



Head Teacher Recruitment Pack

Bridgetown Primary School

Summer 2023

Ready, Respectful, Safe





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Acknowledgements:

We would like to acknowledge all contributions to this pack from staff, pupils, governors, parents and FOBS.



"We get to explore!"



Letter from Chair of Governors

Dear Applicant

I am delighted that you have taken the time and interest in applying for the post of headteacher at Bridgetown Primary School, located in the heart of Shakespeare's Stratford-upon-Avon.

Our current headteacher, after five years in post at our School and with ten years' experience as a headteacher, has decided to pursue new ventures within her successful career in education. Her legacy is one of excellent leadership, and management, meaning that Bridgetown is now in a privileged position both locally and within the wider region, in a strong position both strategically and financially. We are a values-based education school which has received national acclaim.

The last Ofsted Inspection (September 2022) resulted in continuation of a 'Good' grading in all areas of assessment and clearly identified areas for us to become even better; this work is already underway. The school is a positive environment for our children to learn and realise their full potential with a full programme of extracurricular activities during breakfast and after school clubs.

The Senior and Middle Leadership Teams comprised of experienced, committed, and passionate education professionals and these teams both support each other and lead others effectively to deliver excellent results on a consistent basis. Both teams will undoubtedly provide invaluable support for any incoming headteacher.

We have an exceptional team of teachers and support staff, and Bridgetown would not be the school community that is today without its strong, cohesive and collaborative team. The School is fortunate enough to receive excellent support from our parent and teacher group, Friends of Bridgetown School (FOBS), as well as the help from many other volunteers from the local community. There is a wealth of experience and expertise, with an appropriate balance between those staff who are established in teaching and those who are newer members of the profession.

The Governors are seeking to appoint a headteacher who is committed to building on our strengths and values, taking the school toward our shared vision, ensuring that every pupil leaves Bridgetown having experienced the best possible start to their education.

We would welcome applications from candidates who believe they have the right qualities to take our school forward and building on these strong foundations, further develop school strengths, ensuring Bridgetown continues to deliver a high-level of provision in years to come. Within your role as headteacher, you will work closely with a supportive and effective Governing Body, who will both support and challenge in equal measure, to ensure that the collective vision for the school is achieved through the daily experiences of those who matter most to us – our pupils.

I hope that you will find this information pack helpful in providing an insight as to where the school is today and that it also enthralls you about how you could play a part in shaping its future.

I would like to extend a warm invite to visit Bridgetown so that you can witness first-hand the environment and culture of the school and its surroundings. As succinctly summarised at the start of our recent Ofsted report, 'Bridgetown is a school at the heart of its community'.

Please carefully consider the job description and specification of the type of person we are looking to appoint to the role. Thank you again for your interest in our School and I look forward to meeting with you.

Yours faithfully

Luke Jackson

Chair of Governors



"Everyone is always friendly."

About Bridgetown



"Ready, Respectful and Safe"

Bridgetown Primary School is located in the riverside market town of Stratford-upon-Avon which has a rich heritage and international renown as William Shakespeare's birthplace and is home to the Royal Shakespeare Company. It is a prosperous town boasting a wide selection of sporting and recreational amenities along with many cultural centres and attractions.

Bridgetown Primary School is a thriving two form entry school which strives to develop and improve the core and foundation subjects within the context of a cross-curricular approach. Effective systems and strategies for implementation, monitoring and evaluation are in place to do this. We are a Values Based Education School and are proud of our children, staff, and community.

We believe the strength and character of our successful school lies with its ability to co create an inclusive learning environment, enriched by working with the wider community in the arts, technologies, sports, humanities, and sciences, to offer the pupils experiences beyond those normally associated with a primary school.

Our core values of Ready, Respectful and Safe underpin our ethos, vision, and daily life. Our aim is that by providing quality teaching and a values-based environment, our children will grow to become independent, resilient, and imaginative learners. They will have gained knowledge and experiences which will enable them to live fulfilled lives, thrive in our complex multi-faceted society and contribute positively to the world. Within our recent Ofsted report, it was commented: 'One parent summed up the views of many, by stating, "Bridgetown is a happy, inclusive school with high expectations for its pupils.' Inspectors agree."

More information on our shared vision and values can be found at:
<https://www.bridgetown.warwickshire.sch.uk/vision-and-values/>



"The teachers are kind and understandable."

