

# Headteacher Recruitment Pack



Lancastrian Infant School

We make our  
Infant School  
special with the  
Lancastrian 5 ;

- *Caring*
- *Listening*
- *Learning*
- *Smiling*
- *&*
- *Making*
- *Friends*



## Letter from the Chair of Governors

Dear applicant

We are pleased that you have expressed an interest in becoming the Headteacher at Lancastrian Infant School. We are excited at the opportunity to appoint an enthusiastic, creative and inspirational Headteacher.

Our school has undergone many changes and are looking forwards to appointing a new Headteacher from September 2017. The school has a very strong vision and ethos which is supported by a dedicated, hardworking and committed team of teachers and support staff that care passionately about all of the children in their care.

Our goal is to appoint a new Headteacher that appreciates and understands the core values and vision of the school and its distinctiveness in Chichester, and has the abilities and qualities to move the school forwards onto the next phase of what has already been a long and distinguished history.

The Governors, staff and children are all looking forward to welcoming their new Headteacher. This is a wonderful opportunity to lead this unique and charming infant school and we look forward to receiving your application.

Visits to the school are warmly encouraged. Please contact the school office to make an appointment. The closing date for applications is the 17<sup>th</sup> March and interviews will be held on the 28th and 29th March 2017.

Please send your completed application to People Management and Development Resourcing, West Sussex County Council, County Hall, Chichester, West Sussex PO19 1RF - Tel: 01243 756750.

We look forward to receiving your application.

Yours sincerely

Gary Ewins

CHAIR OF GOVERNORS



Working With Others Accredited School

Lancastrian Infant School

June 2015 - 2017

Silver Award

Lancastrian is an accredited WWO school. It has been found to be a highly effective collaborative approach. It is usually assumed that people, no matter what their age, know what skills they need in order to work with others. However in reality it is very difficult for children to know how to work together if they have not been made aware of these skills or had the opportunity to explore, practise, develop strategies or reflect on them.

The training that the school has received focuses on exploring and developing practical strategies to enhance group processes through self-awareness, social communication, peer support, problem solving and conflict resolution.

The WWO approach focuses on the teacher and their relationship with their class and offers games and practical reflective strategies through which trust, communication and problem solving skills can be taught and enhanced among pupils.

WWO support assists the school in exploring how and why they use different groups in their classes and how these groups can be more effective for pupil learning. WWO builds positive relationships in the classroom so that pupils are able to actively engage, take responsibility for their own learning and be more aware of how they can support each other.

## About Lancastrian Infant School

Lancastrian Infant School is arranged around a quadrangle, which gives permanent access to a secure outside area in the heart of the school. The ancillary detached accommodation is currently being refurbished and is expected to be in use by around Easter. This will provide some refurbished additional teaching areas for use by both the school and its clubs.

The school is set in grounds with areas of both hard standing and soft landscaping, with lots of mature trees, a wildlife area, pond and sensory garden. This helps to foster a love and respect for the wider environment and a sense of caring and responsibility amongst the children.

We continue to develop our grounds with the help of the schools Friends association, who have recently added new benching in the playground to compliment the earlier climbing equipment that they purchased.

The school regularly operates out of hours Clubs whether they be to do with sport, music or other activities. There is also a separate Sunrise and Sunset Club operated by the school, which although is chargeable, does enable parents to drop off early or collect after the standard school day.

The school's antique rocking horse is called Majesty, and is a key feature within the school. Majesty is much loved by all of the children and although now aged over 100 years young, the children are still invited to ride upon her on a Friday, should they be recognised for good work or behaviour during assembly that week.





# Our Local Area



Chichester is a thriving city in the heart of West Sussex, in the South East of England. It is a transport hub, with a mainline train station, bus station and excellent vehicular access to the A27, and is also a key cultural centre in the county with a theatre, museum, and art galleries. It is renowned for its historic buildings and city walls, including its cathedral which was founded in the 11thc, and its separate bell tower. It holds numerous events and festivities throughout the year, which draws visitors from far and wide. It is also widely known for its festival theatre.

