



St Margaret's C of E Primary School,  
Toppesfield, Essex

Date: March 2019



# Headteacher Information Pack





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School	St Margaret's C of E Primary School, Toppesfield
Telephone	01787 237354
Website	<a href="http://www.st-margaretscofe.essex.sch.uk/">http://www.st-margaretscofe.essex.sch.uk/</a>
School Size	NOR 78
Salary	Group 1: £44,990 — £60,153
Start Date	September 2019

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## Introduction from Governors

Thank you for your interest in the role of Headteacher at St Margaret's C of E Primary School, Toppesfield, situated in Essex's Village of the Year.

As a Governing Body, we would like to share with you an insight to our school.

The size of our school means we know our children well and offer a caring, fulfilling environment. We have an emphasis on meeting individual needs within a supportive and challenging learning environment, where the children feel valued.

We have a strong emphasis on developing the academic skills of our children but not to the exclusion of their creative, physical, emotional and social skills. Our children are confident, independent learners who take an active role in the life of their school and we aim for them to become fully rounded individuals.

Our school vision is based on strong Christian values: Faith, Honesty, Respect, Kindness, Love and Trust. This ensures that we work towards shared goals and aspirations and acknowledges the importance of preparing our children for their future in the wider world.

We have a highly skilled and dedicated team of staff with a common focus on ensuring the utmost safety and well-being of our children as they develop and learn.

Parents play a fully supportive role in helping with their children's education and are committed to the school. St Margaret's is very much part of the local community and it also has an active Governing Body which works closely with the school to make this a special place to learn. Indeed, we are lucky to be situated within Essex Village of The Year and to benefit from the genuine sense of community recognised by this award.

Everyone at St Margaret's plays a key role in making our school unique; creating a warm, friendly family environment which enables our children to enjoy their time with us.

Our new Headteacher should be dynamic and aspirational with strong communication skills and will ensure the success and progression of our pupils as the school continues to move forward from Good to Outstanding status.



## Letter from Chair of Governors

Dear Prospective Applicant,

The Governors and I wish to thank you for your interest in the Headteacher's post at St Margaret's C of E Primary School, Toppesfield.

This prospectus together with the school website shares our vision, values and provides a level of insight into how we operate. However we would warmly invite you visit to our village school and see for yourself first hand.

Our current Headteacher has chosen to take a sabbatical from teaching; planning to spend quality time with her family, whilst deepening her affection for writing. This provides a fantastic opening for someone with vision, energy and leadership skills to continue to shape the future of our Church school and to progress along our journey from Good to Outstanding.

As a small village school the views of our children, families and small team of staff are key to our success. There is an excellent relationship between the Staff and Governors and we work collaboratively within a Christian ethos that makes children the focus of our values: Faith, Honesty, Respect, Kindness, Love and Trust

I would be delighted to hear from you if you feel can be our new inspirational leader.

Regards

**Helen Kent-Jackson**  
**Chair of Governors**



## Key Facts About Our School



St Margaret's School	
Type of school	Primary, Church of England Voluntary Controlled
Age Range	Reception (4/5 year olds) to Year 6 (10/11 year olds)
Number Pupils	78
Number of classes	4
Number of SEND Children	6
Number Pupil Premium Children	15
Teaching staff	4 full time teachers 1 Part time SENCO teacher
Clubs	Lunchtime school clubs range from Arts & Crafts through to Music and Board Games
Consortium membership	Colne Valley Consortium (CVC)
Feeder Schools	Natural catchment for Hedingham School and Stour Valley School (Clare)
Governing Body	Chair, Vice Chair, Headteacher, Foundation (1), Local Authority (1), Community (3), Foundation Ex- Officio (1), Parents (4) Staff (1) plus our Clerk (not all positions currently filled)

## Our Christian Values and School Vision



Our school vision is based on strong Christian values: Faith, Honesty, Respect, Kindness, Love and Trust. We strive to be:

- ◆ A vibrant, forward-thinking school committed to the fulfilment of each pupil through personal achievement, preparation and motivation for future development.
- ◆ Alive to the Christian, family and Community values which are part of our heritage.

