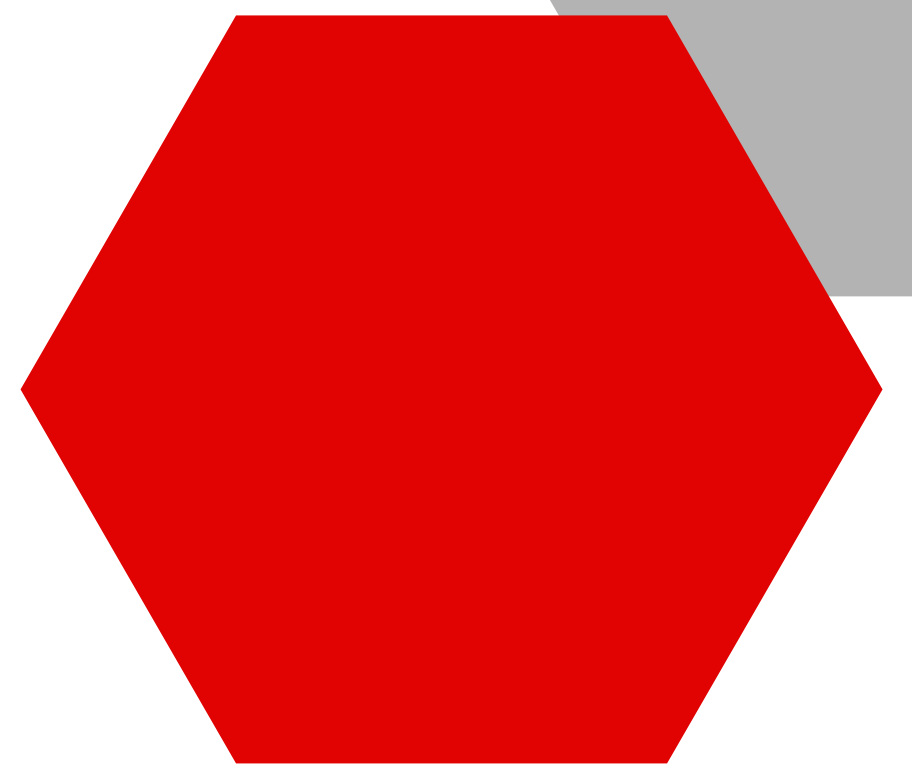
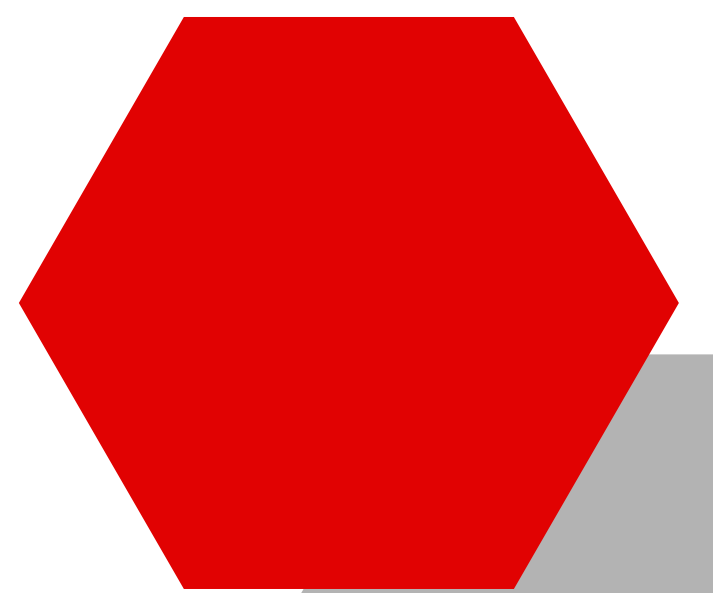
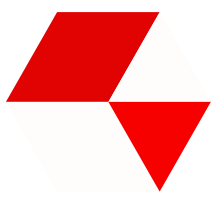


Calverley CE Primary School

Headteacher Recruitment Application Pack



Welcome Letter



Christian Vision: "I can do all this through Christ who gives me strength."
Philippians 4:13

Dear applicant,

On behalf of the governors, staff, and pupils of Calverley CE Primary school, I would like to thank you for expressing an interest in our Headteacher vacancy. This post has arisen following the retirement of the existing Headteacher, who has led the school successfully for seven years.

Calverley CE Primary School is an oversubscribed two-form entry school located at the heart of the idyllic urban village of Calverley, placed between the busy commuter cities of Leeds and Bradford. It is situated next to the local parish church and enjoys strong links with the local church family and clergy. Connections with the wider community are strong and parental engagement is excellent.