The city holds an annual arts and music festival, the Festival of Chichester, in the summer. Pallant House Gallery houses a major art collection of British Art, as well as a changing programme of exhibitions. Far from being just an historic city, Chichester is also a thriving centre for shops and businesses, both small and large, including many multinational companies. Leisure is also well catered for being located close to the South Coast, and the South Downs Park. There are numerous sporting clubs and a large variety of activities available to anyone living, working or just visiting Chichester.



# Headteacher Job Description

## JOB SUMMARY:

**Salary:** L9 to L15 (Starting point on the scale maybe negotiable)

**Number on role:** 105

**Contract:** Permanent Full time

The Governors of the Lancastrian Infants School are excited at the opportunity to appoint an enthusiastic, creative and inspirational Headteacher. We need a Headteacher who is ready to make our school the first choice for local families and to ensure excellence for all of our pupils.

### **Are you the person for us? Do you:**

Have a commitment to high standards and supporting school improvement

Have a passion for teaching and learning teaching and can challenge and help all of our staff to grow and develop?

Have strong experience of working with Early Years and Key Stage 1?

Have resilience and lots of good ideas?

Believe that you can make a big difference to all of our children's life chances?

Think creatively and aim to make learning exciting?

### ***The children in our school would like a Head Teacher who:***

Is friendly, kind, strict but fair. Can remember their names. Is entertaining in assemblies. Someone who isn't afraid of having fun. Is always there for the school. ***In return we can offer:***

A welcoming atmosphere where pupils behave well towards adults and each other

A team of friendly, dedicated and hardworking staff committed to taking the school forward

An active and supportive governing body. Support to help you to continue to develop.

We would like potential candidates to visit us. Please call the School Office on 01243 782818 to arrange a visit during w/c the 6th and 13th March 2017.

If viewing this advert online the application pack is attached. For an electronic version or hardcopy of the application pack, please telephone 01243-642140 or email [jobs@westsussex.gov.uk](mailto:jobs@westsussex.gov.uk) (quoting reference number 16234), please supply your full postal address.

Details of how to apply are in the application pack.

Closing date for applications is **17 March 2017**

Interviews will be held on **28 and 29 March 2017**

Lancastrian Infant School is committed to safeguarding and promoting the welfare of all children and young people and

## **MAIN PURPOSE OF THE JOB:**

To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in doing so. To promote and safeguard the welfare of children and young persons

And be responsible for those that they come into contact with. Additionally, head teachers are required to carry out the duties in part six of the School Teachers' Pay and Conditions Document

### **1. SHAPING THE FUTURE**

- 1.1 Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- 1.2 Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- 1.3 Demonstrate the vision and values in everyday work and practice
- 1.4 Motivate and work with others to create a shared culture and positive climate
- 1.5 Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- 1.6 Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large

### **2. LEADING TEACHING AND LEARNING**

- 2.1 Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- 2.2 Ensure that learning is at the centre of strategic planning and resource management
- 2.3 Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- 2.4 Demonstrate and articulate high expectations and set stretching targets for the whole school community
- 2.5 Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- 2.6 Monitor, evaluate and review classroom practice and promote improvement strategies
- 2.7 Challenge underperformance at all levels and ensure effective corrective action and follow-up
- 2.8 Determine and ensure the implementation of a policy for the pastoral care of the pupils and securing that the standard of behaviour and attendance of the pupils is acceptable

### **3. DEVELOPING SELF AND WORKING WITH OTHERS**

- 3.1 Treat people fairly, equitably, with dignity and respect to create and maintain a positive **school culture**
- 3.2 Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

- 3.3 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 3.4 Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- 3.5 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.6 Report to the chair of governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers
- 3.7 Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance
- 3.8 Manage own workload and that of others to allow an appropriate work/life balance

#### **4. MANAGING THE ORGANISATION**

- 4.1 Create an organisational structure that reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements
- 4.2 Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- 4.3 Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- 4.4 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school
- 4.5 Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

#### **5. SECURING ACCOUNTABILITY**

- 5.1 Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- 5.2 Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- 5.3 Work with the governing body, providing information, objective advice and support to enable it to meet its responsibilities
- 5.4 Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- 5.5 Liaise and co-operate with the officers of the local authority, reporting in connection with discharge of Headteacher functions as they may properly require and seek their advice when necessary.



