Appointment of Headteacher to Bluebell Primary School

Bluebell Primary School

Lovelace Road Norwich Norfolk NR4 7DS

A member of The Yare Education Trust (from 1 May 2020)

Headteacher

Required for September 2020 – Group 2 (£57,986 - £63,975)

Following the planned departure of our current Headteacher, we are looking for an outstanding leader to continue to develop our school.

Bluebell Primary is fully committed to supporting the pupils in their efforts to help give them the skills and self-belief to succeed by: aiming high and responding to challenge; celebrating and developing independence; developing a love of learning and understanding of life; and taking care of self and others. We aim to be a happy and inclusive place in which to learn, where children can achieve academic success and develop high aspirations and skills for a bright future.

We would want to hear from you if you are:

- Passionate about helping children - we strive to inspire our children to enjoy being at school and to love learning.
- An inspirational leader - to lead our positive and experienced team, who are committed to giving every child a successful start to their education.
- An effective communicator - to continue to build our strong school reputation and excellent links with parents and the local community.

In return, would you like:

- To be part of our friendly and positive community near the centre of Norwich?
- To lead our amazing school and magnificent children?
- To work with and develop our committed team?
- To work with a supportive team of Governors and be part of a local Trust?

We believe that, once you have seen our school, you will want to be a part of its future.

For full details and an application pack please email headship@epm.co.uk

Closing date of 10.00 am on Monday 20 April 2020.

Interviews will take place on Monday 27 and Tuesday 28 April 2020.

Letter from the Chair of Governors

Dear Candidate

We hope that one of you reading this will be our new Headteacher and will lead our staff and pupils on the next phase of our development. Firstly, thank you for your interest in our school, and for taking the time to make the first step towards applying to be our next Headteacher.

Following the departure announcement of our long serving Headteacher, we are excited to be able to offer this fantastic career development opportunity to a high performing, charismatic, experienced candidate.

Staff, parents, Governors and – most of all – the children are all really proud of our school community and all the activities that go on within it. The school is currently rated 'Good' by Ofsted, but internal and external evaluation show that we currently require improvement. Our aim is to promptly move firmly back into a Good rating, not just when the inspectors choose to call but every day. We are looking for the right leader to continue to lead us through to that target, and then to improve the experience for our children even further!

As Headteacher you will be supported by a Senior Leadership Team. Alongside this team, the school will be supported by The Yare Education Trust. The staff will provide you with the support, dedication and professionalism to help the school continue to flourish. The Governing Board has a positive and constructive relationship with the school, provides the right support and challenge to the Leadership Team, and work with them in planning, delivering and monitoring the work of the school.

We do hope you find the application information useful and are encouraged to apply to work with us. It should help you learn a little about the school, of which we are so proud, and help you understand the type of Headteacher that the pupils, staff, parents and Governors are looking for. We hope you can see yourself in our ambition and that you decide to apply to join our team.

We would also like to invite you to visit our school before application/interview. Should you like to take this opportunity, please make arrangements by contacting Becky Balls by email at **finance@bluebell.norfolk.sch.uk.**

I wish you every success with your application.

Yours faithfully

John Organ
Chair of Governors

Bluebell Primary School

A member of The Yare Education Trust (from 1 May 2020)

Bluebell is based near the University of East Anglia, just to the South of Norwich. The community benefits from excellent transport links both into the city and beyond.

Many of the 220 children on the school roll, live in the local area and the school has no difficulty in attracting pupils to maintain a strong roll.

Bluebell Primary School is a welcoming, one form entry school, incorporating EYFS to Year 6. It also has a Nursery and a ten-place SRB provision. The school was built under a PFI arrangement and is in exceptional condition.

The school benefits from a library and several intervention rooms and has a myriad of after school clubs which engage our pupils and provide them with a wide set of experiences.

The school has been subject to an Improvement Board and does need further improvement. The teaching staff are positive, experienced and keen to support every child as an individual.

We pride ourselves on our supportive family orientated approach and we aim to be a happy and inclusive place in which to learn, where children can achieve academic success and develop high aspirations for a bright future.

At Bluebell Primary we aim:

- To provide a safe, nurturing environment that enables children to learn the necessary skills to keep themselves safe and healthy.
- To enable each child to develop their own self-esteem in setting their own high standards, raise aspirations, take pride in their work, to have the desire to do their best and to enjoy learning.
- To enable all pupils to make good progress appropriate to their individual abilities
- To celebrate different cultural origins and diversity, promoting tolerance, respect and understanding for all people.
- To provide stimulating learning experiences, through good teaching and a broad, sound curriculum enabling the children to become independent and active learners with an understanding of learning that can take place outside of the classroom.
- We are committed to close links with parents, carers and the local community ensuring effective communication between all involved.
- To ensure the well-being of all involved in Bluebell Primary (Pupils, Staff, Parents, Governors, Members of the Community).
- To encourage children to work independently and with others in a spirit of cooperation and respect for themselves as well as others throughout all aspects of the school day.

