

Danbury Park Community Primary School



Appointment of Headteacher

Information for Candidates



Essex County Council



Contents

Selection Arrangements
Letter from Chair of Governors
Job Description
Person Specification
Recruitment and Selection Policy Statement



Appointment of Headteacher

School	Danbury Park Community Primary School
Telephone	01245 224994
Website	www.danburypark.essex.sch.uk
School Group Size	Group 2 NOR 260
Salary Range	L13 - L19 £63,430 - £73,509
Start Date	September 2024

Selection Arrangements - The Process

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

You are encouraged to apply for this post on-line, as feedback from colleagues and candidates for other roles have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast. You can access the website from any computer, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button.

When you apply on-line the school's Recruitment Team will be sent an email automatically and you will receive an email via the system confirming that your application has been received.

Applying on-line is straightforward and the first step is to create your own profile, please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile
- When you have created your profile, please click the 'Apply' button at the top of the online advertisement and complete your details.

Prior to appointment, the successful candidate will need Occupational Health medical clearance which will be arranged by the school.

A childcare disqualification form and a SD2 criminal convictions will need to be completed and returned to us at the shortlisting stage and these forms will be provided.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 03330130777 if you have any queries.

Closing date: Friday 05 April 2024
Shortlisting date: Tuesday 09 April 2024
Interview date: Wednesday 17 April 2024

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school
 - One reference from the Authority
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.





Danbury Park Community Primary School

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Essex CM3 4AB
01245 224994

admin@danburypark.essex.sch.uk

Be Wise, Be Happy, Belong

March 2024

Dear Candidate,

Thank you for expressing your interest in our Headteacher vacancy at Danbury Park Community Primary School. As our name suggests, we pride ourselves on working closely with local groups and promoting the benefits of being part of a collaborative community. We offer an inclusive and nurturing environment for all our pupils. The ethos and culture of the school can be summed up in our motto – Be Wise, Be Happy, Belong.

The school has a committed and experienced staff base whose aim is to develop our pupils to be the best they can achieve. Our children are a credit to the school, their parents, and more importantly, themselves. They enjoy coming to school and being a part of our family.

The staff and pupils, alongside the local community, work together to make the school a special place to be. This is supported by a wider, hard-working parent-association who are all part of our journey together.

We are seeking an inspirational leader who shares our commitment to excellence in education and who possesses the vision, skills, and passion to lead our school into its next chapter of success. The ideal candidate will have a strong background in educational leadership, a deep understanding of Primary education, and a demonstrable ability to foster a positive learning environment.

In return, the governing body sets its own high expectations to be supportive of not just the senior leadership team, but all the school staff.

We understand it can be difficult to convey these qualities through a job advertisement, and therefore you are warmly invited and encouraged to visit us to see the school for yourself. To do so, please call Jacki Brooke in the school office on 01245 224994 to make an appointment.

We look forward to hearing from you.

Paul Sutton

Chair of Governors
Danbury Park Community Primary School



Danbury Park Community Primary School

Job Description

Headteacher

Post Title	Headteacher
Purpose and scope:	<p>To be responsible for the internal organisation, management and control of the school.</p> <p>To be the schools' Designated Safeguarding Lead.</p> <p>In carrying out his/her duties, the Headteacher shall consult, where this is appropriate, with the Authority, the Governing Body, the staff of the school and the parents of its pupils.</p>
Responsible to:	The Governing Body
Salary/Grade:	Leadership Spine

Main Function

- Provide professional leadership and management of the school.
- Raise standards and achievement in all areas of the school's work.
- Ensure personalised learning for all pupils.
- Provide equal opportunities for all.
- Work effectively with the school's governing body and staff.
- Retain and develop the distinctive ethos of the school whilst having a clear vision for its future.
- Act as the school's Designated Safeguarding Lead.

The Headteacher, working with and being accountable to the governing body, provides vision and direction for the school. Together with staff and governors, the Headteacher ensures continuous improvement in the quality of education. The Headteacher demonstrates effective and efficient use of the school's resources to achieve its aims and objectives.

The Headteacher, working with others, secures the commitment of the wider community to the school by developing and maintaining effective networks with, for example, local schools and pre-schools, other services and agencies for children, the Local Authority, and other education institutions and employers, as well as working closely with other community organisations.

The Headteacher is responsible for creating a productive, disciplined learning environment and for the day-to-day management, organisation and administration of the school.

Key Responsibilities

Leadership

- Identify and determine the overall school aims, vision for the future and plans to deliver continuous improvement, in consultation and through evaluation with staff, parents, pupils and governors.

- Ensure the development of a strong vision, ethos and identity that unites staff and pupils and establishes a culture of self-evaluation that will lead to continuous improvements.
- Effectively lead and develop the school's Leadership Team members and successfully delegate responsibilities to bring about high standards in all areas.
- Ensure that effective school policies are implemented, complied with and reviewed regularly.
- Ensure the effective management of staff, including their performance management, in order to achieve high standards and harmonious and positive relationships.
- Develop and maintain effective communication with staff, parents, pupils, governors and other key stakeholders
- Ensure high standards of pupil behaviour and attendance.
- Innovate and lead the effective management of change.
- Build appropriate relationships with pupils, parents, staff, governors and other stakeholders to develop and enhance the achievements and good reputation of the school.
- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements, including taking on the responsibility of Designated Safeguarding Lead.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard, at all times, in accordance with the school's relevant policies and procedures.
- Carry out those responsibilities defined by statute with specific reference to Conditions of Employment of Headteachers in the current DfE publication School Teachers' Pay and Conditions including the educational standards, internal organisation, management and control of the school.

