



St Andrew's CE Primary School

Appointment of Headteacher

Information for Candidates

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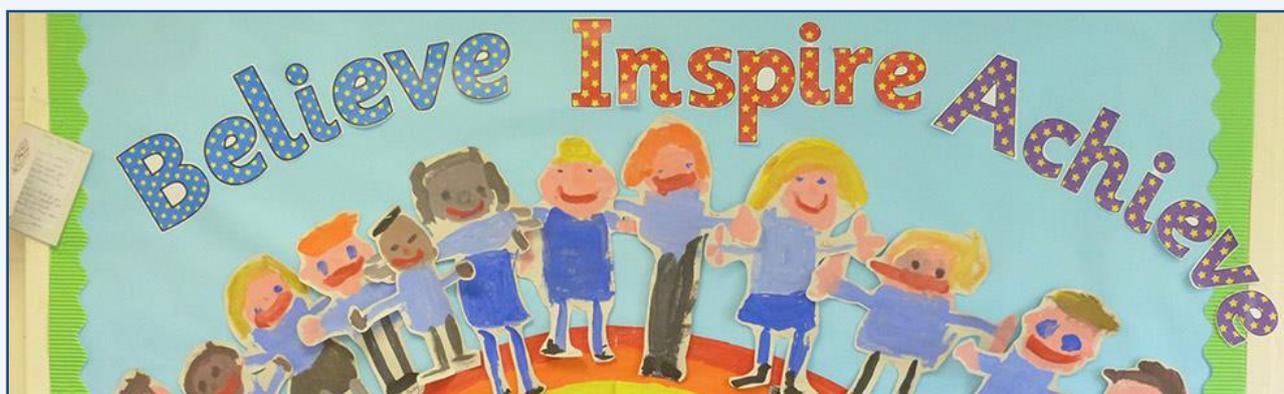


Essex County Council



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Appointment of Headteacher

School	St Andrew's CE Primary School
Telephone	01992 522283
Website	www.st-andrews-northweald.essex.sch.uk
School Group Size	Group 2 NOR 300
Salary Range	L13- L19
Start Date	01 January 2021

Selection Arrangements - The Process

Thank you for your interest in the St Andrew's CE 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 medical self-assessment form, a childcare disqualification form and an SD2 criminal convictions 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 on 03330130777 if you have any queries.

Closing date: Friday 31 July 2020 midday
Shortlisting: Friday 04 September 2020
Interview date: w/c 21 September 2020 to be confirmed

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.





**St Andrews C of E Voluntary Aided Primary School,
School Green Lane,
North Weald,
Epping,
Essex.
CM16 6EH
Tel: 01992 522283**

Dear Applicant

On behalf of the Governors I would like to thank you for the interest you have shown in responding to our advertisement for the position of Headteacher at St Andrew's C of E Primary School.

St Andrew's is situated in the village of North Weald surrounded by extensive grounds, bounded on three sides by playing fields and farmland. It is within easy reach of the M11, Junction 7, giving rapid access to the M25, London, and other parts of the country.

The school is a Church Foundation and began as a result of bequests made by Simon Thorogood and Day Spranger in 1635. It was established in 1678. The present school was built in 1955, with later additions in 1988 and 1999. The school acquired Grant Maintained Status in January 1994. When the Status of all schools changed in September 1999, the school became Voluntary Aided.

Our school expanded further in September 2016 to admit 60 children into our Reception Class each year; this expansion was based on the need from the Local Authority. There are currently 300 children on roll, together with a small Pre-school that admits 16 children. The school has 14 classrooms, a library, small teaching rooms, a large hall and an outdoor swimming pool.

Children come to our school mainly from the village of North Weald, with some travelling from Epping and the surrounding villages. Our village has an active Neighbourhood Plan¹ that is seeking to influence development of the surrounding area and the current head and Governors are well represented within this planning group.

