



Wessex Primary School



Inspiring Excellence; Everyone Everyday

Headteacher Pack

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Welcome message from the Chair of Governors

Dear Potential Candidate,

I am delighted that you are interested in applying for the Headship at Wessex Primary School.

You will find the children at Wessex are resilient and engaged learners who are proud of their achievements and are supported by their families.

As Headteacher you will lead a team of passionate, experienced and enthusiastic staff and you will be fully supported by a committed Governing Body.

Wessex has strong relationships with the wider School community. Our Parents and Carers support their children's learning, volunteer on a wide range of activities and our PTA raises much needed funds.

We view this as a great opportunity for an experienced, energetic and inspirational leader, who shares our vision and values. We are looking for an exceptional leader who can confidently drive the school forward.

Since the Ofsted Inspection in 2020, ('Good'), school leaders have addressed and continued to develop our curriculum.

We would like to invite you to visit the school before the interview date so you can see the school, its facilities and the education we provide. To book a visit please contact Sharon Robinson our School Business Manager on 01628 626724 or finance@wessexprimary.org.

On behalf of the Governors, we thank you for your interest in this position. We look forward to welcoming you on a visit and receiving your application.

Best wishes

Derek Moss

Derek Moss

Chair of Governors

WESSEX PRIMARY SCHOOL

HEADTEACHER – JOB DESCRIPTION

The DfE's '*Headteachers' Standards' Document* gives details of the role and professional responsibilities of the headteacher. This job description provides additional detail within that framework.

Job Purpose

The Headteacher will provide the school with clear vision, strong leadership and coherent strategic direction, securing a climate of self-improvement and effective management leading to sustainable success.

The Headteacher will ensure the highest possible quality of education, range of opportunities and standards of attainment for all children and ensuring the safeguarding and welfare of the children within a nurturing and inclusive environment.

This will be done through working with the whole school community and partners, and through fostering the ethos of the school.

Responsibilities and accountabilities

Leadership and strategic direction

To work with the governing board to develop a strategic vision for the school and to plan and lead its implementation:

- Ensuring that with governors and staff, a clear vision for the school is developed, shared, understood and acted upon by everyone
- Delivering a school development plan to achieve the vision, monitoring and refining this regularly
- Creating an ethos and providing educational vision and direction which secures effective teaching, successful learning and achievement by pupils together with the spiritual, moral, cultural, mental and physical development, in order to prepare them for the opportunities, responsibilities and experiences of adult life
- Embedding an enabling culture with distributed leadership and responsibility
- Ensuring the school's vision, direction and actions are underpinned by the involvement of its parents and community.

Teaching and learning

To provide a happy and productive environment where effective teaching and learning is secured and sustained throughout the school, and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using appropriate benchmarks, and to oversee continuous improvement:

- Ensuring that the care, well-being and fulfilment of the potential of each child is nurtured and valued through a good quality education delivered through a broad curriculum in a stimulating way

- Role modelling highest quality teaching and articulating high expectations and an ethos of challenge and support where all pupils can achieve success (whatever that means for each individual)
- Ensuring there are effective monitoring and tracking of pupil data leading to informed understanding, which is used to impact upon children's progress and achievements
- Ensuring the school holds ambitious outcomes for all SEND pupils, working in partnership with parents/carers and professionals to identify and adapt provision, and ensuring the school fulfils its statutory requirements for these pupils
- Incorporating the school's values in appropriate school assemblies.

Leading and managing staff

To lead, motivate, provide appropriate support and challenge for staff to create and deliver an exceptional learning environment for all pupils and opportunities for staff development:

- Maintaining high morale and creating a team environment where staff share and support each other
- Securing excellent teaching through understanding and promoting how pupils learn and the core features of successful classroom practice and curriculum design
- Ensure all staff have clear expectations and guidance, encouraging personal responsibility and initiative whilst valuing each individual's contribution
- Implementing the performance management policy, providing guidance, support, coaching and training as appropriate
- Creating an ethos where all staff are encouraged to be curious about self-improvement and supported to develop their skills and subject knowledge and, where appropriate, future career aspirations.

Management of resources and staff

To deploy resources and staff efficiently and effectively to deliver the school's strategy and plan within its financial context:

- Designing and reviewing the most appropriate organisational structure for teaching and administrative functions and deploying available resources effectively
- Working with governors and school leaders to recruit staff of the highest quality available
- Leading and managing the long-term planning and annual budgeting process to deliver a balanced budget which meets the needs of the school and enables the School Development Plan
- Monitoring and evaluating the school finances, and informing governors regularly of actual spend against plan and requests for spending approval (as per the Finance Policy)
- Ensuring the school meets the requirements of the Financial Management Standards in Schools
- Managing and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil's achievements, ensure efficiency and secure value for money

- Making arrangements for the security and effective supervision of the school buildings, contents and grounds.

