

Walton Priory Middle School



Headteacher Application Pack

Beacon Rise
Stone
Staffs
ST15 0AL

www.waltonpriory.staffs.sch.uk

**'Inspirational education for every child built on
strong core values and limitless thinking'**

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Dear Applicant

We are delighted that you are interested in applying for the role of Headteacher at Walton Priory Middle School. As our headteacher will be leaving at the end of the Spring Term 2024, the governors are seeking to appoint an inspirational and highly motivated headteacher, who by sharing our vision and values will build upon the existing strengths of the school and take the school forward on its journey to 'outstanding.'

Walton Priory is a six-form entry Middle School in Stone, Staffordshire and is well-regarded in the community. In addition to offering a strong and challenging academic curriculum we go the extra mile to ensure that our pupils have the best opportunities to grow as kind, resilient and confident people. We prioritise the well-being of our pupils and are committed to developing an environment in which all learners are both challenged and supported to be the best they can be. We are looking for a headteacher who has a track record as a highly effective practitioner and leader, demonstrating the strategic leadership and operational skills needed to work in partnership with our dedicated staff, parents and wider school community in providing an ambitious and inclusive education for all of our pupils.

At Walton Priory you will find:

- Happy, confident children who love to learn.
- A cohesive, dedicated and caring staff team who are committed to the school and its pupils.
- A Senior Leadership Team who will work with you to achieve the best possible outcomes.
- A fully supportive Governing Body who will work in partnership with you and challenge you to secure the best outcomes for our pupils.

In 2020 Ofsted judged the school as "Good". Please read the full report [here](#).

I hope you find this information pack a useful introduction to our school. In order to learn more about our school I would encourage you to book onto one of the prospective applicants' introductory sessions, which will be held on Tuesday 23rd January at 2pm or Thursday 25th January at 2pm. Please book by emailing d.richardson@waltonpriory.staffs.sch.uk.

We look forward to receiving your application. We would ask that any accompanying letter be maximum of two A4 pages in length (font size no smaller than Arial 11).

Julie Yates
Chair of the Governing Board

JOB ADVERT

Headteacher

**Walton Priory Middle School, Stone,
Staffordshire ST15 0AL**



Salary: LD14 £65,010 – LD27* £88,530 (subject to performance management)

Closing Date: 5th February 2024 at 9.30am

Start date: 8th April 2024

A dynamic and confident professional is sought to lead Walton Priory Middle School to continue to drive educational standards.

As an enthusiastic and motivational role model, you will work closely with senior and middle leaders to continually improve outcomes. You will be an excellent practitioner, experienced in leadership in primary and/or secondary phases, and possess drive and enthusiasm to deliver the best outcomes from staff and pupils. Your commitment to the values of the school will be evident.

You will have:

- recent successful leadership experience;
- a proven track record of raising and maintaining standards;
- evidence of translating strategic objectives into action plans;
- the ability to motivate staff, using effective performance management to achieve continuous improvement.

We offer:

- a committed and proactive governing board;
- an experienced and skillful team with high expectations for children;
- pupils who demonstrate excellent standards of behaviour and attitudes to learning;
- supportive parents and wider community.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The school follows safer recruitment practices, and the successful applicants will be subject to all necessary pre-employment checks including enhanced Disclosure and Barring Service check. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search may be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which may indicate that you are unsuitable to work with children and that we might want to explore with you at interview. Please review our Privacy Notice for the lawful basis for processing and retention.

JOB ADVERT

Please refer to the recruitment pack before completing your application form.

Closing date: 9.30am 5th February 2024.

Tours of the school available on Tuesday 23rd January at 2pm or Thursday 25th January at 2pm. Please book by emailing d.richardson@waltonpriory.staffs.sch.uk.

Selection activities and interviews: Thursday 22nd February.

To apply, please submit your application on the Staffordshire County Council application form and send it for the attention of the Chair of Governors to hr@waltonpriory.staffs.sch.uk.

