



# Foxmoor Primary School

## Headteacher Candidate Pack

## **WELCOME TO FOXMOOR SCHOOL**

*The governors and school community wish to extend a warm greeting to all our prospective candidates. This pack is intended to inform you about the administrative and formal procedures for the recruitment of our next Headteacher and the characteristics and qualifications the governors are looking for. All schools have their unique character and, perhaps more important from a candidate's point of view, the intention is to give you a feel for a little of what makes this school so special to us.*

*The school was originally known as Ebley School, it was founded in 1840 and provided 136 years of basic primary education to the communities of Ebley and Cashes Green, until it moved to its new site and building on the Foxmoor Estate in 1976. This change of site also prompted a change in the name of the school but it did not break the strong sense of 'family' and community which had built up over the preceding years.*

*We are proud of the school's heritage but we are even more proud that so many of our families return generation after generation to offer us the privilege of teaching and caring for their children.*

*We are fortunate to have extensive grounds which are set in a beautiful landscape and we endeavour to share this with others.*

*The school is close to its community and has not lost its 'village' feel; however, it is very much a school of the twenty-first century in expectation, aspiration and outlook.*

*We are a popular, successful school where excellence is pursued and celebrated across a range of fields, not just the academic. We are all inspired to learn in an environment that encourages individuality, creativity and independence.*

*At Foxmoor co-operation and mutual support are the norm, amongst adults and children, and we are very proud that our pupils show respect, consideration and care for others and the world we all share.*

*If you are an aspiring Deputy or Assistant Headteacher, the Headteacher of a small school looking for a different challenge or an established Headteacher who is seeking to re-locate to a beautiful part of the country, then please apply.*

***For the formal information you need, please find the following documents which are part of this pack:***

- ❖ the Headteacher job description;***
- ❖ the Headteacher Person Specification;***
- ❖ the Gloucestershire Application Form for Headteachers.***

## ***MORE ABOUT OUR SCHOOL***

*Over the years much has been done to extend and improve the school facilities in both the building and the grounds.*

*Currently the building houses 9 classrooms, two smaller teaching rooms, a multi-purpose Art/Craft/Design/Cooking room, a library and a computer suite of 30 stations. The classes have designated cloakrooms that are near to their rooms where possible.*

*The Reception class have their own unit within school. This comprises their classroom, cloakroom, lavatory facilities and enclosed play area.*

*We have a large, multi-purpose hall which serves as: a gymnasium, a drama room, and a music room, however, classes can be housed elsewhere for music or drama when the need arises. The hall is placed centrally and has easy access to the outside and accessible toilet facilities; therefore it is ideal for large gatherings, whole school assemblies and concerts, and it is also used for teacher training and other hiring opportunities.*

*Outside we have extensive grounds which reach all around the school. The vastness and beauty of the area cannot be seen from the road so if you are visiting please walk around to the back and admire the expanse and the views.*

*We have two playgrounds: one at the front of the school and a second larger one at the back.*

*There is a large car park for school staff, the staff of Little Foxes, the on-site nursery, and the staff of the Breakfast and After School club, which is housed in the same building as Little Foxes.*

*In the grounds our latest acquisition is an outdoor gym, and you might see our sensory garden in the process of being built.*

*To keep our children fit, there is also: an adventure playground, a trim trail, a climbing wall all around the school building and an all-weather track around the perimeter of the field.*

*For the imaginative or quieter pursuits there is a willow tunnel and willow huts, a friendship bench, many mature trees offering shade and a place to chat, and soon a sensory garden.*

*The Reception children have their own garden which they sometimes share with others like the on-site nursery or Year 1 children.*

*We have a thriving Orienteering club which has a camping base and a fire pit, and an archery club which also have their own space for a range.*

*For the inquisitive naturalist, situated at the far southwest corner of the field, we have a large conservation area and pond and for the keen gardener we have an organic allotment. Some of the beds are currently being used to grow flowers for the wedding of one of our Teaching Assistants!*

## *The Business Side of the School*

*Foxmoor is a Community School with approximately 268 pupils, the latter changes over the summer when appeals go through the system. The PAN is 37 but because we are over-subscribed and we have physical space this is usually exceeded e.g. we already know we have additional pupils coming into Y6, Y4 and Reception in September.*