At St Andrew's we are very proud of our Christian ethos and have strong links to the Ministry Team in Epping and local parishes who regularly support our daily acts of worship. We are an inclusive school and strive to ensure that everyone in the school community is given the opportunity to be the best they can be.

Our last Ofsted inspection², in January 2018 and SIAMS inspection in 2016³, judged our school as Good in all areas. We are looking for a Headteacher who will be keen to develop their skills and support our school in its journey to Outstanding. The right person will have the exciting opportunity to make a significant impact on moving our school forward as we expand.

¹ <https://northwealdbassetplan.org>

² <https://reports.ofsted.gov.uk/provider/21/115281>

³ <https://www.st-andrews-northweald.essex.sch.uk/docs/St%20Andrew%27s%20North%20Weald%20SIAMS%20final2016.pdf>



Class teachers are supported by a very experienced team of Teaching Assistants who also take on additional responsibilities within the school. We have a very experienced Special Needs Team which includes a non-teaching SENCO and two staff trained as Learning Mentors, who provide invaluable support for our children. We have a strong musical tradition and are keen to provide as many sporting opportunities for our pupils as possible which are included in our wide range of both externally facilitated and Staff-led before and after school clubs. We provide wrap around care for our children with a popular Breakfast Club and an externally run After-School Club. We also have an efficient and dedicated team of administrative staff and a strong, supportive Governing Body. In school, we have a pupil-led Circle of Friends who meet regularly to provide observations and input into securing a strong Pupil Voice. Outside of the school there is a very effective Parent-Teacher Association; the Friends of St Andrews (FOStAS) who raise funds to support our children's experience in school and organise events for children and adults to enrich our community.

We have an excellent relationship with local partner Primary Schools through our membership of Epping Forest School led Improvement Partnership and work closely with St John's CE Secondary School in Epping to which most of our Pupils transfer.

Ours is a caring and friendly school. There is a very full programme of events through the year which make our School special, enjoyed by all.

We are aware that it is often difficult to get the feel of a school/area simply from the information in the pack. We would, therefore, positively encourage you to contact our office⁴ to arrange a visit and a walk around our school. Such a visit will allow you to begin to understand the ethos of the school and I am sure will help you in the preparation of your application. There is also a wealth of information available on our website⁵ about the school and its ethos and approach.

I hope that you will decide to apply, and if this is the case, please include with your completed application form your supporting statement, which should relate closely to the personal specification. Please note that it is our intent to hold the interview day for candidates who are successful on the 04 September 2020.

We look forward to receiving your application and thank you once again for your interest.

Yours faithfully,

Toby Anscombe

Toby Anscombe
Chair of Governors

⁴ office@st-andrews-northweald.essex.sch.uk or telephone 01992 522283

⁵ <https://www.st-andrews-northweald.essex.sch.uk/index.asp>



Headteacher Job Description

Job Purpose

To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategy.

General Functions

To be responsible for the internal organisation, management and control of the school. In carrying out his/her duties, a Head teacher shall consult, where this is appropriate, with the Authority, the Governing Body, the Staff of the School and the Parents of its Pupils.

Professional Duties

The professional duties of a Head teacher shall include:

School Aims and Objectives

- Formulate the overall aims and objectives of the school and policies for their implementation.
- Work with Senior Staff and Governors to build an informed effective School Development Plan that is monitored.
- Appointment of staff:
 - Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- Management of staff:
 - Deploy and manage all teaching and non-teaching staff of the school and allocate duties to them.
- Ensure that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Foster the Christian ethos of the School and promote a climate in which diversity is welcomed with all working harmoniously and with mutual respect.
- Report to the Chair of Governors annually on the professional development of all Teachers at the school.
- Report to the Governing Body termly through the Headteacher's Report to Governors and through Governor Curriculum and other Committee Meetings
- Liaise with staff unions and associations.
- Maintain relationships with organisations representing teachers and other persons on the staff of the school.

Curriculum

- Determine, organise and implement an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils. Ensure relevant resources are provided.



Review

- Keep under review the work and organisation of the school.