Curriculum

- Develop, monitor and review the curriculum to provide appropriate programmes that meet the needs of all pupils.
- Ensure that the curriculum promotes each pupil's well-being and prepares each pupil for secondary education.
- Monitor and evaluate standards of teaching, learning and assessment across the school to raise and maintain high standards.
- Ensure coaching for improvement takes place, including the use of team teaching and any other means of improving teaching and learning as appropriate.
- Determine policies and organisation of multi-agency support and the holistic care of all pupils, including those who are vulnerable.
- Ensure that links are developed and maintained with business, other schools, and voluntary and community sectors to enhance the learning opportunities of pupils and staff.

Responsibility for Resources

- Manage the overall school budget. Allocate funds to ensure the effective use of accommodation, facilities and resources to provide good value for money within agreed expenditure limits.
- Develop appropriate staffing structures, capable of delivering all requirements of the school.
- Seek additional and sustainable funding to support and pilot new initiatives where appropriate and evaluate effectiveness.

Designated Safeguarding Lead Responsibilities:

- In accordance with the school's commitment to follow and adhere to the Department for Education's child protection guidance and all relevant guidance and legislation in respect of safeguarding children, the Headteacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- To take lead responsibility for safeguarding and child protection (including online safety) within the school.
- Act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Raise awareness of the school's child protection policies ensuring they are understood and used appropriately.
- Ensure the school's Child Protection Policy is reviewed (at least annually) and known, understood and used appropriately by all members of staff
- Refer cases (or support staff who make referrals) of suspected abuse to the local authority children's social care where there is a radicalisation concern to the Channel programme.
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Understand the unique risks associated with online safety and recognise the additional risks that children with SEN and disabilities face online.
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians and SENDCOs on matters of safety and safeguarding including online and digital safety,
- Ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Take the lead for ensuring systems are in place for filtering and monitoring of the school's internet.
- Conduct regular checking of safeguarding concerns on *My Concern* and of filtering and monitoring alerts throughout the day.
- Report to the governing body.



Person Specification Danbury Park Community Primary School

Requirement	Essential
Qualification	<ul style="list-style-type: none"> • National Professional Qualification for Headteachers (NPQH), or evidence of working towards. • Qualified Teacher Status • Evidence of continuing professional development
Experience	<ul style="list-style-type: none"> • Senior Leadership experience as a Headteacher or Deputy Headteacher at EYFS, KS1 and KS2 level • Proven record of performing the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead including liaison with external agencies. • Able to demonstrate commitment to safeguarding and promoting the welfare of children and able to embed a whole school commitment to safeguarding. • Experience across the primary school sector • Proven record of successful classroom teaching • Proven experience of impacting positively on pupil progress, raising attainment and developing excellence.
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills with the ability to lead by example and drive improvement • Experience of project management and dealing with capital budgets • A clear vision of excellence in education • A proven ability to raise educational standards and a commitment to high standards of achievement • Understanding of school improvement planning and subsequent budget planning • Awareness of the strategic role of the Governing Body and ability to work effectively with Governors • Ability to delegate, monitor and evaluate information • Evidence of good working relationships with parents and the wider school community • Evidence of Performance Management of both teaching and support staff. • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire others to achieve positive results • Ability to manage a school on a daily basis with appropriate delegation of tasks • Ability to initiate and manage change sensitively in pursuit of strategic objectives

Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Demonstrable knowledge of current curricular and educational issues with regard to relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • Innovative and creative approach to teaching and learning • Knowledge and experience of financial planning and budgetary management in relation to school improvement and pupil achievement • Knowledge of current Health and Safety Regulations • An understanding of consistent approaches to behaviour management • Understand requirements and expectations of OFSTED framework • Relevant IT skills and knowledge
Personal Qualities	<ul style="list-style-type: none"> • The vision for the continued success of the school • Commitment to a broad education, both in and out of the classroom. • Belief in inclusivity and in providing a high quality education for all children. • A high regard for the personal achievement of each child • Strong interpersonal and communication skills • Emotional resilience, including understanding of the importance of paying attention to one's own Wellbeing in order to lead a school effectively. • Ability to develop and maintain working relationships with local educational community and partnerships • Adaptable and flexible approach • Desire and ability to promote respect between children, staff, parents and governors • Organisational skills, with the ability to manage time, delegate effectively, prioritise and meet deadlines • Ability to recognise and utilise staff strengths • Ability to build, support, challenge, motivate and work as part of a high performing team • Ability to inspire trust and confidence across the school community • Ability to inspire children • Ability to provide clear direction and shared purpose for staff and pupils

Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period

- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis considering the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.

