



**Bayards Hill  
Primary School**

Believe Bigger, Aim Higher

# Headteacher Application Pack

## January 2019



Bayards Hill is part of the Community Schools Alliance Trust



Community  
Schools  
Alliance  
Trust

## Welcome from the Chair of Governors and CEO of the Trust

Dear Applicant,

On behalf of the pupils, parents, staff and governors, we would like to thank you for your interest in the role of Headteacher at Bayards Hill Primary School. The post will be vacant in September 2019.

The school has long been recognised as being a vibrant and welcoming place where everyone is treated as a uniquely talented individual. We strive to ensure that every member of our school community is able to achieve their best and to promote a love of learning that we hope will stay with our pupils long after they have left us. The governing body works closely with the school; there is a supportive relationship, but one where challenge is welcomed to enable the school to build on its existing foundations. The school also has the benefit of support from the Trust's central team, which consists of a qualified accountant, a solicitor (who advises on HR and compliance), an ICT specialist and an experienced advisor on site and premises issues.

Bayards Hill Primary School is rooted in the local community. The school is driven and guided by its Vision and Values:

- Be yourself
- Understand others
- Work together
- Aim high
- Believe big

Leaders and Governors have created a culture that lays the foundation for increased rates of pupil attainment and progress. Relationships between staff and pupils are exemplary and there is an excellent atmosphere within the school. Children are growing in confidence and self assurance. They are well-motivated and are encouraged to aim as high as possible in order to achieve their full potential.

Our staff are totally committed to ensuring that our pupils become more resilient and further extend their potential to be the very best that they can be. Our teachers and support staff work closely together and are supported by an experienced and skilled Senior Leadership Team. Our teachers are young and enthusiastic and very committed to their professional development. All of our Middle Leaders have been promoted internally and have great potential to drive forward the school's ambitious plans.

Bayards Hill has a high quality and committed Senior Leadership Team, experienced teaching and support staff, supportive governors and very active parent body.

We are looking for a strong and inspirational leader, with considerable experience in leadership and management. The individual will need to be:

- Enthusiastic, aspirational, entrepreneurial and resilient
- A child-centred leader who is committed to delivering the very best outcomes for the children at the school;
- Able to inspire confidence amongst staff;
- A good listener, with an ability to work with others in a diplomatic and sensitive way;
- Supportive of and promote the school's vision and values.

We believe that this post is an excellent opportunity to create a truly great school. We welcome visits from prospective applicants. To make an appointment to visit the school please contact Julie Germain, PA to the Headteacher, at: [jgermain2521@bayards-hill.oxon.sch.uk](mailto:jgermain2521@bayards-hill.oxon.sch.uk) or on: 01865 759976. To discuss the role further please contact Jolie Kirby, CEO of the Trust, at: [jki@csat.academy](mailto:jki@csat.academy) or on: 07365275554

We look forward to meeting you.

Yours sincerely,

Maurice East  
Chair of Governors

Jolie Kirby  
CEO of CSAT



Waynflete Road, Headington, Oxford, OX3 9NU

T: 01865 761656 W: [bayards-hill.oxon.sch.uk](http://bayards-hill.oxon.sch.uk)

## Introduction

Bayards Hill Primary School is located in Headington, Oxford, with a two-form entry with 420 pupils on role. It is sponsored by the Community Schools Alliance Trust. Further information about the Trust is available at: <https://csat.academy/>. The school has strong links with Cheney School, in Oxford, which provides it with many opportunities to access a range of resources and facilities. The school is also assisting with the establishment of a new purpose built primary school in the local area which will form part of the Trust.

The school is a thriving community which welcomes children of all faiths and of none and with many different first languages. It values each and every child and strives to enable them to achieve their potential.

### School Ethos and Values

We value our school as a source of knowledge and skills.

We aim:

- To provide a welcoming and purposeful environment in which children can learn in an enthusiastic and secure atmosphere;
- To deliver a rich and diverse curriculum in order to best develop pupils' intellectual, physical and aesthetic abilities;
- To instil in children the highest expectations of effort, behaviour and achievement.

Each person is valued for their individual abilities and respected for the unique contributions they make.

We aim:

- To generate and develop confidence and self-esteem in each child;
- To engender an inquisitive nature and an intrinsic desire to learn throughout life;
- To offer every child equal access to the curriculum and the full range of school activities;
- To promote the pupil voice by giving pupils opportunities to express their views;
- To ensure that the staff feel valued and supported.

We value our role in the community.

We aim:

- To promote responsible citizenship, and an awareness of community needs, and the contribution we can make to society;
- To celebrate cultural diversity, value the opinions of others and foster tolerance;
- To encourage teamwork and co-operation through the use of learning opportunities.

