



Sir William Fitzralph 1323

Essex County Council

St. John the Baptist

Church of England Voluntary Aided
Primary School, Pebmarsh

Appointment of Headteacher	
Telephone:	01787 269300
Website:	stjohnthebaptist.pebmarsh.com
School size:	Group Size 1
Number On Roll:	79
Salary Range:	L6 to L12
Start Date:	1 st September 2020
Contract Type:	Permanent

Selection Arrangements - The Process

Thank you for your interest in the Pebmarsh Primary School Headteacher post. Please apply for this post on-line through <http://www.essexschoolsjobs.co.uk/>, or alternatively direct to the school office by sending an email to admin@st-john.essex.sch.uk. If you have any questions please contact the school office during school hours on 01787 269300.

Prior to appointment, the successful candidate will be sent an SD2 – criminal convictions form, childcare disqualification form and medical self- declaration which they will need to complete and return to this office.

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

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Pebmarsh, Halstead, Essex CO9 2NH
Headteacher: Mrs. Karen De Pietro
Telephone: 01787 269300
Facsimile: 01787 269074
Email: admin@st-john.essex.sch.uk

References

References will be requested from all candidates who are shortlisted for the role. In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school;
 - One reference from the Local Authority;
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.



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Dear Applicant,

I am very pleased you are applying for the Headship at Pebmarsh. As the Chair of the Governing Body I look forward to receiving your application and meeting you in person. I hope this short letter will give you a feeling for the ethos of our school and encourage you to come and join in.

St John the Baptist CEVA Primary School is a very popular small school in an amazing rural position. Our smallness is our distinct advantage. We pride ourselves on knowing all our children and valuing their individual strengths to the maximum. The ethos of our school is based on a family atmosphere. Our children are always praised by visitors for the warmth of their welcome, their confidence and friendliness.

We are a Forest School, making use of excellent woodland nearby plus we have lovely outdoor facilities at our school. Every year there is at least one residential trip which our older children love.

Ofsted 2017:

"This school continues to be good... It is a vibrant, colourful place with a welcoming community atmosphere."

Our Vision Statement:

"It is our role to help every child feel equal, valued and special, by providing a safe, spiritual and caring environment for pupils to be themselves. We applaud effort, resolution and commitment to try their hardest, be proud of their individual successes, and foster a positive caring attitude to all life. We have the key to make learning fun and unlock a child's curiosity, courage and desire to take risks in order to achieve their full potential in life! To inspire and challenge them to experience adventure, innovation and creativity in addition to the National Curriculum. At St John the Baptist primary school we strive to give our pupils the strength and confidence to become life-long learners and independent thinkers, and to make their own personal contribution to our rapidly changing society."

We want you to help us deliver this vision, by adding your own creativity and leadership to our excellent school while developing your career at the same time.

Yours sincerely,

John Watts

Chair of the Governing Body

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Pebmarsh, Halstead, Essex CO9 2NH

Headteacher: Mrs. Karen De Pietro

Telephone: 01787 269300

Facsimile: 01787 269074

Email: admin@st-john.essex.sch.uk

JOB DESCRIPTION - HEADTEACHER

Purpose of job: To provide inspirational and responsible leadership for the school to ensure continuous improvement and a school of exceptional quality

Responsible to: The Governing Body

Responsible for: The management of the school, its resources, staff and pupils

Employment duties: To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document

Leading Learning and Teaching

- Lead and motivate staff and pupils by developing and sustaining good working relationships, and concern for individual needs and equal opportunities
- Be a role model as an outstanding teacher, demonstrating enthusiasm, support and commitment to the learning process; articulate high expectations; set challenging targets for the whole school community; celebrate success
- 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
- Provide a coherent, understandable and accurate account of the school's performance to staff, governors, parents/carers and local community
- Initiate and support research and debate about effective learning and teaching, and develop relevant strategies for improving performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement using data, benchmarking and feedback to monitor progress in every pupil's learning
- Secure high standards of behaviour and attendance
- 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.

