



HEADTEACHER RECRUITMENT PACK



Welcome

Dear Prospective Headteacher,

We are delighted that you are interested in the Headteacher position at Langtoft Primary School. This position becomes vacant on 1st September 2021 when our much-respected current Headteacher steps down from his role at Langtoft to pursue the next step of his career.

We hope the information in this pack will be helpful to you and conveys exactly what we are looking for — an exceptional leader who shares our vision and is fully committed to working in partnership for the benefit of our community.

Our school is a caring, nurturing place in which to learn and work - at Langtoft Primary School **every child matters** for every child is unique.

As a Gold Level 'Rights Respecting School' we foster positive moral, social, cultural, and spiritual values within an environment of equality, courtesy and mutual care and respect. This achievement is granted only to schools that have fully embedded the principles of the UN Convention on the Rights of the Child into their ethos **and** curriculum.

A commitment to collaboration is key to our school as we work closely with the other primary schools within our local cluster. Our new Headteacher would need to possess a strong desire to develop and nurture this working relationship.

The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint a dynamic and passionate leader who can maintain and build on the great success we have had in delivering the **very best** education possible for all pupils.

Be assured that you will be supported by a talented, committed, and professional team of staff who are keen to build further on the exceptional learning experience we offer our pupils. Our children leave with the skills and aptitude to succeed at the wide variety of secondary schools in the area.

At our last [Ofsted](#) inspection (September 2017) the school had its 'Good' rating reaffirmed. Inspectors noted that we are "...passionate about providing pupils with a range of experiences to enhance their education..." with 'ParentView' data confirming 100% of parents surveyed would recommend the school to another parent.

If you are an existing Headteacher ready for new challenge or a successful member of a leadership team with a proven track record of raising standards, we would be delighted to hear from you. I warmly encourage you to visit our school (subject to a COVID risk assessment and current guidance permitting) so that you can experience for yourself the positive learning atmosphere that our pupils and staff excel within.

On behalf of the Governing Body,



Russ Seaton

Chair of Governors



Langtoft Primary School - Headteacher Advert

Headteacher - Langtoft Primary School

Location: Langtoft, Lincolnshire
Salary Range: L13 to L19
Pupil capacity: 210
Contract type: Full time
Contract term: Permanent
Commencing: 01-Sept-21



Chair of Governors Message

We are rightly incredibly proud of our school community and its achievements and wish to appoint an enthusiastic, inspirational, and motivated Headteacher from September 2021 or January 2022 who will lead our thriving school into its next stage of success.

We offer a warm, welcoming, and friendly environment where pupils are passionate about their learning, hardworking and well-behaved, with staff who are dedicated and fully embracing of our school's ethos. The ideal candidate will embrace and share our school's values, nurture positive relationships and lead by example. *At Langtoft Primary School every child matters for every child is unique.*

If you are an existing Headteacher ready for a new challenge or a successful member of a leadership team with a proven track record of raising standards, we would be delighted to hear from you.

We can offer:

- Passionate and committed teaching and support staff who value professional development.
- The opportunity to work with wonderful, enthusiastic children who are committed to their learning.
- A well-resourced learning environment to enable children to be the best they can be.
- A forward-thinking, positive, and supportive governing body.
- An active Friends of Langtoft School (FOLS) association led by passionate parent / carers.
- A supportive, innovative network of local primary school partners.

The ideal candidate should possess:

- A clear vision of excellence in primary education with the ability to think strategically.
- The highest aspirations for pupil attainment, personal development, and welfare.



- A track record of being an excellent classroom practitioner.
- Excellent leadership skills with proven evidence of understanding and embedding new initiatives to develop and enhance the curriculum.
- An understanding of effective management and the ability to develop and empower a team of highly motivated, passionate, and dedicated staff.
- An openness to the advice and guidance of others.
- A desire to develop and nurture strong working relationships with pupils, staff, families, and the wider school community.

We hope that you will apply for the opportunity to bring your talents, drive, and compassion to Langtoft Primary School. If your application is successful, the Governing Body and the wider school community stands ready to support your efforts and do everything possible to help you succeed.

Our school is committed to safeguarding and appointments will be subject to satisfactory Enhanced DBS clearance and other safeguarding checks.

Langtoft Primary School is an Equal Opportunities Employer.

We invite you to 'informally' visit our school and see for yourself. Note that any such informal visit is not part of the selection process, and whether or not applicants have visited will not influence the final outcome. Visits are subject to a COVID risk assessment and current guidelines.

To arrange a visit please contact our school office by emailing Angela McGill (Angela.McGill@langtoft.lincs.sch.uk) or by calling Angela on 01778 343419.

