



Headteacher Recruitment

December 2024

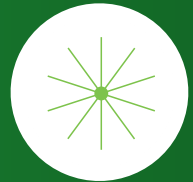
Learning **T**ogether **P**roduces **S**uccess
Ley **T**op **P**rimary **S**chool



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Letter from the Chair of Governors

Learning Together Produces Success

Dear Applicant,

Thank you for your interest in the position of Headteacher at Ley Top Primary School.

Your application comes at a pivotal moment in our school's journey. Governors are seeking to welcome a passionate and committed Headteacher to join us as we embark on the next chapter of Ley Top's story.

Ley Top is a vibrant, community focussed, two-form entry school located in the heart of the Allerton area of Bradford. We currently serve 364 pupils, representing no less than 20 different ethnicities of which 49% are Pupil Premium. A PAN reduction from 60 to 30 is currently proposed to help ensure the school maintains a stable financial position.

Following a recent Ofsted inspection in September 2023, which judged the school as Requires Improvement, the school has embarked upon a rapid improvement journey. Governors and staff have embraced support from the Local Authority.

The appointment of a permanent Headteacher marks a critical step in building on the foundations laid by this support. Governors are looking to appoint a new Headteacher that has the necessary vision and resilience to lead Ley Top with clarity and purpose in its journey ahead. The role offers the chance to make a tangible impact to pupil's outcomes; supported by a dedicated Leadership and Staff team, and a Governing Body deeply committed to the school's success.

Governors believe that with the right leadership our school will continue to thrive, delivering the quality of education that our pupils deserve.

I look forward to receiving your application and learning how you can contribute to shaping the bright future of our school. I would warmly invite you to visit our school, meet our enthusiastic staff and wonderful pupils, and see firsthand the potential and energy that Ley Top has to offer.

Yours sincerely,

Adam Byrnes
Chair of the Governing Body





About our School

Learning Together Produces Success

Ley Top Primary School is a two form entry school located in the Allerton area of Bradford. We are based on a single site with extensive grounds, including a MUGA, garden, fields and an outdoor classroom. There is a mixed nursery and reception provision housed in a separate building. Within the school grounds there is also a private childcare provider.

At Ley Top Primary School, we encourage our children to develop an enquiring mind and a love of learning. We aim to help our children realise their full potential and become confident, happy members of our school community. We provide an inclusive, positive environment in which we nurture and empower our pupils to develop life-long learning skills. This enables them to grow into reflective, successful and well-rounded individuals in our community. As a whole school, we aim to provide a creative, exciting and inspiring creative curriculum.

We understand that facing challenges is a natural part of the learning process. Therefore, our curriculum encourages resilience and perseverance. We aim to instil in our students the mind-set that setbacks are opportunities for growth and learning, and that with determination and perseverance, they can overcome any challenges they may face.

We believe that when students experience the challenge and enjoyment of learning, they are more likely to be engaged and motivated. This can involve creating stimulating and hands-on learning experiences that cater to individual interests and abilities. By allowing students to explore and discover knowledge, they become active participants in their own education.

Ultimately, our curriculum aims to create a positive and engaging learning environment. We strive to create a classroom atmosphere where students feel supported, valued, and encouraged to take risks. By emphasising these principles at Ley Top Primary School, we aim to cultivate a positive and meaningful learning environment where students can thrive academically, personally, and socially.

All of the staff work hard to develop the whole child. We develop positive relationships rooted in mutual respect: we listen to others and are open to new ideas. Our aim is for the children at Ley Top to develop their own moral compass by having high expectations for behaviour and learning.



Our Vision and Ethos

Learning Together Produces Success, we want all of our children to be **Ready, Responsible** and **Respectful**.

- Ensure equal opportunities for both staff and pupils, by identifying and making provision for individuals' needs, strengths and abilities
- Provide an inclusive, positive environment in which we nurture and empower our pupils to develop life-long learning skills
- Provide a creative, exciting and inspiring curriculum
- Creating stimulating and hands-on learning experiences that cater to individual interests and abilities
- Create a classroom atmosphere where students feel supported, valued, and encouraged to take risks
- Develop positive relationships rooted in mutual respect: we listen to others and are open to new ideas
- Create an environment where exemplary behaviour is at the heart of productive learning
- Encourage parents and carers to work in partnership with school staff and governors





Advert

The Governing Body of Ley Top Primary School is seeking to appoint a transformational leader for the post of Headteacher. We seek to appoint a Headteacher who can embrace the challenges that lie ahead and who will build on current successes.

The Governing Body may consider a job share application.

Headteacher
Salary: L15 - L21

Required for April 2025
or as soon as possible

We seek a Leader who:

- Has a commitment to maintaining and developing the vision and values of the school
- Has held a leadership role within education
- 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
- Embraces and engages our richly diverse 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
- Maintains the strong partnership that exists between the Governing Body and the Senior Leadership Team

In return, we offer:

- A strong, dedicated and diverse team who work well together
- A commitment to your continuous professional development
- A well informed and supportive Governing Body

A tour of the school is strongly encouraged.