### The Successful Applicant

We will require a Head who has the drive and ambition to secure excellent outcomes for every child and particularly our most vulnerable children. Our recent Ofsted inspection report, October 2017, provides applicants with a good indication of our progress and next steps to secure a 'good' rating across all areas of the school.

Please see the schools most recent Ofsted inspection (from October 2017) at:  
<https://www.bayards-hill.oxon.sch.uk/page/?title=Ofsted%26%23160%3B&pid=14>



## Job Description

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers' Pay and Conditions document.

Responsible to: Governing Body and Trustees of the Community Schools Alliance Trust

Responsible for: All staff, pupils and visitors to the school

Line managed by: CEO of the Trust

### Duties and Responsibilities

#### Strategic direction and development of the school

The Headteacher will:

- Work with the governing body to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school;
- Provide vision and direction to secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural and physical development to prepare them for the opportunities, responsibilities and experiences of later life;
- Ensure that a School Development Plan, based on robust self-evaluation, is in place and is delivered and impacts on school improvement;
- Enable the governing body to challenge and support the school effectively so that weaknesses are tackled decisively and statutory responsibilities are met, by providing timely and relevant information on:
  - Progress against School Development Plan
  - Pupil attainment, progress and achievement and quality of teaching and learning
  - Action arising from any recent audits
  - Child safeguarding, bullying, exclusions, and attendance
  - Such other matters as the governing body needs to be informed about in order to be effective
- Propose to the governing body's finance committee a balanced budget that meets the needs and addresses the priorities within the School Development Plan;
- Ensure creativity, continuous improvement and the use of appropriate technologies to achieve excellence and a broad curriculum, equipping pupils well for their next stage of education;
- Promote the vision and values of the school.

#### Leading, learning and teaching

The Headteacher will:

- Work with staff and the governing body to secure and sustain effective learning throughout the school
- Monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and rigorous analysis of data to identify priorities for school development and set targets for improvement and setting targets for improvement;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Devise and implement a creative curriculum that fosters the academic, social, physical and emotional development of every child;
- Set high expectations and stretching targets for pupils and staff;
- Have regard to the school's vision and values and preserve;
- Embody excellent leadership together with confident, clear and sensitive oral and written communication skills;
- Work in partnership with staff, the wider community and other service providers to maintain and extend the curriculum and to sustain a rich diversity of after-school clubs.

#### Leading and managing staff

The Headteacher will:

- Plan, allocate, support and evaluate the work undertaken by all staff ensuring clear and appropriate delegation of tasks and devolution of responsibilities;
- Work closely with the administrative staff to ensure the smooth running of the school;
- Put in place effective means of communication with staff that provides them with the information needed to support them in carrying out their duties effectively;
- Implement and sustain effective systems for the management of staff performance;
- Support subject leaders in the development of core and non-core subjects;
- Be responsible for leading the staff performance appraisal process ensuring it is balanced and robust;
- Ensure that opportunities exist for further training and development identified as part of the performance review process;
- Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to all relevant standards;
- Demonstrate strong commitment to their own professional development.

### **Managing the school**

The Headteacher will:

- Work with governors and colleagues to recruit staff of the highest quality;
- Deploy and develop all staff effectively in order to maintain the highest quality of education;
- Manage and organise the premises efficiently and effectively to ensure they meet the needs of the curriculum and health and safety regulations;
- Undertake responsibilities as defined in the school's Health and Safety Policy;
- Ensure that appropriate risk assessments are undertaken before sanctioning and participating in any potentially hazardous activity.

### **Accountability**

The Headteacher will:

- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money;
- Attend meetings and report to the governing body on the discharge of the Headteacher's functions and the affairs of the school;
- Continue to develop a school in which all governors and staff recognise that they are accountable for its success;
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences to enable them to play their part effectively;
- Ensure that parents are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets;
- Report to the governors annually on the performance management of teachers at the school.

### **Community**

The Headteacher will:

- Be the external face of the school to our community, ensuring good communication between the school and everyone with whom we work;
- Build a school culture and curriculum which nurtures relationships with the community through effective communication;
- Maintain an outward-looking perspective through creating learning experiences for pupils with the wider community, locally, nationally and internationally.

### **Safeguarding children and safer recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Headteacher plays the lead role in this within the school and the Headteacher post is subject to enhanced DBS disclosure.

