



TRUST

RESPECT



CREATIVITY



CURIOSITY

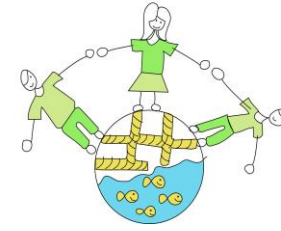
DIVERSITY



KINDNESS



**Bridport Primary School believes in a world of possibilities.
Headteacher Application Pack**

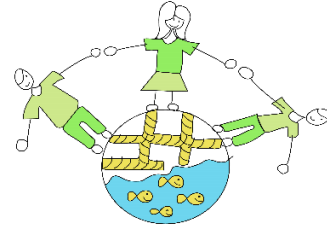


Bridport Primary School Vision Statement 2016

At Bridport Primary we **'Believe in a world of possibilities...'** and aim to achieve a **'Thriving community growing together'**

By doing the following:

- Understanding and embracing one another's unique qualities, talents and skills
- Acknowledging our mistakes without fear and learning from them
- Maintaining a culture where hard work and effort is valued
- Embracing challenges with openness and confidence in our shared capabilities
- Encouraging ambitious attitudes and securing successful outcomes for all
- Being optimistic and hopeful about the future and what we can all achieve
- Recognising that by building respectful relationships we will flourish
- Growing resilient and reflective attitudes in all we do
- Listening to and learning alongside one another
- Being aware of and ready for a continually changing world landscape
- Laughing together, showing kindness and enjoying what we do



The Application Process

Applicants are asked to complete all the standard information required on the **Minerva Learning Trust application form**.

The closing date for applications is 15 May 2018, at noon.

Interviews will take place on 24 and 25 May 2018.

Visits to the school are warmly welcomed on request – please contact the school office (but avoid SATS week mornings if at all possible!). Telephone 01308 422846 or email office@bridport.dorset.sch.uk.

If you wish to discuss the post please contact the Executive Principal, Kay Taylor on k.taylor@minervalearningtrust.org.uk, telephone 01308 422291 or the Chair of Governors, David Powell, on chair@bridport.dorset.sch.uk.

To apply, please complete the Trust application form and return to:

Amanda Ackerman, The Minerva Learning Trust, The Ridgeway, Bridport, Dorset, DT6 3DT, telephone 01308 422291 ext 201, or email: a.ackerman@colfox.dorset.sch.uk.

The letter which forms part of the application process should be no longer than 2 sides of A4 and should focus specifically on:

- Outlining briefly the relevant skills and experience you have gained which has prepared you to be the Headteacher of a large primary school.
- Sharing your vision for education and explaining how you balance educational aims with the pressures of the current accountability framework.

The Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS.

The Minerva Learning Trust



1 May 2018

Welcome from Kay Taylor, Executive Principal, Minerva Learning Trust

Dear Candidate

Thank you for expressing an interest in becoming a leader in the Minerva Learning Trust. We are a Trust that works collaboratively for the benefit of all the children in our care. We respect the individual culture and ethos of each of our schools and have not adopted a “corporate” approach. The Trust is committed to supporting and developing our staff as highly motivated staff make a significant difference to the learning and wellbeing of children.

The Headteacher at Bridport Primary School will continue to have responsibility for their school. Some functions are centralised, such as finances and personnel issues, and as the Trust grows, further areas will be removed to allow the Headteacher to focus on the core role of ensuring high quality teaching and learning in their school.

We welcome applications from those who could take up post in September but we recognise that we may have to consider an appointment for January 2019. Further details about the school will be sent to any applicant that we intend to interview.

If you are ambitious, confident and a strategic thinker who wants to be able to shape their own school community then this is an exciting opportunity for you and we would be delighted to hear from you.

