from the Chair of Governors



March 2021

Dear Candidate,

Thank you for your interest in the post of Headteacher at Fairview Community Primary School.

Fairview Community Primary School has an excellent reputation in the local area and is oversubscribed. The school has a community spirit unique to a school of this size and we would welcome you to visit the school so you can see the school in action.

Our staff are dedicated, highly skilled and passionate about the school, the children and maintaining the good reputation that the school has built over past years. They go above and beyond to offer wide and varied educational experiences for our students, which are embedded in the school's community spirit. Parents are supportive of the school and their children's learning. Governors are extremely invested in the school and are highly strategic in their role, ensuring that a newly appointed Headteacher will be greatly supported.

I hope you will see this as a really exciting opportunity to embrace the many strengths of the school and seek to further develop the school in order to reach the outstanding status it deserves.

I know how much research and preparation goes in to Headship applications and it is important to make sure that Fairview Community Primary School is right for your next step in your career, as well as for us to find the right candidate. We look forward to hearing from you and showing you our school in action.

Yours faithfully,

Chris Gilbert
Chair of Governors





HEADTEACHER JOB DESCRIPTION

- Job Title:** Headteacher
- Responsible to:** The Governing Body of the School
- Responsible for:** The Headteacher carries out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions* document, the *National Standards of Excellence for Headteachers* and the policies and procedures of the Governing Body.

KEY RESPONSIBILITIES OF THE POST
<ul style="list-style-type: none"> Take the lead role on working with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion. Translate the vision into a development plan and implement it successfully.
<ul style="list-style-type: none"> Secure excellent teaching to achieve high standards of learning, progress and attainment.
<ul style="list-style-type: none"> Hold all staff to account for their professional conduct and practice
<ul style="list-style-type: none"> Ensure inclusion, diversity and access.
<ul style="list-style-type: none"> Lead by example to foster an open, transparent and equitable culture.
<ul style="list-style-type: none"> Be responsible for the internal organisation, management and control of the school
<ul style="list-style-type: none"> Manage finance and resources astutely to maximize their use and value.
<ul style="list-style-type: none"> Develop and sustain effective relationships with the Governing Body, and the Chair of Governors in particular, to ensure effective governance of the school, and the discharge of GB responsibilities.
<ul style="list-style-type: none"> Build/develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.

<ul style="list-style-type: none"> • Create an outward-facing school to work with other schools, organisations and to champion best practice
QUALITIES AND KNOWLEDGE
<ul style="list-style-type: none"> • Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
<ul style="list-style-type: none"> • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
<ul style="list-style-type: none"> • Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
<ul style="list-style-type: none"> • Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
PUPILS AND STAFF
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
<ul style="list-style-type: none"> • Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
<ul style="list-style-type: none"> • Hold all staff to account for their professional conduct and practice.
SYSTEMS AND PROCESS
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.

<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
THE SELF-IMPROVING SCHOOL SYSTEM
<ul style="list-style-type: none"> • Create an outward-facing school which collaborates with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils and to ensure internal and external accountability.
<ul style="list-style-type: none"> • Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
<ul style="list-style-type: none"> • Harness the findings of well evidenced research to frame a self-regulating and self-improving school
<ul style="list-style-type: none"> • Ensure access to high quality training and sustained professional development for all staff to maintain the current and future quality of the workforce.
<ul style="list-style-type: none"> • Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
<ul style="list-style-type: none"> • Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.



HEADTEACHER PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	
1	Qualified Teacher Status.
2	Further relevant professional/academic study and evidence of continuous professional development.
3	Proven strong, successful senior leadership and management experience in a primary school.
SHAPING THE FUTURE	
4	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community.
5	Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way.
6	The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.
7	A clear awareness and understanding of current issues in educational policy and practice.
PUPILS AND STAFF	
8	Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.
9	Significant experience in evaluating and using data to plan and improve pupil performance.
10	A commitment to ensuring inclusion, diversity and access to education for all.
11	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.

12	A commitment to valuing, supporting and encouraging the professional development of all staff members.
SYSTEMS AND PROCESSES	
13	Strong financial planning and management skills.
14	Well-developed ICT skills for both classroom and management use.
15	A clear understanding of and commitment to promoting and safeguarding the welfare of children.
STRENGTHENING COMMUNITY	
16	Evidence of building and nurturing a positive team culture that enables all staff to carry out their respective roles to the highest standard in order to deliver school improvement.
17	A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.
PERSONAL QUALITIES	
18	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.
19	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents.
20	The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.

HOW TO APPLY



If you are an inspirational, innovative and compassionate leader and are interested in this unique opportunity then we look forward to hearing from you.

We would encourage you to visit us and see the school in action; this can be arranged by emailing Julie Trundle, School Business Manager, directly:
trunj001@fairviewprimary.medway.sch.uk.

For more information about Fairview Community Primary School, please visit:
www.fairviewprimary.co.uk.

Completed application forms should be emailed to karen.barker@kapehr.co.uk

Closing date for applications: Monday 26th April 2021 at Midday

Interviews: 29th and 30th April 2021

Dates for visits: On request

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