Standards of teaching and learning

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

Performance management, training, development and induction of staff

- Supervise and participate in arrangements made in accordance with regulations for the appraisal of the performance of Teachers and Non-Teaching Staff in the school.
- Ensure 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.

Upper Pay Threshold Teacher assessment

- Contribute as required to the assessment of threshold teachers' standards.

Management information-References

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

Pupil progress

- Ensure that the progress of pupils of the school is termly and annually monitored and recorded.

Pastoral care

- Determine and ensure the implementation of pastoral care for the pupils.

Discipline

- Ensure 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

- Make 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

- Promote effective relationships with persons and bodies outside the school.

Relations with the Governing Body

- Advise and assist the Governing Body of the school in the exercise of their functions.



Relations with the Authority

- Provide for liaison and co-operation with the Officers of the maintaining authority and Diocese, 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

- Maintain liaison with other schools and further education establishments with which the school has a relationship.

Resources

- Allocate, control and account for those financial and material resources of the school which are under the control of the Head teacher.

Premises

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

Absence

- Arrange for a Deputy Head teacher or other suitable person to assume responsibility for the discharge of his/her functions as head teacher at any time when he/she is absent from the school.

Teaching

- Participate, 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.

Safeguarding

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Ensure all Staff sign the Code of Conduct and are familiar with the Child Protection Policy and guidance.
- Ensure Safeguarding Training for all Staff is kept up to date.



Person Specification

Requirement	Essential	Desirable	Will be assessed By
Qualification	<p>If NPQH is not held alternative suitable academic and professional qualifications</p> <p>DfE recognised Qualified Teacher Status</p> <p>Evidence of commitment to continuing professional development</p>	NPQH	<p>Application</p> <p>Documentary Evidence</p>
Experience	<p>Experience across the primary age range</p> <p>Proven record of successful classroom teaching</p> <p>Proven record of successful experience as a Headteacher or Deputy Headteacher</p> <p>Competent ICT skills and knowledge</p> <p>Experience in embedding Design and Technology or other Creative subjects into the wider curriculum</p> <p>Make informed use of inspection, benchmarking and research findings, and apply good practice from other sectors and organisations</p> <p>An Understanding of the needs of children with high levels of social, emotional and behavioural difficulties and SEND.</p>	<p>Recent Experience in EYFS, KS1 and KS2 education</p> <p>Experience of liaising with external agencies</p>	<p>Application</p> <p>Assessment Activity</p> <p>Interview</p> <p>References</p>
Leadership and Management	<p>Proven leadership and management skills</p> <p>Ability to secure a commitment to a staff-wide vision for the school's future</p> <p>Command credibility and respect through expertise, experience and commitment to professional development of staff</p> <p>A proven ability to raise educational standards and a commitment to high standards of achievement</p> <p>Understanding of school</p>	<p>Hold and articulate clear values and moral purpose, focused on providing an excellent education for the pupils they serve</p> <p>Providing professional direction to the work of others through mentoring and performance management review</p> <p>Ability to compile successful funding</p>	<p>Application</p> <p>Assessment Activity</p> <p>Interview</p> <p>References</p>



	<p>improvement planning and subsequent budget planning</p> <p>The ability to confidently articulate the Christian vision of the school linked to the Church of England's vision, 'Deeply Christian, Serving the Common Good' and the CE document 'Called, Connected, Committed'</p> <p>Ability to delegate, monitor and evaluate information</p> <p>Evidence of good working relationships with parents</p> <p>Experience of Performance Management of both teaching and support staff</p> <p>Ability to lead by example and inspire others to achieve positive results</p> <p>Ability to initiate and manage change sensitively in pursuit of strategic objectives</p> <p>A commitment to the protection and safeguarding of young people and excellent knowledge of current Child Protection Procedures</p>	<p>bids to develop and expand the school's potential</p> <p>Experience of project management and dealing with finance and accommodation issues</p> <p>Evidence of good working in the wider community outside of the school environment</p>	
<p>Knowledge and Skills/Teaching and Learning</p>	<p>Clear understanding of what effective teaching and learning looks like and how it can be realised</p> <p>Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</p> <p>Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</p> <p>Commitment to inclusion and equality of access to educational provision for all children</p> <p>An understanding of consistent and effective approaches to behaviour management</p> <p>A high regard for the personal</p>	<p>Innovative and creative approach to teaching and learning</p> <p>Experience in developing Creative Confidence to promote curiosity and design thinking</p> <p>Experience of using the 6 C's of Education in a primary school curriculum⁶</p> <p>Strong commitment to the creative arts with an emphasis on musicality</p> <p>Experience and/or knowledge of the current inspection</p>	<p>Application Assessment Activity Interview References</p>