Yours sincerely

Kay Taylor
Executive Principal
Minerva Learning Trust

The Minerva Learning Trust (Dorset) is a charitable company limited by guarantee and registered in England and Wales with company number 8561222

The Registered office is at: The Minerva Learning Trust, The Ridgeway, Bridport, Dorset, DT6 3DT
Tel: 01308 422291, Email: office@colfox.dorset.sch.uk, Executive Principal: K.Taylor@minervalearningtrust.org.uk



Bridport Primary School



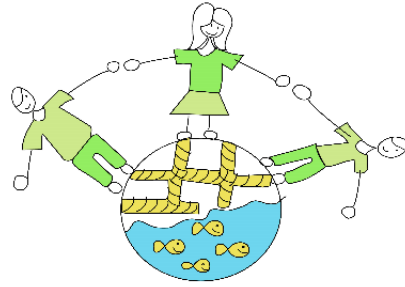
Burton Bradstock CE Primary
School



St Mary's CE Primary School



The Sir John Colfox Academy



Dear Applicant

On behalf of the Local Governing Body I am writing to thank you for your interest in the position of Headteacher at Bridport Primary School. This pack is intended to provide more information about the role and the application process and to provide some context about our school and community. Our website conveys more of the essence and character of our school and we warmly welcome visits.

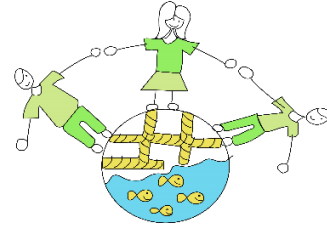
Our current Headteacher has led a dedicated, talented and committed school staff since 2011. The school has improved significantly under her leadership and outcomes are now good. With the current post holder moving on at the end of the Summer term we are now looking to appoint an experienced and enterprising Headteacher who can embrace and build on our many successes and achievements. Key strengths of the appointed leader will be the ability to steer and embrace engagement and collaboration within the school and the wider education community whilst having the leadership, knowledge and practitioner experience, passion and commitment to drive improvement in learning outcomes and standards.

Bridport Primary School is a member of the Minerva Learning Trust. This is a group of schools in Bridport who believe in working collaboratively and supporting and developing our staff to ensure the highest quality education for all the children in our community. The school is also proud to be accredited as a UNICEF Rights-Respecting school, placing the values identified in the Convention on the Rights of the Child at the heart of our ethos.

I hope we have given you all the details you need and if you believe that we are a good match for each other's requirements I look forward to receiving and considering your application in due course.

Yours sincerely

David Powell
Chair of Governors
chair@bridport.dorset.sch.uk



Job Description

Bridport Primary School - Headteacher

The Head teacher will be responsible and accountable for the successful development and sustainability of Bridport Primary School, supporting it to grow as part of the Minerva Learning Trust.

This appointment is in accordance with Articles of Government, Conditions of Employment of Head teachers and Teachers Pay and Conditions document, and the policies and procedures of the Minerva Learning Trust.

Job title: Head teacher

Salary: L17-L23, negotiable within ISR.

Accountable to: Executive Principal of the Minerva Learning Trust and Local Governing Body for Bridport Primary School.

Core Purpose

- Work with EP and MLT Leadership Group to collaborate and build effective partnerships across all MLT schools.
- Work with the EP and LGB to help develop a strategic view for Bridport Primary School as part of the Minerva Learning Trust.
- Analyse and plan for future needs and further development for Bridport Primary School within the local and national context.
- As lead professional, to provide vision, leadership and direction for the school and ensure that it is managed, organised and resourced to meet its educational aims and ambitions.

Shaping the Future

- Identify and consolidate the overall school aims and vision for the future and cascade them effectively to all members of the school community.
- Work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement.
- Explore and investigate local and regional collaboration and networking opportunities which align with the school vision and strategic plan.
- Demonstrate the school's vision and values in everyday work and practice.
- Develop the Leadership team and invest in whole school staff CPD.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
- Ensure robust self-evaluation which informs future planning.

