



Inspire, Believe, Succeed

BEDFORD DRIVE PRIMARY SCHOOL
HEADTEACHER CANDIDATE INFORMATION PACK





Inspire, Believe, Succeed

Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the role of Headteacher at Bedford Drive Primary School. This application pack will provide you with the key information you need to apply for this role. Please also visit the website, to see the latest Ofsted report and to find further useful information about our school. I would also encourage you to come and visit the school, to meet with the team and see the school 'in action'.

We are seeking to appoint an outstanding leader, who will take the school from its current good rating to outstanding. The school is looking for a forward-thinking leader, who is committed to the highest of expectations for all members of the school community, both children and staff. Bedford Drive Primary is a happy, vibrant place to be, with children who are excited about their learning.

We are proud of our successful school where children achieve good results, develop into responsible individuals, have fun, and enjoy coming to school. We have very strong aspirations for all our children and want each one of them to flourish and be well prepared for the next stage of their education. Inclusion is central to our school ethos, and we are committed to ensuring that all are treated with respect. We actively promote all policies in relation to equality and diversity and are proud of our curriculum and how this is delivered across the school.

We have a dedicated staff team who offer all our children the very best opportunities for becoming happy, successful, and confident learners for life. Our committed Governing Body will support our new Headteacher in providing the best possible environment for all children and staff at Bedford Drive.

You are very welcome to visit us before applications close on Wednesday 17th January 2024 at 4.00pm. This would give you an opportunity to meet our staff and, of course, our wonderful children. We will be able to answer any questions you may have. Visits are arranged for Wednesday 10th January at 1.00pm and Thursday 11th January at 10.30am. Please contact Rachel Sheehan on 01516451561 or r.sh@bedforddrive.wirral.sch.uk to arrange your visit.

Yours sincerely

Lynne Hayes
Chair of Governors



Inspire, Believe, Succeed

Job Advert for the Headteacher of Bedford Drive Primary

Due to the promotion of our Headteacher, we are seeking to appoint a Headteacher who is an excellent educational practitioner, passionate about teaching and learning with the ability to instil and nurture this in all pupils and staff, and is committed to ensuring every child achieves their potential.

If you believe that you could be our next leader, you will have engaged in current educational discourse, including leadership and management, curriculum, and pedagogy, and will be able to speak with clarity about what makes excellent practice in these areas. You will be forward thinking and able to lead the school's strategic development.

Our headteacher will:

- Lead, inspire and motivate pupils and staff
- Be a confident and effective communicator
- Have excellent interpersonal skills and be able to share their vision with all stakeholders
- Be an outstanding and reflective practitioner who has teaching and learning at the heart of everything they do and can holistically lead the school
- Ensure the delivery of an ambitious high quality curriculum that meets the needs of all learners, including vulnerable pupils
- Innovate within and beyond the curriculum to address social disadvantage and fully meet the needs of pupils with special educational needs
- Have a proven track record of developing teaching and learning to a high standard
- Be committed to safeguarding and the welfare of all children
- Develop positive relationships with the Governing Body, parents, carers and the wider community
- Be committed to undertaking further professional development for themselves and the whole work-force
- Lead with integrity and optimism, showing resilience and determination in the leadership of the school.

In return, we can offer you:

- Well-behaved and enthusiastic children who enjoy learning
- A well established and ambitious curriculum
- An effective and driven Senior Leadership team
- Established curriculum teams that facilitate individual subject leadership
- A committed, passionate and skilled staff team
- A commitment to supporting your own professional development
- Systems and processes that support the smooth operation of the school
- A supportive Governing Body who are engaged, positive and proactive in ensuring the school continues to thrive and develop further
- A high quality school building and grounds



Inspire, Believe, Succeed

Application Information

- **Salary range:** Leadership Scale Level **L16 - L22** £68,400 - £79,112
- **Start date:** Monday 15th April 2024 or as soon as possible
- **Closing date for applications:** Wednesday 17th January at 4.00pm
- **Walkround:** Wednesday 10th January at 1.00pm or Thursday 11th January at 10.30am
- **Recruitment and Interview dates:** Wednesday 7th February and Thursday 8th February
- We very much look forward to receiving applications from candidates whose personal qualities, values and experiences meet the requirements of this job description and person specification.
- Potential candidates invited to visit the school. Please contact Rachel Sheehan, PA to the Headteacher, HR Officer on 0151645151 or via email to r.sh@bedforddrive.wirral.ch.uk to arrange a visit.
- Applications are returnable to Rachel Sheehan at the above email address

The school is committed to the highest standards of safeguarding and promoting the safety and welfare of our children and expects the same level of commitment from all staff.

This post is subject to an Enhanced Level DBS check.

All applicants will be considered based on suitability for the post regardless of sex, race or disability.

Application Selection

The first step in the selection process is your application. Please make sure you read the Person Specification and Job Description carefully and provide specific examples to demonstrate how you meet the Essential Person Specification criteria.

