



SMITH'S  
WOOD  
PRIMARY  
ACADEMY



# Headteacher Recruitment Pack

Information for potential candidates  
Smith's Wood Primary School

UNITED FOR  
TOTAL LEARNING



## Contents

- 3** Welcome from Smith's Wood
- 6** Job Description
- 10** Personal Specification
- 11** How To Apply

# Welcome from Smith's Wood

Smith's Wood Primary Academy is a two form entry school, in North Solihull, which offers an outstanding education for all our pupils. We have a school nursery, which offers provision for pupils from the age of 3. Our school building is vibrant and exciting, offering pupils learning areas which are themed and unique.



At Smith's Wood Primary, we have a dedicated and committed staff, all of whom work extremely hard to make a difference to the lives of the pupils within our school.

We have high academic expectations and ensure that pupils leave us, having had a successful primary school education and are prepared for the next steps in their lives. Smith's Wood Primary regularly exceeds National average levels in key areas



across phases of the school and we pride ourselves on the top quality teaching and learning, which contribute to these high standards.

The curriculum is inspirational and varied; it is tailored to the needs of our pupils and the extra-curricular opportunities on

offer for our pupils, along with the high quality teaching and learning, contribute in making this 'More than a School'. We pride ourselves on the outstanding trips and visits which we offer pupils at Smith's Wood and aim to ensure that every pupil has had the opportunity to take part in experiences beyond the norm.

Alongside the academic standards, we have high standards in terms of behaviour and attendance- our belief is that as long as children are in our school, attending regularly, then they will make rapid progress! Uniform standards and behaviour expectations are high for all our pupils and the consistency we believe in, ensures that all pupils are treated fairly and with respect.



Smith's Wood Primary is a school of character and the 6 values of: Honesty, Respect, Determination, Responsibility, Friendship & Perseverance are embedded in the daily lives of all at Smith's Wood Primary. These values, alongside outstanding provision in the classrooms, ensure that our pupils achieve outstanding provision on a daily basis.

The motto 'More than a School' encompasses everything that the school believes in at Smith's Wood Primary Academy.



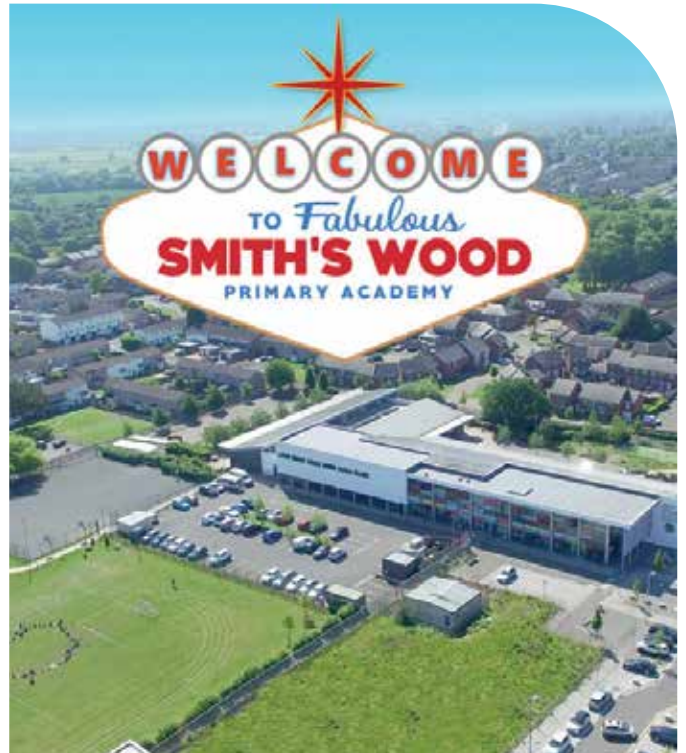
# What we are looking for from a Principal in this special and unique Academy

The Governing Body are seeking to appoint a talented, dedicated and inspirational Principal who will lead the vision for Smith's Wood Primary Academy. The Principal will build upon the success of what has already been achieved, by having an inspirational drive to continue the excellent success of the school.