- To develop children's confidence to think and express themselves creatively and logically and to enable them to manage their emotions appropriately.

- To foster and develop respect and care for our immediate environment around us, along with the environment as a whole.

There is a strong Governing Board supporting the school and helping it move forward. This board involves both parents and staff as well as other key members in its structure.

The school is converting into an Academy under the Yare Education Trust, with a conversion date scheduled for 1 May 2020. This will enable the school to gain significant benefit and support from The Yare Education Trust, including the advantages of the Teaching School (NTLEC) and professional enhancement programme based around a Trust Career profile.

Please refer to the school website **www.bluebell.norfolk.sch.uk** for more information.

Visiting the School

There will be time designated during the interview process to tour the school. However, if you have any questions in the interim, or would like to visit the school in advance, please contact Becky Balls by email at **finance@bluebell.norfolk.sch.uk**

School Improvement and Development Plan – 2019/2020

- Quality of Education
    - Priority 1 - To raise standards in reading across the school as outcomes in reading attainment have been below national.
    - Priority 2 - Implement a curriculum that gives every child the skills and self-belief to succeed.
    - Priority 3 - Teachers are using evidence-informed pedagogy to deliver quality-first teaching and are fully aware of their impact.
- Behaviour and Attitudes
    - Priority 4 - Engage all stakeholders in order to raise attendance in-line with national averages
    - Priority 5 - Develop respectful citizens with positive attitudes to learning.
- Personal Development
    - Priority 6 **-** Inclusion and nurture provision is improved through evidence-informed approaches which increase well-being of pupils.
    - Priority 7 - Implement and teach the new curriculum for Relationships and Sex Education
- Leadership and Management
    - Priority 8 - Improve leadership and it's impact on school improvement
    - Priority 9 - Develop middle leadership to ensure quality-first teaching across the curriculum
    - Priority 10 - Develop the EYFS curriculum offer to meet the needs of our children

The Yare Education Trust

The Yare Education Trust is a collaborative group of school communities, formally partnering each other in a Multi Academy Trust.

The Trust schools are united in their vision for education in the communities they serve. At their heart is a commitment to every child and young person from the age of three to nineteen in the area served by the schools that would ensure:

- the best possible educational experience for all pupils
- a culture of high aspiration
- an environment where each student/pupil is nurtured and can develop his or her full potential
- an emphasis on continuity of learning across all ages
- the celebration of the diversity and uniqueness of each individual's skills and abilities
- a climate which harnesses enthusiasm and makes learning enjoyable
- the wellbeing of the whole child: socially, physically, mentally, emotionally and spiritually.

Our aim is to ensure that every child within our community enjoys the best possible education. We believe that pupils should achieve academic success, but also that the educational experience that each child receives should include helping him or her to understand the need for respect and responsibility. Equally, we believe that a good education should include activities beyond the academic curriculum such as sport, fieldwork and educational visits.

Each of the schools in our Trust has a unique identity which we wish to retain. We also recognise that there are individual strengths within each school from which the rest of the Trust can learn. Parents can be confident that in whichever school they choose in our Trust, their child will receive an excellent, broad based education which will form a solid foundation for progression to the next stage of his or her development.

To ensure our children and young people achieve success, the Trust has a culture of reflective professional growth by every member of staff, matched with a relentless approach to staff development. This equips our team to the highest standards and ensures high expectation influences all our actions.

