



Headteacher

Leadership scale L14 – L20
Full time, permanent position

To start 1st September 2024 or sooner if possible

Templemoor Infant & Nursery School is a welcoming and nurturing school with a real family feel. Our children learn in an inspiring, creative and innovative environment that develops the whole child, encouraging and challenging them to achieve their potential and providing them with the tools to grow into effective citizens of the future.

Through our core values (Caring, Achieving, Making a Difference Together), we create a positive culture for teaching and learning which is based upon valuing ourselves, each other and the environment. We are extremely lucky to have a team of dedicated, talented and highly experienced staff, supportive parents/carers, a strong Governing Board and wonderful children who are eager to learn and progress. We care passionately about our children and strive to provide the best quality of education for all our learners.

We currently have 203 pupils on roll from Nursery through to Year 2. Whilst we find ourselves in a challenging financial position in line with many educational settings, we have over the last 12 months benefitted from a significant programme of building and refurbishment work to facilitate expansion from a 2-form to a 3-form entry infant school. These developments have provided us with bright, modern facilities ready to expand our pupil numbers over the coming years. We also run a popular and successful wrap around provision for pupils from both Templemoor and our sister school, Moorlands Junior School.

We have recently been subject to a 2-day Section 5 graded inspection by Ofsted, the results of which will be made public shortly.

We are seeking to appoint an inspirational Headteacher who brings with them the creativity, aspiration and passion to lead our school and fosters a clear vision to provide the very highest quality of education for all of our learners.

The successful candidate will:

- have a creative and ambitious strategic vision of education.
- demonstrate an extensive proven track record of successful leadership and management with evidence of improving pupil outcomes.
- have extensive experience of education in the EYFS & KS1 phase.
- continue to develop the highest standards of teaching and learning.
- have a proven record as an outstanding practitioner and a willingness to demonstrate best practice in our school.
- promote inclusion and remove all barriers to education and extracurricular activities.
- promote a positive focus on SEND pupils.
- be a nurturing leader who can promote resilience and can demonstrate a firm commitment to pupil and staff wellbeing.

- have a proven ability and desire to develop strong relationships with parents/carers, staff, pupils and our local community.
- have the leadership skills to inspire, encourage and continue to develop our committed and dedicated staff team.
- demonstrate excellent communication skills.
- be approachable, caring and have integrity.
- work collaboratively.
- be energetic and able to demonstrate compassion and kindness with a good sense of humour.
- demonstrate the stamina and resilience to thrive in this challenging role.

We can offer the successful candidate:

- Happy, motivated, and well-behaved children with a strong pupil voice.
- A strong, positive ethos understood and supported by all stakeholders.
- A dedicated, talented, and highly experienced staff with a commitment to ensuring the best outcomes for all learners.
- A newly refurbished site with modern facilities including spacious, attractive outdoor spaces.
- An engaged and supportive parent/carer body along with an active PTA.
- A committed and active Governing Board.

Application packs are available from the school website

https://www.templemoorinfants.co.uk/web/job_vacancies/203264

We would positively encourage potential candidates to visit our school to see our pupils and staff at work. We are offering the opportunity to visit us on Wednesday 6 December and Friday 8 December 2023 from 10am onwards.

To arrange a visit, please contact Mrs Kim Cook, School Business Manager on 0161 969 1622 or email: k.cook@templemoor.trafford.sch.uk. Further information about our school can be found on our website www.templemoorinfants.co.uk.

Completed applications should be sent by email to Jane Bryan jane.bryan@trafford.gov.uk. Please note that CVs will not be accepted.

Closing date for applications: 9am on 8 January 2024.

Shortlisting date: 11 January 2024.

Interview dates: Thursday 18 January and Friday 19 January 2024.

The Governors of Templemoor Infant and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, and an enhanced Disclosure and Barring Service (DBS) check, medical check, online and social media check, evidence of qualifications plus verification of the right to work in the UK.





Dear Applicant,

The Governing Board of this vibrant and forward-thinking school are seeking to appoint a permanent Headteacher to build on the excellent progress the school has made under the leadership of our last Headteacher over the last nine years.

Templemoor Infant & Nursery School is a welcoming and nurturing school with a real family feel. Our children learn in an inspiring, creative and innovative environment that develops the whole child, encouraging and challenging them to achieve their potential and providing them with the tools to grow into effective citizens of the future.

Through our core values (Caring, Achieving, Making a Difference Together), we create a positive culture for teaching and learning which is based upon valuing ourselves, each other and the environment. We are proud to have achieved the Silver UNICEF Rights Respecting Schools Award and this firmly underpins our school ethos, values, policies and practice.

We are extremely lucky to have a team of dedicated, talented and highly experienced staff, supportive parents/carers, a strong Governing Board and wonderful children who are eager to learn and progress. We care passionately about our children and strive to provide the best quality of education for all our learners.

The school has recently undergone a public consultation on the proposed amalgamation of Templemoor with Moorlands Junior School triggered by the resignation of our previous Headteacher. Trafford Council withdrew the proposal as it decided that the physical distance between the two school sites, split by a main road, would limit the benefits an amalgamated primary school would bring.