Accountability

To be accountable for the efficiency and effectiveness of the school to governors, and others including pupils, parents/carers and staff:

- Providing regular information, objective advice and support to governors to enable them to meet responsibilities for quality teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- Developing a culture where all governors and staff recognise that they are accountable for the success of the school
- Establishing and implementing policies which ensure the safeguarding of pupils, the safety, health & welfare of pupils, staff and visitors, the security, maintenance and cleanliness of the school and its environment in accordance with statutory and local regulations
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audience, including governors, the local authority, Ofsted and others
- Reporting annually to governors on the performance management of teachers at the school
- Ensuring rigorous approaches to identifying, managing and mitigating risk.

Working with others

To forge and develop strong and supportive relationships with parents, governors, the community, other schools, the local authority and the services and agencies which support education:

- Working effectively with the governing board in its role as critical friend
- Ensuring that parents/carers are well-informed about the curriculum and pupil progress and about the contribution that they can make to their children's education
- Maintaining and developing the ethos of the school by supporting and developing links with the whole school community.

Wessex Primary School provides a safe and secure environment for pupils to learn. The school and its governors are committed to safeguarding and promoting the welfare and safety of children and young people and operates a strict Safeguarding Policy, with procedures being rigorously and consistently applied.

Created October 2022

WESSEX PRIMARY SCHOOL

Person Specification: Headteacher

Job details

Salary: L16 (£65,450) - L23 (£77,344)

Contract type: Full-time

Reporting to: Board of governors

Responsible for: Whole Staff

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
- Ensure inclusion, diversity and access
- Lead by example to foster an open, transparent and equitable culture.

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.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- 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 and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

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
- 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

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](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Promote and manage positive mental health and wellbeing of all staff
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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.

School Profile

Our Ethos

We are passionate about providing irresistible and enriching learning through our creative, thematic approach. Our curriculum is inspiring, innovative and inclusive ensuring children reach their full potential academically, emotionally and socially. We want every child to be equipped for 21st century life.

Our Vision

Inspiring Excellence; Everyone, Everyday.

Our Values

Positivity - Pupils and staff at Wessex demonstrate their positivity by:

- having a positive growth mindset and a 'can do' attitude
- being resilient and not giving up even when things are challenging
- having high aspirations and believing we can all succeed
- respecting and celebrating others successes.

Honesty - Pupils and staff at Wessex demonstrate their honesty by:

- telling the truth
- admitting when we make a mistake and learn from the experience
- speaking up if we need help or support knowing it is ok to find something challenging.

Respect - Pupils and staff at Wessex demonstrate their respect by:

- listening and valuing other people ideas, differences and achievements
- being polite and kind to each other
- following instructions and cooperating with each other
- taking care of our school environment and our resources.

Pride - Pupils and staff at Wessex demonstrate their pride by:

- trying our hardest to 'be the best we can be'
- looking smart and being ready to learn
- caring for our school environment
- sharing our learning and achievements with each other