Please ensure the application form is fully completed, and your personal statement is no longer than three A4 sides in size 10 font. CVs are not acceptable.

As part of the recruitment process we will carry out an online search as part of our due diligence on all shortlisted candidates prior to interview. If there is anything you wish to make us aware of, prior to the search being completed, please contact Rachel Sheehan, PA to the Headteacher, HR Officer on 0151645151 or via email to r.sh@bedforddrive.wirral.ch.uk.



Inspire, Believe, Succeed

About The School

Bedford Drive Primary is a two-form entry school with 26 FTE nursery. It serves a catchment of pre-dominantly White British heritage pupils. The number of children eligible for pupil premium is above national. The school building is new and is well resourced.

Bedford Drive is a happy, caring and friendly school with high aspirations for each and every one of our children. In September 2016 we moved into our newly built school, which has enabled teaching and learning to be even more inspirational and exciting. The staff team are supportive and links with parents and the wider community are a strength. Ofsted 2022 described school as 'the heart of the community'.

The school mission is to Inspire, Believe and Succeed. At Bedford Drive children are **Inspired**, given the ability to **Believe** in themselves and encouraged to **Succeed** in whatever they choose to do. We aim to continually improve and ensure the school delivers the highest professional standards.

We promote inclusion, diversity, equality and tolerance. To support the development of our children into successful rounded adults we also develop attitudes to learning through our school values and behaviour expectations of **Ready, Respectful** and **Safe**.

The well-established curriculum provides exciting opportunities and challenges throughout all areas, making school an exciting and inspiring place to be. The curriculum has been designed to engage all our children and help them develop a love of learning and promote curiosity, investigation and problem solving.

The school was judged to be 'good' by Ofsted in November 2022 and aspires to become outstanding within the next five years.

For further information, please visit the school website.

Visits to the school will allow candidates to meet the wonderful children and staff. Visits are actively encouraged, and tours will be with the current Headteacher, Rebecca Bridges.



Inspire, Believe, Succeed

Job Description Headteacher

Job Title: Headteacher, Full Time, Permanent
Salary Range: L16 - L22 (£68,400 - £79,112)
Reports to: Chair of Governors and Governing Body
Start Date: April 2024, or as soon as possible

Core Purpose: The Headteacher, working with the governing body, senior leadership team and school staff, will provide overall strategic leadership for the school. The Headteacher will be responsible for the internal organisation and management of the school.

Main responsibilities:

- Provide inspirational and effective leadership and management of the school ensuring pupils make outstanding academic and personal progress
- Effectively build on the current values, vision and principles of the school
- Provide leadership across all aspects of the school, including quality of teaching and learning and promoting the culture of constant improvement
- Line manage the Senior Leadership Team within the school

The postholder is expected to operate in the context of the national Head Teacher Standards.

The Headteacher of Bedford Drive Primary School will:

- Serve in the best interest of Bedford Drive Primary pupils
- Behave ethically, fulfilling the professional responsibilities and modelling the behaviour of a good citizen
- Promote the obligation to give account and accept responsibility
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research

School Culture

The Headteacher of Bedford Drive Primary School will:

- Uphold the School values to the highest of standards
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Strengthen and sustain the school vision and ethos in partnership with the Governors and staff through consultation with the school community
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Maintain a culture where pupils experience a positive and enriching school life

- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism
- In consultation with the Governing Body, create and implement a strategic and sustainable plan based on sound financial planning so that the school can continue to improve

Leadership and Management

- Manage staff and leaders, developing a positive and professional culture
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Implement the schools appraisal policy and other management processes and systems
- Undertake self-evaluation and school improvement planning alongside the Senior Leaders and Governors to strategically improve areas of weakness in the school
- Lead the recruitment of teaching and non-teaching staff where necessary
- Provide training and continuing professional development opportunities for all staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- To prepare for and be fully involved in external and internal inspection activities
- Produce and edit a range of documentation relating to the effective leadership of the school
- Ensure the website is compliant and current

Teaching and Learning

- Establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure that effective strategies are in place to continue to rapidly close the gap for disadvantaged pupils and other vulnerable groups
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains

Behaviour

- Sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Implement consistent, fair, and respectful approaches to managing behaviour in accordance with the School's behaviour principles and policy;
- Ensure that adults within the school model and teach the behaviour of a good citizen
- Promote pupil mental health and well-being

Curriculum and Assessment

- Ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught and which meets the requirements of the National Curriculum and the aims of the school, providing

progression and continuity throughout the school from Foundation 1 to Year 6

- Ensure that the curriculum is appropriate to meet the needs of all pupils and takes account of the full context of the local community
- Ensure that the curriculum actively develops the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- Maintain effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure effective use is made of formative and summative assessment to shape and develop the curriculum

Organisational Management:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate the school's financial resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic and development plan, and financial context
- Establish and oversee systems, processes and policies that enable the school to operate effectively, efficiently and with probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload and well being
- Ensure school buildings and facilities meet the needs of the pupils and staff and are compliant with health and safety regulations
- Ensure rigorous approaches to identifying, managing, and mitigating risk

Additional and Special Educational Needs and Disabilities:

- Ensure the school holds ambitious expectations for all pupils, including those with additional and special educational needs and disabilities
- Sustain and develop culture and practices that enable all pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers, the Local Authority and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate;
- Ensure the school fulfils its statutory duties regarding the SEND code of practice

Continuous School Improvement:

- Develop appropriate evidence-informed strategies for self-evaluation and improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure effective implementation of improvement strategies, which lead to sustained school improvement over time
- Identify priority areas for improvement from evidence-based feedback from Governors, staff, pupils, parents and the community

Working in Partnership:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community
- Commit the school to collaborate successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Professional Development:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs
- 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.