Learning and Teaching

Working with the EP and Leadership Team to:

- Secure and sustain effective teaching and learning; monitor and evaluate the quality of teaching and standards of students' achievements; use National benchmarks and set aspirational targets for improvement (individual and school level).
- Maintain effective assessment, recording and reporting systems for all students, ensure these are used to challenge under performance and drive improvement.
- Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, and good behaviour which enables teachers to meet their professional standards.
- Ensure the curriculum in the school is knowledge rich and supports long term learning.
- Develop teaching and learning through a range of strategies including coaching and sharing best practice and CPD, to raise student achievement and increase engagement.
- Ensure that appropriate support for children and their families is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs/ those in receipt of Pupil Premium, to inform future developments and lead to success for pupils.
- Lead on the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create, maintain and build on effective partnership with parents to support and improve pupils' achievement and personal development.

Leading and Managing Staff

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other cross phase educational establishments to build effective learning communities.
- Attend and encourage others to attend, local and regional seminars, meetings and conferences and networking opportunities relevant to job role.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review – including managing the induction of newly qualified teachers.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals and establish clear delegation of tasks and responsibilities.
- Acknowledge responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

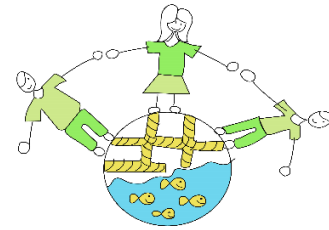
Accountability

- Work with the EP, to evaluate the efficiency and effectiveness of Bridport Primary School.
- Provide information, objective advice and support to the EP, LGB and Trust Board to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and to achieve efficiency and value for money.

- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Present a coherent and accurate account of the performance of all aspects of pupils attainment and progress, in a form appropriate to a range of audiences, including Trustees, Governors, the local community, OFSTED, and others.
- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's priorities for improvement.

In addition to the job description the Head teacher is expected to fulfil the expectations of the person specification and to comply with National Standards of Excellence for Head teachers.

The Head teacher is expected to perform other reasonable tasks as laid down in the School Teacher Pay and Conditions document and as required from time to time at the discretion of the EP.



PERSON SPECIFICATION

Bridport Primary School - Headteacher

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
Qualified Teacher status	•	
Degree or equivalent	•	
Commitment to CPD	•	
Evidence of training for management posts		•
NPQH	•	
NCSL Safer Recruitment Certificate		•
EXPERIENCE		
Senior Leadership and/or Headship experience	•	
Evidence of recent, relevant training and development at Headteacher level or in preparation for headship	•	
Successful teacher with a proven track record of achieving high standards	•	
Sustained, successful leadership at Senior level	•	
Proven track record in managing staff to support successful outcomes for pupils	•	
Working with parents, governors and the wider community	•	
Evidence of expertise and success in raising pupil achievement and securing school improvement	•	
A commitment to working with children from varied and challenging backgrounds	•	
Managing change successfully	•	
Can generate and use data effectively to improve learning outcomes	•	
Knowledge of SEND	•	
Experience of leadership in a variety of contexts		•

Experience of successfully developing teams of professionals, delegating effectively and managing change	•	
Experience of having improved and sustained an effective behaviour management, and attendance policy and procedure		•
Working with and collaboration with other Academies, and schools		•
Experience of strategic planning and monitoring impact		•
KNOWLEDGE AND SKILLS		
Knowledge and understanding of the wider educational agenda/national policies and educational issues	•	
Full knowledge and experience of Safeguarding	•	
Ability to make and implement difficult decisions	•	
Ability to model and communicate vision and values within and beyond the school	•	
To model high aspirations for children and staff	•	
Knowledge and experience of self-evaluation processes		•
Good IT skills	•	
Experience of working with Social Services/extended pupil services and outreach teams		•
Excellent verbal and written communication skills	•	
PERSONAL QUALITIES		
Personal integrity and discretion	•	
Passionate about making a positive difference to children's lives	•	
Energy, enthusiasm and resilience	•	
Ability to set targets, meet deadlines and to work under pressure	•	
Prioritise and manage time effectively	•	
Empathy and a sense of humour	•	
Adaptability to changing circumstances and ideas	•	
Work on own initiative	•	

Confidence to take risks		•
Imaginative approach to community involvement		•
Promote and support extra-curricular activities		•