# Person Specification

	Essential or Desirable	Application, Interview or Both
<b>The Governing Body of Lancastrian Infant School is determined to ensure that the school, which has the highest aspirations, is the first choice for local families and ensures excellence for all of its pupils. We are looking for a head teacher that can both deliver and further develop this vision. The successful applicant will have the following characteristics:</b>		
1. Have recent effective experience of leading in an Early Years and Key Stage 1 context	<b>E</b>	<b>A</b>
2. Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.	<b>D</b>	<b>B</b>
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	<b>E</b>	<b>I</b>
4. Lead by example - with integrity, creativity, resilience, and clarity - drawing on his/her own scholarship, expertise and skills, and that of those around them.	<b>E</b>	<b>I</b>
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	<b>E</b>	<b>B</b>
6. Work with careful judgement 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.	<b>E</b>	<b>I</b>
7. Communicate compellingly the school's vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.	<b>E</b>	<b>I</b>
<b>Pupils and Staff</b>		
1. 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.	<b>E</b>	<b>I</b>
2. 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.	<b>E</b>	<b>I</b>
3. 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.	<b>E</b>	<b>B</b>
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	<b>E</b>	<b>B</b>
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	<b>D</b>	<b>B</b>
6. Hold all staff to account for their professional conduct and practice.	<b>E</b>	<b>B</b>



# Person Specification

	Essential or Desirable	Application, Interview or Both
<b>Systems and Process</b>		
1. 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.	<b>D</b>	<b>I</b>
2. 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.	<b>E</b>	<b>I</b>
3. 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.	<b>E</b>	<b>B</b>
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions in relation to the school's improvement strategy and hold the head teacher to account for pupil, staff and financial performance.	<b>E</b>	<b>I</b>
5. 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.	<b>D</b>	<b>B</b>
6. 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.	<b>E</b>	<b>B</b>
<b>The Self-Improving School System</b>		
1. Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.	<b>E</b>	<b>I</b>
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	<b>D</b>	<b>I</b>
3. Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.	<b>E</b>	<b>I</b>
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff	<b>E</b>	<b>I</b>
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.	<b>D</b>	<b>I</b>
6. 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.	<b>D</b>	<b>I</b>



# Our Children's Thoughts

The children's wellbeing, overall development and progress at Lancastrian are the most important things at the school. Their opinion is really important to us, so we asked some of them what they really wanted in a new Head Teacher. Here are a selection of their own words;

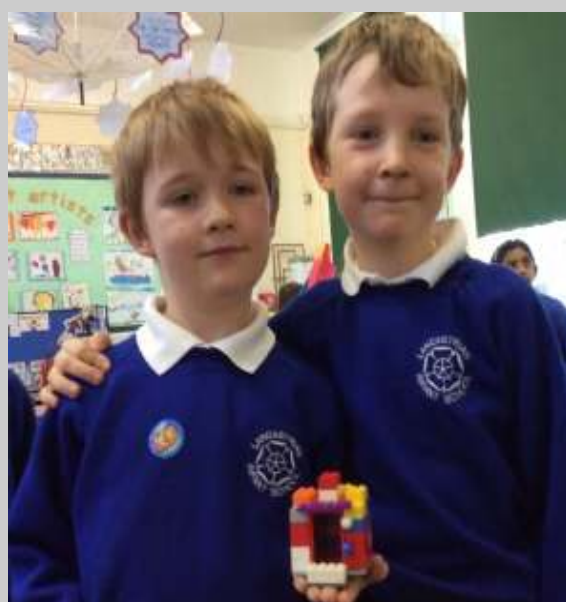
*"...can they be kind, caring and fun !..."*

*"...can they make assemblies interesting  
and play with us in the playground!..."*

*"...can they spend time with us..."*

*"...can they teach us,  
play with us,  
laugh with us..."*

*"...can they make learning better..."*





# Lancastrian Infant



## School Images