



Aspiring for Excellence in a Christian Learning Environment

HEADTEACHER APPLICATION PACK



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December 2018

Dear Prospective Applicant

Thank you for your enquiry about the post of Headteacher at our welcoming school. Our whole school community is proud and passionate about St. Mary's and we invite you to come and visit us to see what we can offer.

We believe in giving children the best possible start for later life and in valuing them as individuals. We encourage pupils to become independent and we provide a range of opportunities for their wider development, alongside the academic curriculum. Our strong links with the Church and our Christian ethos are important to us and play a major role in school life. We are expecting our next SIAMS inspection in the 2018/19 academic year under the new inspection framework.

We were pleased that Ofsted judged us to be 'Good' at our November 2017 inspection, recognising the hard work and dedication of all our staff, and we believe that there are still opportunities for our new Headteacher to continue to drive improvement. We benefit from astute financial management such that our finances are healthy and we are committed to continued investment in the ongoing development of the school to support our aspiration for Excellence in a Christian Learning Environment. Following our previous Headteacher's move to a new post, we have appointed an experienced Interim Headteacher until August 2019 to allow us to take our time in finding the right person to lead our school in the longer term.

We want to appoint an ambitious and dynamic leader who is able to see clearly how the school can continue to improve whilst valuing and maintaining the excellent standards that are already in place. Our new Headteacher will have excellent communication, interpersonal and collaborative skills, building strong relationships with the whole school community and continuing to strengthen our good links with other local schools, as well as leading and motivating our dedicated and talented team effectively.

As a Board, we value a strong and effective partnership with our Headteacher and we are committed to fulfilling our role whilst also enabling you to fulfil yours. We recognise that this may be a first Headship for you and that additional support might be appropriate, along with relevant professional development, to enable you to fully meet our demanding Person Specification. We will also play our part in helping you to achieve an appropriate work/life balance.

We hope you will visit us to experience St. Mary's first-hand - one of my colleague governors or I will be delighted to show you round. Our Vice-Chair, Richard Peet, is co-ordinating visits and you can contact him on:

richardpeet@st-maryscofe.essex.sch.uk

Thank you for your interest in our school and we look forward to receiving your application.

Yours faithfully

Vicky Boraster-sharpe

Chair of the Board of Governors

ETHOS AND AIMS

'We Aspire for Excellence in a Christian Learning Environment' is at the heart of everything we do at St. Mary's. Our ethos and aims are built around our Christian school values of respect, truthfulness, friendship, trust, perseverance and compassion.

OUR ETHOS:

- St Mary's is an inclusive, supportive and friendly school
- we encourage children to aspire to excellence within a Christian learning environment and to achieve high standards within the context of a rich and varied curriculum
- we value the contribution that every child makes to the school
- we provide a firm foundation that will equip children for the opportunities and challenges of the modern world

OUR AIMS:

- to educate children to the highest possible standards, by providing a curriculum which fosters their imagination and creative potential
- to help children to have a positive self-image which enables them to make good choices, to communicate confidently and show consideration for others at all times
- to stimulate children's desire for learning both as individuals and as part of a team
- to encourage all individuals to celebrate their own and other cultures
- to enable all children to have access to the opportunities provided by the school
- to encourage personal and professional development for all staff whilst maintaining a work-life balance
- to develop parent partnerships, to encourage a sense of community and to facilitate community use of the school premises



St. Mary's was established by the Church on our current site in 1845 and we continue to benefit from strong links today. The Church is a 5 minute walk from school and the children enjoy visits for services and events throughout the year whilst the Rector, and other members of the Saffron Walden Assembly Team, are regular and welcome visitors into school.

Our buildings have been remodelled and extended over time, whilst retaining extensive grounds with views over open countryside. Our children benefit from an outdoor classroom and we enjoy close links with St. Mary's Church Pre-School and Olivers Lodge Breakfast/After School Clubs which are both housed in The Pavilion, a separate building in our grounds.