*There are currently approximately 10% of our pupils who meet the criteria for the Pupil Premium grant.*

*As a Community school we follow all subjects in the National Curriculum and we are fortunate to have subject leaders who are knowledgeable and able leaders for each subject. Some of our teachers work with staff in other schools to mentor or coach or they are working on developmental projects. Teachers and teaching assistants regularly visit the school and our school staff have visited other schools to share good practice.*

*The staff is professional, dedicated, loyal, very talented but very modest, no one rests on their laurels - they are not complacent. They constantly evaluate and seek ways to keep up-to-date, improve their practice and extend the learning opportunities for the children. They are very open and supportive and will welcome the new Headteacher warmly.*

## *Enhancement activities*

*To enhance the learning opportunities of the pupils and share their own enthusiasms, the staff: teachers, teaching assistants, admin staff and ancillary staff, run many clubs which are free to all children. For example, these clubs include:*

*A large variety of sports/games clubs throughout the year, gymnastics and athletics, and 4 different dance clubs.*

*Musicians clubs include: Choir, Orchestra and, of course, our championship winning Brass Band, plus other musical ensembles.*

*Science, maths, chess, library, drama, sewing, cooking, gardening, first aid, art clubs etc....*

*Code club is run by two parents.*

*In addition to these, there are the clubs that the children organise themselves, usually for the younger pupils.*

*On three mornings, we also employ two coaches for before school clubs: Judo and Fit club (two mornings due to popularity). The latter are paid for by the parents but it is only a nominal charge to cover costs.*

*We regularly take the opportunity to have visitors into school and excursions out of school and the parents support these well; they are often subsidised by the Friends of Foxmoor.*

## *What are the Governors looking for?*

*A leader who will:*

- *appreciate the skills, talents and competencies that we already have at Foxmoor;*
- *nurture and develop those talents for the benefit of both staff and pupils;*
- *believe that every child deserves the best we can offer;*
- *ensure that every child and adult has their time to shine;*
- *will go the extra mile to help every one of our pupils and staff to aspire and achieve their best;*
- *welcome ideas and innovations from staff, pupils and the wider community and facilitate them where possible;*
- *be a team leader who is also prepared to be part of a team not the lead;*
- *be open, fair and transparent in all their dealings with either staff, pupils or parents;*
- *have a passion for the development of the profession and the quality of training needed to ensure this;*
- *share our commitment to a nurturing ethos and high standards of professionalism.*

## *What are you looking for?*

*Now you have read a little about the school we hope you will want to take this further.*

*You may want to see the school and the surrounding countryside for yourself and you are very welcome to do so. We have arranged visiting times for you early in the Autumn term (the dates are below). If you live a distance away and are unable to do this, then please do not worry, it will make no difference to the Governors and a call to the Headteacher, Nanette Maycock, on 01453 757251, might help with any queries you have.*

*To arrange your visit please contact the school office on: 01453757251.*

*Questions about the role can be asked during the visit to the school or by contacting the school office. All information about the role can be found on the Foxmoor website:*

*<http://www.foxmoor.schooljotter2.com/home>*

*The closing date for all applications is Monday 17th September at 9am.*

*Your completed application should be sent to:*

*Headteacher Recruitment, Foxmoor Primary School, Hunters' Way, Cashes Green, Stroud, Glos. GL5 4UJ*

*Or email: [finance@foxmoor.gloucs.sch.uk](mailto:finance@foxmoor.gloucs.sch.uk)*

*Interviews will be held on the 8<sup>th</sup> & 9<sup>th</sup> October and will be two full days. It is anticipated that the successful candidate will start in January 2019, if possible.*



