



Headteacher Candidate Information Pack





Contents

Letter from the Greensand Multi-Academy Trust Executive Director	3
Letter from the Chair of Governors	4
About Us	5
Our Aims and Values	6
Key Facts and Statistics	7
Headteacher Job Description	8
Person Specification	10
Application Process	12



Dear Candidate

I am delighted that you are considering applying for the role of Headteacher at Dovers Green School and thank you for taking the time to read through the information. I thought you might find it helpful to know a little bit about Greensand Multi-Academy Trust and how we work.

Our Trust consists of five schools, with another in the process of joining. Every school in the Trust has its own Headteacher, Local Governing Body and unique identity, with a lot of autonomy to lead the school in the best way to meet its individual needs and context. Our day to day working model is one of collaboration and we are already feeling the impact of our school improvement partnerships. Strong, close working relationships have been formed between the Headteachers and the leaders of our schools and everyone benefits from having supportive 'critical friends'. Whether you are new to headship, or have experience in the role, you will bring a unique set of skills and qualities that will be valued.

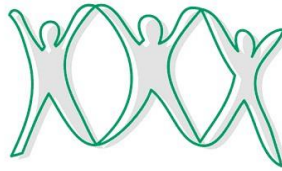
I know that applying for a Headship is a big decision so please don't be put off by the 'Outstanding' Ofsted rating and the fear that everything is already perfect. All schools can always improve, develop and change, so have confidence that you will be able to make a difference and will be supported to do so by a team of other Headteachers within the Trust, alongside governors and staff at Dovers Green. I know, from my own experience of starting headship, that taking up the post in an outstanding school gives you the freedom to develop and implement your vision at your own pace.

If you want to know anything more about Greensand, I am very happy to answer any questions you might have in advance of application and can be contacted through Reigate School.

I wish you the best of luck with your search for the right headship.

Yours sincerely

Sue Wardlow
Executive Principal



Dear Candidate

The governors and I are very pleased to share information about our school and the key post of Headteacher. Thank you for the interest you have shown. We believe that this is an exciting opportunity and that the successful applicant will be joining a happy and welcoming community that looks to the future.

Our school is at a significant stage in its development with a clear drive on oracy and vocabulary development to support all learning. Alongside this, we have a clear focus on supporting pupil and staff well being. Visits to the school are strongly encouraged. Please contact the school office to arrange a mutually convenient time to visit.

When making your application, please bear in mind the person specification that we have provided. At short-listing, we will be looking for evidence in each application of the positive impact that an applicant has had in his / her current post in the key areas of school life. Your supporting statement should be no more than two pages of A4 when typed (size 11 font).

Dovers Green school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check.

References, one of which should be from your current Chair of Governors will be sought if you are invited to interview. All applications will, of course, be treated in the strictest confidence.

We look forward to receiving your application and to learning what you would be able to offer our school community and specifically its pupils, staff, parents and governors.

With best wishes,
Yours sincerely

Nick Johns
Chair of Governors



About Us

Dovers Green is an 'Outstanding' rated 3 form infant school in South Reigate, Surrey. We have a dedicated team of teaching and support staff who work in partnership with parents and carers to ensure our children can achieve their full potential and thrive in both their academic and social development.

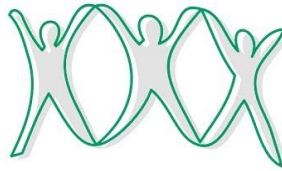
Passionate teaching staff provide children with an exciting, engaging and creative curriculum, and ensure that they have the support, motivation and opportunity to be the best that they can be. We have a fantastic learning environment which includes an outside area for all year groups, a trim trail, a Forest School, a 16 place Communication and Interaction needs centre and an astroturf for all round sporting activities.

We are looking for someone who has:

- The drive, vision and ambition to achieve excellence for all our pupils.
- An excellent understanding of teaching and learning.
- Proven leadership qualities and the ability to challenge, inspire and motivate colleagues.
- A proven record as an imaginative, innovative, resourceful and decisive leader.
- An understanding of the current educational climate.
- A desire to work within the Multi-Academy Trust structure.

We can offer:

- A lively, vibrant and creative school with the success of all children at its heart.
- A strong and experienced leadership team who will support our new Headteacher.
- Hardworking, talented staff who help and encourage children to succeed.
- A supportive Governing Body.
- The benefits of being a member of the Greensand team of Headteachers.
- Excellent CPD opportunities within SESTA and the Trust.



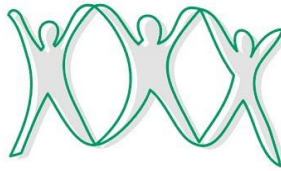
Our Aims and Values

'It is our aim at Dovers Green to create a happy, caring and inclusive learning environment where all members of the school community have an equal opportunity to develop in confidence and strive to continually improve within a setting in which they feel valued and equipped for the next steps on the road to lifelong learning.'