We have been over-subscribed for the last 3 years and our current roll is just over 200. Our children are enthusiastic, well behaved and they enjoy coming to school. We have an active School Council and older pupils take on leadership roles such as Play Leaders and Buddies. In addition to the academic curriculum, we provide a range of opportunities for pupils' wider development including outdoor learning, a school choir, various sports, educational visits and a range of after-school clubs.

Our parents are proud of St. Mary's and make a significant contribution to school life. Events are well supported throughout the year, whether they are organised by the school or by our active Parent Teacher Association. We value a strong school/home partnership, working hard to establish good relationships with parents and carers.

We have dedicated, enthusiastic and hard-working staff, committed to providing excellence for all our children. We offer a range of lunch-time and after-school clubs, many of which are led by members of staff. The school is well supported by a strong administrative team.

The governors bring a range of experience to the Board and have an effective partnership with the team in school, visiting regularly and knowing staff and children well. There is good Church representation on the Board, reflecting and strengthening its links with the school, as well as staff, parent and Local Authority governors and we are usually able to fill any vacancies as they arise.



HEADTEACHER JOB DESCRIPTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the January 2015 National Standards of Excellence for Headteachers. This Job Description is not exhaustive and the jobholder will be expected to carry out all duties reasonably required by the Governing Board.

The Headteacher is accountable to the Governing Board in providing effective leadership and management for the school and will work in partnership with it, each party enabling the other to deliver its specific functions effectively. The leadership and management will secure the success and improvement of the school and ensure high standards of learning, achievement, pastoral care and educational provision within a distinctive Christian ethos.

Key responsibilities include:

WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Providing overall strategic leadership and, with the Governing Board, the Diocese and others, leading, developing and supporting the strategic direction, vision, values and priorities of the school to sustain, nourish and develop the members of the school community within a distinctive Christian ethos
- Developing, implementing and evaluating the school's policies, practices and procedures

TEACHING

- Leading and managing high quality teaching and learning throughout the school

PASTORAL CARE AND RELATIONSHIPS WITH THE COMMUNITY

- Promoting the safety and well-being of pupils and staff
- Ensuring good order amongst pupils and staff
- Developing and maintaining an ethos in which all individuals feel valued and where personal endeavour and responsibility are embedded within the school and wider community
- Maintaining an environment where all members of the school community actively demonstrate their care and concern for everyone
- Developing and supporting parents' and carers' effective involvement in their children's education
- Working in partnership with the local Church community and in so doing fostering a positive two-way supportive relationship
- Ensuring that the school is an integral part of the local community
- Consulting and communicating with the governing board, staff, pupils, parents, carers and the wider community, taking account of and responding to feedback sought

MANAGEMENT OF STAFF AND RESOURCES

- Leading, managing and developing the staff, including appraising and managing performance
- Developing clear arrangements for linking appraisal to pay progression and advising the governing board on pay recommendations for teachers
- Organising and deploying resources within the school
- Promoting harmonious working relationships within the school
- Maintaining relationships with organisations representing teachers and other members of the staff
- Leading and managing 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

PROFESSIONAL DEVELOPMENT

- Promoting the participation of staff in relevant continuing professional development
- Participating in arrangements for the appraisal and review of your own personal performance and, where appropriate, that of other teachers and support staff
- Participating in arrangements for your own personal further training and professional development and, where appropriate, that of other teachers and support staff including induction

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS

- Collaborating and working with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies

SAFEGUARDING

- Taking lead responsibility for safeguarding and promoting the welfare of children as required by relevant legislation



PERSON SPECIFICATION

	Essential	Desirable
Qualifications, training and experience		
Qualified teacher status	Yes	
National Professional Qualification for Headship (NPQH) or other relevant qualification		Yes
Evidence of substantial recent and relevant continuing professional development	Yes	
Experience as Headteacher, Deputy/Assistant/Acting Headteacher or equivalent leadership role	Yes	
Experience of leading whole school initiatives, managing and motivating staff accordingly	Yes	
Successful and varied teaching experience	Yes	
Experience of assessing, recognising and embedding high quality teaching and learning	Yes	
Experience of working with children across EYFS, KS1 and KS2		Yes
Experience of teaching in more than one school		Yes
Experience of teaching in a Church school		Yes
Experience of managing all or part of the school budget, ensuring robust financial and resource management		Yes
Experience of being a school governor or of attending governing board/committee meetings		Yes
Qualities and knowledge		
Nurtures and develops the Christian faith, values and ethos of our Church of England school	Yes	
An inspiring, motivating and dynamic leader who leads and responds effectively to change and challenge	Yes	
Demonstrates a unifying and inclusive approach to leadership	Yes	
Able to communicate compellingly the school's vision and drive its strategic leadership, empowering all pupils and staff to excel through its delivery	Yes	
Works with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy and global best practice into the school's context	Yes	
Demonstrates excellent interpersonal and communication skills, able to manage and resolve conflict effectively and to have difficult conversations where necessary	Yes	
Confident and capable in public speaking and in leading meetings of all sizes, able to establish rapport with small and large groups alike	Yes	
Leads by example – with unwavering personal and professional integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them	Yes	
Demonstrates optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, members of the Church and the local community	Yes	
Demonstrates a capacity for sustained hard work with drive and energy whilst also being able to cope well with the pressures of the post	Yes	

	Essential	Desirable
Qualities and knowledge continued		
Enjoys interests outside school, able to achieve an appropriate work/life balance for self as well as to value and promote that for staff as part of ensuring own and others' wellbeing	Yes	
Understanding, implementing and monitoring new technologies, their use and impact		Yes
Pupils and staff		
Values each child as an individual and provides a wide range of opportunities for all through a rich and varied curriculum, enhanced by extra-curricular activities and with a focus on pupils' well-being	Yes	
Able to collect and use a rich and holistic set of data, analysing it robustly to understand the strengths and weaknesses of the school, to inform the school's vision and to share best practice	Yes	
Able to create and maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	Yes	
Able to secure excellent teaching for all pupils including SEND, vulnerable and more able pupils, demanding ambitious standards for all and maximising the progress of every pupil	Yes	
Systems and process		
Welcomes strong governance and actively supports the governing board in delivering its functions effectively, in particular its functions to set school strategy and hold the Headteacher to account	Yes	
Able to establish and maintain school systems, organisation and processes that are efficient and fit for purpose	Yes	
Able to establish rigorous, fair and transparent systems and measures for managing staff performance, addressing any under-performance, supporting staff to improve and valuing excellent practice	Yes	
The self-improving school system		
Able to shape an outward-facing school, working with other schools and organisations to champion best practice and secure excellent outcomes for all pupils	Yes	
Able to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils	Yes	
Able to shape the current and future quality of the school's provision through high quality training and sustained professional development for all staff, ensuring succession planning across the school	Yes	
Safeguarding		
Displays commitment to the protection and safeguarding of children and young people	Yes	
Demonstrates up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people	Yes	
Will co-operate and work with relevant agencies to protect children in a safeguarding capacity	Yes	
Has first-hand experience of working with relevant agencies to protect children		Yes

HOW TO APPLY

If you would like to visit us before applying, please contact Richard Peet, our Vice-Chair of the Board of Governors, to make arrangements.

Email: richardpeet@st-maryscofe.essex.sch.uk

If you would like an informal chat about this opportunity, in confidence, please contact our governance adviser, Andrea Morley, at Balance Education Consultancy.

Email: andrea.morley@balanceec.com

Closing date for applications: Midday, Wednesday 23rd January 2019

Selection event: Wednesday 13th February 2019 with a late afternoon tea on Thursday 31st January to meet staff

Please apply online via the Essex Schools Jobs website

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to enhanced DBS and other checks in line with safer recruitment best practice.

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