



Be Kind, Persevere and Succeed.



# Keelham Primary School

Candidate Briefing Pack



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Keelham Primary School, Well Heads, Keelham, Bradford, BD13 4HH

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## Welcome from Chair of Governors

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Dear Applicant,

Thank you for your interest in the post of Headteacher at Keelham Primary School. Our governing body considers this appointment critical in ensuring the School's continuing success and development.

Keelham is quite unique within Bradford – it is one of the smallest schools within the Authority but also one of the most successful. It may appear small from the outside but there is a lot to see on the inside. This is a popular school, situated in a semi-rural location, with high expectations and standards.

Our School has undergone significant change in the last 13 years under our current Headteacher. Her successor will find it in an excellent position in respect of the quality of leadership, teaching, pupil behaviour and outcomes and its financial management. We have a very active governing body and parents play an important role in fundraising through our Friends of Keelham Parents' Association.

Keelham has a culture of strong family values and we aim to create opportunities for our children to develop holistically, not just academically. Staff and pupils care for and support each other and we have excellent relationships with parents and the extended local community. We also have strong links with other schools in our Local Area Partnership.

Our new Headteacher will lead us through a new phase in the life of our School. We hope you will visit to meet the children and staff and that following your visit, you will feel encouraged to submit your application.

Yours faithfully,



John Ashworth  
Chair of Governors

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## Our School

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Keelham Primary School provides education for children ages 3-11. We have a small year group intake of 15 and we are organised into 4 mixed aged classes ranging from Nursery to Year 6 totalling a maximum capacity of 120 children. We strive to create an atmosphere where all children and adults feel safe, valued and included.

As a small school we offer a family ethos where everyone knows each other well, encouraging a sense of belonging and providing the opportunity to succeed.

We believe that all children have a voice to be heard and that their care and education must lie at the heart of everything we do.

We aim to create a sense of self-esteem, self-confidence and self-worth in every pupil, as well as helping each pupil to realise their own potential. We therefore aim to help pupils develop lively and enquiring minds with an ability to apply themselves to tasks and the skills to interpret the world around them.

Positive relationships between the staff and pupils reinforce expected attitudes and behaviour in a friendly and caring way, enhancing the quality of the school life for all. We promote understanding and tolerance of others and awareness of the wider world.

Pupils are proud to be part of Keelham Primary School, they come to school ready to learn and this can be seen in their exceptional behaviour and the care and understanding they show towards each other.

All our staff are highly skilled and work incredibly hard to achieve improvement and outcomes for the children. The staff work as a team, feel valued, are fully engaged and benefit from a well-established and robust leadership team.

The school believes in the importance of collaboration to bring about the improvement and share best practice and is heavily involved in the partnership arrangements with other local schools. A Governing Body who know the strengths and weaknesses of the school and work hard to support, challenge and drive consistent improvement, supports this collaboration and commitment to the continued development of the school, its pupils and staff.



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## Key Facts & Statistics

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Type of School	Foundation
Age Range	3 – 11
Number of Children*	117
% SEN Support*	16%
% EHCP*	3.4%
% Children eligible for free school meals*	1.8%
Pupil Premium	2.5%
Pupil Premium Plus	5%

*“Governors are passionate about improving the school and are keen to support and challenge school leaders to enable this”*

**OFSTED November 2017**

*“Pupils are very happy at school”*

**OFSTED November 2017**

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*We are committed to safeguarding and promoting the welfare of children.*

*All posts are subject to an enhanced DBS check.*

*Proof of eligibility to live and work in the UK will be required.*

*Please note: CVs are not accepted for this post.*

## Job Advert

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<b>Position:</b>	Headteacher
<b>Commencement:</b>	September 2020
<b>Salary:</b>	L12 – L18 (£53,859 - £62,426 pa full time)
<b>Visitations:</b>	Friday 14th February 2020 between 1 pm and 3 pm Tuesday 25th February 2020 between 10 am and 12 noon
<b>Closing date:</b>	12 noon on Friday 28th February 2020
<b>Shortlisting:</b>	Wednesday 4th March 2020
<b>Interviews:</b>	Monday 16th & Tuesday 17th March 2020

Due to the retirement of the current Headteacher, the Governing Body of Keelham Primary School is seeking to appoint a new Headteacher who possesses a caring, compassionate and committed disposition.

Keelham Primary School is based in a semi-rural location on the Bradford/Calderdale border and provides a high quality education to 117 children between the ages of three and eleven.

Our children are extremely well-behaved and thoroughly enjoy being at school; they are eager and ready to learn. We recognise that a child's education is a partnership between school and home and we work extremely closely with parents to ensure that all children are able reach their full potential.