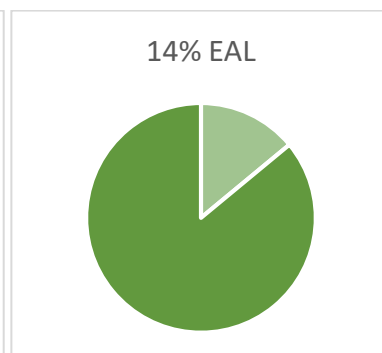
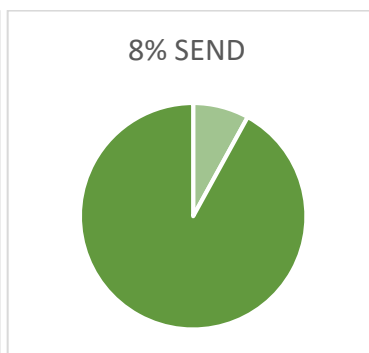
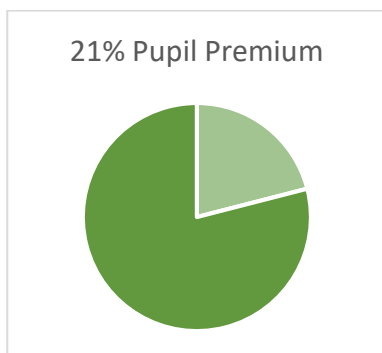
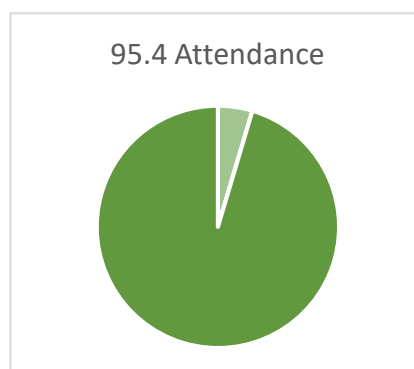
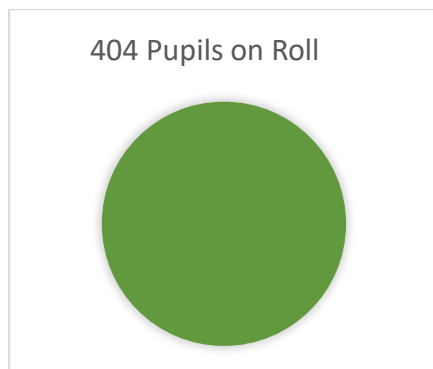
Our Behaviour Code

At Wessex Primary school we expect outstanding behaviour, modelled by the entire school community. We have high expectations of children and staff at all times.

Pupils should always be ready to learn, make choices that are respectful and act in ways that keep themselves and others safe.

School profile

Wessex Primary is a two-form entry school situated in the Cox Green area of Maidenhead. The catchment area covers a diverse community, and the school provides an inclusive and nurturing environment including a specialist Hearing Resource Base, welcoming pupils and families from our local community and beyond.



Attainment Information Summer 2022

KS2	2022		2019	
Subject	ARE+	Above ARE	ARE+	Above ARE
Reading	69.6	17.9	70	21
Maths	66.1	16.1	82	17
Writing	35.7	8.9	75	7
Grammar, Spelling Punctuation	62.5	21.4	64	32
Combined Read, Write, Maths	37.5	7.1	61	4
KS1	2022		2019	
Subject	ARE+	Above ARE	ARE+	Above ARE
Maths	72.4	6.9	74	11
Reading	56.9	22.4	74	30
Writing	46.6	3.4	66	15
Combined Read, Write, Maths	43.1	n/a	n/a	n/a

What our Pupils and Parents say

Our recent pupil and parent survey gave us the following information: -

Pupil comments:

'We are taught to be kind and caring to others' 99%

'Adults show them how they can make their work better' 98%

'We know who to speak to if we are upset or unhappy at school' 95%

'I like our school because it's such a lovely community and we are such a tight knitted family'.

'I like that our school aims to be the best it can be'.

'My friends support me and my teacher is caring'.

'I like that everything that's a problem is dealt with and I can be proud of my work here'.

'The teachers are kind and push us to do our best'.

'Lessons are fun'.



Parent comments:

93% of parents say they would recommend Wessex Primary School to another parent.

88% of parents say the school curriculum engages their child in learning.

89% of parents say that their child feels safe in school.

'How the curriculum is taught is so engaging and my child really retains the information they have learned'.

'I love the weekly newsletter. The Headteachers are always out, very polite and accessible to talk to. Very good email communication and Facebook pages for every school year'.

'All the staff genuinely care about our children. I feel confident leaving my child in their care. Tons of after-school clubs to choose from'.



How to apply

If you would like further information, or to arrange a school visit, please contact Sharon Robinson our School Business Manager
Phone 01628 626724
Email: finance@wessexprimary.org

How to apply

Candidates must complete the application form accompanied by a letter of application that provides evidence of your fulfilment of the person specification.

All applications are to be sent to Harpreet Kaur, Clerk to the Governors, no later than Tuesday 22nd November. Interviews: 5th December.

Either by **email** to Clerk@wessexprimary.org or by **post** to Wessex Primary School, St Adrians Close, Cox Green, Maidenhead SL6 3AT.

Safeguarding Children and Safer Recruitment

Wessex Primary school is committed to safeguarding and promoting the welfare of children and young people. It is a criminal offence for people barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group e.g. adults at risk, children or both. An Enhanced DBS and reference checks will be sought from the successful candidate.

Privacy notice

For information about how we collect, store and use personal data about individuals applying for jobs at our school, please see <https://www.wessex.org>