Whilst we find ourselves in a challenging financial position in line with many educational settings, over the last 12 months we have benefitted from a significant programme of building and refurbishment work to facilitate expansion from a 2-form to a 3-form entry infant school, alongside our established 1-form entry nursery unit. These developments have provided us with bright, modern facilities ready to expand our pupil numbers over the coming years. We run a popular and successful wrap around provision for pupils from both Templemoor and our sister school, Moorlands Junior School.

We have recently been subject to a 2-day Section 5 graded inspection by Ofsted, the results of which will be made public shortly.

We are seeking to appoint an inspirational Headteacher who brings with them the creativity, aspiration and passion to lead our school and who fosters a clear vision to provide the very highest quality of education for all of our learners.

The successful candidate will:

- have a creative and ambitious strategic vision of education.
- demonstrate an extensive, proven track record of successful leadership and management with evidence of improving pupil outcomes.
- have extensive experience of education in the EYFS & KS1 phase.
- continue to develop the highest standards of teaching and learning.
- have a proven record as an outstanding practitioner and a willingness to demonstrate best practice in our school.
- promote inclusion and remove all barriers to education and extracurricular activities.

- promote a positive focus on SEND pupils.
- be a nurturing leader who can promote resilience and can demonstrate a firm commitment to pupil and staff wellbeing.
- have a proven ability and desire to develop strong relationships with parents/carers, staff, pupils and our local community.
- have the leadership skills to inspire, encourage and continue to develop our committed and dedicated staff team.
- demonstrate excellent communication skills.
- be approachable, caring and have integrity.
- work collaboratively.
- be energetic and able to demonstrate compassion and kindness with a good sense of humour.
- demonstrate the stamina and resilience to thrive in this challenging role.

We can offer the successful candidate:

- Happy, motivated, and well-behaved children with a strong pupil voice.
- A strong, positive ethos understood and supported by all stakeholders.
- A dedicated, talented, and highly experienced staff with a commitment to ensuring the best outcomes for all learners.
- A newly refurbished site with modern facilities including spacious, attractive outdoor spaces.
- An engaged and supportive parent/carer body along with an active PTA.
- A committed and active Governing Board.

The Governors of Templemoor Infant and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, and an enhanced Disclosure and Barring Service (DBS) check, medical check, online and social media check, evidence of qualifications plus verification of the right to work in the UK.

We would positively encourage potential candidates to visit our school to see our pupils and staff at work. We are offering the opportunity to visit us on Wednesday 6 December and Friday 8 December 2023 from 10am onwards. To arrange a visit, please contact Mrs Kim Cook, School Business Manager by email k.cook@templemoor.trafford.sch.uk or on 0161 969 1622.

Further information about our school can be found on our school website www.templemoorinfants.co.uk.

Completed applications should be sent by email to Jane Bryan: jane.bryan@trafford.gov.uk. Please note that CVs will not be accepted.

Closing date for applications: 9am on 8 January 2024.

Shortlisting date: 11 January 2024.

Interview dates: Thursday 18 January and Friday 19 January 2024.

Thank you for your interest in the role and we look forward to receiving an application from you.

Yours sincerely



Judith Davenport
Chair of Governors





Headteacher Job Description

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon the Teaching Standards (2011) which apply to all teachers, including Headteachers. The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher of Templemoor Infant & Nursery School shall consult, where appropriate, with Trafford Local Authority, the Governing Board, the staff of the school, its pupils and the parents and carers of its pupils.

A. The Core Purpose of the Headteacher

The Headteacher is the prime mover in creating and inspiring the ethos and core values of Templemoor Infant & Nursery School, securing its mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

The core purpose of our Headteacher is to provide professional leadership and management for the school within the context of Trafford Local Authority. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success our Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, our Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, higher education institutions and employers. Through such partnerships and other activities, our Headteacher plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

Drawing on the support provided by members of the school community, our Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Three Domains of Headship

Domains

The ethics and professional conduct section is at the core of the standards. This outlines the ethics and professional conduct expected of the Headteacher at Templemoor Infant & Nursery School. It consists of statements that define the behaviour and attitudes which should be expected of headteachers.

The standards in section C cover interlinked domains of the headteacher's role all underpinned by the governance and accountability domain.

Culture and ethos

- school culture
- behaviour
- professional development

Curriculum and teaching

- teaching
- curriculum and assessment
- additional and special educational needs

Organisational effectiveness

- organisational management
- school improvement
- working in partnership

C. Ethics and professional conduct

The Headteacher of Templemoor Infant & Nursery School is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, the Headteacher of Templemoor Infant & Nursery School will:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain



- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leader of our school community and profession, our Headteacher will:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

D. Headteachers' standards

1. School culture

The Headteacher of Templemoor Infant & Nursery School will:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. Teaching

The Headteacher of Templemoor Infant & Nursery School will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and assessment

The Headteacher of Templemoor Infant & Nursery School will:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading



- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

The Headteacher of Templemoor Infant & Nursery School will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and special educational needs and disabilities

The Headteacher of Templemoor Infant & Nursery School will:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

The Headteacher of Templemoor Infant & Nursery School will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

The Headteacher of Templemoor Infant & Nursery School will:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk



8. Continuous school improvement

The Headteacher of Templemoor Infant & Nursery School will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

The Headteacher of Templemoor Infant & Nursery School will:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community including Moorlands Junior School
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

The Headteacher of Templemoor Infant & Nursery School will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.