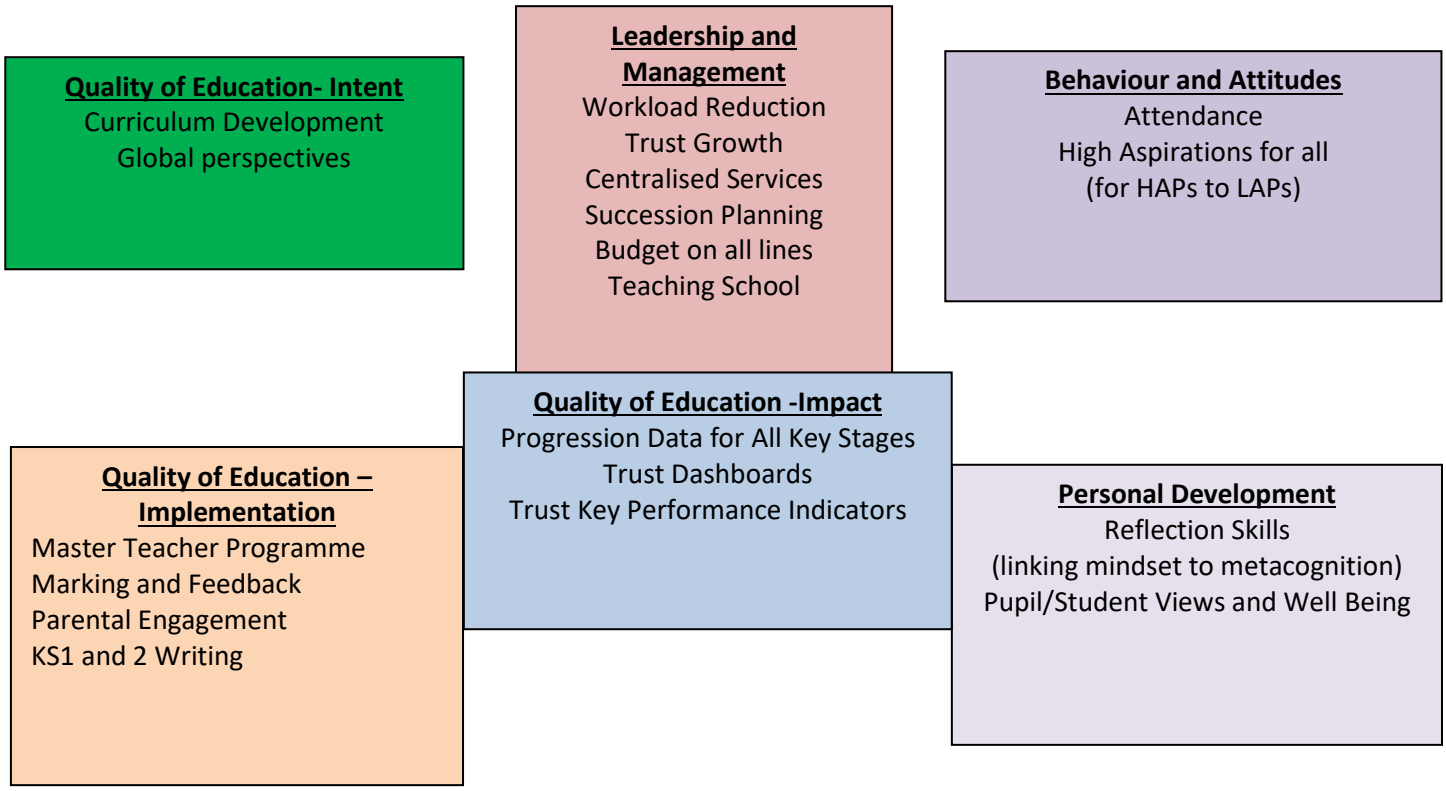
Our aspirational outcomes are that:

- each school is expertly led and governed
- each student/pupil is expected to make progress at least in line with, and for the majority above, national expectations
- all teachers are motivated to be self-improving and aspire to be outstanding in all they do
- learning and teaching practices are exemplary
- each school has the full support of its pupils, parents and the community.

In working together within and beyond the Trust, we believe in the synergy of what we can offer: that our combined experience and expertise are greater than the sum of our individual parts.

The Yare Education Trust

Improvement and Development Plan – 2019/2020



The Appointment Process

Having looked at this documentation and the websites, we hope you will now apply for the post.

Application:

Please use the application form provided. The completed application form should be emailed to **headship@epm.co.uk** and arrive no later than **Monday 20 April at 10.00 am**.

Please remember your supporting statement should set out your vision for the school and not simply re-state factual details already included elsewhere in the application form.

Interviews:

Interviews are scheduled for **Monday 27 and Tuesday 28 April 2020**.

The Trustees and the Governors reserve the right to reduce the number of candidates at any stage of the interview process.

Safer Recruitment

Bluebell Primary School and the Yare Education Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check along with other relevant employment checks. General Data Protection Regulation 2018 – you should be aware that the information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

The Journey of Being the Headteacher of Bluebell Primary School

At the Start

The School will:

- establish a bespoke induction for you.
- complete the Trust Transition Planning document to ensure you gain the best understanding of the school before you start.
- provide a supportive Governor Team to help guide and support in the early days.
- help you build a constructive partnership with Governors in their role of 'critical friend' to helps you establish yourself with all elements of the school community.

The Trust will:

- establish an induction along with meeting the other Headteachers at the earliest possibility.
- create opportunities to spend time with the Trust Management Team so you are clear on their role in supporting you.

Moving Forward

The School will:

- undertake a supportive professional development process (following Trust protocol).
- ensure your development is set alongside that of the growth of every pupil, in importance.
- act as a point of reference to ensure your wellbeing, keeping a good work/life balance and an acceptable work load.

The Trust will:

- provide the support to help you build on the notion of 'Aligned Autonomy' that exists throughout the Trust.
- provide Inset opportunities through the teaching School.
- ensure you not only work with Trust Headteachers but that you also build relationship with other Trusts and schools via Educate Norfolk, VNET and other links.
- undertake regular supportive discussion and joint working to your agenda from the CEO and the Director of Schools.
- Provide the support and work of the Trust Core Team.

