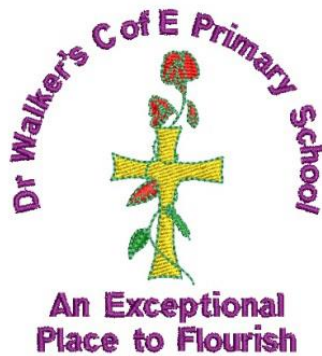


Dr Walker's Church of England Primary School, Fyfield



Appointment of Headteacher Information for Candidates July 2020



The Church of England
in Essex and East London
Diocese of Chelmsford



Essex County Council



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Selection Arrangements

School	Dr Walker's CofE Primary School
Telephone	01277 899298
Website	www.fyfielddrwalkersprimary.co.uk
School Group Size	Group 1 - NOR:96
Salary Range	£49,940 - £57,714
Start Date	1st January 2021

Selection Arrangements - The Process

Thank you for your interest in the Dr Walker's CofE 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 on-line. 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 Occupational Health questionnaire, SD2 criminal convictions form and a childcare disqualification form 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: Friday 11 September 2020
Interview date: Tuesday 29 September 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 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.

DR WALKER'S C of E PRIMARY SCHOOL

Walker Avenue

Fyfield

Essex CM5 0RG

Telephone: 01277 899298

www.fyfielddrwalkersprimary.co.uk



July 2020

Dear Candidate,

On behalf of the Governors, I would like to thank you for the interest you have shown in the position of Headteacher at Dr Walker's Church of England Primary School. I hope that you will find our person specification and website useful in finding out more about the post and the school.

The Governors are keen to appoint someone who has the vision to lead the staff and children in developing a school where children are happy, valued, engaged with their learning and able to achieve their full potential. The new leader will continue to build on the good foundations recognised by our Good Ofsted awarded in July 2019. We are very proud of our school and the findings of Ofsted. The successful candidate will therefore assume leadership in a climate highly conducive to moving us forward on our aspirational journey to be an Outstanding school.

We place great value on the quality of teaching, learning and assessment throughout the school and aim for the highest quality in all that we do but we also recognise the importance of educating the whole child so that our children are equipped to manage their own lives and to take their place as members of society. We aim to provide a stimulating, creative curriculum that encourages independence and aspirations.

Ours is a caring and friendly school with strong Christian values, we want to provide the best learning environment and opportunities for our children to thrive. Our children are happy and hardworking, they enjoy coming to school and being part of the Dr Walker's family. We aim to nurture a successful partnership between home, school and our community in order for us all to flourish. Our school's Christian ethos enables us to build a strong foundation developing the whole child in a manner consistent with Christian belief and teaching. Our current vision statement was created with all the stakeholders including the children. We are a happy caring school where Christian values underpin daily life. At Dr Walker's we develop respect and responsibility, build perseverance and creativity, combine Christian values with courage and compassion for us all to become successful British citizens.

We are aware that it is often difficult to get the feel of a school simply from the information in this pack and on our website and so if you are interested in applying I would strongly encourage you to arrange a visit to the School at your earliest opportunity, to meet us, our children and staff. I am sure this will help you in the preparation of your application. Thank you for your interest in this position and I look forward very much to hearing from you.

Yours sincerely,

Elizabeth Bennett

Elizabeth Bennett

Chair of Governors at Dr Walker's C of E Primary School

Job Description

Core Purpose

The Headteacher will actively support, maintain and develop the Christian ethos of the School.

The Headteacher will be responsible for the internal organisation, management and control of the School in accordance with applicable legislation, the policies of the governing body (including its annual budget) and the instrument and articles of governance of the School.

The Headteacher, working with the governing body, senior leadership team, staff and children, will provide overall strategic leadership for the School. The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the School
- develop, implement and evaluate the School's policies, practices and procedures
- lead and manage teaching and learning throughout the School
- ensure accurate School self-evaluation to inform School improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the School.