Please contact Stephanie Carney in the school office on 01274 541554 or at stephanie.carney@leytop.bradford.sch.uk to arrange a tour.

For further details and to apply, go to www.prospectsonline.co.uk

Please note that CVs are not accepted.

Closing Date: 12 noon, Thursday 9 January 2025

Shortlisting Date: Tuesday 14 January 2025

Selection Interviews: Wednesday 22 & Thursday 23 January 2025

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.





Headteacher Job Description

Salary: L15 to L21

Hours: Full time

Contract type: Permanent

Reports to: Chair of Governors for the Governing Body

Responsible for: All staff and pupils within the School

This Job Description 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.

Role Summary

Ley Top is a two-form primary school with nursery provision. The Headteacher's role is to lead the school to ensure that the needs of its pupils are effectively met and that they receive a high standard of education and that this is delivered in a safe and supportive environment.

The Headteacher will be a visible presence in the school.

Core Purpose

- 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
- Abiding by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles).

School Culture

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Inspire and motivate pupils, staff and members of the school community to excellent standards of achievement
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment



Headteacher Job Description

Teaching, Curriculum and Assessment

- 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

Behaviour

- 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

Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensures the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensures the school fulfils statutory duties regarding the SEND Code of Practice

Managing the School

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk



Headteacher Job Description

Continuous School Improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Governance, Accountably and Working in Partnership

- 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

Professional Development

- 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 own development needs

Headteacher Person Specification

- A Application Stage**
- P Pre-employment check stage (inc. References)**
- I Interview and Assessment Stage**
- E Essential**
- D Desirable**

Qualifications and Training

- Holds a degree level qualification or equivalent. **E, A, P**
- Qualified Teacher Status (QTS) or other recognised teaching qualification. **E, A, P**
- Holds a Professional Qualification or working towards gaining a NPQH or CEPQH (or equivalent experience). **D, A, P**
- Evidence of recent appropriate leadership development training. **D, A, P**

Experience

- Successful Senior Leadership of a primary school setting (age range 3 to 11 years). **E, A, I**
- Successful teaching or leadership at a school with a nursery place setting. **E**
- Experience of developing, reviewing the school's strategic plan, together with the Local Governing Body, ensuring that key objectives are used to develop school improvement plans. **E, A, I**
- A proven track record of building and implementing a culture of high performance, accountability and ethical standards from all staffing groups across the school. **E, A, I**
- Experience of raising attainment, setting high expectations and continually raising standards of teaching and learning. **E, A, I**
- Able to implement a climate of learning which enables the best outcomes for all pupils. **E, A, I**
- Experience in evaluating and using a range of data to improve pupil outcomes. **E, A, I**
- Experience of involvement in managing school budgets. **E, A, I**

Headteacher Person Specification

- A Application Stage**
- P Pre-employment check stage (inc. References)**
- I Interview and Assessment Stage**
- E Essential**
- D Desirable**

Leadership Qualities

- Abides by the Framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles). **E, A, I**
- Ability to establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community. **E, A, I**
- Ability to champion a culture which is inclusive, supportive, promotes diversity and equality, with ambitious expectations for all pupils. **E, A, I**
- Create a culture where SEND and Pupil Premium pupils experience a positive and enriching school life regardless of age ability aptitude or SEND across all phase groups. **E, A, I**
- Is a visible and high profile role model with a professional approach that demands excellence, confidence, trust and respect through inspiring and empowering staff to succeed. **E, A, I**
- Ensures staff have access to high-quality, sustained professional development opportunities to raise standards of teaching and learning for all pupils. **E, A, I**
- Ensure rigorous approaches to identifying, managing and mitigating risk. **E, A, I**
- Able to communicate a vision to a wide range of audiences and inspire others. **E**
- Committed to safeguarding, inclusion and promoting the welfare of all stakeholders. **E, A, I**
- Able to build good relationships with parents and the local community. **E, A, I**

Knowledge and Skills

- Up to date knowledge and understanding of the National Curriculum and experience of curriculum design at the relevant age range (3 to 11 years). **E, A, I**
- Up to date knowledge of national policy, legislation, financial frameworks and school governance. **E, A, I**
- Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching and learning and outcomes for pupils across all subjects and phase groups. **E, A, I**
- Operates with financial astuteness, within a clear set of principles centred on the school's vision. **E, A, I**
- Ability to analyse and interpret comparative data, establishing benchmarks and set targets for improvement. **E, A, I**
- Ability to embed clear quality assurance systems that drive consistency and improvement in performance across the school. **E, A, I**
- Ability to use performance management processes to drive improvement across the school. **E, A, I**
- Ability to cooperate with other schools and learn from their practice. **E, A, I**
- Commitment and ability to continue to develop the exciting curriculum which is a core feature and strength of our school. **E, A, I**

Equal Opportunities Information



Equality

Ley Top 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.



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