## **ADVERTISEMENT FOR HEADTEACHER**

<b><i>Date posted:</i></b>	<b><i>July 18<sup>th</sup> 2018</i></b>
<b><i>School Address</i></b>	<b><i>Foxmoor Primary School Hunters' Way Cashes Green Stroud Gloucestershire</i></b>
<b><i>Email</i></b>	<b><i><a href="mailto:finance@foxmoor.gloucs.sch.uk">finance@foxmoor.gloucs.sch.uk</a></i></b>
<b><i>Web site</i></b>	<b><i><a href="http://foxmoor.schooljotter2.com/home">http://foxmoor.schooljotter2.com/home</a></i></b>
<b><i>Post Title:</i></b>	<b><i>Headteacher</i></b>
<b><i>Grade for a Group 2 school</i></b>	<b><i>Leadership L13-L19</i></b>
<b><i>Allowances</i></b>	<b><i>not applicable</i></b>
<b><i>Hours</i></b>	<b><i>Full-time</i></b>
<b><i>Contract</i></b>	<b><i>Permanent</i></b>
<b><i>Closing Date</i></b>	<b><i>17/09/2018</i></b>
<b><i>Interview date</i></b>	<b><i>8<sup>th</sup> &amp; 9<sup>th</sup> October 2018</i></b>
<b><i>School Visit days</i></b>	<b><i>Tues 11th &amp; Thurs 13th Sept.</i></b>
<b><i>Start date</i></b>	<b><i>01/01/2019 if possible</i></b>

*The Governors are looking to appoint a dynamic, forward thinking Headteacher with a passion for education and a clear vision that will appreciate the strengths of the school and be excited by the challenge of taking it further. The successful candidate will need to be someone who believes all pupils can succeed and who will strive to help them achieve excellence.*

*The current Head teacher is retiring after 32 years having led the school to consistently being in the top 100 schools in the country in the annual national performance lists. Not only does the school achieve academic success, it is also well known for its achievements both on the sports field and in the performing arts. The school has been recognised by OFSTED as outstanding after both a Section 5 inspection and a subject inspection on Citizenship.*

*Foxmoor Primary School is a well-established, oversubscribed, community primary school with an excellent reputation in the local community. We are extremely proud of the nurturing ethos in our school and endeavour to find the individual skills and talents in each of our pupils, so that they have the opportunity to shine and to achieve their full potential.*

***Applications are welcome from both existing and aspiring Head teachers who:***

- *share our commitment to a nurturing ethos and high standards of professionalism;*
- *have senior leadership experience and a track record in school improvement;*
- *have competency in new technologies and is analytical in their evaluations of every facet of school performance;*
- *will go the extra mile to help every one of our pupils and staff to achieve their best.*

***To the successful candidate we offer:***

- *welcoming, forward thinking and committed staff and senior leadership who work exceptionally well as an open, transparent and supportive team;*
- *experienced, supportive and informed governors;*
- *excellent facilities for both IT, in our IT suite; and PE and Sporting Activities on our extensive grounds, of five acres;*
- *respectful, impeccably behaved, inquisitive and happy children who love to learn.*

*The school is committed to safeguarding and promoting the welfare of all children, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.*

*Visits to the school are welcome (please see the dates below) and may be arranged by contacting the School Office on 01453757251.*

*Questions about the role can be asked during the visit to the school or by contacting, Nanette Maycock (Headteacher) on 01453 757251.*

*A Candidate Pack containing more about the school, the information you need about the role and the application form can be found on the Foxmoor website:*  
<http://www.foxmoor.schooljotter2.com/home>

