



# The Priory Primary School

*'Inspiring a Love of Learning'*

Pamber End, Tadley,  
Hants, RG26 5QD



## HEADTEACHER

## APPLICATION PACK



March 2022

## **Introduction**

Thank you for your interest in the post of Headteacher at The Priory School.

You will hopefully find within the pack everything you need to make your application which we look forward to receiving.

We are seeking to appoint a confident, motivating, and inspiring team leader who will work with Senior Management to take the school through the next chapter by continuing to provide an exceptional education for the children and families within our local community.

Whilst you will find much of the required information in this pack or on our website, you may have further questions about the post. If so, please do contact Nickie Smith, our Clerk in order to arrange a visit, meet the staff and governors and observe the learning environment during the working day.

Thank you for your interest in our School.

**Mrs Prubie Sahota**  
**Chair of Governors**

## Overview

The Priory School is a small independently minded Academy Primary School situated in the picturesque hamlet of Charter Alley, North Hampshire. The School serves a number of local villages within a rural catchment. There are currently 189 children in seven classes, projected to increase to 210 in the coming years. The children join the School in the year they become five with a variety of previous experiences. They leave at the age of 11 to progress to a variety of secondary Schools.

The School is proud of its Good Ofsted rating (2019), with Outstanding in personal development but we are always looking at ways to improve and to ensure that we drive towards an Outstanding status going forward.

The children are encouraged to learn in a variety of ways and there is a good balance between teaching and independent learning. We have made a recent significant investment in the new English curriculum, and new technology which has enhanced creativity in teaching and learning.

The School has five acres of playing fields as well as a playgrounds. We place importance on physical activity, and the children take part in a wide range of sports including football, athletics and tag rugby. There is an adventure trail at the front of the School to provide further physical challenge. Utilising its rural setting the School also has a greenhouse, a wildlife garden, maturing woodland and areas for quiet, sensory pursuit. There is a well-stocked, newly refurbished library, the School has its own 16 seater minibus, and has recently completed substantial improvement works.

The School is fully staffed with a strong team of committed and skilled staff. Our caring and committed team of professionals from support staff to the most senior teachers are awaiting your inspirational leadership.

## Our Vision

At the Priory Primary school our vision is to inspire our pupils with a love of learning. We believe learning is a life-long process and therefore as a school we work collaboratively to ensure all of our stakeholders are passionate about education and the learning process. Our school's core values include Respect, Honesty, Unity, Resilience and Positivity, all are intrinsic in our approach to teaching and learning and play a vital role in the life of the school. We are rightfully proud of the pastoral support that we offer at the Priory and each child, family and member of staff is a valued part of our school community.

The Priory children believe this is what makes their school special and important to them.



## About the Position

The Priory is fully committed to standards of excellence in all areas and puts as much emphasis on the social, emotional, spiritual and physical development of its children as it does on their academic achievements. We hope that all our children leave at the end of Year 6 rounded, confident, and ready for the next stage of their development.

It is essential that the appointed Head is conscientious, empathetic, a hands-on inspiring leader, who motivates the staff in the commitment of our drive for excellence in our vision for teaching and learning. We are looking for an excellent communicator and team player who can demonstrate these key aspects, as well as providing strong leadership in their work with children, staff, parents and the community. We are looking for an inventive leader who will have opportunities and challenges to work with our vision, with a strong steer in promoting inclusivity, and diversity.

The School is somewhat unusual in that it is a single academy trust and as a result the successful candidate will be ideally placed in a unique position in which to progress their career and the future direction of the School, with all the benefits that that brings.

We are seeking to appoint an ambitious candidate who can demonstrate the impact of their leadership on pupils and staff and is passionate about teaching and learning. Being able to identify, support and develop talent is crucial and forms an important part of the role. You will have proven experience of being able to motivate and inspire staff, be an excellent teaching practitioner and have experience of teaching in Key Stage 1 and 2 and/or the Early Years. You will have an in depth understanding of the curriculum and of the current educational agenda and the challenges this may present.

Candidates will have an understanding and appreciation of the financial pressure schools are currently facing nationwide, with the ability, alongside and supported by the governors, to continue to develop our short to medium term strategy to take the school forwards.