To apply, please complete an application form together with a covering letter outlining why you would like the post and how you would continue to develop and enhance the practices at the school. Application packs are available by emailing ChairOfGovernors@langtoft.lincs.sch.uk or by downloading from our website at www.langtoft.lincs.sch.uk/vacancies.asp

Completed applications, or any queries regarding this post, should be emailed directly to Russ Seaton at ChairOfGovernors@langtoft.lincs.sch.uk

Applications will be acknowledged (by email) within two working days of receipt - If you do not receive an acknowledgement within this time, please contact the school office on the number above.

Closing date for applications is **Midday on Friday 30th April 2021**

Interviews will take place on **Thursday 13th May 2021**





~ Learning for Life ~



Our School

Langtoft Primary School is situated in the village of Langtoft on the Lincolnshire / Cambridgeshire border, ten miles north of Peterborough and eight miles east of Stamford in a pleasant rural setting, close to the market town of Market Deeping.

The school is situated on Manor Way within the vicinity of the local playing fields and close to the heart of the old village.



The school consists of seven classrooms, a hall, two large communal work areas, libraries and cloakrooms, staff room and office accommodation. It has two large playgrounds – one for each Key Stage – and large, attractive grounds with a trim-trail, outdoor stage, exercise equipment, wooden gazebo, stone circle and tyre parks.



The school is a co-educational primary school, maintained by the local authority (Lincolnshire County Council) and is designed to take up to 210 children with 199 pupils currently on roll.

There is a large and secure outdoor learning area for Foundation Stage children, which has been recently remodelled and extended.

Our Hot School Meal provider, The Farm Kitchen, provides freshly prepared, delicious school meals, using the highest quality ingredients.



We benefit from highly positive relationships with the families that make up our school community. Attendance is high and our academic standards are consistently above national averages. Staff and pupils enjoy working in the calm and focused learning environments that have been created.

Our school performance data can be explored by visiting www.compare-school-performance.service.gov.uk/school/120381/langtoft-primary-school/primary and internal data suggests that pupils continue to attain well in current circumstances. Our finances are stable and well managed, allowing us to continue to invest in the premises, IT & equipment, and specialist teaching services.



Our School Council ensures that there is always something happening in our school. They support the staff in raising funds for charities, making decisions on topics such as systems for managing behaviour and coming up with ideas for new initiatives.

We seek out ways in which we can show our determination for all children to succeed and to be happy. We are a Rights Respecting School and in June 2019 we were awarded Gold Level status by UNICEF for the way we promote self-esteem, relationships, wellbeing, and participation amongst the children.



These beliefs are foundational to our policies, procedures and ultimately our expectations.



Our school is an ambitious one: it continues to reflect on its practices by evaluating what works well and what could work even better.

Our school wants the very best for the children who attend it. We see our role to be preparing children for the challenges and adventures of life: **they are learning for life.**

Our Aims and Values

Our aim is to educate our pupils to the best of their ability and to equip them with the learning skills needed to meet the challenges of life. We do this by providing a broad, balanced, and relevant curriculum.

Children, parents, governors, and staff work together, continually striving to improve standards, meet personal targets and celebrate achievement.

We provide a supportive and caring setting for learning where all children will experience quality teaching.

At Langtoft Primary School **every child matters** for every child is unique.

Our pupils have the right to be safe and happy. We nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.



Headteacher Job Description

Duties

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. This job description is based on the National Standards of Excellence for Headteachers (2015 revised 2020).

Main Purpose

The Headteacher will provide professional leadership, vision, and strategic direction for the school in order to maintain and develop the school's ethos and character which enables pupils and teachers to achieve effective learning. The Headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

Key Accountabilities

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise, and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create a strong ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and process

1. 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.
2. 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.
3. 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.
4. Welcome strong governance and actively support the governing board 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.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

6. 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

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Accountable for Leadership of all teaching and support staff.

Accountable to The Governing Body.

Person Specification

Selection decisions will be based on the criteria outlined 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.