The school community is both warm and welcoming and we are fortunate to have a stable body of committed and talented staff who take pride in offering all pupils the opportunity to fulfil their God-given potential. We firmly believe an excellent education should be rooted in love and care. Children are consistently empowered to fulfil their social, emotional, and academic potential through the nurturing relationships established throughout the school community from the time they start with us. This nurturing ethos reflects the school's vision 'love, learn, care,' and was recognised in the 'good' outcomes and reports from both the Ofsted inspection of 2017 and SIAMS outcomes in 2019. The phenomenal Key Stage two SATs results across all areas in 2022 speak for themselves and are testament to the hard work and dedication of staff and pupils!

The Governing Body is seeking to appoint a committed and compassionate Headteacher to guide the school as it moves forward during a time of change. More information can be found on the school's website and you are invited to visit school on either Thursday 5th January at 2pm or Friday 6th January at 9.30am.

We look forward to hearing from you and receiving your application.

Rachel Rudman
Chair of Governors



Rob Denton
Vicar, St Wilfrid's, Calverley



About Calverley

Calverley CE Primary school is situated in a wonderful, sought after village in north-west Leeds where most families live within walking distance. The village itself is steeped in history, being recorded as a settlement in the Domesday Book and even boasting its own medieval manor house, Calverley Old Hall, which dates back to the 14th century. We are lucky to be located next to St Wilfrid's Church, with which our school has strong connections, and with farmland and woodland to our borders. The school itself has a generously sized playing field with an adventure playground and outdoor classroom. The local area has a lot to offer its community. As well as the picturesque woodland, Victoria Park is a focal point of the village and, particularly in the warmer months, is a bustling hive of activity with its playground, tennis courts, football pitches and Cricket Club. Our pupils are fortunate enough to have access to many out of school clubs in the village including dance schools, guiding / scouting and the local football team, Calverley United. Scenic walks along Leeds Liverpool canal are also easily accessed down the well-known Calverley Cutting.



In addition to three village pubs, Calverley offers two Golf Clubs and great transport links to the surrounding areas, including the vibrant cities of both Leeds (8 miles away) and Bradford (5 miles away) – there's always something going on! The village has regular buses running through, two train stations within two miles and Leeds Bradford International Airport only a 20 minute drive away. Surrounding Calverley are the lovely areas of Horsforth, Farsley, Apperley Bridge and Rawdon to name but a few.



Calverley Church of England (Voluntary Aided) Primary School

Contract Term:	Permanent
Salary:	L 14-20
Job starts:	1 September 2023
Closing date:	13 January 2023 at 12 noon
Shortlisting:	16 January 2023
Selection Interviews:	23 January 2023 and 24 January 2023

The Governing Body of Calverley Church of England (Voluntary Aided) Primary School is seeking to appoint a transformational leader for the post of Headteacher.

Rated as "Good", in its latest Ofsted Calverley CE Primary School is a friendly, caring and popular school filled with happy, enthusiastic and talented learners, and equally happy, enthusiastic, talented and committed staff.

Calverley CE Primary School is a two form entry primary school which has strong links with St Wilfrid's Church and the local community. The Christian ethos is foundational to the character and life of the school with our distinctive Christian vision and our 12 shared values; service, peace, perseverance, creation and creativity, reverence and respect, responsibility, trust, truth, friendship, humility, community and compassion. We are keen to build on our success while continuing to take the school forward.

We are seeking a dynamic, creative leader who:

- Has a commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures.
- Has held a leadership role within education, ideally in a Church of England School.
- Is a committed leader who can motivate and manage all stakeholders, effectively shaping and delivering the strategic plan.
- Can consolidate good practice and be ambitious for continuous improvement.
- Continues to nurture and effectively challenge our staff to deliver a high quality education for all our children.
- Engages fully and becomes a key member of our school community, bringing us together in a collaborative, positive environment underpinned by our shared values.
- Is able to bring the curriculum to life in a vibrant and exciting way, while upholding our distinctive Christian ethos.
- Maintains the strong partnership that exists between the Governing Body and the Senior Leadership Team.

In return, we offer:

- A strong, dedicated team who work well together.
- A commitment to continuous professional development.
- A well informed and supportive Governing Body who reflect the enthusiasm and Christian ethos of the school.
- A close and active partnership with the church family of St Wilfrid's.
- The opportunity to be an outward-looking Headteacher working with local, district and diocesan-wide networks.

Tours of the school are available and are welcomed. The dates are Thursday 5 January 2023 at 2pm and Friday 6 January 2023 at 9.30am please contact the School Business Manager, Jane Surtees on 0113 2575127 to arrange. All applications will be responded to following shortlisting.

A candidate pack which includes the Job Description and Person Specification and details of how to apply for the position can be downloaded from www.prospectsonline.co.uk. Please note that CVs are not accepted.