## How to Apply

To apply please complete the standard application form and return it to:-

Nickie Smith- Clerk to Governors  
Email: [Hampshire.clerk@hotmail.com](mailto:Hampshire.clerk@hotmail.com)

Or by Post to: Nickie Smith, Clerk to Governors, The Priory Primary School, Pamber End, Tadley, Hampshire RG26 5QD

Alongside your application form, please send a covering letter explaining how you meet the job description, person specification and the enclosed information about the role.

If you wish to arrange to visit the School or would like an informal discussion about the role, please contact Nickie Smith on Telephone: **07795 168347** and leave a message or Email: [Hampshire.clerk@hotmail.com](mailto:Hampshire.clerk@hotmail.com)

**Closing date for applications: Sunday 24<sup>th</sup> April 2022**

**Shortlisting review: Wb 25<sup>th</sup> April 2022**

**Interview Dates: 3<sup>rd</sup> and 4<sup>th</sup> May 2022**

The starting date is to be September 2022

***The Priory is committed to the safeguarding of children and young people. This post is subject to successful references and enhanced DBS check.***

# Headteacher Job Description and Person Specification

<b>Post title:</b>	<b>Headteacher</b>
<b>School:</b>	<b>The Priory Primary School (Charter Alley)</b>
<b>Salary range:</b>	<b>Starting salary L8 – L13</b>
<b>Responsible to:</b>	<b>The Governors of The Priory Primary Academy Trust</b>

## Job Description

The Headteacher will establish and sustain the school's ethos and strategic direction together with the governing board and with the school community.

The Headteacher will take overall responsibility for the organisation, finances, management and conduct of the school in accordance with the Trust's Articles of Association and policies and in consultation with the Governing Body and its scheme of delegation.

The Headteacher will identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context and make sure these school improvement strategies are effectively implemented

The Headteacher will build positive and respectful relationships across the school community to build on the strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.

The Headteacher will ensure that they serve in the best interests of the school's pupils and uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, ensuring equality, safety and respect will be reflected in all aspects of their work.

The Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and will ensure that all requirements are met in full.

## Duties and responsibilities

### Strategic Direction and School Improvement

- 1.1 Drawing on experience and best practice, work together with the Governing Body, Senior Management Team, staff and School community to build a strong strategic direction and on-going school development plan.
- 1.2 Maintain and further develop the school's ethos and provide educational vision and

direction for the school which secures:

- Effective teaching.
- Successful learning and outstanding pupil achievement.
- High standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences.

1.3 Implement the school's development plan, including school Improvement, business and finance:

- Identifies priorities and targets that supports high standards enabling pupils to make progress and maximise achievement.
- Supports continuous improvement in teachers' effectiveness and secures continuing school improvement.
- Is underpinned by sound financial planning and business processes and systems.
- Using financial data and analysis, able to identify areas where costs are high relative to other similar schools and willing to confront financial challenges, recommend and implement change in order to develop a strategy with stronger finances going forwards.
- Articulates clear values and moral purpose for the leadership of the Priory Primary School, focused on providing a first class education to all of our pupils.
- Communicates compellingly the School's vision and drive, the strategic leadership, empowering all pupils and staff to excel.

1.4 Ensure all those involved in the school are committed to its aims, are motivated to achieve them and involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school.

1.5 Ensure the management, finances, organisation and administration of the school support its vision and aims.

1.6 Ensure policies and practices take account of national, local and school data and inspection and research findings and reflect best practice.

1.7 Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action as necessary.

1.8 Promote and safeguard the welfare of children for whom the Governing Body is responsible, and those with whom the children come into contact.