⁶ <https://www.michaelfullan.ca/wp-content/uploads/2014/09/Education-Plus-A-Whitepaper-July-2014-1.pdf>



	<p>achievement of each child within and outside of the school</p> <p>Willingness and conviction to lead our Daily Acts of Worship, sharing Christian values and involving Pupils</p> <p>Knowledge of current Health and Safety Regulations</p>	<p>processes for both OFSTED and SIAMS including Deep-Dives and 'Planning With Intent'</p>	
Personal Qualities	<p>A leader who can emulate the Christian ethos of our Church School when working with all stakeholders</p> <p>Strong interpersonal and communication skills</p> <p>Desire to promote respect between children, staff, parents and governors</p> <p>A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</p> <p>Ability to recognise and utilise staff strengths</p> <p>Ability to build, support, motivate and work as part of a high performing team</p> <p>Support the positive well-being of everyone within the school</p> <p>Ability to inspire children to achieve and realise their full potential</p>	<p>Ensure that children are at the centre of the school ethos</p> <p>A practicing Christian</p> <p>Encourage inclusiveness across all aspects of school life</p> <p>Have empathy and understand people</p> <p>Have a growth mindset and treat creativity as a skill that can be learnt</p>	<p>Application</p> <p>Assessment Activity</p> <p>Interview</p> <p>References</p>



For Information:

Pupil-sourced characteristics	<p>We asked our Circle of Friends pupils to provide a set of person-centric criteria that they would like to see in a new Headteacher. We believe that although not part of the formal recruitment process we wanted to share with candidates their views:</p> <ul style="list-style-type: none">Someone who likes animals (or allow a school pet!)Someone who will recognise and award good behaviour and attitudeSomeone who will be helpful if we are struggling; don't make it harderSomeone who will be strict but fairSomeone who will ensure that we still go to the O2 for Young VoicesSomeone who will keep our assemblies the sameSomeone who will carry on with sports trips, making sure that younger children are includedSomeone who will be in a happy mood when they are in schoolSomeone who will listen to children and teach each class for a day so that they will learn who we areSomeone who will continue with our Circle of Friends and Play LeadersSomeone who will organise practises for sports and other competitionsSomeone who doesn't shoutSomeone who is a problem solverSomeone who has a sense of humour (keep the elf on the shelf at Christmas!)Someone who will keep the same school badges and awards for Athletics, Reading and being TERRIFIC⁷Someone who is sporty, musical and artistic (creative!)Someone with courageSomeone who is understanding and trustworthy and respectfulSomeone who will value different people's beliefs even though we are a Christian schoolSomeone who is easily approachable
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⁷ To be TRUSTWORTHY and HONEST, to strive for EXCELLENCE, to RESPECT themselves and others, to be RESPONSIBLE for their actions, to be INCLUSIVE, celebrating difference, to show FRIENDSHIP and FORGIVENESS, to show INDEPENDENCE in their daily lives, to show CONSIDERATION to others.

All children at St Andrew's are encouraged to be TERRIFIC



Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers 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. The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all 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. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We 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 role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK



- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

*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. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people 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 (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record 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, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.



- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board 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 our Recruitment Procedure is available upon request.