Governance and Accountability:

- Sustain a professional working relationship with the Governing Body whose responsibility is to hold leaders to account
- Ensure that staff know and 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.

Additional requirements:

- The Headteacher will be required to prioritise the safeguarding and welfare of children and follow school policies and the staff code of conduct.

Please note that 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 be responsible for. The Headteacher may be asked by the Governors to undertake other duties reasonably regarded as falling within the duties of a leadership post.

Appointment to this post is subject to a satisfactory enhanced DBS check. This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purpose.



Inspire, Believe, Succeed

Person Specification - Headteacher

The person specification below shows the key qualities, abilities, skills and experience we require in our new Headteacher. The selection panel will assess each candidate against these criteria. We are expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context. The information you provide in your application form in the supporting statement must show how you meet the requirements listed in the person specification. This person specification reflects and references the DfE Headteachers Standards 2020.

E = Essential Criteria D = Desirable

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Honours degree 2:2 or above	✓	
Qualified Teacher Status (QTS)	✓	
Evidence of personal and professional development	✓	
NPQH holder or desire to achieve equivalent		✓
Current safer recruitment training		✓
Current Child Protection qualification		✓
EXPERIENCE AND SKILLS		
Proven record of successful, recent experience as a Headteacher or Deputy/Assistant Headteacher in a Primary School	✓	
Proven record of successful classroom teaching	✓	
Experience of leading Teaching and Learning across the Primary age range		✓
Proven record of successfully delivering school improvement initiatives with high impact	✓	
Proven record of raising pupil achievement, progress and attainment including SEND and vulnerable pupils	✓	
Proven record of raising the quality of teaching and learning	✓	
Evidence of success at leading and managing people and change	✓	
Ability to engage with parents / carers and the wider community to promote and develop the school	✓	
Experience of working effectively with a Governing Body	✓	
Experience in presenting an accurate and understandable account of the school's performance to stakeholders	✓	

Experience of leading on whole school policy and practice	✓	
Ability to understand the implications of budget management and the need for accountability	✓	
Experience of managing the school site to ensure it meets the needs of the pupils and staff and are compliant with health and safety regulations		✓
Experience of being the Designated Safeguarding Lead		✓
LEADING LEARNING & TEACHING		
Clear personal philosophy of education	✓	
Experience of using data analysis and target setting to bring about school improvement challenging any under performance	✓	
Experience of leading staff to bring about and sustain improvement, ensuring equal opportunities	✓	
A strong commitment to leading an inclusive school that upholds the British Values, Equality and Diversity	✓	
LEADERSHIP & COLLABORATION		
Commitment to continually building and developing positive relationships with all stakeholders	✓	
Ability to secure excellent pastoral care, behaviour and good attendance for the whole school community	✓	
Steadfast commitment to delivering an outstanding education for all children, in line with the school ethos and vision	✓	
A highly visible presence and good role model who inspires confidence and trust, empowering and motivating all stakeholders	✓	
Excellent communication and personal skills with a willingness to engage with all stakeholders	✓	
Commitment to maintain positive links with school networks		✓
MANAGING THE ORGANISATION		
Plan, organise and exercise sound judgement and communicate and delegate effectively.	✓	
Ability to be reflective and adapt through feedback/experience	✓	
Ability to promote a positive school culture that ensures staff wellbeing and work / life balance	✓	
KNOWLEDGE AND UNDERSTANDING OF THE FOLLOWING:		
SEND legislation and procedures, including the Code of Practice and its implementation	✓	
School performance measures and systems to assess progress	✓	
Curriculum design and its implementation and assessment	✓	

All three phases in the Primary Sector which includes EYFS, KS1 and KS2	✓	
The importance of early reading and phonics in the primary sector	✓	
Staff appraisal systems and effective team building	✓	
The current Ofsted Framework	✓	
National developments and educational priorities	✓	
Current best practice research into pedagogy and curriculum design	✓	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children with the ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection	✓	
Understanding of Safeguarding legislation, requirements, and systems	✓	
PERSONAL		
Ability to overcome barriers and challenges to raise standards in teaching and learning	✓	
Being able to work under pressure and in changing circumstances to achieve challenging professional goals	✓	
Demonstrates optimism, resilience, integrity and a passion for education	✓	