## **School Culture and Behaviour**

2.1 Create a culture where pupils experience a positive and enriching school life

2.2 Encourage inclusivity and diversity to enhance knowledge and celebrate equal opportunities

2.3 Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

2.4 Ensure a culture of staff professionalism

2.5 Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

2.6 Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

## **Teaching, Learning, Curriculum and Assessment**

- 3.1 Work with the Governing Body and Senior Management Team to deliver effective teaching and learning throughout the school.
- 3.2 Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- 3.3 Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
- 3.4 Work with the Governing Body and Senior Management Team to determine, organise and implement the curriculum and its assessment; routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement.
- 3.5 Ensure effective teaching is evidenced across the full curriculum with a comprehensive programme of monitoring in place.
- 3.6 Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, including those with special needs in order to set and meet challenging, realistic targets for achievement.
- 3.7 Develop and maintain effective links with the wider educational and local community, including business and industry, to extend the curriculum and enhance teaching, learning and funding.
- 3.8 Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

## **Additional and Special Educational Needs (SEN) and Disabilities**

- 4.1 Promote a culture and practices that enables all pupils to access the curriculum
- 4.2 Have ambitious expectations for all pupils with SEN and disabilities
- 4.3 Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- 4.4 Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## **Leadership**

- 5.1 Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.
- 5.2 Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 5.3 Implement and maintain effective systems for management of staff performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.
- 5.4 Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.
- 5.5 Identify and nurture talent to enable effective leadership development and succession planning.
- 5.6 To be able to demonstrate and recognise outstanding practice within the school.
- 5.7 Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of

Teachers, including those for the Headteacher.

- 5.8 Lead by example, demonstrate and ensure the continuous commitment by all staff to effectively safeguard the children in the care of the school safe, as part of duty of care.
- 5.9 Manage staff well with due attention to workload.

## **Resource Management**

- 6.1 Work with the Governing Body and Senior Management Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- 6.2 Work with the Senior Management Team to deploy all staff effectively in order to ensure the highest quality of education provided.
- 6.3 Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the school's budgeting.
- 6.4 Working closely with the School Business Manager and facilities manager to manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- 6.5 Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.
- 6.6 Ensure staff have access to appropriate, high standard professional development opportunities.
- 6.7 Seek training and continuing professional development to meet needs.

## **Governance, accountability and working in partnership**

- 7.1 Provide accurate and honest information and objective advice and support to the Governing Body in meeting its responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.
- 7.2 Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.
- 7.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governing Body, pupils, parents/carers, the local community, OFSTED and others.
- 7.4 Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.
- 7.5 Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.
- 7.6 Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- 7.7 Work successfully with other schools and organisations

## **Other duties and responsibilities**

- 8.1 To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.

In addition the post is subject to compliance with:

- 8.2 School policies and guidelines on the curriculum and school organisation.
- 8.3 School policies and procedures on other matters.
- 8.4 Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
- 8.5 The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment.
- 8.6 Common core of skills and knowledge for the children's workforce.
- 8.7 All teachers have a responsibility for providing and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with.
- 8.8 The duties and responsibilities detailed within this job description will be supplemented by the accountabilities, roles and responsibilities as set out within the School Teachers Pay and Conditions Document.

In addition:-

- 8.9 The Headteacher is accountable to the Governors and Trustees for the standards achieved and the conduct, management, finances and administration of the Academy, subject to any policies which the Department for Education and the Governors may make.
- 8.10 The duties outlined in this Job Description may be modified by the Governing Body to reflect or anticipate changes in the job commensurate with the salary.
- 8.11 This Job Description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character and level of responsibility entailed. It should be read in conjunction with Section 2 of the prevailing School Teachers' Pay and Conditions Document.