Smith's Wood Primary Academy is a large (approx. 450 pupils) Primary School in the North of Solihull. The school benefits from a fantastic, highly original building, amazing staff and pupils who deserve the very best. Smith's Wood Primary routinely offers its pupils experiences beyond the norm; it is 'More than a School'

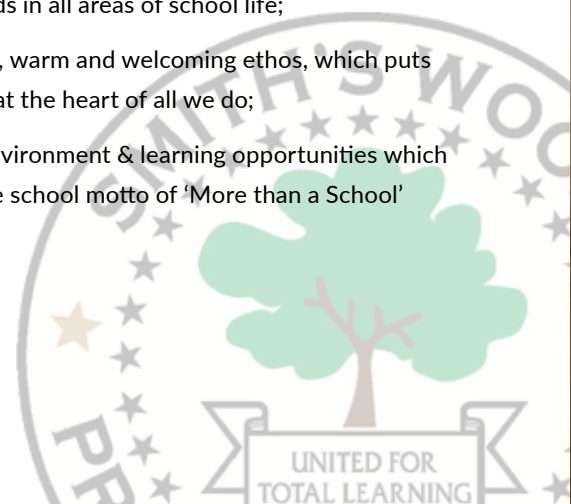
## What we are looking for from a Principal who...

- Is inspiring and committed
- Has high expectations of themselves, colleagues and pupils and the energy and determination to make a difference to the lives of all at Smith's Wood Primary;
- Sees all of our children as individuals;
- Possesses a strong vision and the ability to shape the future of pupils at Smith's Wood Primary;
- Has substantial leadership & teaching experience and a relentless drive to offer Smith's Wood Primary pupils outstanding opportunities;
- Can share a proven experience of positively impacting on pupil progress & attainment, whilst developing excellence across the school;
- Has exceptional expertise in all matters relating to learning and teaching – being fully capable of impacting widely on the practice of others;
- Ensures they have a solid understanding of relevant and current educational policy and practice;
- Displays the expertise to maintain a highly effective culture of safeguarding across school



## We can offer...

- A commitment to excellence for all of our pupils from every member of staff;
- An established record of high quality education and experiences for pupils at Smith's Wood Primary;
- Fantastic pupils who work hard and are proud of their school, coupled with a caring and supportive team of school staff;
- A dedicated staff team, committed to achieving high standards and who are relentless in the drive to achieve high standards in all areas of school life;
- A supportive, warm and welcoming ethos, which puts the children at the heart of all we do;
- A learning environment & learning opportunities which promotes the school motto of 'More than a School'





MIND YOUR HEAD, SMITH'S WOOD - LEARNING ON ANOTHER LEVEL

STAIRWAY

THE STAIRWAY

NEW

# Headteacher Job Description



<b>Job Title:</b>	Headteacher
<b>ISR:</b>	L22-L28 (£83,464 - £96,673)
<b>Responsible to:</b>	The Governing Body
<b>Responsible for:</b>	All staff within the Academy
<b>Job purpose:</b>	To provide vision and professional leadership, securing the success and continuous improvement of the school.



## Core Purpose

The core purpose of this role is to provide professional leadership, strategic direction and management to Smith's Wood Primary Academy in order to ensure the school's success. To achieve this, the Principal will work in partnership with Staff, Governors, Parents and Children to:

- Establish and sustain the school's ethos and strategic direction together with the Governing Board.
- Take responsibility and oversee systems, processes and policies to enable the school to operate effectively.
- Work with Staff, Governors, Parents/ Carers to build on the strong foundations of the school in order to maintain and further improve all aspects of the school's standards.
- Fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people. The Principal will ensure that all requirements are met in full.

## Strategic direction and shaping the future

- Inspire the whole school community and effectively provide vision, leadership and direction.
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement.

## Leadership and Management

- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Maximise the contribution of all staff and develop a performance culture which supports the best possible outcomes for children.
- Motivate and enable staff to carry out their respective roles effectively, ensuring that professional duties, as outlined in the Teachers' and Headteachers' standards are undertaken to the highest degree.
- Work closely with the School Business leader to manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities in accordance with the DfE and ESFA guidelines.
- Recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Work with SLT to deploy all staff effectively in order to ensure the highest quality of education provided.
- Work closely with the site manager to ensure needs of the curriculum and health and safety regulations are met at all times.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

## Leading, Teaching & Learning

- Promote excellence, equality and high expectations of staff and pupils.
- Demonstrate and articulate high expectations and set stretching targets for the whole school.
- Create and promote a safe and productive learning environment which promotes and secures outstanding teaching, effective learning and high standards of achievement and behavior.
- Evaluate the Academy's performance and identify priorities for continuous improvement.
- Is an outstanding role model to all teaching staff within the school and reflect a high level of professional teaching standards and conduct.

