



## Candidate Briefing Pack



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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 Menston Primary School. I hope you will find the information in this pack useful and that it inspires you to apply for this exciting position.

This vacancy has arisen as our current Headteacher is retiring at the end of the current school year after 16 years of excellent service. Under his inspiring leadership the school has developed its outside facilities into an outstanding learning resource which is incorporated into the daily life of the school. Outdoor learning is a key element of the school's strategy to promote pupils' health and wellbeing. The school's broad and innovative curriculum has a strong focus on STEM and the use of a wide range of information technology.

Menston Primary School is a two-form entry, maintained village school with 429 pupils on its roll. We are proud to be an inclusive school where we work together to challenge, inspire and motivate all children to become successful, confident and caring citizens of our diverse world. We promote a culture where pupils are happy, believe that they can succeed, take responsibility for their learning, set targets for their own achievement and develop as independent learners. In May 2018 we were last judged as 'Good' by Ofsted. The school has a before and after school Care Club and works in partnership with other local primary schools through the Two Valleys Learning Consortium (2VLC). The school currently feeds mainly into three large secondary schools in surrounding towns.

Menston is an attractive village situated 10 miles north of Leeds, close to the Yorkshire Dales and the school plays a significant part in the village community. The surrounding countryside is of remarkable natural beauty. Menston now has over 6,000 residents and is expanding further with on-going housing developments on the fringes of the village. Menston has rail links with Leeds and Bradford.

We are looking for an outstanding individual who can lead the continued progress of the school in a caring and imaginative way. We are ambitious for our pupils' educational achievement and all-round development. The wellbeing of our pupils is always of paramount importance. As Headteacher you will be working with a strong leadership team of a Deputy and an Assistant Head as well as talented and enthusiastic teachers and support staff who are focused on doing best by our children.

Because of Covid19 restrictions, we are unable to offer a tour of the school, but please have a look at our website, [www.menstonprimary.co.uk](http://www.menstonprimary.co.uk), where you can find our value and ethos, our strategic plan, our staffing structure, our curriculum plans and the most recent Ofsted report. We have also created a video to give you an impression of our facilities, which you can access on <https://menstonprimary.co.uk/recruitment-film/>

We look forward to receiving your application.



Annet Nottingham  
Chair of Governors



## About Menston Primary School

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### Our School

At Menston Primary School we provide the children with a high-quality education and we pride ourselves on a team ethos, expecting the highest standards of care, learning and achievement for all our children.

As a team, we work to foster a lifelong love for learning. Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create a happy and caring environment that allows children to enjoy their learning.

### Our History

There has been a village school on our site since Victorian times. In the 1960s an infant school was added to the site and in 2004 a third building was converted for classroom use and now houses three classes and our before and after school provision 'Care Club'.



### Our Environment

Menston Primary School consists of three main buildings set in extensive grounds, which include a den building and campfire woodland area along with a school garden, a polytunnel, a minibeast area and pond and two whole-class outdoor seating areas. This promotes a healthy attitude to nature, which as a school we greatly value. All our children have regular, planned outdoor learning experiences.

As well as teaching the importance of nature, we also ensure that children engage in team work and exercise. We have two very large playing fields each with all-weather tracks, as well as three playgrounds, which really help our children to explore a range of sporting activities and have fun. We participate in friendly, but serious, competition within our local schools' sports leagues based at Ilkley Grammar School. We also have many talented musicians and we have been developing musical opportunities steadily for several years.

We are proud of our warm and positive learning environment. Our classrooms are well equipped and our teachers are innovative and creative. They love to inspire our children. As well as working to deliver a broad and relevant education, the school is developing a curriculum which promotes the STEM subjects of Science, Technology, Engineering and Maths and the use of a range of information technologies.



## About Menston Primary School

### Our Ethos

We believe that teaching children how best to learn in different situations is as important as the subject specific knowledge they all need to acquire. Because of this we encourage our children to take increasing control over their own learning, to coach each other and to peer and self-assess where this is appropriate. As a result, each day our children grow more confident and more independent and they are able to take on more responsibility for their own learning.

We greatly value our children's health and wellbeing and ensure children learn how to care for themselves and others as they grow and develop their interpersonal and social skills.

