



**Headteacher Application Pack  
and Information for Candidates**

**Priestley Primary School  
Prince Charles Drive  
Calne  
Wilshire  
SN11 8TG**

**Tel: 01249 812608**



In this pack you will find

- A welcome from our Interim Chair of Governors
- Our school Ethos and Aims
- Head Teacher Job Description & Key Responsibilities
- Head Teacher Person Specification
- Completing your application form, key dates, background checks and safeguarding



## **Chair of Governors Welcome**

Dear Applicant

Welcome to Priestley Primary School and thank you for your interest in applying for the role of headteacher, we hope that this information pack will be of use to you when completing your application.

We are a popular school set in the heart of a growing community close to the centre of Calne and therefore cater for the education and needs of a diverse range of children and families from the surrounding area.

Our aim as a school is to provide an inclusive, supportive and nurturing environment where all our children can raise their aspirations, realise their ambitions and stimulate their curiosity ready to step into and explore an unknown future.

We have a skilled and well-established team of staff, with a balance between those who are experienced practitioners and those who are at the start of their careers. They are committed and work tirelessly to teach and support the children within the aims and ethos of the school. They strive to develop their own practice and support their colleagues and they will, I am sure, provide tremendous support to any incoming Headteacher.

The governors are therefore seeking to appoint a committed Headteacher who wants to take this warm, diverse and community-based school from strength to strength. We would encourage you to visit the school and experience for yourself our culture and ethos as well as the teaching and learning resources that we can offer the children.

Thank you for your interest in our school, we look forward to hearing from you

Yours faithfully

V Jayne Funnell  
Interim Chair of Governors



### Children's Views

The Priestley Parliament were asked what qualities they thought the headteacher should have.

Their comments are detailed below:

- Kind
- Fair
- Keeps everyone safe
- Let's people have fun after they finish their work
- Looks after the building
- Makes sure there are enough pencils and 'other things'
- Includes everybody
- Listens to everyone and understands everyone's point of view
- Likes to see their good work and gives praise
- Is stern with people who are misbehaving

### Our School's Ethos and Aims

Our **vision** as a school is to provide an inclusive, supportive and nurturing environment where all our children can raise their **aspirations**, realise their **ambitions** and stimulate their **curiosity**, ready to step into and **explore** an unknown future.

To achieve this vision our **mission** is to place learning at the heart of everything we do, working in partnership with pupils, parents, staff, Governors and the wider community.

To provide a safe, happy stimulating and purposeful environment where high expectations are set so that all pupils are both challenged and encouraged to achieve their potential, both socially and academically.

Our **core values** underpin our vision and mission every day and under an umbrella statement of '**respect for all**' can be summed up as:

- Cooperate
- Give it a go
- Stay focussed
- Share great ideas
- Take responsibility
- Think things through

These core values are promoted through the schools learning character 'Spikey' who was both designed and developed by the children themselves.



Everyone at Priestley aspires to being Spikey every day!



### **About our school**

Priestley Primary School is situated in the small (but growing) town of Calne located on the western reaches of the North Wessex Downs.

The town sits on the River Marden, the Abberd Brook and the A4 main road between Chippenham and Marlborough.

Its origins date back to Anglo Saxon times but in more recent history it was known for the imposing Harris pork processing factory that finally closed its doors during the early 1980s leaving the town with many social challenges.

The school derives its name from the philosopher and chemist Joseph Priestley, who it is believed was staying at the nearby Bowood House in 1774, when he discovered the existence of oxygen. The story continues that whilst watching the ducks swimming on Doctors Pond in the town he saw the bubbles appearing on the surface of the water thus observing the existence of oxygen. Joseph Priestley was also a teacher convinced that education was the key to shaping the futures of both people and the world.

Priestley Primary School is a community school situated amongst both older and newer housing estates providing a mix of social and private housing. It is within half a mile of Calne's town centre on Prince Charles Drive.

The main part of the school was built in the 1970s with an extension added five years ago.

There is a private nursery in a separate building on site.