## Developing self and working with others

- Treat people with dignity and respect to create and maintain a positive culture across the school.
- Support all staff in achieving the schools' priorities and targets.
- Motivate and challenge all staff to maintain a collaborative learning culture within the school.
- Acknowledge responsibilities, recognise skills and talents and celebrate achievements of teams and individuals.
- Manage own workload and that of others to promote the positive well-being of staff members.





## Securing Accountability

- Create and develop an ethos in which all members of the school recognise that they are accountable for the success of the school.
- Hold staff to account in relation to agreed areas of responsibility and be accountable to the Governing Body.
- Present a coherent and accurate account of the school's performance for a range of audiences, including Governors, staff, parents, Ofsted and others to enable them to play their part effectively.
- Work with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities.
- Co-operate and work with relevant agencies to safeguard pupils.
- Carry out such duties as may be reasonably required by the Governing Body.

## Strengthening the Community

- Collaborate with other agencies to promote academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Ensure learning experiences for children are integrated with the local and wider communities.
- Co-operate and work with relevant agencies to protect children and young people.

## Personal Qualities

- Commitment to uphold the 7 principles of public life at all times.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.



# Head Teacher Person Specification

	Essential	Desirable
<b>Education/training/qualifications</b>		
Qualified Teacher Status	Y	
NPQH		Y
Management or leadership training or qualification		Y
Demonstrable commitment to continuing professional and personal development	Y	
<b>Experience</b>		
Experience of successful teaching In the Primary Phase	Y	
Experience of teaching across schools		Y
Experience of successfully leading and managing whole school change initiatives	Y	
Experience of raising achievement	Y	
Experience of monitoring and evaluating teaching and learning	Y	
Experience of developing relationships with the wider community		Y
Experience of managing budgets successfully		Y
<b>Knowledge</b>		
Knowledge of relevant statutory requirements relating to schools	Y	
Sound up to date knowledge of developments in education, teaching and learning and best practice.	Y	
Understanding of how high quality performance management for all staff is linked to the school improvement	Y	
Up to date knowledge of safeguarding requirements and the ability to put this into practice.	Y	
Understanding of equal opportunities and able to put this into practice.	Y	
Knowledge of the principles of financial management in schools.	Y	
Basic knowledge of health and safety and employment law.		Y
<b>Competencies</b>		
To think strategically and develop a vision for the school.	Y	
To think creatively and imaginatively to identify opportunities.	Y	
To set, monitor and evaluate targets.	Y	
To think analytically, making informed use of inspection, benchmarking and research findings.	Y	
To use resources cost-effectively.	Y	
To work effectively within policies and procedures.	Y	
To make sound decisions, often under pressure and to tight deadlines.	Y	
High standard of written communication skills.	Y	
To use numerical and financial data confidently.	Y	
To communicate sensitively, clearly and persuasively with people at all levels.	Y	
To manage and motivate individuals and teams to achieve high standards of performance.	Y	
To manage conflict effectively.	Y	
To develop and maintain collaborative relationships with a wide range of agencies and individuals.	Y	
<b>Personal attributes</b>		
To command credibility and respect from all members of the school community.	Y	
Commitment to valuing cultural diversity	Y	
Emotional resilience.	Y	
Able to adapt to changing circumstances and new ideas.	Y	
To be an inspiring role model for staff and pupils.	Y	
Able to achieve challenging professional goals.	Y	

## How to apply

Visits to this unique school are actively encouraged and warmly welcomed. To request an application pack, or to arrange a visit, please contact Juliet McCarron, School Business Leader.

Please send any completed applications to Juliet McCarron by 12.00pm on Friday 21st March 2025. Shortlisting will take place week commencing the 24th March 2025, with interviews taking place week commencing 31st March 2025.

Email: [s48jmccarron@smithswoodpri.solihull.sch.uk](mailto:s48jmccarron@smithswoodpri.solihull.sch.uk)

## Safeguarding

Smith's Wood Primary Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. As part of the Academy's shortlisting process, all shortlisted candidates will be subject to an online search as part of our due diligence. Appointment to this post will also be subject to satisfactory pre-employment checks.





SMITH'S WOOD  
THRONE ROOM  
READING ROYALTY



# Headteacher Recruitment Pack

Smith's Wood Primary School

