

WESTVALE PRIMARY SCHOOL



Application Pack

HEADTEACHER APPOINTMENT

June 2022

Striving for Excellence, Caring for All



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Dear Applicant

Thank you for the interest you have shown in the position of Headteacher at Westvale Primary School.

I hope that you find the information in this pack of interest and for further details, you may wish to visit our school website www.westvaleprimary.co.uk.

We are a popular and successful school set in vibrant multi-agency site with good sport grounds and modern teaching and learning facilities. We have a caring ethos towards the well-being of our pupils and all of those who are involved with the school in any way.

The governing body is proactive and supportive. It consists of a dedicated group of people who have skills and experience across a range of areas. It strives to be as effective as it can in its role of monitoring the progress of the school in its desire to continuously raise the standards of all pupils and the quality of the education we provide.

Our school received a 'Good' OFSTED inspection in 2021, a standard that has been built on since the inspection under the leadership of our current executive headteacher, in conjunction with our enthusiastic and hardworking staff.

We are seeking to appoint a dynamic and inspirational leader to build on this good work and lead us into an exciting and successful future. Are you the person to do this?

No one person has a greater influence on a school's character, standing and ethos than the headteacher. We really hope that after considering the information provided you are the person who thinks they are absolutely the best candidate for this role.

On behalf of the governing body, I hope that you find this information useful and that it encourages you to apply to our school.

Yours sincerely,

Hooshang Rahmani

Chair of the Governors

The Application Process



We are seeking a new full time headteacher. The salary will be in the range of L15-L19, £59,581/- £65,735, and will be determined according to the experience and skills of the successful candidate.

The Application

Please email your completed application form to lisa.haworth@knowsley.gov.uk

Referees

We require you to provide two referees who can vouch for your suitability to work with children, one of whom must be your current or most recent employer.

The Timetable

Closing date for applications	Monday 27 June
Shortlisting	Thursday 30 June
Interviews	Monday 11 and Tuesday 12 July

Candidates selected for interview will be informed following the shortlisting. Confirmation of selection will be by telephone first and then email. Full details of the interview programme will also be provided then.

Safeguarding

Our school has an Equal Opportunities policy for selection and recruitment. In accordance with our safeguarding policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS Children's Barred List (formerly known as a List 99 check).



School Information

Westvale Primary School, located in Kirkby, Knowsley, is an oversubscribed one form entry primary school with 228 pupils currently on role, including Nursery. The school is known for its high standards, friendly and welcoming atmosphere, excellent relationships with parents and the wider community and its focus on ensuring that all children are motivated to learn in a caring and supportive environment. We have a very committed and talented staff team, an active governing body, and strong partnerships with our local group of schools, the Northern Kirkby Collaborative.

Our Vision

At Westvale Primary School, our collective vision and intent is to nurture and develop children in order that they are the very best version of themselves when they leave us. We strive to support our children to develop the attributes of effective learners, in order that they succeed with us every day and are best prepared for the next stage of education and beyond.

Our motto is '**Striving for excellence, caring for all**' and we strive to do this through our core values.

Values and Ethos

The staff at Westvale Primary School are committed to working together to contribute to the healthy growth and development of all our children. We create an atmosphere of care, trust and respect in which children and staff feel happy, safe, valued, enjoy coming to school and are supported by one another.

Through a stimulating, broad and child-centred curriculum we aim for all children to reach their full potential, to be confident and to develop a positive attitude towards their learning. We will provide a wide range of learning opportunities for the children to enjoy, encourage them to value their own achievements and to celebrate the success of others. Our high expectations include academic achievement, good behaviour, tolerance, co-operation and fairness.

We welcome the active involvement of parents, carers and governors in the life of the school and recognise their vital role and responsibility in laying the foundation of our children's educational development.

This partnership is extended to the wider community, where strong, mutually beneficial links are valued.



Curriculum

At Westvale Primary our vision is to create a school that encourages all its pupils to **Strive for Excellence and Care for All**.

We want to help each children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and the wider society.

There is a high focus on developing children's moral, spiritual, social and cultural understanding. Westvale ensures that children are well prepared for life in modern Britain. The school offers a broad, balanced, differentiated curriculum covering all areas of the National Curriculum.

We aim to provide a curriculum that meets the needs, interests and abilities of all children. To promote physical health and well-being, a range of extra-curricular clubs gives learners an opportunity to access a variety of sports during lunchtime and after school.

Our Latest OFSTED Report [Ofsted inspection Nov 21](#)

Governors

We are very fortunate in having committed and dedicated governors at Westvale Primary School who take their role seriously. Westvale Primary School Governing body provides strategic leadership for our school and have a critical role in making sure every child gets the best possible education through:

Partnerships

The partnerships that we have established with other members of our community are key to our school's success. We have a strong governing body and popular Breakfast Club, along with many extra-curricular activities for our pupils to participate in. Westvale Primary promotes a culture of positive and collaborative working with local primary and secondary schools and is an active member of Kirkby Collaborative of Schools. The Collaborative is a driver of school improvement for all schools within our group and a provider of bespoke professional development.