We will do this by:

- Fostering respect for one another, the school environment and the local community.
- Having high expectations at all times of both behaviour and achievement, praising success and valuing the unique contribution of each individual.
- Teaching and emphasising the importance of values that underpin harmonious living in our society.
- Striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability.
- Using a variety of teaching methods to deliver a broad, balanced and creative curriculum through high quality teaching together with the provision of rich learning experiences, guided by the Early Years Foundation Stage Curriculum and the National Curriculum.
- Building on previous learning and providing learners with opportunities to engage in a range of practical and meaningful tasks that address different learning styles in the classroom as well as our outdoor environment including Forest School.
- Encouraging 'risk' taking and helping learners to understand that making mistakes is part of the learning process.
- Providing occasions for independent learning together with opportunities to communicate, to explore, to develop ideas and also work collaboratively.
- Taking all opportunities to develop positive attitudes and dispositions towards learning.
- Endeavouring to develop positive home/school links and actively involving parents in the life and work of the school.
- Liaising and working with other local schools and the community as a whole to provide the very best learning experiences.

We are all special but we are all different



Key Facts and Statistics

Type of school	Infant				
Age range	4 - 7				
Location	Reigate				
Type of establishment	Community				
Published Admission Number (PAN)	90				
Number of children	275				
Average class size	30				
High CoIN special needs centre	16 places for 4-7 year olds with complex needs				
School Attendance	95.31%				
Last Ofsted Inspection	April 2009				
Number of teaching staff	15				
Number of Office and Support Staff	32				
% of children eligible for PPG	16%				
% of children with SEND	25.09%				
% of children with EAL	9.82%				
Keystage 1 Attainment 2019		All Children		Without SNSC (Mainstream Only)	
		Expected+	Above Expected	Expected+	Above Expected
	Reading	78%	39%	81%	41%
	Writing	73%	24%	76%	25%
	Maths	78%	39%	81%	41%
Year 1 Phonics Screening	All Children		Without SNSC (Mainstream Only)		
	79%		85%		
EYFS % Achieving GLD	All Children		Without SNSC (Mainstream Only)		
	70%		73%		



Headteacher Job Description

Job Purpose

To lead, develop and manage the school effectively and efficiently, to ensure that a high-quality education is provided for all children that meets their needs and enables them to make good progress throughout their time with the school.

Key Duties & Responsibilities:

Leadership and management

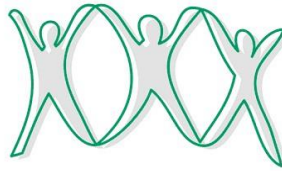
- Undertake all the required duties and responsibilities of the post of Headteacher to ensure the safe and successful operation of the school.
- Provide strategic and operational leadership for the school, leading by example.
- Ensure the school's values and visions are clearly articulated, understood and become embedded in everyday work and practice and are translated into agreed objectives and evidence-based school development plans.
- Develop a caring and nurturing environment which allows all children to develop.
- Ensure that the principles of being healthy, staying safe, enjoying and achieving, making a positive contribution and maintaining well-being are embedded within the school.
- Ensure staff roles, responsibilities and accountabilities are clearly defined, understood and agreed and that there is effective planning, allocation and evaluation of work for individuals.

Teaching and learning

- Be an outstanding practitioner and a role model for learning and teaching.
- Develop and implement strategies to support, motivate and challenge staff to ensure that the school delivers the highest standards of learning and a rich curriculum.
- Establish an environment that supports creative and effective approaches to learning and teaching in all areas of the curriculum.
- Develop the quality of teaching, improve pupils' progress by setting high expectations, monitoring the impact of intervention and evaluating the effectiveness of learning outcomes.
- Monitor, evaluate and review classroom practices to ensure improvement strategies maintain and improve the quality of teaching, and embedded behaviour for learning.

Performance management

- Maximise the contribution from all staff, leading by example to develop a performance culture which supports all staff.
- To be responsible for the leadership and management of all staff, including recruitment, selection, induction, deployment, performance management, attendance and conduct.
- Develop and maintain effective strategies for staff professional development. Use the performance management system to challenge and develop staff, providing support to improve practice and performance where required.
- Develop an environment where all staff are motivated and supported to develop their own skills and knowledge and to support one another.



