



St Mary's Church of England Primary School, Stansted



'Learning together we care, share and prepare'

Headteacher Recruitment 2020 – Information
for candidates



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Selection Arrangements

Appointment of Headteacher

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| School | St Mary's CE Foundation Primary School |
| Telephone | 01279 812212 |
| Website | www.stmarysstansted.co.uk |
| School Group Size | Group 2 NOR 291 |
| Salary Range | L17 - L21 |
| Start Date | 01 April 2021 |

Selection Arrangements - The Process

Thank you for your interest in the St Mary's Church of England Foundation Primary School Headteacher post.

Following feedback from colleagues and previous candidates, who have told us that using the Essex schools' website to apply for posts that they are interested in is easy and fast, we would encourage you to apply for this post online. You can access the website from any computer, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online the Schools Recruitment Team will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.

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.

We look forward to receiving your application; please do not hesitate to contact us on 03330139835 if you have any queries.



Closing date: Monday 02 November 2020 (by 12 noon)

Shortlisting: Monday 09 November 2020

Interview date: Tuesday 17 November 2020

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.

Referees

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.





St Mary's CE (Foundation) Primary School

Learning together we care share and prepare

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Email: admin@st-marys-stansted.essex.sch.uk

Website: www.stmarysstansted.co.uk

January 2020

Dear Prospective Applicant

Thank you very much for your interest in the role of Headteacher at St Mary's C/E Primary School. We hope that this application pack gives you all the information you need about both our school and the position.

St Mary's is the largest of three primary schools in the growing village of Stansted Mountfitchet, with a one and a half form entry. We currently have about 300 pupils and our 11 classes are a mixture of single and mixed year groups. Although we are also the oldest school in Stansted, having been founded in 1835, our beautiful building is just seven years old and provides a superb learning environment for our pupils.

Governors and staff are united in their aim to move St Mary's from "Requires Improvement" (Ofsted, May 2018) to a secure "Good". The inspection found real strengths, including Early Years provision, behaviour and safeguarding. Whilst maintaining and building on the positives, we are working hard together to develop standards throughout the school to ensure that every pupil receives the very best education.

St Mary's is committed to providing a broad, balanced and creative curriculum and is continuing to do so, whilst also working to ensure that all pupils catch up following the partial closure of the school during the Covid-19 crisis. Sport and music are also hugely important and we are very proud of our successes here.

We are, of course, a Church of England school, with close links to St John's Church in the village. Pupils, parents, staff and all stakeholders value our Christian distinctiveness and our ethos of care, respect and consideration for all.

Essex County Council and the Diocese are both working closely with us on our journey towards Good and we also have a successful partnership with a small group of local schools, sharing best practice and training opportunities.

Stansted Mountfitchet is a large, thriving village in a lovely part of North West Essex, with excellent transport links. It is close to the M11 and has its own railway station on the



London Liverpool Street to Cambridge line. St Mary's is set within the new Forest Hall Park housing estate, to the south of the village.

This is a very exciting time for our school. The governors are looking to appoint an innovative Headteacher who shares our vision and who will work with all our stakeholders and the wider community to lead and develop St Mary's so that it fulfils its potential for excellence.

You will understand that arranging any visits to the school is challenging at the moment. However, we are able to offer you an after-school visit with a governor, which will give you some feel for the school. We will also be happy to share with you our virtual 3D tour of the school, featuring some of our pupils, which we have created to replace the traditional open mornings for prospective pupils and parents.

Yours sincerely

Tracey Harrison

Jo Culhane

Tracey Harrison and Jo Culhane

Co-chairs of Governors





Job Description

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 governors of the school

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

Shaping the Future

- 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 which are at the heart of the school
- Work within the school community to produce agreed objectives and operational plans which will promote and sustain continuous school improvement and team ownership
- 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

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
- 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
- Determine, organise and implement a diverse, flexible curriculum; implement an effective assessment framework



- 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

Developing Self and 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
- Regularly review own practice, set personal targets and take responsibility for own performance management and continuing professional development; manage own workload and that of others to allow appropriate work/life balance
- 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
- Develop and maintain effective strategies for staff induction
- Develop and maintain a decision-making structure; provide opportunities for staff participation
- Liaise with officers of the Chelmsford Diocese and maintain links with St. John's Church and clergy

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 for the development of the school
- 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
- Manage and organise the school environment efficiently and effectively
- Promote successful involvement of all school governors and work effectively with them

Securing Accountability

- Fulfil commitments arising from contractual accountability to the Governing Body
- Engage the school community in systematic self-evaluation; work closely with the Governing Body to secure school improvement priorities
- Promote excellent communication and relationships with parents/carers
- 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

Strengthening Community

- 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



- Collaborate and share effective practice; work in partnership with other schools and promote worthwhile innovation
- Collaborate with appropriate 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

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.





Person Specification

| Requirement | Essential | Desirable |
|---------------------------|--|---|
| Qualification | <ul style="list-style-type: none">• Appropriate academic and professional qualifications• If NPQH is not held alternative suitable academic and professional qualifications• Evidence of appropriate and continuing professional development | <ul style="list-style-type: none">• NPQH |
| 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 | <ul style="list-style-type: none">• Experience of liaising with external agencies |
| Leadership and Management | <ul style="list-style-type: none">• A clear vision for enriching the school's distinctive Christian ethos• 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• Understanding of the strategic role of the Governing Body and ability to work effectively with Governors• 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 | <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.• Knowledge of current Health & Safety procedures. |



| | | |
|--|---|---|
| | <ul style="list-style-type: none">• 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 | |
| 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 |
| Personal Qualities | <ul style="list-style-type: none">• Strong interpersonal and communication skills• Adaptable and flexible approach• Promotion of respect between children, staff, parents and governors• Personal and professional integrity, including modelling Christian values and vision• Leadership of the spiritual development of all in the school community• Willingness and conviction to lead school worship• A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines• Recognition of and maximisation of staff strengths• Building, supporting, motivation and working as part of a high performing team• Inspiration to children | |



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.
- 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.