And in the Longer Term

The school and the Trust want you to continue to grow and maximise your potential so will support and encourage you, be that to remain as the Headteacher of our school or to move forward onto a different challenge within the profession.

Job Description

Post Title:	Headteacher
Salary:	£57,986 - £63,975(L15 – L19)
Disclosure Level:	Enhanced
Reporting To:	Local Governing Board, The Yare Education Trust Board, Chief Executive Officer

Purpose

The Headteacher will:

- Strategically lead the development and growth of all members of the Bluebell Primary School community.
- Work in partnership with The Yare Education Trust colleagues, at all levels, in all schools and with the Central Team to deliver the Trust Improvement and Development Plan.
- Recognise and contribute to the raising of standards in the wider Norfolk community.

Key Responsibilities

Leadership and Management of Pupil Achievement, Progress and Safety

- Ensure that pupil safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- Implement strategies which secure high standards of behaviour and attendance, pupil welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils.

Leading and Managing Staff

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key SIDP priorities and the development of the school's aims and objectives, through effective communication across the whole school community.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

Leadership and Management of Curriculum

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on pupil opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of all pupils.
- Ensure that the curriculum enables pupils to make a smooth and successful transition to their next school.

Managing Resources

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Governing Board; allocate funds and monitor the effective administration and control of school budgets so that the school secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

Stakeholders and the Local Community

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the values of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, both within and beyond the Trust, and promoting innovative initiatives.

Accountability and Governance

- Work with the Governing Board to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a school improvement plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local community, the wider Norfolk education community, Ofsted and others, to enable them to contribute effectively.
- With the Chief Executive Officer, contribute to the growth and development of the Trust, working with Trustees as required.

Teaching

- Teach as necessary and appropriate relative to the other duties of the post.

Notes

The Headteacher may be asked by the Governing Board to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

The Yare Education Trust

Bluebell Primary School
Headteacher

Person Specification

This Governing Board and the Trust are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

	Competencies, Knowledge, Qualifications	Judged from application form	Judged at interview
Experience	**Essential:** • successful Leadership responsibility in a school setting • experience in more than one school • successful record in Middle Management as a Curriculum or Pastoral Leader • successful teaching background in classroom delivery **Desirable:** • experience of working with other schools while in your current post	 ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓
Qualifications and Training	**Essential:** • qualified teacher status and first degree (or equivalent, for example, Cert Ed) • record of CPD relevant to headship **Desirable:** • higher degree relevant to headship • NPQH • CPD record includes substantial relevant achievement	 ✓ ✓ ✓ ✓ ✓	 ✓
Employment Record	**Essential:** • successful track record of leadership in the primary sector in England	 ✓	 ✓
Personal Effectiveness	• stable and supportive, stamina, energy, drive, confidence • capacity for personal development • ability to identify and address priority issues and be adaptable and responsive to circumstances • consistency of judgement and inner integrity	 ✓	✓ ✓ ✓ ✓

Leadership and Management of Pupil Achievement, Progress and Safety	• concerned about individual pupil needs; regards personal safety and achievement for each individual as the highest priorities • ability to inspire high levels of performance in pupils • the ability to analyse the complex issues relating to pupils' attainment and progress and develop effective and creative responses • successful track record in managing and deep appreciation of monitoring and evaluation techniques of pupil progress, translating into detailed plans with specific measurable targets	✓ ✓ ✓	✓ ✓ ✓ ✓
Leading and Managing Staff	• high-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability • able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability • positive and approachable with a commitment to equal opportunities and high achievement	✓ ✓	✓ ✓ ✓
Leadership and Management of Curriculum	• depth of knowledge of the national curriculum and sound experience of curriculum delivery, monitoring and assessment • the ability to analyse complex curriculum issues and develop effective and creative responses • in-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped • a vision for the 21st Century curriculum provision	✓	✓ ✓ ✓ ✓
Managing Resources	• the ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses • a vision for 21st century learning environment	 ✓	✓ ✓
Stakeholders and the Local Community	• effective communication with staff, parents, pupils and Governors and is sensitive to the school's role within the community • establish effective links with the community • evidence of the ability to establish a "standing" within the community and engagement with a wide variety of stakeholders	✓	✓ ✓ ✓
Accountability and Governance	• successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements	✓	✓
Teaching	• substantial successful teaching experience in the age range	✓	

Our Pupils' Perfect Headteacher would be

fun

fair

kind

caring

encouraging

a good listener

believe in everyone

proud of us

happy

hard working

honest

organised

Patient

Supportive

confident

Calm

Considerate

Proud of the school

Somebody we can rely on

firm

approachable

friendly

respectful

polite

have a sense of humour

motivating

positive