# Person Specification

Assessed from:-

1 = Written Application      2 = Interview Process      3 = Documentary evidence

Appointment Criteria	Essential/ Desirable	Assessed from
<p><b>Qualifications and Training :</b></p> <ul style="list-style-type: none"> <li>➤ Qualified Teacher Status</li> <li>➤ National Professional Qualification of Headship (NPQH)</li> <li>➤ Further qualification in a related area e.g. MEd, MA, MBA</li> </ul>	<p>E</p> <p>D</p> <p>D</p>	<p>1,3</p> <p>1,3</p> <p>1,3</p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>➤ Successful leadership and management experience e.g. as a Headteacher, Interim Headteacher or Deputy/Assistant/Acting Headteacher.</li> <li>➤ Evidence of managing or making a substantial contribution to the effective management of change.</li> <li>➤ Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils.</li> <li>➤ Evidence of effective teaching, assessment and target setting.</li> <li>➤ Involvement in school self-evaluation and development planning.</li> <li>➤ Evidence of working with parents and the community as partners in learning.</li> <li>➤ Demonstrable experience of successful line management and staff development.</li> <li>➤ Experience of working in collaboration with other schools to realise improvement and raise standards.</li> <li>➤ Experience of working effectively and in partnership with Governors.</li> <li>➤ Experience of leading an academy.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>1,3</p> <p>1,3</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
<p><b>Skills and Knowledge of:</b></p> <ul style="list-style-type: none"> <li>➤ Developing further and implementing strategies for school evaluation, and school improvement, including data analysis, target setting, strategies for improving the quality of teaching and learning for all pupils, effective monitoring and inspection.</li> <li>➤ Strategies to motivate and engage pupils to maximise learning opportunities and outcomes.</li> <li>➤ Proven knowledge of safeguarding and evidence of achieving a safe, calm, secure and healthy school environment.</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>

➤ Performance management, performance related pay and managing effective professional development.	E	1,2
➤ Effective use of ICT to support teaching and learning.	E	1,2
➤ How to promote inclusion, diversity and implement equal opportunities for all.	E	1,2
➤ Management of pupils' behaviour and attitudes to learning and the ability to put this into practice.	E	1,2
➤ Engaging parents/carers in their children's learning and the work of the school.	E	1,2
➤ Strategic curriculum development.	E	1,2
➤ Understanding of school finances and financial management	E	1,2
➤ Effective communication and interpersonal skills	E	1,2
➤ Ability to communicate a vision and inspire others	E	1,2
➤ Ability to build effective working relationships	E	1,2
<b>Leadership Skills:</b>		
Evidence that can show candidates can:		
➤ Demonstrate evidence of outstanding/successful teaching as a Headteacher, Interim Headteacher, Deputy Headteacher or acting Headteacher with the ability to judge outstanding teaching in others.	E	1,3
➤ Create and secure commitment to delivering a vision for the school in line with that of the Financial Handbook	E	2
➤ Build upon current good practice by supporting and developing effective teamwork across the whole school community.	E	1,2,3
➤ Initiate and manage change and improvement in pursuit of higher standards and strategic objectives.	E	1,2,3
➤ Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others.	E	1,2,3
➤ Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward.	E	1,2
➤ Provide an inspiring role model for pupils and staff, creating an environment where all can thrive.	E	1,2
➤ Manage and motivate staff, in a happy and supportive working environment, to achieve the highest standards in all aspects of school life within the resources available.	E	1,2
<b>Communication and Problem Solving:</b>		
➤ Evidence that shows candidates can:		
➤ Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school.	E	2
➤ Use numerical and financial data with confidence and use it to make decisions based upon analysis and interpretation.	E	2,3
➤ Demonstrate reasoned judgement in difficult circumstances.	E	1,2
➤ Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve	E	1,2,3

<p>conflict.</p> <ul style="list-style-type: none"> <li>➤ Communicate, negotiate and secure cooperation of a wide range of people.</li> <li>➤ Create a climate of open communication where people feel able to express opinion and know their views will be respected.</li> <li>➤ Demonstrate an understanding of, and lead the school's role in a self-improving school system.</li> <li>➤ Demonstrate an understanding of, and lead the school's role in the community.</li> <li>➤ Develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>1,2</p> <p>1,2,3</p> <p>1,2</p> <p>2</p> <p>1,3</p>
<p><b>Personal Effectiveness:</b></p> <p>Evidence that shows candidates can:</p> <ul style="list-style-type: none"> <li>➤ Prioritise and manage time appropriately, able to work under pressure and to deadlines.</li> <li>➤ Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances.</li> <li>➤ Be self motivating and achieve challenging professional goals.</li> <li>➤ Take full responsibility for own professional development.</li> <li>➤ Create a strong, positive personal impact, conveying authority confidence, approachability, warmth and humour.</li> <li>➤ Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.</li> <li>➤ Demonstrate enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education.</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>1,2,3</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,3</p> <p>1,2,3</p> <p>2,3</p> <p>1,2,3</p> <p>1,2,3</p> <p>1,2,3</p>