About Bridgetown



Key School Information

Age range
School Group Size
Co-educational or single sex Location
Type of school
Management structure
Number of teaching staff

Number of children on roll
Average class size
Attendance 2021-22
Date school established
School Awards

% of children on FSM
% of children with SEND
% of children with EAL

Assessment data can be found at:
<https://www.bridgetown.warwickshire.sch.uk/academic-outcomes-1/>

4-11 years
3
Co-educational
Bridgetown, Stratford upon Avon
Community school
Head Teacher and a Deputy Head Teacher
plus a middle leadership team
14 FTE, plus teaching assistants
and premises/support staff
418 (correct at 17.05.23)
30
94.5%
1964
Active Mark
ICT Mark Accredited
International Schools Award
Eco Schools
Extended Services
Investors in People,
Healthy School
Arts Mark -Arts Council
Values Based Education Quality Mark
Thrive at Work Foundation Level Award

16%
10% (all types of SEND/additional needs)
14%



"We have great outdoor facilities."

Our Shared Vision



Bridgetown is a successful school which strives to develop and improve the core and foundation subjects within the context of a cross curricular approach. Systems and strategies for implementation, monitoring and evaluation are in place to do this.

The overriding principle is to work towards equipping pupils as independent individuals who are able to contribute fully and thrive in our complex multi-faceted society as lifelong learners.

We believe the strength and character of our successful school lies with its ability co-create an inclusive learning environment enriched by working with the wider community in the arts, technologies, sports, humanities and sciences to offer the pupils experiences beyond those normally associated with a Primary School.

We all want, deserve and have responsibility towards developing a fantastic learning and working environment to be proud of.

We aim to provide:

- High quality interactive and diverse displays highlighting great work
- A robust, broad and creative curriculum to excite, motivate and encourage independent lifelong learning
- Excellent relationships and behaviour
- A co-operative, supportive and developmental atmosphere giving everyone the chance to succeed
- An exciting outdoor play and learning environment with a distinct 'eco' overview.
- High quality and effective communication.

In a nutshell - why us?

- A positive and caring atmosphere
- A strong management structure to support the Head Teacher
- Dedicated staff
- Supportive governors
- Larger than the average primary school
- Situated in the attractive town of Stratford-Upon-Avon
- Financially sound
- Excellent facilities:
 - Recently expanded building
 - Plenty of outdoor space
 - Multi use games area
 - Forest school
 - Trim trails, climbing equipment and outdoor gym
 - Good ICT equipment
 - Music room
 - Lego Innovation Centre
 - Fabulous nurture space, 'The Aviary'
 - Newly renovated library space
 - Memorial garden
 - Solar paneling
- Designated 'Good' by Ofsted in September 2022 with the real opportunity to get even better



"We are all encouraged to try new things."

Our wishes

At Bridgetown Primary School the opinions of all the staff, pupils, parents, FOBS and, of course, governors are extremely important. The school community was asked to share their wishes for their new Head Teacher which have been included over the following pages.

Our children would like their new Head Teacher to have the following qualities...



"Teachers are kind and give support when needed."



APPROACHABLE

...be values based in their approach.

...strive for excellence.

INCLUSIVE

...have high standards for the school.

KIND

...have a clear vision.



**Parents and
FOBs believe the
new Head
Teacher should...**

...promote diversity and equality.

CARING

...make children feel happy and safe.

...ensure stretch and challenge.

**RECEPTIVE TO
FEEDBACK**

"Bridgetown is a really good learning community."

Our wishes



COMPASSIONATE

...retain and further our values.

...inspire us to be better.

...have a clear working vision for our school.

HUMBLE

...be a strong, experienced leader.

LOYAL

...recognise the role of the community.

UNDERSTANDING

...take an interest in the children.

**Bridgetown
Staff believe
the new Head
Teacher should...**

PRIORITISE WELLBEING

...have experience of early years teaching.

DEDICATED AND HARD WORKING



"I really love this school." 7.

Head Teacher Job Description



This job description should be read in conjunction with the National Conditions of Employment for Head Teachers.

Core Purpose

The Head Teacher will be responsible for supporting the governing body in shaping the strategic and future direction of the school. This includes implementing safeguarding legislation, the current School Teachers Pay and Conditions Document, the policies of the governing body (including the annual financial plan and budget), and application of all legislation policies. The Head Teacher, working with the governing body, senior leadership team and school staff will develop a strategic view for the school in the context of its wider community and will ensure accurate school self-evaluation to inform school improvement planning.

