

Whinstone Primary School



Helping each other to be the best we can be.

Headteacher Application Pack



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WELCOME LETTER FROM THE CEO

Dear Applicant

As Chief Executive Officer of Vision Academy Learning Trust, I would like to thank you for your interest in this exciting new role. This is a great opportunity to become Headteacher at Whinstone Primary School within the Trust.

This is an exciting opportunity for an ambitious and inspirational leader who is seeking a new challenge and wishes to join a dynamic and supportive MAT; Vision Academy Learning Trust was established in 2016 and currently consists of 3 secondary schools, 5 primary schools and a teaching school.

As a Headteacher within our MAT you will lead and support continuous improvement within the school. As a Trust, we believe in giving leaders autonomy to create an inspiring vision for excellence at all levels whilst holding them to account for securing outstanding standards and outcomes. The Trust has a strong reputation of supporting their Heads of School who will work directly with the Executive Headteacher and CEO.

Our mission is to provide high quality education in our schools that is supportive and respectful in an inclusive environment that builds a foundation for life-long learning. The pupils, staff, parents, governors and trustees are very proud of our schools, and are excited by the prospect of working with an innovative and collaborative leader as we begin a new chapter.

We are determined to have outstanding student and subject progress, with the very best practice in teaching and learning and to create inspirational learning experiences for all of our students. To be an effective part of this journey it will be essential that the successful candidate believes passionately that every student, regardless of background can make excellent academic and personal progress.

We will need you to be able to continue to drive our schools forward on their journey of improvement whilst keeping the well-being of children and staff at the heart of all our decisions.

Kind regards



Simon White

CEO

Executive Headteacher of Vision Academy Learning Trust



VACANCY

Headteacher

Salary Scale: L17 - L24 (£69,970 - £83,081)

Permanent

Start date: Easter 2024

Our Headteacher is retiring after 20 years at Whinstone, we are seeking to appoint an enthusiastic and inspirational leader who will further develop our inclusive and nurturing ethos. Whinstone is a successful school for primary aged children located in Ingleby Barwick, Stockton On Tees. The school currently has 476 pupils. In our last Ofsted inspection in April 2022 we achieved a good outcome.

We offer a very rich, broad curriculum and aim to ensure all pupils thrive at Whinstone, feeling safe, having fun and enjoying success. We want our pupils' time in our school to be memorable, build upon what they know and can do and help them become lifelong learners.

We are determined to have the very best practice in teaching and learning and to create inspirational learning experiences for all of our children. To be an effective part of this journey it is essential that our new Headteacher believes passionately that every child can make excellent academic, social and personal progress. Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy.

We are a friendly school; our children are happy, well behaved, enthusiastic and enjoy learning. Staff are well supported and offer support to each other as we help each other to be the best we can be.

Our new Headteacher must have:

- Successful experience as a Headteacher, Head of School or Deputy Headteacher.
- Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole pupil.
- Demonstrable success in raising standards and setting challenging targets at Trust and/or school level.
- Experience of supporting the management of significant organisational development and change.
- Experience of presenting high quality, strategic information to Governors, and supporting their role.
- Experience and evidence of managing, developing, inspiring and motivating staff.
- The ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets
- Up to date knowledge of relevant safeguarding legislation and procedures and the ability to promote a culture of safeguarding across the school community.
- Hold a relevant teaching qualification and QTS, ideally with NPQH.

We offer:

- Enthusiastic and well-behaved pupils.
- A very supportive, active Governing Committee.
- Work with a collaborative team that is passionate about the progress and development of every child.
- A welcoming, warm and supportive staff team.
- Excellent CPD opportunities at all levels.



We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

Applications should clearly outline why you want to be our next Headteacher and what you have to offer to our wider school ethos. Application forms and further details are available on the school's website – www.whinstone.org.uk or visit Work for us (valt.org.uk).