### School Vision:

At St Margaret's C of E Primary school we develop **wisdom** by providing a **challenging** and **rich** curriculum; we encourage **aspiration** by rewarding **resilience**, **hope** and **ambition**; promoting **dignity** so that our children are **healthy**, **respectful**, **joyful** and **trustworthy**, enabling them to give back to their **community** and celebrate life to in all its fullness

## A Note from Our Children



Whilst of course our children are sad to be losing our current Headteacher, Mrs Thomas, they are also excited about telling us what they would like to see in a new Headteacher. We had fun working with the children to capture the key qualities:

Tidy, smart	Honest
Welcoming, loving	Shares our values
Playful at break	Generous
Trustworthy	Loyal
Helps sorts problem	Caring
Polite	Cheerful
Good manners	Awesome
Magical	Knowledgeable
Fun	Not shouty
Kind	Chilled out
Caring	Clever
	Stay forever!

## A Note from Our Staff

To support our search we have asked all of our staff to articulate the qualities that they would love to see in the new Headteacher; here are their thoughts:

Supportive, team player

Role model, loyal

Understanding

Funny

Continuity

Good appetite (we think this might be something that the cook has highlighted!)

Good communicator

Gets the best out of the children

Kind

Fair

Positive

Considerate





## Job Description

### GENERAL FUNCTIONS

To be responsible for the internal organisation, management and control of the school. In carrying out his/her duties, a Headteacher shall consult, where this is appropriate, with the Authority, the Governing Body, the Church, the staff of the school and the parents of its pupils.

### PROFESSIONAL DUTIES

The professional duties of a Headteacher shall include:

#### **School Aims**

- ◆ Formulating the overall aims and objectives of the school and policies for their implementation.
- ◆ Appointment of staff.
- ◆ Participating in the selection and appointment of the teaching and non-teaching staff of the school.
- ◆ Management of staff.
- ◆ Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them.
- ◆ Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- ◆ Enabling advanced skills teachers to fulfil their outreach duties.
- ◆ Reporting to the Chair of Governors annually on the professional development of all teachers at the school.
- ◆ Liaison with staff unions and associations.
- ◆ Fosters connections with local Community and Church.
- ◆ Maintaining relationships with organisations representing teachers and other persons on the staff of the school.

#### **Curriculum**

- ◆ Determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

#### **Review**

- ◆ Keeping under review the work and organisation of the school.

## Job Description

### ***Standards of teaching and learning***

- ♦ Evaluating the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained.

### ***Performance management, training, development and induction of staff***

- ♦ Supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school.
- ♦ Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the maintaining Authority and Governing Body.

### ***Threshold/advanced skills teacher assessment***

- ♦ Contributing as required to the assessment of threshold and advanced skills teacher standards.

### ***Management information***

- ♦ Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

### ***Pupil progress***

- ♦ Ensuring that the progress of pupils at the school is monitored and recorded.

### ***Pastoral care***

- ♦ Determining and ensuring the implementation of a policy for the pastoral care of the pupils.

### ***Discipline***

- ♦ Ensuring the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present on the school premises.

### ***Relations with parents***

- ♦ Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.

### ***Relations with other bodies, in particular the Church and Diocese***

- ♦ Promoting effective relationships with persons & bodies outside the school.

## Job Description

### ***Relations with the Governing Body***

- ◆ Advising and assisting the Governing Body of the school in the exercise of their functions.

### ***Relations with the Authority***

- ◆ Providing for liaison and co-operation with the officers of the maintaining authority, making such reports to the authority in connection with the discharge of his/her functions as they may properly require, either on a regular basis or from time to time.

### ***Relations with other educational establishments***

- ◆ Maintaining liaison with other schools, including pre-school and further education establishments with which the school has a relationship,

### ***Resources***

- ◆ Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Headteacher.