***CLOSING DATE FOR APPLICATIONS: Monday 17<sup>th</sup> September 2018***

***VISIT DAYS: Tues and Thurs 11th & 13th September 2018***

***INTERVIEW DATES: Mon 8th, Tues 9th October 2018***

***START DATE: 1<sup>st</sup> January 2019, if possible***

## Foxmoor Primary School – Headteacher Person Specification

Essential	Desirable
<b>Qualification and Continuing Professional Development</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Recent and relevant in-service training.</li> <li>• Excellent knowledge of the National Curriculum and recent educational developments.</li> <li>• Degree.</li> </ul>	<ul style="list-style-type: none"> <li>• Further advanced qualifications e.g. M.Ed., L.P.S.H.</li> <li>• NPQH or (working towards) or existing Headship.</li> <li>• Knowledge of the Creative Curriculum.</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Knowledge and experience of KS2, KS 1 and EYFS</li> <li>• Membership of a SMT/SLT.</li> <li>• Has taken responsibility for whole school evaluation and performance.</li> <li>• Able to performance manage staff.</li> <li>• Experience of financial planning (e.g. budget holder for a subject area).</li> <li>• Knowledge/experience of Safeguarding Lead (SDL) role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of SEND provision.</li> </ul>
<b>Key Skills and Competencies</b>	
<ul style="list-style-type: none"> <li>• Proven leadership skills.</li> <li>• Ability to delegate, coach and provide mentoring to staff.</li> <li>• Excellent classroom practitioner.</li> <li>• Excellent communication skills across all stakeholders.</li> <li>• Competent with new technologies and GDPR.</li> <li>• Good understanding of inclusion issues.</li> <li>• Able to work closely with the Chairperson, the Governing Body and committees as appropriate.</li> <li>• Able to provide information, objective advice and support to the Governing Body.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Ofsted regime of reflective self-analysis and the current framework.</li> <li>• Committed to being innovative, imaginative and creative in learning provision and extended schools.</li> </ul>
<b>Personal Qualities/Characteristics</b>	
<ul style="list-style-type: none"> <li>• Fully supportive of the aims, values and ethos of the school.</li> <li>• Have drive, enthusiasm and confidence.</li> <li>• Passionate about the value of the Performing and Creative Arts.</li> <li>• Approachable and welcoming.</li> <li>• Have good strategic vision, including distributed leadership and collegiate management.</li> <li>• Motivate others and lead by example.</li> <li>• Ability to bring a sense of fun into learning.</li> <li>• Able to manage work/life balance for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Have sufficient knowledge of other faiths and cultures to incorporate them in the life of the school.</li> </ul>



## ***Foxmoor Primary School - Headteacher Job Description***

*Please read this in conjunction with the Person Specification in the Candidate Pack which can be found on the school website:*

***<https://www.foxmoor.schooljotter2.com/home>***

*Below is the job description based on The National Standards of Excellence for Headteachers (2015) which defines the high standards expected for all Headteachers.*

***Leadership scale:***      *Group 2 School (L13-L19)*

***Responsible to:***      *The Governing Body and the Local Authority GCC.*

***Purpose of the Job:***      *To be the strategic lead professional at Foxmoor Primary School.*

*The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.*

### ***Main duties and responsibilities:***

- *to be the lead professional and positive role model within our community;*
- *to work to an agreed vision, underpinned by clear values which will be evident throughout the school;*
- *to maintain attainment and achievements of the highest level for all children through uncompromising high aspirations;*
- *to lead by example in determining the professional conduct and practice of teachers to the highest standard;*
- *to foster a climate in the school which enables all pupils to display exemplary behaviour;*
- *to be a positive role model in helping others recognise difference, and respect cultural diversity;*
- *to have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries.*

### ***Qualities and Knowledge:***

- *hold and articulate clear values and moral purpose, which focus on providing a world-class education for the pupils who will be served by Foxmoor School;*
- *demonstrate optimistic personal behaviour, and positive relationships and attitudes towards pupils and their parents, and towards staff, governors and the local community;*
- *lead by example - with integrity, creativity, resilience, and clarity - drawing on your own knowledge, expertise and skills, and that of those around you;*
- *sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development;*
- *work with financial astuteness, within a clear set of principles centred on the school's vision, whilst translating Gloucestershire Local Authority and National policy into the school's context;*
- *communicate powerfully the school's vision, and drive the strategic leadership, to empower all pupils and staff to excel.*

### ***Pupils and Staff:***

- *maintaining the ambitious standards for all pupils, overcoming disadvantage and promoting equality, whilst ensuring that each member of staff is accountable for the pupils' outcomes in their class;*
- *ensure excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practice and curriculum design;*
- *establish an educational culture of openness as a basis for sharing best practice within the school;*
- *draw on and conduct relevant research and ensure robust data analysis;*
- *maintain the ethos within school in which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other;*
- *identify emerging talents amongst all staff and encouraging them to achieve their personal goals, by supporting them to develop their future careers.*

### ***Systems and Process:***

- *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;*
- *provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society;*
- *establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;*
- *welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance;*
- *exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability;*
- *distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.*

### ***The Self-improving School System:***

- *create an outward-facing school which works with other schools and organisations- in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils;*
- *develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils;*
- *challenge educational theories and conventions in the best interests of achieving excellence for the pupils of Foxmoor School;*
- *harness the findings of well evidenced research to support self-evaluation and school improvement;*
- *shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff and students;*
- *model entrepreneurial and innovative approaches to service improvement, leadership and governance;*
- *show confidence in the vital contribution of internal and external accountability;*
- *inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.*