When completing your application paperwork, please ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Qualifications and Experience
Essential
<ul style="list-style-type: none">• Successful experience of working in a challenging and diverse community• Qualified Teacher Status (QTS)• Significant and successful senior leadership experience within a primary school• Evidence of proactively pursuing continued professional development and being a lifelong learner• Experience across the whole primary provision including the Foundation Stage
Desirable
<ul style="list-style-type: none">• National Professional Qualification for Headship (NPQH)

Safeguarding Children
Essential
<ul style="list-style-type: none">• Current safeguarding training• Enhanced DBS clearance• Ability to demonstrate commitment to safeguarding and promoting the welfare of children• Evidence of actively maintaining a safe and well-ordered school environment
Desirable
<ul style="list-style-type: none">• Current safer recruitment training

Qualities of Knowledge
Essential
<ul style="list-style-type: none">• Have an excellent understanding of the primary curriculum across all Key Stages including the Foundation Stage

<ul style="list-style-type: none"> Ability to articulate a clear vision of how to take the school forward, building upon existing strengths and taking all members of the school community with them
<ul style="list-style-type: none"> Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and governors
<ul style="list-style-type: none"> Able to manage own workload and that of others to allow an appropriate work/life balance with the support of the senior leadership team and governors
<ul style="list-style-type: none"> Ability to continue and further develop the wider curriculum in order to nurture the “whole child”
<ul style="list-style-type: none"> Ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement
Desirable
<ul style="list-style-type: none"> Clear understanding of the SEND Code of Practice and proven experience of supporting children in overcoming barriers to learning

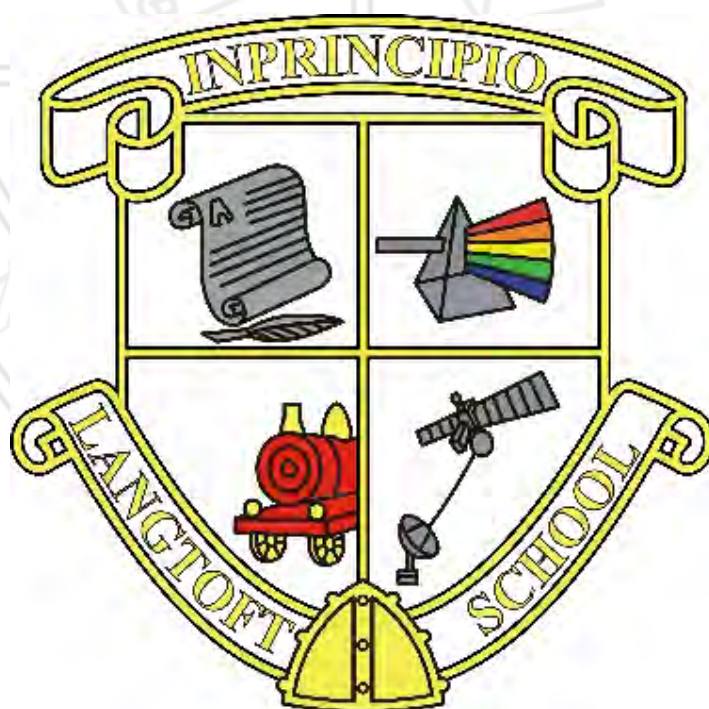
Pupils and Staff
Essential
<ul style="list-style-type: none"> Evidence of creating an environment which enables the personal, social and emotional development of each child in order to optimise learning potential
<ul style="list-style-type: none"> Committed to aspirational educational standards for all pupils and staff
<ul style="list-style-type: none"> Demonstrates the ability to be inspiring and motivating
<ul style="list-style-type: none"> Evidence of identifying and developing emerging talent and leadership ability
<ul style="list-style-type: none"> Values mutual support and respect, fostering strong working relationships and building effective teams
<ul style="list-style-type: none"> Abreast of the latest educational developments and research (nationally and internationally)

Systems and Processes
<ul style="list-style-type: none"> Evidence of understanding the impact of budgets, resources, and financial planning on school sustainability
<ul style="list-style-type: none"> A proven track record of building positive relationship with all members of the school community

The Self-Improving System
<ul style="list-style-type: none"> A commitment to proactively foster parental engagement
<ul style="list-style-type: none"> Able to maintain and develop opportunities for partnerships with parents, carers, other schools, and other community groups
<ul style="list-style-type: none"> Ability to maintain and build on existing international links and relationships
<ul style="list-style-type: none"> Evidence of encouraging the personal and professional development of all staff

<ul style="list-style-type: none"> • Able to build upon our last Ofsted inspection outcome
<ul style="list-style-type: none"> • Successful participation in collaborative partnerships with other schools and academies as part of the peer review process
<ul style="list-style-type: none"> • Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively
Desirable
<ul style="list-style-type: none"> • Experience of an Ofsted inspection at leadership level

Personal Attributes
<ul style="list-style-type: none"> • Dedicated, child centred and with a sense of humour
<ul style="list-style-type: none"> • Reflective - able to build on the firm existing base, valuing work already done
<ul style="list-style-type: none"> • Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the whole school community
<ul style="list-style-type: none"> • Approachable and accessible, recognising the significance of every individual within the school



~ Learning for Life ~

Privacy notice for job applicants

About Us

Langtoft Primary School is committed to ensuring that all personal information entrusted to it by individuals is protected at all times. For the purposes of this policy, Langtoft Primary School will be known as the “Data Controller” for any data that it collects from you. This policy explains the purposes for which we use any personal information that is collected, how we secure it, who we may share it with and your rights under the Data Protection Act 1998.