The Headteacher will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are adopted by the Governing Body and are fully implemented and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

## Personal Specification

All elements are essential unless noted as (D) = desirable

### Qualifications and Training

- Department of Education recognised teaching qualification – B. Ed/T Cert/PGCE
- Evidence of QTS
- Evidence of continuing professional development
- NPQH (D)
- Safer recruitment training (D)

### Experience

You will be required to evidence:

- Substantial and varied teaching experience
- Recent experience of being part of a successful Senior Leadership Team
- Experience and understanding of EYFS, KS 1 & 2 (D)
- Experience of managing stakeholder engagement (e.g. having head responsibility for community links or liaison with PTA/friends organisation)
- Experience of developing and implementing a School Development Plan
- Experience and understanding of using data to improve standards over time
- Experience with the financial and resource management of a school (D)
- Recruitment, selection and appointment of staff

### Personal Attributes

You will demonstrate a number of personal attributes that we see as critical to the success of the role:

- Outstanding teacher and accomplished mentor
- A love of education at grass roots level
- Puts quality of education at the heart of decision making
- Encourages mutual respect in dealing with others
- Ability to create, inspire and promote a culture of high achievement for all
- Wants to foster strong community links using valuable resources we have in our surroundings
- Lead by example in all areas including teaching
- Recognise fallibility in self and others and see it as a learning opportunity, mistakes are to be recognised as inevitable
- Demonstrate commitment to own CPD as well as that of others
- Proven ability to think analytically
- Commitment to maintaining our school identity
- Have a sense of humour

## Managing and leading

You will need to demonstrate:

- An inclusive style of management
- You are a leader who can articulate a strategic vision of excellence and has enthusiasm and creativity to lead the school forward
- You can undertake and lead effective school self-evaluation
- Can produce rigorous, honest and supportive performance reviews
- You have the ability to develop teaching and non-teaching staff
- Strong time management and ability to foster a good work-life balance for whole school team

## Job Advertisement

Are you an enthusiastic, child-centred and aspirational leader, committed to inspiring and supporting pupils, staff and the wider school community to build on the successes of a large primary school? Our children and staff are looking for a Headteacher who is an inspirational and strong leader, who is warm and considerate, but is also strong and willing to stand up for the best interests of both pupils and staff.

### About our school:

Bayards Hill Primary School is a large, purpose-built school with over 400 pupils on a spacious site in Headington, Oxford. The school is part of Community Schools Academy Trust and works in close partnership with Cheney School, a large successful Secondary School in Oxford.

Within the school day pupils are provided with a dynamic learning environment, which is enriched by the talents, skills and expertise of all our staff, parents and the local community. Outside the school day, in our after-school clubs, we provide an extensive menu of extra-curricular activities, including, sports and arts clubs.

What will you bring to our staff team?

- The experience and ability to lead, inspire and challenge a skilled and committed staff team to deliver outstanding outcomes for the children at Bayards Hill;
- Ongoing development of a challenging and supportive climate for learning where every pupil can achieve their true potential;
- The knowledge and skills to identify and meet diverse pupil needs in varied, creative and innovative ways;
- Knowledge, skills and strategies to further develop good and outstanding teaching for the benefit of all pupils;
- Commitment to promoting the vision and values of the school so that all feel valued as individuals and can contribute to creating a community who honour all people.

In return, we can offer you:

- A great opportunity to lead a dynamic, diverse and large primary school
- Pupils with positive attitudes to learning, who are hardworking, caring and proud to attend their school;
- The support of dedicated and caring school colleagues and a governing body who are committed to delivering the very best for pupils;
- A salary reflecting both your experience and the size of the school;
- The support of a strong and skilled Trust Central Team;
- Membership of a comprehensive Healthcare Benefits Plan.

**Salary range:** L18 (£60,153) – L23 (£68,667)

## Application and selection process

### Further information and school visits:

To discuss the role further please contact Jolie Kirby, CEO of the Trust, on: 07365275554

Waynfilete Road, Headington, Oxford, OX3 9NU

T: 01865 761656 W: bayards-hill.oxon.sch.uk

Pre-interview visits to Bayards Hill are strongly encouraged and can be arranged by contacting Julie Germain, PA to the Headteacher, at: [jgermain2521@bayards-hill.oxon.sch.uk](mailto:jgermain2521@bayards-hill.oxon.sch.uk) or on: 01865 759976. In turn, our CEO will be keen to have the opportunity to visit you at your current school.

As part of your application we invite you to write a letter which communicates how you as Headteacher would ensure Bayards Hill provides an excellent education for every pupil and to complete an application form which can be downloaded below. Please send these by email to: [humanresource@bayards-hill.oxon.sch.uk](mailto:humanresource@bayards-hill.oxon.sch.uk)

### **Safeguarding:**

Bayards Hill Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.

### **Deadline:**

Closing date for applications: **8am, Thursday, 31 January 2019.**

### **Shortlisting:**

Shortlisting will take place on Monday, 4 February 2019. Shortlisted candidates will be informed of the range of activities that will form the selection process in advance of their interview.

### **Interviews:**

The assessment and interviews will take place on **Thursday 14th and Friday 15th February 2019.**