A particular strength of the school is its spacious grounds that allow for three playgrounds and extensive grassy areas which we have worked hard to landscape so we can best support all aspects of the children's learning with a wildlife area, dedicated outside teaching spaces, a range of fixed large play equipment and extensive areas to run and play.

Number of children on roll: 280

Number of classes: 10

#### **Current staffing**

- Teaching Staff: 11
- Teaching Assistants: 13
- HLTAs: 3
- Admin Staff: 3
- MDSAs: 6
- Parent Support Advisor: 1
- SENCO: 1
- Caretaker: 1

The cleaning functions for the school are outsourced.

School meals are provided by a local catering company. They come in fully cooked and ready to serve.



The current class sizes are:

Class 1 – EYFS/Yr 1 – 22

Class 2 – EYFS/Yr 1 – 22

Class 3 – Year 1 – 30

Class 4 – Year 2/3 - 27

Class 5 – Year 2/3 - 28

Class 6 – Year 2/3 - 28

Class 7 – Year 4/5 - 30

Class 8 – Year 4/5 - 30

Class 9 – Year 4/5 - 29

Class 10 – Year 6 - 34

Priestley is a 1.5 form entry school.

### **Performance Data**

Ofsted Rating: Good (July 2024)

Please click on the link below, which will take you to our website, where you can find out more about our data.

<https://www.priestley.wilts.sch.uk/our-school>



## **Job description and requirements of the role of Headteacher**

*L15 to L22 (£70,293 - £83,463)*

*Start Date: September 2025.*

As stated earlier Priestley Primary School are looking for an ambitious, approachable, and committed Headteacher, who wants to take a warm, diverse, community-based school from strength to strength.

Priestley School need an experienced leader to work with a developing leadership team, who aim to raise aspirations and ensure opportunities for all students within our community. The perfect candidate will have experience of working on school development plans, contributing to strategic leadership, and creating equity and provision for all levels of attainment across the school.

Priestley want a Headteacher who is visible and approachable to parents, community and staff, who also maintains high quality teaching practice, and the trust in our school.

At Priestley inclusivity is one of our core values therefore we want a candidate who understands the needs of pupils from a range of backgrounds, and with enthusiasm aims to build a strong future for them.

For us at Priestley, it is essential that our new Headteacher can provide cultural capital for all pupils and who strives to close the development gap that some of our learners' face. This might mean working with outside agencies to enhance provision, secure resources and build strong links with local centres to widen our curriculum, and craft a constructive and inclusive curriculum that will make Priestley proud.



## Headteacher

### Job Description and Key Responsibilities

Position: Headteacher  
Reporting to: The Governing Body  
Pay Range: L15 - L22 (£70,293 - £83,463)  
Type of School: Local Authority Maintained - Group 2

Main Purpose To provide professional leadership, in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document and the National Standards of Excellence for Headteachers, to secure the school's success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.

### Main Tasks

#### **Strategic direction and development of the school:**

- Provide inspiring and purposeful leadership for the staff and pupils.
- To work in partnership with the governing body, staff and parents generating the ethos and values which will underpin the school.
- To translate the educational vision and direction for the school into a Development Plan and implement this successfully to secure continuous school improvement through effective teaching, successful learning and sustainable high standards.
- To monitor and evaluate the performance of the school, respond with appropriate actions, and report to the governing body as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school data and reflect best practice.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To lead by example and model best practice regarding professional conduct, workload and personal development.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for pupils.





### **Teaching and learning:**

- Continue to maintain an environment that promotes and secures high standard teaching, effective learning, high standards of achievement, good behaviour and a passion for learning.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn with optimum effectiveness and with increasing independence.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the school.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Communicate the school's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

### **Leading and managing staff:**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Head Teacher.
- Ensure that a deputy Head Teacher or suitable person, assumes responsibility for the discharge of the Head Teacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

### **Efficient and effective deployment of staff and resources:**

- Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Support strategic, curriculum-led financial planning and set appropriate priorities for expenditure to ensure effective use of budgets and resources.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to



- improve the quality of education, improve pupils' achievements, ensure efficiency and secure
- Value for money.
- Support the distribution of leadership throughout the school, creating an ethos within which all staff are motivated and supported to develop their skills and knowledge.