Job Description

As our headteacher you will be accountable for the education of current and future generations of children at Westvale Primary School. You will work with staff and governors to shape the teaching and learning within the school; you will act as lead professional and role model and you will be responsible for inspiring and motivating pupils, staff and the wider school community.

In order to fulfil these expectations, you will:

Maintain and enhance our school's ethos and values by

- Working in partnership with the Governing Body to continue to provide a shared vision firmly rooted in our educational values
- Communicating the school's vision confidently and compellingly to all members of our school community
- Demonstrating our vision and values in your daily practice
- Playing an active role in all aspects of school life

Develop and embed professional dialogue and development by

- Routinely assessing the impact of whole school practice through systematic monitoring, evaluation and review
- Creating an ethos in which all staff are inspired, motivated and supported to enhance their own practice, skills and subject knowledge
- Actively embracing opportunities for your own professional growth and development

Establish high expectations and secure accountability by

- Providing a safe, calm and well-ordered environment in which pupils are able to thrive and develop a love of learning
- Setting high expectations for all pupils, recognising differences and respecting cultural diversity
- Instilling a strong sense of accountability on the basis of which staff routinely evaluate the impact of their work on outcomes for pupils
- Securing the core features of highly effective classroom practice as standard across the school
- Implementing curriculum design which leads to a knowledge based progressive curriculum, incorporating enrichment opportunities that foster development of the whole child

Manage the organisation by

- Ensuring that the school's systems, organisation and processes are well considered, efficient, fit for purpose and value for money
- Establishing fair, transparent and rigorous systems and measures for managing the performance of all staff, supporting to improve, addressing any under-performance and valuing excellent practice



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- Appropriately distributing leadership amongst staff, ensuring that roles and responsibilities are well understood and effectively carried out
- Actively supporting the Governing Body to understand its role and deliver their functions effectively
- Working with governors to ensure that strategic financial planning leads to fair and transparent deployment of budgets and resources
- Ensuring compliance with statutory regulations and requirements

Work with and for our community by

- Demonstrating optimism and nurturing positive relationships with pupils, staff, parents, governors, and members of the local community
- Continuing to value and develop the relationship with our parents, families and wider community
- Maintaining positive relationships with the local authority and other local schools

Person Specification



Each Person Specification is denoted by E = Essential D = Desirable

Assessment Method A= Application, I=Interview process, T = Test, R=Reference

P = Presentation

Skills and Knowledge

<u>Shaping the future</u>	
<ul style="list-style-type: none"> Demonstrate the ability to implement effective school improvement strategies to build on our many current strengths and develop excellent practice throughout school. (E) 	I , P, A, T
<ul style="list-style-type: none"> Think strategically, develop and effectively communicate a coherent vision for the school (E) 	A,I
<ul style="list-style-type: none"> Inspire, challenge, motivate, support and empower others to carry the vision forward (E) 	A,I
<ul style="list-style-type: none"> Model the values and vision of the school (E) 	A,I
<u>Leading, Learning and Teaching</u>	
<ul style="list-style-type: none"> Demonstrate the role of curriculum in raising standards, widening opportunities and narrowing the gap between disadvantaged and non-disadvantaged pupils (E) 	A,I
<ul style="list-style-type: none"> Demonstrate personal enthusiasm for and commitment to the learning processes (E) 	A,I
<ul style="list-style-type: none"> Demonstrate the principles and practice of effective teaching and learning (E) 	A,I
<ul style="list-style-type: none"> A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning (E) 	A,I,T
<ul style="list-style-type: none"> Secure knowledge of statutory requirements relating to the curriculum and assessment (E) 	A,I
<ul style="list-style-type: none"> Access, analyse and interpret information (E) 	A,I,T
<ul style="list-style-type: none"> Initiate and support research and debate about effective learning and teaching. (D) 	I
<ul style="list-style-type: none"> Lead the development of relevant strategies for performance improvement (E) 	A,I,T
<ul style="list-style-type: none"> Acknowledge excellence and challenge poor performance across the school, providing support so that performance improves (E) 	<u>A,I</u>
<u>Developing Self and Working with Others</u>	



<ul style="list-style-type: none"> • Create and maintain a positive school culture (E) 	A,I,T
<ul style="list-style-type: none"> • Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals (E) 	A
<ul style="list-style-type: none"> • Build a collaborative learning culture within the school and engage with other schools to build effective learning communities (E) 	A
<ul style="list-style-type: none"> • Review own practice, set targets and take responsibility for own professional development (E) 	A
<u>Managing the Organisation</u>	
<ul style="list-style-type: none"> • Establish and sustain appropriate structures and systems (E) 	A,I
<ul style="list-style-type: none"> • Manage the school efficiently and effectively on a day-to-day basis alongside other senior leaders (E) 	A,I
<ul style="list-style-type: none"> • Delegate management tasks and monitor their implementation (E) 	A,I
<ul style="list-style-type: none"> • Prioritise, plan and organise themselves and others (E) 	A,I
<ul style="list-style-type: none"> • Make professional, managerial and organisational decisions based on informed judgements (E) 	A,I
<ul style="list-style-type: none"> • Think creatively to anticipate and solve problems (E) 	A,I,T
<ul style="list-style-type: none"> • Experience of working in and leading staff teams (E) 	A
<ul style="list-style-type: none"> • Experience of effective budget planning and resource deployment (E) 	A
<ul style="list-style-type: none"> • Experience of how financial and resource management enable a school to achieve its educational priorities (E) 	A,I,T
<ul style="list-style-type: none"> • Experience of working with governors to enable them to fulfil whole-school responsibilities (E) 	A,I
<ul style="list-style-type: none"> • Successful involvement in staff recruitment, appointment/induction (E) 	A
<u>Securing Accountability</u>	
<ul style="list-style-type: none"> • Demonstrate political insight and anticipate trends (D) 	<u>A,I</u>
<ul style="list-style-type: none"> • Engage the school community in the systematic and rigorous self-evaluation of the work of the school (E) 	<u>A,I</u>
<ul style="list-style-type: none"> • Collect and use a rich set of data to understand the strengths and weaknesses of the school (E) 	<u>A,I,T</u>
<ul style="list-style-type: none"> • Combine the outcomes of regular school self-review with external evaluations in order to develop the school (E) 	A,I



<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors LA, Ofsted (E) 	A,I,T
<ul style="list-style-type: none"> Demonstrate a secure understanding of strategies for performance management (E) 	A,I,T
<ul style="list-style-type: none"> Experience of offering challenge and support to improve pupil and staff performances (E) 	A,I,T
<u>Strengthening Community</u>	
<ul style="list-style-type: none"> Recognise and take account of the richness and diversity of the school's communities (E) 	A,I
<ul style="list-style-type: none"> Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities (E) 	A,I
<ul style="list-style-type: none"> Listen to, reflect and act on community feedback (E) 	A,I
<ul style="list-style-type: none"> Build and maintain effective relationships with parents, carers, partners, and the community, that enhance the education of all pupils (E) 	A,I
<u>Personal skills and qualities</u>	
<ul style="list-style-type: none"> High expectations of pupils' learning and attainment (E) 	A,I
<ul style="list-style-type: none"> Demonstrate personal and professional integrity including modelling values and vision (E) 	A,I
<ul style="list-style-type: none"> Ability to build and maintain good relationships and resolve conflicts (E) 	A,I
<ul style="list-style-type: none"> Ability to remain positive, enthusiastic and confident when working under pressure (E) 	A
<ul style="list-style-type: none"> Ability to organise work, prioritise tasks, make decisions and manage time effectively (E) 	A,I,T
<ul style="list-style-type: none"> Good communication and interpersonal skills (E) 	A,I,T
<u>Experience/Qualifications/Training</u>	
<ul style="list-style-type: none"> Recognised teaching qualification (E) 	A
<ul style="list-style-type: none"> Evidence of successful completion of NPQH or working towards completion of NPQH (D) 	A
<ul style="list-style-type: none"> Currently a Headteacher, Acting Headteacher or Deputy Headteacher with significant leadership experience (E) 	A
<ul style="list-style-type: none"> Evidence of continuing professional development after initial qualification (E) 	A



<ul style="list-style-type: none"> Teaching experience in / knowledge & understanding of Foundation Stage, KS1 and /or KS2 (E) 	A
<ul style="list-style-type: none"> Demonstrate an understanding of local and national policy guidance (D) 	A
<ul style="list-style-type: none"> Experience of working with other schools/organisations/agencies/ parental groups (E) 	A

Application form and letter

The form should be fully completed and free from error (E)	A
The letter should be clear and concise and related to the person specification (E)	A

Confidential references and reports

Positive recommendation in professional references, which should provide a strong level of support for relevant professional and personal knowledge, skills and abilities.	R
A good health and attendance record	R

Safeguarding children

Form and maintain appropriate relationships and personal boundaries with children. (E)	A
Demonstrate emotional resilience in working with challenging behaviour, attitudes to use of authority and maintaining discipline. (E)	A
Understanding of and commitment to promoting and safeguarding the welfare of children (E)	A

Privacy Notice for Job Applicants

Westvale Primary School



Westvale Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

Westvale Primary School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories of Information That We Collect, Process, Hold And Share

We may collect, store, and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses.
- Emergency contact information such as names, relationship, phone numbers and email addresses.
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications.
- Details of your employment history including job titles, salary and working hours.
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.
- Information regarding your criminal record as required by law to enable you to work with children.
- Details of your referees and references.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct,



grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect This Information

- We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to take steps to enter into a contract with you
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)
- Where it is needed in the public interest or for official purposes
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations in line with our data protection policy
- Where it is needed in the public interest, such as for equal opportunities monitoring

- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to



protect your interests (or someone else's interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency)
- Referees
- Knowsley Council in order to meet our legal obligations for sharing data with it
- Other schools
- DBS
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Security



We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law, you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right To Withdraw Consent



In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How To Raise A Concern

We hope that the School Business Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.