### ***Premises***

- ◆ Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

### ***Absence***

- ◆ Arranging for a deputy Headteacher or other suitable person to assume responsibility for the discharge of his/her functions as Headteacher at any time when he/she is absent from the school.

### ***Teaching***

- ◆ Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers.

***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.***

## Person Specification

We will base the selection process on these criteria. At each stage of the process, we will assess the merits of each applicant to determine how far the criteria have been met.

	Requirement	Essential	Desirable
<b>1</b>	<b>Qualifications and training</b>		
	DfE qualified teacher status.	Yes	
	NPQH and/or further post graduate study		Yes
	A record of other training relevant to leadership		Yes
<b>2</b>	<b>Successful Experience</b>		
	Of developing a strategic view for the future needs and development of the school	Yes	
	At least two years relevant, varied experience at a senior level in a similar school		Yes
	Of being innovative and finding creative solutions to communicate a vision to inspire and motivate all stakeholders	Yes	
	Of working in partnership with a range of stakeholders and other agencies for example Local Authority, CVC, local schools to improve the academic and social outcomes for all pupils and bring best practice back to our setting		Yes
	Of securing and sustaining effective teaching and learning and its monitoring and evaluation throughout the school.	Yes	
	Teaching experience across all three primary key stages		Yes
	Raising the academic and personal achievement of all pupils	Yes	

## Person Specification (continued)

	Requirement	Essential	Desirable
<b>3</b>	<b>Key skills and personal attributes</b>		
	To use appropriate leadership styles in different situations, to initiate, inspire, lead and manage people to work effectively towards common goals	Yes	
	To demonstrate an ability to use, analyse and interpret data and as a result make decisions and set challenging targets.		Yes
	Excellent interpersonal skills to communicate clearly and effectively using a range of methods, as appropriate, to a variety of audiences.	Yes	
	Evidence of further education training; including leadership training.		Yes
	An ability to identify and promote excellence and challenge poor performance across the school	Yes	
	To demonstrate a commitment to continuing CPD for oneself and the school community	Yes	
<b>4</b>	<b>Knowledge and understanding of</b>		
	Current educational developments, curriculum issues and legislative changes and their implication for the school.	Yes	
	The nature and needs of pupils and communities in a small, rural village C of E school		Yes
	Understanding of safeguarding procedures and ability to promote and safeguard the welfare of pupils.	Yes	
	The role of Governors in the leadership of the school to develop and maintain the school's vision.		Yes

## Person Specification (continued)

	Requirement	Essential	Desirable
<b>4</b>	<b>Knowledge and understanding of (cont)</b>		
	Strategies for promoting pupil's spiritual, moral, social, and cultural development and to foster respect for the diversity of the school's community	Yes	
	The promotion of community education and parental and community involvement in order to raise levels of achievement		Yes
	Effective procedures to ensure good behaviour and discipline in the school with the co-operation of all staff.	Yes	
	The principles and methods of assessment and effective record keeping and their use to promote the educational, personal development and progression of the pupils.	Yes	
	Health and safety, premises and personnel procedures related to the management of a school	Yes	
	Effective quality assurance approaches, including staff appraisal and development to secure accountability and improve performance.	Yes	
	The use of strategies for raising pupil achievement and the value of target setting	Yes	
	The role of Digital Learning in effective administration, management and teaching and learning.	Yes	

*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.*

## How to Apply

If you would like to visit the school prior to submitting your application, please contact our Chair of the Governing Body, Helen Kent-Jackson, via email to make arrangements:

Email: [Helen.kent-jackson@st-margaretscofe.essex.sch.uk](mailto:Helen.kent-jackson@st-margaretscofe.essex.sch.uk)

**Closing date for applications:** Midday - Friday 22nd March 2019

**Selection event:** Thursday 4th April 2019

We ask you to please apply online through the Essex school jobs website:

<http://www.essexschoolsjobs.co.uk/>

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