We are looking for a dynamic, innovative and visionary leader who:

- ◆ can recognise and rise to the challenges of leading a small school
- ◆ welcomes, embraces and promotes new initiatives
- ◆ can lead the school in a supportive but strong and effective way
- ◆ has the ability to inspire and motivate both staff and pupils
- ◆ promotes inclusion and personalised learning
- ◆ has excellent communication and interpersonal skills

Prospective candidates are encouraged to visit our school on **Friday 14th February 2020** between **1 pm** and **3 pm** or on **Tuesday 25th February 2020** between **10 am** and **12 noon**. Visits can be arranged by contacting the school office.

Interested candidates are also encouraged to look online at our website to find out more about our school: <https://keelhamprimary.co.uk/>.

To download the job details and apply online, please visit [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)

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## **Job Description:**

This job description is based on the four 'Excellence As Standard' domains identified in the 2015 National Standards of excellence for Headteachers. These four domains are:

1. *Qualities and knowledge* 2. *Pupils and staff* 3. *Systems and process* 4. *The self-improving school system*

*T = Assessed through Selection Test*

*A = Assessed at Application*

*I = Assessed at Interview*

### **Headteacher: Core Purpose**

Keelham has an excellent reputation for standards of attainment and behaviour and has maintained a good Ofsted rating for many years.

The core purpose of the Headteacher is to provide professional leadership and management for our school, leading by personal example in demonstrating a full and professional commitment to excellence in primary education.

The Headteacher will be expected to adopt and promote the school mission statement which is;

- ◆ Children at Keelham can expect exciting, enjoyable and high quality learning opportunities.
- ◆ Staff members treat every child as an individual with their own needs.
- ◆ Parents and Governors of Keelham support and encourage the development of the school within the community.
- ◆ Everybody within school is a learner and can reach their full potential
- ◆ Everybody feels valued and knows their voice will be heard

Keelham is characterised by high standards in Phonics, English and Maths; a rich, broad and balanced curriculum and a happy, safe and supportive atmosphere. These are all underpinned by a strong commitment to helping all children succeed. The school takes enormous pride in pupils' learning and wanting them to be the best they can.

Headteachers occupy an influential position in society and shape the teaching profession. Headteachers are lead professionals and significant role models within the communities they serve.

The values and ambitions of the Headteacher will determine the achievement of this school and they are accountable for the education of current and future generations of children.

The Headteachers leadership will have a decisive impact on the quality of teaching and pupils' achievements. The Headteacher will be expected to lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff.

It is the responsibility of the Headteacher to secure a climate for the exemplary behaviour of pupils and set standards and expectations for high academic standards within and beyond this school, recognising differences and respecting cultural diversity within society.

The job holder will carry out the duties of a Headteacher as set out in the current edition of the School Teachers' Pay and Conditions Document issues by the Department for Education and will fully meet the national standards for Headteachers.

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## Person Specification

Attributes required	
<b>Domain 1</b>  <b>Qualities and Knowledge</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Able to hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve. <b>(A,I,T)</b></li> <li>2. Able to demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community. <b>(A, I)</b></li> <li>3. Experience of leading by example - with integrity, creativity, resilience, and clarity by drawing on your own scholarship, expertise and skills, and that of those around you. <b>(A, I)</b></li> <li>4. A determination to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development. <b>(A,I,T)</b></li> <li>5. The determination to work with political and financial astuteness, and the ability to work with the SLT to ensure that the school's vision and budget is managed and operates within a clear set of principles centred on the school's vision. <b>(A,I,T)</b></li> <li>6. Has the drive, commitment and ability to communicate compellingly the school's vision, empowering all pupils and staff to excel. <b>(A,I,T)</b></li> <li>7. Proven experience of raising standards of achievement within a school of a similar setting <b>(A,I)</b></li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>a. Has experience of strategy formation and implementation in a school or other appropriate setting. <b>(A,I)</b></li> <li>b. Ability to uphold, promote and nurture the distinctive character of our school. <b>(A, I)</b></li> <li>c. Ensures creativity, innovation and the use of appropriate technologies to achieve excellence. <b>(A,I)</b></li> <li>d. Experience of or ability to manage a school budget. <b>(A,IT)</b></li> <li>e. Knowledge of funding streams and experience of securing external funding for projects. <b>(A,I)</b></li> <li>f. Ensures that strategic planning takes account of the diversity, values and experience of the school and its community <b>(A,I)</b></li> </ol>