Specific Responsibilities

Strategic direction and development of the school

- To support the governing body in shaping the future strategic direction of the school
- To establish and maintain links with other local schools, the wider community and parents building rapport and relationships with all key stakeholders.
- To promote and demonstrate the school ethos and core values of 'Ready, Respectful and Safe', working closely with the governing body and school community.
- To encourage creativity, continuous improvement, and appropriate use of innovation.
- To ensure that all areas of school performance are monitored and evaluated effectively, utilising ongoing self-evaluation for areas of development and improvement.
- To manage and evaluate the performance of school staff.
- To adopt and effectively deploy appropriately new processes, procedures and systems.
- To support the Governing body in challenging and supporting the school effectively so that development areas are tackled decisively, and statutory responsibilities are met.
- To allocate financial resources appropriately, efficiently and effectively meeting the needs and addressing the priorities within the school development plan, aspirations for the future and taking new opportunities to generate income for the school.
- To ensure compliance with all applicable Local Authority (LA) and Department for Education (DFE) policies



"I have learnt lots."

Head Teacher Job Description

Teaching, curriculum and assessment

- Working with the SLT /MLT establish, sustain and be accountable for high quality teaching across all subjects and phases.
- Establish and inspire curriculum leadership, through subject leaders accessing relevant expertise, access to professional networks, communities, and development opportunities.
- Ensure teaching and curriculum development is creative and innovative, broad and balanced, structured and relevant.
- Ensure teaching is evidence-informed and uses assessment, evaluation, and benchmarking to inform strategy and decisions.
- Use valid and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- To ensure that pupils receive an effective and appropriate education according to their individual needs and abilities (PPL/SEND through to those exceeding expectations) to enable them to flourish and access ongoing opportunities.
- Promote a culture and practices that enables all pupils to access a broad-based inspiring curriculum.
- Have ambitious expectations for all pupils with SEND and differing needs, and ensure the school fulfils statutory duties relating to the SEND Code of Practice

Leadership and Management

- To proactively seek out, inspire, deploy, and communicate new developments (local and national) and initiatives in learning and education.
- To promote high morale and to set an example of professional standards and leadership.
- To continue the Values Based Education philosophy, ethos, and approach.
- To ensure that the schools behaviour management policy of the school is implemented consistently, fairly and is effective.
- To be proactive in ensuring that all staff in taking responsibility for their own continuing professional development and performance providing guidance, support, and training as appropriate.
- Ensure staff and pupils' safety and welfare and mental wellbeing through effective approaches to safeguarding, PSHE and RSE as an integral part of duty of care.
- Lead and manage staff effectively with due attention to workload and wellbeing, self and others.
- Ensure a rigorous approach to identifying, managing, and mitigating risk.
- To ensure staff, volunteers raise concerns about poor or unsafe practice.



"The residentials and other school trips are great!"

Head Teacher Job Description



Governance, accountability and working in partnership.

- To ensure the school promotes effective governance with all staff understanding their individual and collective accountability and professional responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young persons.
- To provide nurturing and attentive pastoral care for all pupils.
- To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community.
- To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's equalities policies paying particular attention to vulnerable learners and hard to reach families.
- To work with parents and carers to ensure children have access to extended services and extra-curricular opportunities.
- To take account of, and respond to feedback sought from pupils, parents and the wider community.
- To build and maintain strong working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- Working with the Business Manager and school office to establish and implement policies which ensure that the security safety, maintenance and cleanliness of the school and its surroundings conform to statutory and local regulations

This job description will be reviewed at least annually as part of the Head Teachers performance Management Programme.



"We have fun with our learning."

Person Specification

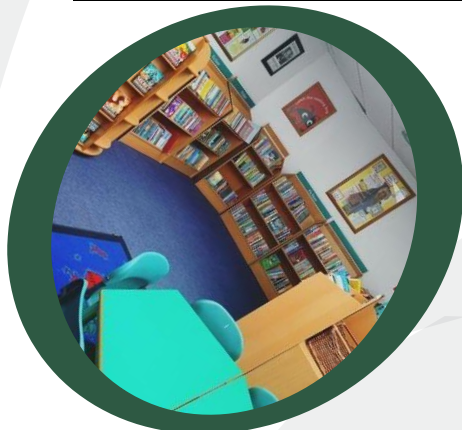
The following outlines the key skills and experience required for our Head Teacher position.

