



## Headteacher (Primary) INFORMATION





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Shinewater Primary School and Little Sunshine's Nursery is a two form entry school situated in the seaside town of Eastbourne. We are fortunate to have an extensive site that incorporates open green spaces, including an outdoor learning classroom. We also have dedicated STEM labs, a large computing suite, an internet cafe, extensive EYFS outdoor learning spaces as well as spacious, well resourced classrooms (each with a shared base area).

We offer our pupils a broad and stimulating curriculum which focuses on high expectations for all. We have specialist teachers in Computing, PE, Spanish and Outdoor Learning, English interventions and a consultant Maths teacher. Enrichment opportunities at Shinewater are high profile leading to exciting learning experiences.

The school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at Shinewater Primary School inspires our children to be the best they can be in order to achieve their full potential through challenge, support and enrichment. Our children are immersed in a range of creative and stimulating learning experiences where they feel safe to take risks within a warm and inclusive atmosphere in all aspects of school life and beyond.

We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and pupil engagement. We have an in-house pastoral support team, which includes a Family Support Worker. Our children are friendly, welcoming and cooperative. Every child is nurtured and valued, enabling them to develop respect for themselves and others ensuring that our children can shine through. Our positive behaviour system is well embedded and wellbeing and engagement is high.

Our school has been on an exciting journey of continuous development since joining Swale Academies Trust. The importance of continuous professional development at all levels is of paramount importance to us. Staff feel valued and supported. We continue to move from strength to strength.

Leadership across the school is a key strength, supported by the Trust Executive Team. There is an exceptional senior leadership team who bring a huge range of knowledge, skills and talents to the team.

The school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to teaching and learning as well as school management. The development of the school site and facilities has been superb over recent years. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school. The children and staff feel proud to belong to Shinewater Primary School.

Swale Academies Trust





# JOB DESCRIPTION



**Job Title:** Headteacher (Primary)  
**Grade:** SAT Leadership (L18-L24)

## **Purpose of the Job:**

This job description is based on the National Standards of Excellence for Headteachers and is subject to annual review.

The headteacher will provide dynamic and professional leadership in order to secure the school's continued success and improvement, ensuring high quality education for all its pupils and improved standards of achievement. To inspire, challenge, motivate and empower all members of the school community to create an environment where everyone is encouraged to strive for excellence and to be the best they can be.

## **Main duties and responsibilities (Accountabilities):**

### **Leadership**

- Formulate, articulate and role-model a clear vision and set of values for the school that are focused on providing a world-class education for all pupils.
- Develop positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community, by consulting, listening and responding in an open and collegiate way.
- Be visible around the school and in the local community, leading by example – with integrity, creativity, resilience, and clarity.
- Inspire and influence pupils and parents to believe in the fundamental importance of education in young people's lives.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to strive for excellence.

### **Curriculum and learning environment**

- Create a safe, calm and well-ordered environment for all pupils and staff, that is focused on safeguarding pupils and developing exemplary behaviour in school and in the wider society.
- Develop a creative curriculum to meet the needs of all pupils.
- Demand ambitious standards for all pupils and motivate and support them to aim high and to build their own futures. Overcome disadvantage and advance equality, instilling a strong sense of accountability in staff for the impact of their work on pupil's outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, delivering rich curriculum opportunities.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between classes, drawing on and conducting relevant research and robust data analysis.



# JOB DESCRIPTION



## People management

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge through high-quality training and sustained professional development.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve.
- Identify emerging talent, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Hold all staff to account for their professional conduct, practice and development.

## Systems and Process

- Ensure the promotion of equality of opportunity.
- Ensure effective processes are implemented for staff induction and professional development.
- Empower individuals and teams to attain high goals and secure improvement.
- Work with the Governors in ensuring that the staffing structure is 'fit for its purpose'.
- Recruit and develop staff to make the most effective use of their skills, expertise and experience.
- Implement effective processes for managing staff performance.
- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Ensure that statutory requirements for safeguarding and health and safety are met.
- Embrace new technologies to improve school effectiveness.
- Work with the Governors in establishing priorities for expenditure, monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

## Finance, premises and processes

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources (including premises) in the best interests of students' achievements and the school's sustainability.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively, especially setting the strategy and holding the Headteacher to account for student, staff and financial performance.
- Work with political and financial astuteness, within an agreed set of policies and procedures that are centred on the school's vision, and which translate local and national policy into the school's context.
- Develop a plan to ensure that the school's facilities and grounds meet the needs of pupils, staff and visitors within the financial resources available.