Why do we collect your personal information?

Langtoft Primary School holds a variety of personal information which can be used in order to deliver public services. We collect information from you and may receive information about you from external agencies or previous employers.

In relation to the above services, we will process your information for the following purposes:

- To determine eligibility for initial employment, including the verification of references and qualifications.
- To facilitate safe recruitment as part of our safeguarding obligations towards pupils.
- To comply with applicable labour or employment statutes.
- To ensure appropriate access arrangements can be provided for candidates that require them.

We will only collect personal data that we need in order to deliver a safe recruitment service.

What personal data do we collect?

The personal data we collect may include:

- CVs and applications with name, address, date of birth, contact details and employment history.
- References and interview notes.
- Copies of right to work documentation.
- Evidence of training and qualifications.
- Letters of offer and acceptance of employment.

We may also collect information that falls into ‘special categories’ of more sensitive data including:

- Race, ethnicity, religious beliefs.
- Disability and access requirements.

Much of this data is vital and needed for the safeguarding, safety, registration and communication within a school, and has been freely supplied on application forms.

How do we collect your personal data?

Information will predominantly come from yourself but may also come directly from previous employers. In most circumstances where the personal information that we collect about is held by a third party, we will obtain permission from you before we seek out this information from such sources. This could include information provided by another professional organisation involved in the provision of services. Professional organisations may include other public sector bodies such as

health, police services and schools. Where permitted or required by applicable law or regulatory requirements, we may collect information about you without your knowledge or consent.

Data may be collected in the following ways:

- **Completed Application and/or Employment Registration Forms**
- **Face to Face** – if you come into school and talk to us about your personal situation or any concerns
- **Telephone calls** – through conversation with our staff or messages left on our answerphone. Recorded messages are not stored any longer than is necessary.
- **Emails** – If you email us, we may keep this record for a period of time as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

Who do we share your information with?

We will only share your information where it is necessary to do so. We will not share your information without your consent unless the law requires or allows us to do so.

We may share your personal information with e.g. Lincolnshire County Council, Serco, and other third-party organisations that the school uses for resource purposes. These parties who require such information assist us with establishing, managing, communicating and establishing the smooth running of the school. They may be parties that provide products or services to us on our behalf and parties that collaborate with us in the provision of products or services to you. In these cases, we will take reasonable steps to ensure that such third parties protect your data securely and we will ask directly for permission for that data to be shared

Also, your personal information may be disclosed:

- As permitted or required by applicable law or regulatory requirements. In such a case, we will try to not disclose more personal information than is required under the circumstances.
- With your consent where such consent is required by law.

Where necessary we may share your information with the following categories of recipients:

- Healthcare, social and welfare organisations and professionals for safeguarding purposes
- The Local Authority (Lincolnshire County Council) and The Department of Education to fulfil our statutory obligations

Notification and Consent

Privacy laws do not generally require Langtoft Primary School to obtain your consent for the collection, use or disclosure of personal information for the purpose of establishing, managing or terminating employment relationships or for school registration. We may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

If personal data is to be shared outside of acceptable purposes, then we will obtain clear consent. Where your consent was required for our collection, use or disclosure of your personal information, you may, at any time, subject to legal or contractual restrictions and reasonable notice, withdraw

your consent. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Data Controller.

How long do we keep your information for?

We are required to retain your personal data only for as long as is necessary, after which reasonable steps will be taken to securely destroy this in line with our retention policy. Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

How do we keep your information safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft. Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure. Your personal data is not processed outside of the EU by Langtoft Primary School. Further information regarding Langtoft Primary School's Data Protection Policy can be found on our website.

Your Rights

You have a number of rights which relate to your personal data. You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found on our website. We are obliged to consider and respond to any such request within one working month. If we cannot provide you with access to your personal information, we will try to inform you of the reasons why, subject to any legal or regulatory restrictions.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with the personal information that we hold about you.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person. In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question. Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

If you wish to make a request or make a complaint about how we have handled your personal data, please contact: The Data Protection Officer at Langtoft Primary School, Manor Way, Langtoft, Peterborough, PE6 9NB.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)

www.ico.org.uk