### Key Facts & Statistics

<b>Type of School</b>	Community Primary School
<b>Location</b>	Menston, West Yorkshire
<b>Denomination</b>	None
<b>Age Range</b>	4 – 11 years
<b>Number of Children</b>	429
<b>% Children with SEN</b>	8.39%
<b>% English as an Additional Language</b>	0.46%
<b>% Children on free school meals</b>	3.26%







*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>Job Type:</b>	Permanent, Full-time
<b>Commencement:</b>	1 September 2021
<b>Salary:</b>	L18 – L24 (£64,143 to £74,295)
<b>Virtual Tour:</b>	<a href="https://menstonprimary.co.uk/recruitment-film/">https://menstonprimary.co.uk/recruitment-film/</a>
<b>Closing date:</b>	9.00am on Monday 22 March 2021
<b>Assessment:</b>	Anticipated to take place on Tuesday 13 & Wednesday 14 April 2021

Due to the retirement of the current Headteacher, the Governing Body of Menston Primary School is seeking to appoint a new Headteacher who can lead the continued progress of our school in a caring and imaginative way.

The children at Menston Primary School enjoy their learning and are happy to be at school. They know how important it is to learn together and to support each other. We are an inclusive school that works to challenge, inspire and motivate all children to become successful, confident and caring citizens.

We are looking for an outstanding individual who identifies with the school's ethos and vision, and shares our ambitions for our pupils' educational achievement and all-round development. Outdoor learning is a key strategy to promote children's health and wellbeing and the school's extensive grounds have been developed into an outstanding learning resource. The school is based in an attractive village 10 miles north of Leeds, close to the Yorkshire Dales and provides a high-quality education to 429 children between the ages of four and eleven. The school was judged as 'Good' in May 2018. The Headteacher will be working with a strong leadership team of a Deputy and an Assistant Head, a highly committed staff team, a supportive Governing Body and an active PTA.

We are seeking to recruit someone who:

- Has high aspirations for our children, encouraging all to do their best and to be ambitious
- Shares our commitment to outdoor learning and children's happiness, health and wellbeing
- Is forward thinking with a clear strategic vision, who can enthuse and inspire the school community
- Can lead by example, with an open and honest communication style that will challenge, support and motivate others
- Sets high expectations for teaching, encourages all staff to be creative and supports their professional development
- Has an enthusiasm for the development of a broad, coherent and innovative curriculum with a focus on STEM
- Is able to work collaboratively with parents, governors, the community, and other schools

Due to COVID-19 restrictions, we can only offer a virtual tour of the school, details above. More information about our school can be found on our website [www.menstonprimary.co.uk](http://www.menstonprimary.co.uk).

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



## Job Description

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**Job title:** Headteacher

**Salary:** L18 – L24 (£64,143 - £74,295)

**Contract type:** Full-time, permanent

**Reporting to:** Chair of Governors

**Responsible for:** Deputy Head, Assistant Head, School Business Manager

### Main Purpose

The headteacher will formulate the aims and objectives of the school and provide overall strategic leadership, establish policies for achieving these aims and objectives, manage staff and resources to that end and monitor progress towards the achievement of the school's aims and objectives.

The headteacher will lead by example and model best practice regarding professional conduct, workload and personal development, and will be a role model for all in our community.

### Duties and Responsibilities

#### Qualities and knowledge:

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Communicate the school's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs

#### Pupils and staff:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Promote pupils' health and wellbeing through a commitment to embed outdoor learning throughout the curriculum
- Ensure the curriculum is innovative and promotes the teaching of STEM subjects and makes use of a broad range of information technology
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice





## Job Description

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### Systems and processes:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### The self-improving school system:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Communicate a natural passion for the school's values and ethos to parents of prospective pupils and the wider village community.

### Other areas of responsibility:

- Ensure the effective and efficient operation of the before and after school provision Care Club.
- The headteacher will be required to safeguard and promote the welfare of children, and follow school policies and the staff code of conduct.