Please email your completed application form and a 1500 word covering letter addressed to Mr S White, CEO C/O Trust HR Department, Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, Stockton-on-Tees. TS17 0RJ or email care of Trust HR department to vacancies@valt.org.uk

Closing Date: Tuesday 28th November 2023 at 9.00am

Interviews: Monday 4th December 2023

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

Job Title:	Headteacher
Location:	Whinstone Primary School
Salary Range:	L17 - L24 (£69,970 - £83,081)
Reports To:	To the Chief Executive, Multi Academy Trust Board of Directors
Job Purpose	
<ul style="list-style-type: none"> • To provide outstanding leadership at Whinstone Primary School • To achieve outstanding progress for all pupils • To achieve school wide success • To work with the CEO and Trust Headteachers to ensure Trust wide priorities, policies and procedures are fully met 	

Main Duties and responsibilities

1. To fulfil the statutory role of Headteacher to Whinstone Primary School ensuring all the professional duties required of a Headteacher in accordance with the School Teachers' Pay & Conditions Document are met.
2. Provide dynamic strategic direction and inspirational leadership at all levels of the school.
3. Lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
4. In conjunction with the Chief Executive, ensure that all in the school are committed to the Trust's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the Academy and of the Trust.
5. To ensure that the principles and practices of equal opportunities and anti-discriminatory practice are applied by all staff.
6. Have a strong commitment to inclusion.
7. Promote the ethos and vision of the Trust to a wide range of audiences.
8. Have overall responsibility for the school budget and the deployment of resources across the school.
9. Act as an ambassador for the school and Trust in further developing partnership and links with stakeholders that promote a positive profile of the Trust.
10. Hold line management responsibility for Senior Leadership Team.
11. To be responsible for key plans and documents such as school self-evaluation, school improvement plans etc.



12. To lead the school in achieving excellence with a focus on continuous improvement and raising standards.
13. Implement strategies which secure high standards of behaviour and attendance.
14. Monitor, evaluate and review classroom practice and promote improvement strategies.
15. Ensure that underperformance is challenged at all levels and ensure effective corrective action and follow-up is undertaken.
16. Lead the School in achieving excellence, with a focus on continuous improvement and raising standards.
17. Build and maintain strong relationships with pupils, parents, staff, governors, directors and the whole community.
18. In conjunction with the Chief Executive, be the main point of contact for the Local Authority, ESFA, DFE and other key bodies in respect of the school.
19. Meet the demands of changing legislation, new initiatives and changing practice.
20. Participate in arrangements for Headteacher Performance Management.
21. Ensure that the Trust's policies and procedures are implemented across the school.
22. Take overall responsibility for health and safety matters for the school by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
23. Manage, monitor and review the range, quality, sufficiency and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
24. Provide information, advice and support to the Local Governing Council/Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
25. To safeguard and promote the welfare of children for whom you have responsibility for or come into contact with, to include adhering to all specified procedures.



PERSON SPECIFICATION

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Qualifications				
1. A first degree or equivalent	✓		✓	
2. Qualified Teacher Status (QTS)	✓		✓	
3. Evidence of commitment to continuous training, including leadership training e.g. LPSH, NPQH, Masters Degree	✓		✓	
Professional experience and knowledge				
4. Substantial experience as a Deputy Headteacher or Headteacher in a Primary school	✓		✓	✓
5. Experience of leading and managing significant curriculum design and development	✓		✓	✓
6. Experience and evidence of managing, developing, inspiring and motivating staff	✓		✓	✓
7. Demonstrable success in raising standards and setting challenging targets at Trust and/or School level	✓		✓	✓
8. Experience of supporting the management of significant organisational development and change	✓		✓	✓
9. Experience of monitoring and evaluating staff and pupil performance and supporting, challenging and intervening as appropriate	✓		✓	✓
10. Experience of presenting high quality, strategic information to Governors, and supporting their role.		✓	✓	✓
11. Experience of strategically leading on school finance issues, including budget management and funding allocation.	✓		✓	✓



Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Personal aptitudes, qualities and skills				
12. Have high expectations and ability to think and plan strategically to reflect, promote and deliver the school's vision, ethos, priorities and targets whilst empowering others to take them forward	✓		✓	✓
13. Be articulate and collaborative with excellent interpersonal skills both orally and in writing	✓		✓	✓
14. Have proven sound decision-making skills combined with the ability to lead, influence and manage change	✓		✓	✓
15. Be astute and perceptive with strong analytical skills with ability to use sound judgement in order to anticipate conflict and resolve issues imaginatively	✓			✓
16. To be proactive, innovative, personable and versatile with a high level of drive, energy, enthusiasm, resilience, reliability, integrity and self-awareness	✓			✓
17. To be able to relate empathetically to Governors, Staff, Students, Parents/Carers and other stakeholders	✓		✓	✓
18. Successful and proven experience of managing difficult conversations on a range of different issues with different stakeholders	✓		✓	✓
19. To be able to prioritise, plan and organise effectively	✓		✓	✓
Safeguarding				
20. Successful experience as a DSL or DDSL	✓		✓	✓
21. Commitment to the protection and safeguarding of children	✓		✓	✓
22. Up to date knowledge of relevant safeguarding legislation and procedures and the ability to promote a culture of safeguarding across the school community	✓		✓	✓
Leading learning and teaching				
23. An outstanding classroom practitioner with the ability to continuously monitor and evaluate performance in order to improve the quality of teaching and learning and maintain high standards	✓		✓	✓
24. Experience of leading effective appraisal		✓	✓	✓
25. Successful experience of developing a whole school culture where student well-being, enthusiasm, self-awareness and gratitude is paramount and both behaviour and attendance is outstanding	✓		✓	✓
26. Successful experience of mentoring ECTs in a primary school		✓	✓	✓
27. Proven experience of the implementation of effective assessment procedures and an application of assessment for learning strategies	✓		✓	✓



Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Developing self and working with others				
28. To be a high-profile professional who is collaborative, demands excellence, confidence, trust and respect from both the whole school and wider community	✓			✓
29. To have substantial experience of building on the good practice and expertise of staff so that they have the necessary skills and knowledge to raise standards, promote equality, respect diversity and challenge stereotypes to promote the rights of young people	✓		✓	✓
30. To value a work life balance	✓		✓	✓
31. Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	✓		✓	✓
Managing the school				
32. Successful experience of effective strategic financial and resource management to achieve educational priorities and to ensure efficiency and value for money	✓		✓	✓
33. Evidence of skills to harness the potential of ICT for the benefit of the school on the delivery of the curriculum and in-school support systems		✓	✓	✓
34. A demonstrable understanding and experience of managing the processes of safeguarding and safer recruitment	✓		✓	✓
35. Commitment to sustaining a safe, secure and healthy school environment	✓		✓	✓
Building and developing the school profile				
36. Successful experience of securing and raising standards in a school, and working with external agencies locally and nationally	✓		✓	✓
37. Ability to network, establish partnerships and good relations with neighbouring schools, other educational institutions and the wider community	✓		✓	✓
Specific requirements				
38. A commitment to and evidence of nurturing a school ethos that inspires all members of the whole school community, irrespective of ability, to progress both personally and academically	✓		✓	✓



HOW TO APPLY

Applications should clearly outline why you want to be our next Headteacher and what you have to offer to our wider school ethos. Application forms and further details are available on the school's website – www.whinstone.org.uk or visit Work for us (valt.org.uk)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Please email your completed application form and a 1500 word covering letter addressed to Mr S White, CEO C/O Trust HR Department, Whinstone Primary School, Lowfields Ave, Ingleby Barwick, Stockton-on-Tees. TS17 0RJ or email care of HR department to vacancies@valt.org.uk

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process

Visits to the Trust and School

Prospective candidates are welcome to visit the School to see for themselves the high standards that we expect of both staff and pupils. Visits are available by contacting our Office Manager, Lynsey Rees-Grant, on 01642 750318.

Closing Date: Tuesday 28th November 2023 at 9.00am

Interviews: Monday 4th December 2023

Special Notes or Conditions

Application Form and Letter

The appropriate application form should be fully completed and legible and ideally typed. The letter should be clear, concise and related to the specifics of the post.

Confidential References and Reports

Two referees should be nominated, including one from your current or most recent employer (one must be the Headteacher/Executive Headteacher/Chair of Governors/CEO from your current Education setting).

The applicant will be required to safeguard and promote the welfare of children and young people

Note: Candidates failing to meet any of the essential criteria will automatically be excluded from the shortlisting process



EMPLOYEE BENEFITS

WELLBEING

Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:



- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

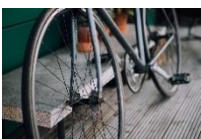
PENSIONS



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

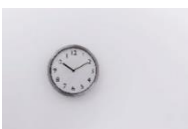
As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

CYCLE TO WORK



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www. greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

WORK LIFE BALANCE



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.



PROFESSIONAL DEVELOPMENT



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

CORPORATE BENEFITS



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
 - Escape zone at Sporting Lodge – £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
 - Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)
- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

POLICIES AND PROCEDURES



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals