



Headteacher Information Pack

September 2024



Curriculum

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VACANCY: HEADTEACHER

START DATE: SEPTEMBER 2024

SALARY: £66,628 TO £77,195 (L15-L21)

Tickford Park Primary School (TPPS) is a Good school at the very heart of its local community. We provide a well-rounded curriculum to multiple generations of local families, who help create a family focussed ethos. Success is encouraged at every point of our children's primary school journey, with every child leaving TPPS not only with a level of academic knowledge, but with life experiences that will enable them to thrive in secondary education and succeed in the modern world.

We are seeking to appoint a leader, who's natural ability to inspire, will bring together all areas of our school community, to be the best they can be. As a leader your collaborative approach will guide our loyal staff through the next stage of our whole school journey. Maintaining the focus on the whole child, whilst adopting innovative ways ensure that we remain the school of choice for our local community.

The successful candidate will be:

- able to work collaboratively as part of a MAT*
- looking to leave a long-term legacy and secure strong impact for the school and the community,
- flexible, resilient and committed to securing the highest possible educational provision,
- able to spot opportunities to create additional income for the school.

The successful candidate can expect:-

- the opportunity to part of the next leg of the TPPS journey: securing the future for children and families in the locality
- support from all stakeholders including the community
- Opportunities for high quality support and professional development from a MAT

If this opportunity sounds like one for you, please get in touch. We warmly welcome visits to school.

Any enquiries and completed applications should be sent to HTRecruitment@milton-keynes.gov.uk by **Midday on 8 March 2024**. Shortlisting will be on 11 March 2024 with the selection day for successful candidates on 22 March 2024.

*The governing board of TPPS are committed to the school joining a MAT. Please get in touch for more information, we would be happy to discuss this with you.

TPPS is committed to safeguarding and promoting the welfare of children young and people. The successful candidate will be subject to enhanced DBS with barring check.



Tickford Park Primary School

Avon Close
Newport Pagnell
Buckinghamshire
MK16 9DH

To prospective applicants.

Thank you for your interest in Tickford Park Primary School (TPPS). TPPS is an Ofsted Good rated school, with 387 children on roll and 50 staff. We are currently a foundation school but will be joining a MAT officially within the next year. Please feel free to contact us for further details on this.

This is a perfect time for a new Headteacher to be coming onboard. Whether this is your first headship, or you have previous headship experience, together we will all be at the start of the next chapter in TPPS history.

Like any school, we have our strengths, and areas where we would like to improve. Since September 2023, an interim executive headteacher has been in post after our most recent headteacher left to work closer to home. We are now looking to appoint a headteacher who is ready to make a long-term commitment to the school: offering our children and families continuity.

TPPS is very proud of its history, especially its focus on the whole child. We enjoy being part of the local community. We recognise that this community is changing, as is the modern world, and that we need to respond to these changes. Therefore, our successful candidate would show excellence in the following key areas:

1. Guiding TPPS through the process of joining a MAT, showing strong leadership, and collaborating with all stakeholders to harness the benefits that our choice of MAT will bring. Previous experience of this would be desirable but is not essential.
2. Identifying and implementing further curriculum development: maintaining excellence in areas of strength and supporting sustainable change where necessary.
3. Engaging with all areas of the school community to identify and implement best practice, ensuring continuity of standards regardless of operational changes, thus improving academic outcomes for all pupils.
4. Supporting and empowering TPPS staff to develop and enhance their skill sets, both within the schools and working with colleagues across the MAT.

We highly recommend and warmly welcome visits to school. To book a tour, with one of our Governors, please contact Sophie Goodman Wilson on 01908 610431.

Kind regards

Stuart McDonald

Chair of Governors

Interim Executive Headteacher: Mr Matt O'Brien

Tel: 01908 610431

Email: office@tickfordpark.org.uk

www.tickfordpark.co.uk



Our school at a glance

Tickford Park Primary School (TPPS) is steeped in history and excited for its future. The school is situated adjacent to River Meadow, on the Rivers estate of Newport Pagnell. When you walk around TPPS you are immediately drawn to vast open space surrounding the school, which was previously two separate schools (river meadow infants, and Lovat Junior). We now have 387 pupils on roll and over 50 staff.

The school, now under one name, operates over two buildings, with large halls in both (Aston & Martin - after Newport Pagnell's long association with the car manufacturer who still operate in our town today). There are linked playgrounds and various outdoor learning spaces that support wider learning as well as many sports clubs.

Our children learn to succeed together and value working hard to reach their goals whilst recognising that success is not always measured by winning. At TPPS we want our children to enjoy every aspect of school by exposing them to as many life experiences as possible. We do this through delivering a challenging curriculum that maintains standards across all subjects, so that our children can be the very best they can be.

Across the school, staff go above and beyond to support children. Computers, chrome books and iPads complement the technology in our ICT Suite. A variety of clubs are on offer in the mornings, after schools and at the weekend. A wider range of experiences, trips and visitors/visiting companies help bring learning alive.

TPPS is a caring school. Everyone is made to feel welcome irrespective of their religion, culture, heritage, ethnicity, identity or learning needs. We are a kind, warm and nurturing community.

The school is very well supported by the school community. We have a very active PTA who engage with the school to help in specialist projects. Governors are regular visitors to the school, to support staff and fulfil their statutory duties well.

Headteacher Job Description

The School Teachers' Pay and Conditions Document detail the role and duties of all teachers and the additional professional responsibilities of a headteacher.

Core Responsibilities:

- Discharge the duties as outlined within the Headteachers' Standards
- Provide the professionalism, moral and social leadership and management of the school
- Provide a safe learning environment that cares for individual pupils
- Work with the Governing Board to fulfil all statutory duties

Professional Responsibilities:

Whole school organisation, strategy and development

- Provide overall strategic leadership and, work with all stakeholders to, lead and support the strategic direction, vision, values and priorities of the school
- Develop, implement and evaluate the school's policies, practices and procedures.
- Be a DSL/ Deputy DSL for the school

Teaching

- Support the Deputy Headteacher to lead and manage teaching and learning throughout the school

Health, safety and discipline

- Promote the safety and well-being of pupils and staff
- Support the site manager in his responsibilities for health and safety and estates management
- Ensure good order and discipline amongst pupils and staff following policies and procedures.

Management of staff and resources

- Ensure all staff receive adequate support and guidance to successfully achieve their performance management objectives and complete their end of year reviews by the end of the summer term
- Prepare pay progression documentation for the governing body to enable them to review in September 2024
- Oversee the deployment of all resources within the school
- Promote harmonious working relationships within the school
- Maintain relationships with organisations representing teachers and other members of the staff as required
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.
- Support the senior leader responsible for ECT's in school and liaise with the appropriate body and relevant person as required
- Work with the Business Manager to ensure compliance in financial standards and returns

Communication

- Prepare the required documentation and statutory requirements for presentation at Governing Board
- Communicate with the governing board, staff, pupils, parents and carers.
- Support the school team to prepare and deliver successful recruitment and induction evening for prospective and new parents / pupils in the school and nursery

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies as required.
- Collaborate with leaders and colleagues from the chosen MAT: firstly, to ensure the smooth transition of TTPS to be part of the trust and secondly to ensure that TTPS works collaboratively with the trust and trust schools in the future.

Headteacher Person Specification

The Governing Board of Tickford Park deem all the specifications below to be Essential unless specifically marked as desirable. The criteria will be assessed as follows:

A: Application, SS: Supporting statement, I: Interview

Criteria

Qualifications / Experience	
Qualified teacher status	A
Experience of working in at least 2 primary schools, across EYFS/ KS1/ KS2	A / SS / I
Substantial experience of headship/ deputy headship/ interim headship in a primary school	A/ SS/ I
<i>NPQH (Desirable)</i>	A
Vision and Core Purpose	
A good ambassador for the school with clear values and moral purpose, who can articulate and deliver the vision of the school.	A/ SS/ I
A leader with a proven track record of successful leadership.	A /SS / I
Ability to develop and maintain a positive ethos, with emphasis upon high achievement for all.	A/ SS/ I
Prepared to take challenging and difficult decisions as necessary.	A/ SS/ I
Improving learning and environment	
Ability to establish and sustain high-quality, curriculum provision, across all subjects and phases, built on evidence informed understanding about how pupils learn and resulting in strong pupil progress.	A / SS / I
Promoting the sharing of best practice and innovative approaches to improving teaching and learning, ensuring that this is underpinned by high levels of subject expertise for all staff.	A/ SS/ I
Having high expectations of pupil's behaviour; being able to empathise with pupils and to be firm, fair and consistent, promoting positive and respectful relationships and a safe orderly and inclusive environment for all.	A / SS / I
The ability to ensure that the school holds and promotes ambitions and expectations for all vulnerable pupils, including those with special educational needs and disabilities.	A/ SS/ I

Leadership and management	
Demonstrating optimistic personal behaviour, positive relationships and positive attitudes towards pupils, staff, parents, governors and the wider community that enhance the education of all pupils and are rooted in mutual respect.	A / SS / I
A proven ability to challenge, influence, motivate and support individuals and teams to attain high goals. Ensuring staff know and understand professional responsibilities and are held to account.	A / SS / I
Commitment to the promotion of equality, and to challenging discrimination.	A / SS / I
A good understanding of safeguarding requirements and commitment to meeting them fully as part of the duty of care.	A / SS / I
Ability to ensure financial management systems and processes that are efficient and fit for purpose and adhere to the principles of transparency, integrity and probity.	A / SS / I
Wider engagement and contribution	
Ability to work in partnership with external partners and agencies to secure positive and meaningful change for all.	A / SS / I
Ability to ensure that the school is at the heart of the community.	A / SS / I
Ability to collaborate and network with other schools and settings (in and out of a MAT) to improve outcomes.	A / SS / I
The ability to ensure that rigorous approaches are applied to identifying, managing and mitigating risk.	SS / I