**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 postholder may be required to do other duties appropriate to the level of the role.*



## Person Specification

		Essential	Desirable	Identified how?*
<b>Qualifications and Experience</b>				
1	Holds a degree level qualification or equivalent	X		A
2	Holds Qualified Teacher Status (QTS) or other recognised teaching qualification	X		A
3	Holds a Professional Qualification (e.g. NPQSL, NPQH, NPQEL, CEPQH or equivalent) or substantial ( <i>minimum 10 years</i> ) experience in a senior leadership position in education	X		A
4	Able to prove right to work in the UK	X		A
<b>Leadership Behaviours</b>				
1	Able to demonstrate their commitment to delivering the best outcomes for pupils, specifically in relation to social mobility, wellbeing and productivity	X		A/I
2	Prior experience of working collaboratively with others to improve medium and long term outcomes for the establishment, pupils and staff	X		A/I
3	Self-motivated and driven	X		A/I
4	Able to demonstrate problem solving skills	X		A/I/T
5	Able to demonstrate personal resilience and positivity in challenging and uncertain circumstances	X		A/I
6	Able to demonstrate the qualities required to effectively manage sensitive and difficult issues	X		A/I
7	Able to demonstrate their respect of others rights, views, beliefs and faiths. Actively encouraging equality, diversity and inclusion	X		A/I
<b>Culture &amp; Ethos</b>				
<b>School Culture</b>				
1	To establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school	X		A/I/T
2	To create a culture where pupils experience a positive and enriching school life	X		A/I/T
3	To uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life	X		I/T
4	To promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment	X		I/T
5	To ensure a culture of high staff professionalism	X		I/T



## Person Specification

		Essential	Desirable	Identified how?*
<b>Culture &amp; Ethos</b>				
<b>Behaviour</b>				
1	To establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils	X		I/T
2	To ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy	X		I/T
3	To implement consistent, fair and respectful approaches to managing behaviour	X		I/T
4	To ensure that adults within the school model and teach the behaviour of a good citizen	X		I/T
<b>Professional Development</b>				
1	To ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs	X		I/T
2	To prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development	X		A/I/T
3	To ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning	X		I/T
<b>Curriculum &amp; Teaching</b>				
<b>Teaching</b>				
1	To establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn	X		A/I/T
2	To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains	X		I/T
3	To ensure effective use is made of formative assessment	X		I/T



## Person Specification

		Essential	Desirable	Identified how?*
<b>Curriculum &amp; Teaching</b>				
<b>Curriculum and Assessment</b>				
1	To ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught	X		A/I/T
2	To establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities	X		A/I/T
3	To promote pupils' health and wellbeing through a commitment to embed outdoor learning throughout the curriculum	X		A/I/T
4	To ensure the curriculum is innovative and promotes the teaching of STEM subjects and makes use of a broad range of information technology	X		A/I/T
5	To ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading	X		I/T
6	To ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum	X		I/T
<b>Additional and special educational needs and disabilities</b>				
1	To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities	X		I/T
2	To establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively	X		I/T
3	To ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate	X		I/T
4	To ensure the school fulfils its statutory duties with regard to the SEND code of practice	X		I/T
<b>Organisational Effectiveness</b>				
<b>Organisational management</b>				
1	To ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care	X		I/T
2	To prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds	X		I/T
3	To ensure staff are deployed and managed well with due attention paid to workload	X		I/T
4	To establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently	X		I/T
5	To ensure rigorous approaches to identifying, managing and mitigating risk	X		I/T



## Person Specification

		Essential	Desirable	Identified how?*
<b>Organisational Effectiveness</b>				
<b>Continuous school improvement</b>				
1	To 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	X		A/I/T
2	To 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	X		A/I/T
3	To ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time	X		I/T
<b>Working in partnership</b>				
1	To forge constructive relationships beyond the school, working in partnership with parents, carers and the local community	X		A/I/T
2	To commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support	X		I/T
3	To establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils	X		I/T
<b>Governance and accountability</b>				
1	To understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility	X		I/T
2	To establish and sustain professional working relationship with those responsible for governance	X		I/T
3	To ensure that staff know and understand their professional responsibilities and are held to account	X		I/T
4	To ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties	X		I/T

**Key:**

**A = Assessed at Application**

**I = Assessed at Interview**

**T = Assessed through Selection Tests**





## 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.





## Key Dates & Information

**Pay Range:** L18 – L24 (£64,143 to £74,295)

**Virtual Tour:** <https://menstonprimary.co.uk/recruitment-film/>

**Closing Date:** 9.00am on Monday 22 March 2021

**Interview & Assessment Date:** Anticipated to take place on Tuesday 13 & Wednesday 14 April 2021

**Commencement:** 1 September 2021

**Latest Ofsted:** [Link Here](#)





PACT HR  
*Your HR Partner*

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