JOB DESCRIPTION

Headteacher

Job Details

Salary: LD14 £65,010 – LD27* £88,530 (subject to performance management)

Contract type: Full Time, permanent

Reporting to: The Board of Governors

Responsible for: Business Manager, Deputy Heads, DSL, Associate Assistant Head



Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Inspire and motivate staff and pupils to do their best

Duties and Responsibilities

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to health and safety and safeguarding, as part of a duty of care
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Produce and implement clear evidence-based improvement plans for the development of both the school and its facilities
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

JOB DESCRIPTION

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure a culture and ethos of challenge and support where all pupils can achieve success, including the more able
- Develop and maintain a culture of high expectations for self and others and take action where performance is deemed less than satisfactory
- Uphold the values and vision of Walton Priory for all members of the school community

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum that takes account of the diversity, values and experience of the school and wider community
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Maintain links with external bodies so as to ensure the school stays abreast of local and national research and best practice.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

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

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money

JOB DESCRIPTION

- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

PERSON SPECIFICATION

Factors	Essential or Desirable
Qualifications	
Qualified teacher status	E
Degree	E
NPQH (either achieved or underway)	E
Evidence of further study, action research, significant curriculum development or whole school improvement	E
Experience, Skills and Knowledge	
Successful leadership and management experience in more than one school	E
Teaching experience in both the primary phase (including Upper Key Stage Two) and/or secondary phase	E
Involvement in school self-evaluation	E
Making accurate judgements about the quality of education	E
Demonstrable experience of successful line management and staff development	E
Successful implementation of strategies designed to secure improved pupil outcomes	E
Experience of designing a high-quality whole school curriculum	D
Experience of reporting to governors	D
Data analysis skills and the ability to use data to set targets and identify weaknesses	E
Understanding of high-quality teaching based on evidence, and the ability to model this for others to improve	E
Understanding of school finances and financial management	E
Effective communication and interpersonal skills	E
Ability to communicate a vision and inspire others	E
Ability to maintain a positive approach under pressure, meeting deadlines and being able to reprioritise when required.	E
Ability to understand and appreciate the school's current strengths and be open to, and generate, new ideas to develop and improve.	E
Ability to work on own initiative and with a team, being willing to undertake professional duties at short notice when the need arises.	E

PERSON SPECIFICATION

Personal Qualities	
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	E
Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in a way that exploits the position	E
A tireless 'can-do' attitude	E

KEY DATES AND INFORMATION

Visits: Visits to our school are strongly encouraged. To arrange a visit please contact Deb Richardson at d.richardson@waltonpriory.staffs.sch.uk or telephone 01785 550043. Visits are informal and will not form part of the selection process.

Dates for visits:



Tuesday 23rd January 2pm



Thursday 25th January 2pm

Vacancy Closing Date: 9.30am on Monday 5th February 2024

Shortlisted candidates will be notified by telephone/email on: Thursday 8th February 2024

Selection Activities and Interviews: Thursday 22nd February 2024

Candidates will be asked to undertake a range of activities and we will ensure that you have plenty of opportunities to ask all the questions you may have.

Further details of the interview process and arrangements will be provided to those shortlisted. Please note that we are unable to provide feedback to non-shortlisted candidates.

Start Date: Monday 8th April 2024

APPLICATION PROCESS

Please complete the Staffordshire County Council Application Form, your letter of application and the Recruitment Monitoring Form and send it for the attention of the Chair of Governors at hr@waltonpriory.staffs.sch.uk.

Please ensure your covering letter is no longer than 2 sides of A4 paper (font no smaller than Arial 11). Your covering letter should focus on your skills and attributes. Please note that CVs are not accepted.

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school, the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School follows safer recruitment practices, and the successful applicant will be subject to all necessary pre-employment checks including an enhanced Disclosure and Barring Service check.

Thank you for your interest in this vacancy and we look forward to receiving your application.



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