The school prides itself on being an equal opportunities employer and abides by Safer Recruitment Practices. We are committed to safeguarding and promoting the welfare of children. An online search will be carried out at shortlisting. All other Pre-employment checks including a DBS check, will be completed during the recruitment process.

Job Description

Salary: LDR L14 – L20
Hours: Full Time
Contract Type: Permanent
Reports To: The Chair of the Governing Body
Responsible For: All Staff and Pupils within the school

Main purpose:

The Headteacher will:

- Provide strategic leadership and professional management for the school in a way that reflects the school’s Church of England foundation and create a community of learners who will flourish and be filled with hope.
- Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school.
- Sustain and develop the school’s ethos and strategic direction together with the governing board and through consultation with the school community, Local Authority and the Diocese.
- Oversee and develop systems, processes and policies so the school can operate and grow 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:

- Establish and promote a distinctive Christian vision, underpinned by core values and a moral purpose, focused on providing a world-class education in the context of the Christian ethos of the school.
- 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.

Managing the school

The Headteacher will:

- Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of our duty of care.
- Manage staff well with due attention to workload, progression and performance.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure robust processes are in place for financial management, including appropriate checks and controls on spend and clear priorities for budgeting.

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.

Other areas of responsibility

The Headteacher will:

- Safeguard and promote the welfare of children.

Job Description

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.
- Sustain and develop 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.

Governance, accountability and working in partnership

The Headteacher will:

- Understand, welcome and accept responsibility for the role of effective governance.
- 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.
- Ensure a successful working partnership with Calverley Parish Church (St Wilfrid's Church) and the Diocese of Leeds.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

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.

School culture and behaviour

The Headteacher will:

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the Church of England foundation.
- Create a culture where pupils experience a positive and enriching school life, taking into account the specific requirements of a growing school.
- 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.
- Nurture an inclusive school environment that celebrates diversity.

Please Note:

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 post-holder may be required to do other duties appropriate to the level of the role.

Person Specification

E – Essential
D – Desirable

Qualifications and training

- **E** Qualified Teacher Status (QTS)
- **E** Degree level Qualification
- **D** National Professional Qualification for Headship (NPQH)

Skills and knowledge

- **E** Able to assess quality of teaching based on evidence and effectively feedback findings to support others practice
- **E** Able to model high-quality teaching for others and support others to improve
- **E** Able to effectively analyse data
- **E** Able to use data to set targets and identify weaknesses
- **E** Understanding of the principles of school financial management
- **E** Able to effectively communicate with and listen to a wide range of audiences
- **E** Able to work with others to create a compelling vision for the school and its impact and communicate a vision to a wide range of audiences and inspire others
- **E** Able to build and maintain effective working relationships

CHURCH SCHOOL COMMITMENT

- **E** Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures
- **D** Practising Christian, who will actively live out and embed the Christian vision and core Christian values of the school, in accordance with the tenets of the religious denomination of the school (i.e. belonging to a church in membership of Churches Together in Britain and Ireland)

Experience

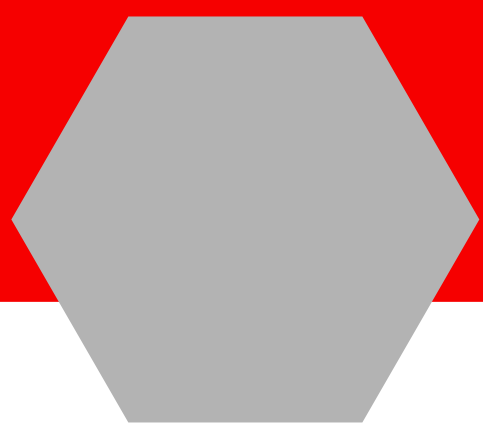
- **E** Successful leadership and management experience in a school
- **E** Teaching experience
- **E** Personal involvement in school self-evaluation and development planning
- **E** Personal experience of line management and staff development
- **E** Personal experience of successfully implementing new approaches to learning, teaching and management to drive forward standards and impacts

Personal qualities

- **E** Committed to achieving the best outcomes for all pupils
- **E** Committed to promoting the ethos and values of Calverley C of E Primary school
- **E** Able to work effectively under pressure
- **E** Able to prioritise work and demands effectively
- **E** Able to delegate duties across the wider leadership team effectively
- **E** Committed to maintaining confidentiality and protecting data at all times
- **E** Committed to safeguarding
- **E** Committed to equality, diversity and inclusion
- **E** Commitment to uphold the 7 principles of public life at all times
- **D** Committed to tackling the climate



EQUAL OPPORTUNITIES INFORMATION



Equality

Calverley CE Primary School welcomes pupils and staff from a wide range of backgrounds. We believe that their different cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other. We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

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.

Privacy Notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.

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