Person Specification for Headteacher

The applicant will be required to safeguard and promote the welfare of children and young people

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form (A), supporting statement, information gathered during the interview process (I), certificate checking (CC) and references (R).

A: Qualifications

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	X		A/CC
Degree	X		A/CC
NPQH or equivalent		X	A/CC

B: Professional Development

	Essential	Desirable	Source
Evidence of recent and appropriate professional development for the role of headteacher	X		A
Evidence of recent leadership and management professional development	X		A
Up to date safeguarding training and knowledge of legislation for the protection of young people	X		A

C: School Leadership and Management Knowledge and Experience

	Essential	Desirable	Source
Successful leadership as a Headteacher		X	A
Successful senior leadership (e.g., as Deputy Headteacher) with significant experience within EYFS or KS1	X		A
Evidence of successfully leading school improvement	X		A/I
Evidence of the application of strategies to review, evaluate and improve teaching and learning	X		A/I
Experience of curriculum leadership and development	X		A/I
Experience of working constructively with parents/carers	X		A/I
Experience of monitoring staff performance	X		A/I
Experience of effective budget management and financial analysis	X		A/I
The ability to provide support and advice to the Governing Board to enable it to meet its responsibilities	X		A/I

An understanding and hands-on experience of strategic financial planning in relation to its contribution to school improvement and pupil achievement		X	A/I
To have had experience of guiding, coaching, mentoring or training individuals or teams	X		A/I
Good awareness of current national education policy and strategy	X		A/I
Can demonstrate positive impact of leadership during an OFSTED inspection		X	A/I

D: Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching of pupils in the EYFS and KS1 phase	X		A/R
To have in-depth and current knowledge and understanding of the EYFS/KS1 phase with a working knowledge of KS2	X		A/R
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan	X		A/I
Commitment to ensuring inclusion and addressing diversity positively	X		A/I
A sound understanding of how children learn, how teachers can better teach and how to raise achievement for all pupils	X		A/I/R
Experience of teaching in more than one school		X	A/I

E: Professional Attributes

	Essential	Desirable	Source
An ability to create a positive school environment where staff and pupils thrive	X		A/R
An ability to communicate effectively, both orally and in writing, with a range of audiences	X		A/I
To be an effective and inspirational leader of learning demonstrating, promoting and encouraging excellent classroom practice	X		A/I/R
A commitment to the professional development for all staff, and self	X		A
Have a good commitment to sustained attendance at work	X		A
Demonstrable ability to engage and work collaboratively with parents and carers	X		A/I
The ability to effectively plan, prioritise and organise self and others	X		A/R
The ability to develop and promote a distinctive curriculum that meets the needs of all learners with a focus on the UNICEF Rights Respecting Agenda	X		A/I

F: Personal Qualities

	Essential	Desirable	Source
The capacity to provide inspirational, enthusiastic and innovative educational leadership in an early years/infant setting	X		A/I
A caring and considerate attitude towards children, with a passion for achieving the very best outcomes for all	X		I/R
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job	X		A/I

An ability to establish effective working relationships with a wide and diverse range of people including pupils, colleagues, parents, governors, colleagues, other schools, professionals and wider community	X		A/I/R
The ability to nurture and inspire confidence	X		I
The ability to perform effectively under pressure	X		I/R
The stamina, determination and resilience to excel in this challenging role	X		I/R
The ability to build, create and then communicate a clear vision for the school	X		I
Think analytically and creatively and demonstrate initiative in solving problems	X		A/I/R
Be aware of their own strengths and areas for development	X		A/I
Evidence of taking an active role in all aspects of school life	X		A/I

G: Safeguarding

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children and young people	X		A/I/R
The ability to form and maintain appropriate relationships and personal boundaries with young people	X		A/I/R
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	X		A/I/R
Will co-operate and work with relevant agencies to protect young people	X		A/I/R

H: Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the Headteachers Standards 2020 which also form the basis of the Job Description for a Headteacher in a LA school.

Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Templemoor Infant & Nursery School.

In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational Effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings.

I: Confidential References and Reports

Positive recommendation from current employer	E
Positive recommendation from Local Authority or MAT (as appropriate)	E

J: Application Form and Supporting Statement

*The current relevant Templemoor Infant & Nursery School application form must be fully completed and legible. **The supporting statement should not exceed 1800 words in length, be clear, concise and related to the post and setting applied for following the guidance outlined in section H above.** Where typed Arial font, size 11 should be used.*