Criteria	Qualities
Qualifications and Training	Essential <ul style="list-style-type: none"> • Qualified teacher status • Honours degree in primary education or equivalent • National professional qualification for headship (NPQH)
	Desirable <ul style="list-style-type: none"> • Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning
Experience	Essential <ul style="list-style-type: none"> • Successful senior leadership and management experience in a primary school • Experience of recent strategic leadership • Class teaching experience • Leadership experience in school self-evaluation and development planning – Ofsted framework and requirements. • Demonstrable experience in line management and staff development • Experience in financial management against a strategic plan • In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and well-being • A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment practices
	Desirable <ul style="list-style-type: none"> • Experience in behaviour management and associated programmes • Awareness / knowledge associated with MAT's.



"We love to read in the library."

Criteria	Qualities
Leading Teaching and Learning	Essential <ul style="list-style-type: none"> • A proven track record of ensuring the highest possible standards of teaching and learning • Ability to model positive behaviour management and ensure implementation of a pupil focused, inclusive and effective learning environment resulting in outstanding behaviour and attendance. • Successful experience of leading, developing and embedding the wider curriculum • Is open and accessible to pupils, parents, and the wider community.
Skills and Knowledge	Essential <ul style="list-style-type: none"> • Data analysis skills and the ability to set targets and identify areas for development. • Understanding of high-quality teaching based on evidence and the ability to model this, supporting others to improve • Understanding of school finances and financial management • Effective communication skills • Ability to communicate the school vision and inspire others • Ability to build effective working relationships
Personal Qualities	Essential <ul style="list-style-type: none"> • Capacity to network, build rapport, influence, and maintain relationships with a wide range of external and internal stakeholders. • An outstanding reflective practitioner who demonstrates evidence of learning experience • Passionate about creating a rich, inclusive learning environment where every individual member of the school community is known and valued • Resilience with the ability to work under pressure and prioritise effectively. • Committed to always maintain confidentiality. • Committed to safeguarding and equality • Significant people and communication skills - committed to uphold the 7 principles of public life (the Nolan Principles) at all times. • Committed to achieving the best outcomes for all pupils and promoting the ethos and values of the school • Ensures a good work life balance and well-being for themselves and all members of the school community.



"I love to make things in forest school."

Application Information



Thank you for your interest in the post of Head Teacher at Bridgetown School.

Candidates are strongly encouraged to make an informal visit to the school prior to making an application. Please contact the School Office (01789 205092) to make arrangements for this.

Closing date: Friday 9th June 2023 by midday
Interview dates: Tuesday 27th and Wednesday 28th June 2023

The application form should be completed electronically and completed forms may be:

- Emailed, with the subject: **FAO The Chair of Governors – Head Teacher Application** at chairbps@welearn365.com. If you do not receive acknowledgement of an electronic application within one working day, then please telephone the School Office via the number above.
- Sent by post/hand delivered to the School Office, marked: **FAO The Chair of Governors – Head Teacher Application**

As part of your application please include an outline of your educational philosophy, values, and how your experience to date makes you a credible candidate for the role of Head Teacher at Bridgetown (no more than two sides of A4).

Candidates shortlisted for interview will be asked to undertake a series of selection tasks and activities on **27th June**, including interviews with stakeholder groups. More information on the format and any preparation needed will follow after shortlisting decisions have been made.

The governors will meet at the end of Day 1 and then notify those candidates who are to be invited back the following day, **28th June**, for final interviews by a panel of governors and other professionals.

It is our normal policy to take up two references for headship appointments. In the case of applicants who are currently employed as Head teachers we will expect these to be from:

- The Local Authority or Academy Trust where you are currently employed;
- Your Chair of Governors;

In the case of applicants who are not Head teachers, we will expect referees to be:

- The Head teacher in your current or most recent school, or if you are not currently employed in a school, your current line manager;
- Another referee who can attest to your professional skills, including leadership and management skills;



If at any stage you feel that your application has not been dealt with fairly, please write with your complaint to: Warwickshire County Council, Human Resources, Shire Hall, Market Place, CV34 4RL

Start Date: 1st January 2024

"It's great to have the nurture space for our wellbeing."