#### **Accountability:**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Governing Body.

#### **Safeguarding Children & Safer Recruitment:**

- The Head Teacher will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct. The Head Teacher will also ensure and expect all staff and volunteers to share this commitment.

#### **Actions: The Head Teacher should ensure that:**

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- Please note that this is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Head Teacher will carry out. The Head Teacher may be required to do other duties appropriate to the level of the role.



Headteacher  
Person Specification

The person specification below shows the key abilities and skills that we are looking for in our new Head Teacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge of and understanding of each area combined with evidence of having applied (or awareness of how to apply) this knowledge and understanding.

<u>Description</u>	<u>Desirable/ Essential</u>
<b>Qualifications and Professional Development</b>	
Qualified Teacher Status	E
Further relevant professional/academic study and evidence of continuous professional development.	E
Proven strong, successful senior leadership and management experience in a primary school	E
National professional qualification for Headship (NPQH)	D
Recent leadership through an OFSTED inspection	D
<b>Shaping the Future</b>	
The ability to think strategically and take the leading role to develop, build on and communicated a shared vision and strategic plan which inspires and motivates the whole school community.	E
Evidence of successfully implementing, managing and evaluating change in a collaborative way.	E
The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.	E
A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches / technologies which are relevant to teaching and learning.	E
A belief in the importance of professional collaboration with others within and beyond school.	E



<u>Description</u>	<u>Desirable/ Essential</u>
<b>Pupils &amp; Staff</b>	
Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.	E
A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching is central to the school's work.	E
Significant experience in evaluating and using data to plan and improve pupil performance.	E
A commitment to valuing, supporting and encouraging the professional development of all staff members.	E
The ability to lead by example and model best practice.	E
<b>Systems and Processes</b>	
An understanding of how to create whole school accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.	D
Strong financial planning and management skills, with experience of making effective use of resources including SEND support and Pupil Premium	D
A clear understanding of and commitment to promoting and safeguarding the welfare of children	E
<b>Strengthening Community</b>	
Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their prospective roles to the highest standard and for all staff to work effectively together to deliver school improvement.	E
A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.	E
<b>Personal Qualities</b>	
Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education young people's lives.	E
The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level	E
The ability to manage time well and work under pressure to deadlines	E



## Priestley Primary School

### Completing your application form and key dates:

Activity	Date
Application goes live	Wednesday 8 <sup>th</sup> January 2025
Candidate visits to school	Thursday 16 <sup>th</sup> January after 2.30pm
Candidate visits to school	Monday 20 <sup>th</sup> January
Candidate visits to school	Thursday 23 <sup>rd</sup> January
Candidate visits to school	Friday 24 <sup>th</sup> January
Closing date for applications	Monday 3 <sup>rd</sup> February 2025
Shortlisting	Monday 10 <sup>th</sup> and Tuesday 11 <sup>th</sup> February.
Interview – Day 1	Wednesday 26 <sup>th</sup> February
Interview – Day 2	Thursday 27 <sup>th</sup> February

#### School Visits

We warmly welcome and encourage visits to our school before you submit an application. If you would like to visit our school on one of the suggested dates above, please contact our School Office on 01249 812608 or email: [droyal@priestley.wilts.sch.uk](mailto:droyal@priestley.wilts.sch.uk)

#### Application Process

Candidates can apply via the Wiltshire County Council recruitment website, the Eteach website or direct to the school.

Candidates are asked to complete all relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification.

Closing date for applications is midday on: Monday 3<sup>rd</sup> February 2025.

For additional information about our school, please visit our website at:

[www.priestley.wilts.sch.uk](http://www.priestley.wilts.sch.uk)

#### Background Checks & Safeguarding

Priestley Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment as per statutory legislative requirements of 'Keeping Children Safe in Education – September 2024.

The position advertised is subject to safer recruitment checks, Enhanced Disclosure and Barring Services Check, online check, medical clearance, satisfactory references, qualifications check and eligibility to work checks under the Asylum and Immigration Act.

**Thank you for considering Priestley Primary School and we look forward to receiving your application.**