Driving School Improvement

- Work closely with the governing body and others to ensure that the school vision and strategic plan are effective and pertinent to the school's Christian values
- Work to create a shared culture and positive climate
- Promote creativity and innovation to achieve excellence in all areas of school life
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large

Working with Others

- Develop a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Celebrate achievement of individuals and teams, and accept responsibility for outcomes
- Deliver continuous professional development across the staff team, being mindful of appropriate work/life balance
- Promote excellent communication and relationships with parents/carers
- Develop and maintain a decision-making structure; provide opportunities for staff participation
- Liaise with the local community and church
- Build school culture and curriculum to take account of the school's Christian ethos as well as the richness and diverseness of the school's community

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- Collaborate and share effective practice; work in partnership with other schools and promote worthwhile innovation and collaboration
- Collaborate with appropriate professional agencies to provide for the academic, spiritual, emotional and cultural well-being of pupils and their families
- Seek opportunities to invite parents/carers, community figures, businesses and other organisations into the school to enhance and enrich the school
- Create an inclusive environment: welcome and support all pupils with physical or learning challenges; promote positive strategies for challenging racial and other prejudice

Managing the Organisation

- Create an organisation structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear evidence-based improvement plans
- Manage the school's financial and human resources in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities
- Manage, recruit, retain and deploy staff appropriately to achieve the goals of the school
- Develop and maintain effective strategies for staff induction
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation in keeping with performance management review timelines; have individual plans and access to training appropriate to their needs and those of the school
- Manage and organise the school environment efficiently and effectively
- Promote successful involvement of all school governors and work effectively with them
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.
- Arranging for a 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.

Securing Accountability

- Fulfil commitments arising from contractual accountability to the Governing Body
- Work closely with the school community and Governing Body to secure school improvement priorities
- Prepare for OFSTED and SIAMS (Statutory Inspection of Anglican and Methodist Schools) Inspections and use their outcomes combined with school self-review to plan for improvement

Safeguarding Children

- Collaborate with governors and relevant agencies to protect pupils and members of the school community
- Form and maintain appropriate relationships with pupils both in and out of the classroom
- Be committed to safeguarding and promote the welfare of pupils to ensure all staff and volunteers share this commitment

This job description reflects the current position and may be reviewed and amended with the post holder, at least once a year

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Person Specification

Requirement	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Ability to inspire children • Place the highest priority on the wellbeing, development and achievement of learners • Strong interpersonal and communication skills • Robust under pressure yet sensitive to people's needs • Adaptable and flexible "hands on" approach • Desire to promote respect between children, staff, parents, governors, church & community • Support the Christian ethos of the school and links with the church • A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to recognise and utilise staff strengths • Ability to build, support, motivate and work as part of a high performing team 	
Qualification	<ul style="list-style-type: none"> • Appropriate academic and professional qualifications • Evidence of appropriate and continuing professional development 	<ul style="list-style-type: none"> • NPQH or similar
Experience	<ul style="list-style-type: none"> • Experience across the primary age range • Proven record of successful classroom teaching • Proven record of successful experience in a senior school management position. • Competent ICT skills and knowledge • Knowledge and understanding of child protection and safeguarding. • Experience of liaising with external agencies • Experience of Ofsted inspections. 	<ul style="list-style-type: none"> • Experience of Early Years Foundation Stage & EYFS Assessment procedures • Effective liaison with external agencies • Knowledge of role of SENCO • Knowledge of administering SATs
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills • A clear vision of excellence in education • A proven ability to raise educational standards and a commitment to high standards of achievement • Understanding of school improvement planning and subsequent budget planning 	<ul style="list-style-type: none"> • Experience of project management and dealing with finance and premises issues • An up to date knowledge of all aspects of child protection procedures.

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	<ul style="list-style-type: none"> • Understanding of the strategic role of the Governing Body and ability to work effectively with Governors • A clear vision for enriching the school's distinctive Christian ethos • Delegation skills • Evidence of good working relationships with parents and the wider school community • Experience of Performance Management of both teaching and support staff • Commitment to the continuing professional development of all staff • Demonstrable experience of leading by example and inspire others to achieve positive results • Sensitive initiation and management of change in pursuit of strategic objectives • A commitment to the protection and safeguarding of young people. • A commitment to all aspects of Health & Safety 	<ul style="list-style-type: none"> • Knowledge of current Health & Safety procedures.
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Demonstrable knowledge of current curricular and educational issues/relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • An understanding of consistent approaches to behaviour management • Clear understanding of what is effective teaching and learning • A high regard for the personal achievement of each child 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning

Recruitment and Selection Policy Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This School recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The School will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The School will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The School will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The School will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the School.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure.
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS (unless properly exempted)
 - the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

* In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The School will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

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6. The School will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.
7. The School requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the School, in writing of the offence and penalty.
8. All posts within the School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of the School's Recruitment Procedure is available from the school upon request.

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