Systems and processes

- Undertake all the duties of the role in accordance with relevant legal requirements, including health and safety and employment legislation.
- Manage the school's human, financial and physical resources to achieve the school development plans.
- Ensure that the school operates efficient and effective financial and administrative procedures, setting appropriate priorities for expenditure, allocating funds and ensuring effective financial control, in accordance with the requirements laid down by the governing body.
- Provide accurate accounts of the school's performance to a range of audiences.
- Provide a safe and well-ordered environment for all pupils and staff, focused on safeguarding and promoting the welfare of children and maintain good behaviour in school.
- To be ultimately responsible for child protection and the welfare of the children in your care, ensuring that rigorous recruitment and vetting procedures are followed to maintain the safety and well-being of children in the school.
- Ensure that a Designated Senior Person for child protection is in post and that person is accountable for all elements of the role (as specified in all relevant safeguarding guidance).
- Develop and maintain a positive working relationship with all stakeholders, including particularly Greensand Multi-Academy Trust and South East Surrey Teaching Alliance (SESTA).
- Maintain a keen awareness of developments in education, teaching and learning, and SEN to ensure that the school is able to meet current and future requirements and resources are secured to achieve this.
- Undertake continuing professional and personal development.

Organisational responsibilities:

Responsible to: The Governing Body, represented by the Chair
The Trustees of Greensand Multi-Academy Trust represented by the Executive Principal

Responsible for: All employees of Dovers Green School.



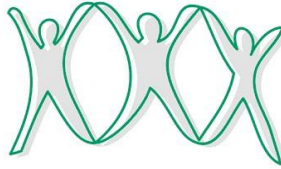
Person Specification

This person specification has been written in line with the National Standards of Excellence for Headteachers and the panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

	(E-Essential)	(D-Desirable)	E	D
Education and Qualifications				
Qualified Teacher status			✓	
Educational management training or qualification (NPQH or working towards NPQH)				✓
Demonstrable commitment to continuing professional and personal development			✓	
Experience				
Successful experience of senior leadership in a primary school			✓	
Previous Headteacher experience				✓
Experience of working in a school with Key Stage 1 and Early Years			✓	
Experience of teaching in more than one school				✓
Experience of a range responsibilities covering different aspects of school life which have demonstrable outcomes for children			✓	
Experience of successfully leading and managing whole school change initiatives			✓	
Experience of leading curriculum improvements and effective interventions to ensure pupils make good or better progress			✓	
Successful experience of monitoring and evaluating teaching and learning			✓	
Successful experience of developing relationships with professional partners outside the school and relationships within the wider community			✓	
Experience of managing budgets successfully			✓	
Experience of working within a Multi-Academy Trust				✓
Experience of working within a Teaching School Alliance				✓
Knowledge				
Understanding of the environment within which the school operates at national and local levels			✓	
Knowledge of relevant statutory requirements relating to schools			✓	
Sound, up to date, knowledge of developments in education, teaching and learning, and best practice			✓	
Understanding how high-quality performance management for all staff is linked to school improvement			✓	
Up to date knowledge and experience of safeguarding requirements and an ability to put this into practice			✓	
Understanding of equal opportunities and able to put this into practice including the need to prepare pupils for life in a multicultural society			✓	



Knowledge of the SEND Code of Practice	✓	
Knowledge of the principles of financial management in schools	✓	
Awareness of health and safety and employment law	✓	
Understanding of the role of Teaching Schools	✓	
Competencies		
To think strategically and develop a vision for the school	✓	
To set, monitor and evaluate targets	✓	
To analyse information, making informed use of inspection, benchmarking and research findings to present conclusions in a clear and coherent manner	✓	
To investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	✓	
To provide a sense of community in school where each individual is valued and respected	✓	
To develop and promote a positive image of the school	✓	
To use resources cost-effectively and apply the principles of best value	✓	
To work effectively within the policies and procedures	✓	
To make sound decisions, often under pressure and to tight deadlines	✓	
High standard of written communications skills	✓	
To use numerical and financial data confidently	✓	
To communicate sensitively, clearly and persuasively with people at all levels	✓	
To manage and motivate individuals and teams to achieve high standards of performance	✓	
To manage conflict effectively	✓	
To develop and maintain collaborative relationships with a wider range of agencies, individuals and other local schools	✓	
Personable Attributes		
To command credibility and respect from all members of the school community, and to be an inspiring role model for staff and pupils	✓	
Ability to build and maintain effective professional relationships with children, staff, governors and parents	✓	
Commitment to valuing diversity	✓	
Able to adapt to changing circumstances and new ideas	✓	
Able to achieve challenging professional goals	✓	
Other Requirements		
Satisfactory Enhanced Disclosure and Barring Check	✓	
Satisfactory references	✓	



Application Process

Potential applicants are warmly invited to visit Dovers Green. Please contact the current Headteacher Anya Salisbury at headteacher@dovers-green.surrey.sch.uk to arrange a tour.

Applications should be submitted to Fiona Dyer at f.dyer@reigate-school.surrey.sch.uk by 9am on Thursday 12 March 2020.

Interviews will take place on Wednesday 25 March 2020.

For further information and to gain greater insight into our school please see our website: www.dovers-green.surrey.sch.uk

Dovers Green School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.