# JOB DESCRIPTION



## Continuous improvement

- Create an outward-facing school which works with other educational institutions to champion best practice and to secure excellent achievements for all pupils.
- Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.

## The wider school local community

- Work proactively to promote the reputation of the school positively to the local community, generating a constant stream of newsworthy 'good stories' about the school, its pupils and their achievements.
- Build and sustain positive relationships with parents/carers to increase their involvement in school activities and in the education of their children and to develop a sense of shared responsibility.
- Establish and maintain excellent relationships with parents/carers in the area, marketing the school proactively to ensure that it obtains an excellent share of pupils to an oversubscribing status.
- Develop effective relationships with the local business community, (including the press) to win their support, secure additional resources and to encourage them to be positive advocates for the school.

## Safeguarding Children:

- Accept responsibility for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism publicly supporting all decisions of the Governing Body.
- Be a role model in carrying out professional duties within school and the community.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

# PERSON SPECIFICATION



CRITERIA			ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
<b>Qualifications and Training</b>	1	Qualified Teacher Status	E	F
	2	Recognised degree or equivalent	E	F
	3	Recent participation in a range of relevant & significant continuing professional development, including leadership	E	F, I
	4	Further professional qualification e.g. NPQH, if not a current head teacher	D	F
<b>Experience of ...</b>	5	Successfully leading a school either as a head teacher or acting head teacher/ equivalent	D	F, L, R
	6	Impacting significantly on raising attainment and accelerating progress across school	E	F, L, I
	7	Teaching pupils with a diversity of needs including pupils with learning difficulties and/ or disabilities	E	F
	8	Successful curriculum leadership & innovation	E	L, I
	9	Improvement planning, implementation, monitoring and review	E	L, I
	10	Developing effective partnerships with parents and outside agencies	E	L, I
	11	Improving the quality of teaching at individual practitioner level and whole school	E	L, I
	12	Working in partnership with governors	E	L, I
	13	Budget Management	E	L, I
<b>Professional Knowledge &amp; Understanding</b>	14	A deep understanding of how primary aged children learn	E	I
	15	Whole school leadership & management including the role of governors	E	L, I
	16	School self-evaluation including the use of comparative data	E	L, I

Assessment Methods:

F = Application Form

L = Support statements

I = Interview

R = Reference



# PERSON SPECIFICATION



CRITERIA			ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
<b>Professional Knowledge &amp; Understanding (Continued)</b>	17	Strategies to meet the needs of all pupils through inclusion, diversity and access	E	L, I
	18	Up to date knowledge of national policies, priorities and statutory frameworks including recent changes in curriculum and assessment	E	L, I
	19	Ability to use performance management to promote & sustain school improvement	E	L, I
	20	Strategic role of ICT to support learning, teaching and school management	E	L, I
	21	Strategies to promote high levels of behaviour and attendance	E	L, I
	22	Appreciation of the benefits of effective collaborative working	E	L, I
<b>Personal Qualities</b>	23	Ability to inspire, motivate & challenge staff including through the development of effective teams	E	L, I
	24	Excellent communication skills	E	L, I
	25	Exceptional interpersonal skills	E	I
	26	Personal impact, commitment, enthusiasm, integrity and resilience	E	I
	27	A passion for developing partnerships between the school, governors, parents and the wider community	E	L, I
	28	A commitment to promoting and developing pupils' personal development and well-being	E	L, I
	29	A commitment to enriching children's school experiences inside and outside the classroom	E	L, I
	30	Enjoyment, energy and enthusiasm for working with our children	E	I
	31	Willingness to maintain own learning and professional development	E	L, I
	32	Being an organised, professional, reflective practitioner and creative thinker	E	I

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# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [recruitment@swale.at](mailto:recruitment@swale.at) or by post to the following address:

Julie Prentice,  
Shinewater Primary School  
Milfoil Drive  
Langney  
Eastbourne  
East Sussex  
BN23 8ED

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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