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## Person Specification

Attributes required	
<b>Domain 2</b>  <b>Pupils and Staff</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Proven ability of being able to demand ambitious standards for all pupils by instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes whilst overcoming disadvantage and advancing equality. <b>(A,I,T)</b></li> <li>2. Experience of securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design. <b>(A,I,T)</b></li> <li>3. A proven track record of establishing an educational culture of 'open classrooms' as a basis for sharing best practice, drawing on and conducting relevant research and robust data analysis. <b>(A,I)</b></li> <li>4. Committed to creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. <b>(A,I,T)</b></li> <li>5. Possesses the ability, drive and commitment to coach current and aspiring leaders in a climate where excellence is the standard. <b>(A,I,T)</b></li> <li>6. The resolve, ability and resilience to hold all staff to account for their professional conduct and practice. <b>(A,I,T)</b></li> <li>7. Has a DfE recognised teaching qualification. <b>(A)</b></li> </ol>
	<p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>a. An outstanding teacher with a minimum of 5 years relevant experience in Primary education. <b>(A,I,T)</b></li> <li>b. A minimum of 3 years successful experience of senior leadership. <b>(A)</b></li> <li>c. Has in depth knowledge of excellence in primary teaching practice, including appropriate teaching and learning styles. <b>(A,I,T)</b></li> <li>d. Understands available school performance data, its analysis and use. <b>(I,T)</b></li> <li>e. Up-to-date knowledge of primary school improvement strategies. <b>(I,T)</b></li> <li>f. Understands school self-evaluation and its link with school improvement and the Ofsted inspection process. <b>(A,I,T)</b></li> <li>g. Has experience of observing and feeding back on learning and teaching to staff in order to improve further the quality of learning and teaching across the school. <b>(I,T)</b></li> <li>h. Has a clear understanding of the SEN Code of Practice and experience of managing SEN. <b>(A,I)</b> (<i>Our current Headteacher is the SENCO</i>)</li> </ol>

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## Person Specification

Attributes required	
<p><b>Domain 3</b></p> <p><b>Systems and Process</b></p>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ensuring that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. <b>(A,I)</b></li> <li>2. Committed to providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. <b>(A,I)</b></li> <li>3. The ability to assist in establishing and maintaining rigorous, fair and transparent systems and measures for managing the performance of all staff and the ability to assist in addressing any under-performance, supporting staff to improve and valuing excellent practice. <b>(A,I,T)</b></li> <li>4. A purposeful character who welcomes strong leadership and possesses a proven track record of supporting the governing board in understanding its role and delivering its functions effectively. <b>(A,I)</b></li> <li>5. An ability to demonstrate an understanding of curriculum-led financial planning in order to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability. <b>(I,T)</b></li> <li>6. The commitment and ability to implement leadership throughout the organisation, through working with and supporting teams of colleagues who have distinct roles and responsibilities while holding each other to account for their decision making. <b>(A,I,T)</b></li> </ol> <hr/> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>a. Treats people fairly, equitably and with dignity to create and maintain a positive school culture <b>(I)</b></li> <li>b. Able to balance work and personal life and is considerate of the well-being of others. <b>(A,I)</b></li> </ol>

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## Person Specification

Job description	Attributes required
<p style="text-align: center;"><b>Domain 4</b></p> <p style="text-align: center;"><b>The Self-Improving School System</b></p>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Commitment to creating outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. <b>(A,I)</b></li> <li>2. Experience of developing effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils. <b>(A,I)</b></li> <li>3. The ability and confidence to challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools. <b>(A,I,T)</b></li> <li>4. The ambition, drive and commitment to develop the quality of the teaching within the school through high quality training and sustained professional development for all staff. <b>(A,I,T)</b></li> <li>5. The confidence to adopt and adapt model entrepreneurial and innovative approaches to school improvement. <b>(A,I)</b></li> <li>6. An ambitious character with the ability to inspire and influence others - to believe in the fundamental importance of education in young people's lives and to promote the value of education. <b>(A,I,T)</b></li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>a. Has experience of leading or participating in the implementation of school or DfE education initiatives. <b>(A,I)</b></li> <li>b. Willingness to work out of operational hours as required. <b>(I)</b></li> </ol>

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## Equal Opportunity Information

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### Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religious, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

### Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

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## Key Dates & Information

<b>Pay Range:</b>	L12 – L18 (£53,859 - £62,426 pa full time)
<b>Visit the School:</b>	Friday 14 <sup>th</sup> February 2020 between 1pm –3pm Tuesday 25 <sup>th</sup> February 2020 between 10 am – 12 noon
<b>Closing Date:</b>	12 noon on Friday 28 <sup>th</sup> February 2020
<b>Shortlisting Date:</b>	Wednesday 4 <sup>th</sup> March 2020
<b>Interview Date:</b>	Monday 16 <sup>th</sup> & Tuesday 17 <sup>th</sup> March 2020
<b>Commencement:</b>	September 2020
<b>Latest Ofsted:</b>	<a href="#">Click Here</a>



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