The job description should be read in conjunction with the contractual requirements and responsibilities of headteachers set out in the School Teachers' Pay and Conditions Document.

Principal Accountabilities:

Safeguarding

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures
- Sharing information with other professionals
- Take responsibility as the designated professional lead for Safeguarding
- Operating safe recruitment practices

- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

Qualities and Knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the School's vision, ably translating local and national policy into the School's context.
6. Communicate compellingly the School's vision and Christian ethos, and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

7. Lead and manage 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.

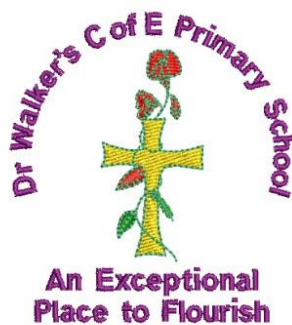
Systems and Process

1. Ensure that the School's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in School and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set School strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the School's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
7. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
8. Consult and communicate with the governing body, staff, pupils, parents and carers.
9. Lead and manage/be responsible for safeguarding and promoting the welfare of children.

The Self-Improving School System

1. Create outward-facing schools which collaborate with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Continue to develop and improve systems and processes to monitor and evaluate the work of the school in securing the highest standards of achievement and progress for all. This includes evaluation of the effectiveness of the school as a church school.
5. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
6. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
7. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
8. Participate in arrangements for their own further training and professional development and appraisal and review of own performance.



Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> If NPQH is not held alternative suitable academic and professional qualifications Evidence of 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 successfully leading the planning of teaching taking account of each pupil's existing knowledge Experience of raising and maintaining educational standards Proven record of successful classroom teaching Proven record of successful experience as a Headteacher, Deputy Headteacher or senior leader Competent ICT skills and knowledge 	<ul style="list-style-type: none"> Experienced in supporting the development of the environment of a Christian school Experience of single plan/action plan in driving improvement Experience of liaising with external agencies, educational support organisations and school partnerships
Leadership and Management	<ul style="list-style-type: none"> A commitment to the protection and safeguarding of all members of the school community Ability to lead by providing leadership based on Christian principles, upholding Christian values and, by example, inspiring others to achieve positive results Proven leadership and management skills A clear personal spiritual vision of excellence in education A proven ability to assess and raise standards of educational outcomes Ability to monitor and improve standards of attendance 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 Ability to engage with and bring within the school the wider community of the Church Ability to delegate, monitor, evaluate outcomes and take corrective action Ability to achieve good working relationships with parents and the wider school community Experience of Performance Management of both teaching and support staff including managing under performance Commitment to the continuing professional development of all staff 	<ul style="list-style-type: none"> Experience of /involvement in implementing a school improvement plan and achieving a result of "Outstanding".

	<ul style="list-style-type: none"> • Ability to initiate, manage and deliver change sensitively in pursuit of strategic objectives • An ability to oversee the management of the buildings, grounds and equipment of the school so as to provide best educational opportunities • An ability to oversee the management of the school's budget and value-for-money spending • Knowledge of current Health and Safety Regulations 	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation including British Values and spiritual, moral, social and cultural education • Clear knowledge and understanding of assessment and monitoring procedures and ability to ensure implementation of these by staff • Commitment to inclusion and equality of access to educational provision for all children including SEND provision • An ability to apply and engender consistent approaches to behaviour, promotion of good conduct and positive attitudes to learning • A positive drive to achieve and sustain consistently high levels of attendance • Clear understanding and achievement of effective teaching and learning • A recognition of the needs of Early Years and the importance of pupils' understanding of technology • A high regard for the personal achievement of each child in independence, social skills, pride, quality of work, diligence 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning
Personal Qualities	<ul style="list-style-type: none"> • A dedicated, dynamic and inspirational Leader • Strong interpersonal and communication skills • An approach that develops respect and responsibility, builds perseverance and creativity combining Christian values and courage with compassion for all to become successful British Citizens. • 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 • Ability to excite, inspire and motivate children in a Christian setting 	

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.