



St Mary's Church of England Primary  
School, Burnham on Crouch

## Appointment of Headteacher

Information for Candidates



# ST MARY'S

Church of England Primary School



## Contents

- Selection Arrangements
- Letter from Chair of Governors
- Job Description
- Person Specification
- Recruitment and Selection Policy Statement



## Appointment of Headteacher

<b>School</b>	<b>St Mary's Church of England Primary School</b>
<b>Telephone</b>	<b>01621 782626</b>
<b>Website</b>	<a href="http://www.stmarysschoolburnham.org.uk">www.stmarysschoolburnham.org.uk</a>
<b>School Group Size</b>	<b>Group 2 NOR 242</b>
<b>Salary Range</b>	<b>L15 £70,293 – L21 £81,441</b>
<b>Start Date</b>	<b>September 2025</b>

### Selection Arrangements - The Process

Thank you for your interest in the post of Headteacher at St Mary's CofE Primary School, Burnham on Crouch.

Please apply for this post on-line. You can access the website from any device, 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 on-line the school's 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 on-line is straightforward:

- 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 need Occupational Health medical clearance which will be arranged by the school.

A childcare disqualification form and a SD2 criminal convictions will need to be completed and returned to us at the shortlisting stage and these forms will be provided.

As part of the shortlisting process the school will be carrying out an online search using a simple search engine as part of their due diligence on the shortlisted candidates.

We look forward to receiving your application; please do not hesitate to contact Liz Whitelock on 03330 130777 if you have any queries.

**Closing date:** March 21st 2025  
**Shortlisting date:** March 25<sup>th</sup> 2025  
**Interview date:** April 23<sup>rd</sup> 2025

**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. Mary's C. of E. Primary School

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[www.stmarysschoolburnham.org.uk](http://www.stmarysschoolburnham.org.uk)



March 2025

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 St Mary's CofE Primary School, Burnham on Crouch. I hope that you will find our person specification and website useful in finding out more about the post and the school.

St Mary's is a caring and friendly school with a strong sense of community and strong Christian values. We want to provide the best surroundings for our children to learn and grow in a safe, secure learning environment where every child can realise their full potential.

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 and engaged.

We place a 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 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.

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 person specification

Yours sincerely

Stephen M Kimber  
Chair of Governors  
St Mary's CofE Primary School  
Burnham on Crouch

# St Mary's CofE Primary School Headteacher Job Description



**Post** Headteacher  
**Responsible to** The Governing Body

## Main Purpose of the Job

- Provide professional leadership and management of the school
- Raise standards and achievement in all areas of the school's work
- Ensure good learning for all pupils
- Provide equal opportunities for all
- Work effectively with the school's governing body and staff
- Retain and develop the distinctive Christian ethos of the school whilst having a clear vision for its future.

**The Headteacher**, working with and being accountable to the governing body, provides vision and direction for the school. Together with staff and governors, the Headteacher ensures continuous improvement in the quality of education. The Headteacher demonstrates effective and efficient use of the school's resources to achieve its aims and objectives.

**The Headteacher**, working with others, secures the commitment of the wider community to the school by developing and maintaining effective networks with, for example, local schools and pre-schools, other services and agencies for children, the Local Authority, as well as other education institutions and employers, as well as working closely with the vicar of St Mary's, the Diocesan Board of Education and other community organisations.

**The Headteacher** is responsible for creating a productive, disciplined learning environment and for the day-to-day management, organisation and administration of the school.

## Key Responsibilities

### Leadership

- Identify and determine the overall school aims, vision for the future and plans to deliver continuous improvement in consultation and through evaluation with staff, parents, pupils and governors.

- Ensure the development of a strong vision, Christian ethos and identity that unites staff and pupils and establishes a culture of self-evaluation that will lead to continuous improvements.
- Effectively lead and develop the school's Leadership Team members and successfully delegate responsibilities to bring about high standards in all areas.
- Ensure that effective school policies are implemented, complied with and reviewed regularly.
- Ensure the effective management of staff, including their performance management, in order to achieve high standards and harmonious and positive relationships.
- Develop and maintain effective communication.
- Ensure high standards of pupil behaviour and attendance.
- Innovate and lead the effective management of change.
- Build appropriate relationships with pupils, parents, staff, governors, other headteachers and other stakeholders to develop and enhance the achievements and good reputation of the school.
- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements, including taking on the responsibility of Designated Safeguarding Lead.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.
- Carry out those responsibilities defined by statute with specific reference to Conditions of Employment of Headteachers in the current DfE publication School Teachers' Pay and Conditions including the educational standards, internal organisation, management and control of the school.
- Lead school assemblies and worship on a regular basis.

## Curriculum

- Develop, monitor and review the curriculum to provide appropriate programmes that meet the needs of all pupils.
- Ensure that the curriculum promotes each pupil's well-being and prepares each pupil for secondary education.
- Monitor and evaluate standards of teaching, learning and assessment across the school to raise and maintain high standards.
- Ensure coaching for improvement takes place, including the use of team teaching and any other means of improving teaching and learning as appropriate.
- Determine policies and organisation of multi-agency support and the holistic care of all pupils, including those who are vulnerable.
- Ensure that links are developed and maintained with business, other schools, and voluntary and community sectors to enhance the learning opportunities of pupils and staff.

### Responsibility for Resources

- Manage the overall school budget. Allocate funds to ensure the effective use of accommodation, facilities and resources to provide good value for money within agreed expenditure limits.
- Develop appropriate staffing structures that are capable of delivering all requirements of the school.
- Seek additional and sustainable funding to support and pilot new initiatives where appropriate and evaluate effectiveness.

### Safeguarding children

- In accordance with the school's commitment to follow and adhere to the Department for Education's child protection guidance and all relevant guidance and legislation in respect of safeguarding children, the Headteacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school.
- The Headteacher is also required to know and comply with the DfE document 'Keeping Children Safe in Education' (July 2015).
- The Headteacher is required to have satisfactory Enhanced DBS clearance.
- The role requires the Headteacher to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.
- The Headteacher must understand and carry out duties in accordance with the responsibilities of being in a position of trust and must show a duty of care appropriately at all times.
- The Headteacher is expected to present a consistently positive image of the school and uphold public trust and confidence at all times.



## Person Specification St Mary's CofE Primary School

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• If NPQH is not held alternative suitable academic and professional qualifications</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience across the primary age range</li> <li>• Proven record of successful classroom teaching</li> <li>• Proven record of successful experience as a Headteacher or Deputy Headteacher</li> <li>• Competent ICT skills and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in foundation stage</li> <li>• Liaison with external agencies</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Proven leadership and management skills</li> <li>• A clear vision of excellence in education</li> <li>• A proven ability to raise educational standards and a commitment to high standards of achievement</li> <li>• Understanding of school improvement planning and subsequent budget planning</li> <li>• Understanding of the strategic role of the Governing Body and ability to work effectively with Governors</li> <li>• Ability to delegate, monitor and evaluate information</li> <li>• Evidence of good working relationships with parents and the wider school community</li> <li>• Experience of Performance Management of both teaching and support staff</li> <li>• Commitment to the continuing professional development of all staff</li> <li>• Ability to lead by example and inspire others to achieve positive results</li> <li>• Ability to initiate and manage change sensitively in pursuit of strategic objectives</li> <li>• A commitment to the protection and safeguarding of young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of project management and dealing with finance and premises issues</li> </ul>

	<p>and an up to date knowledge of Child Protection procedures</p> <ul style="list-style-type: none"> <li>• Knowledge of current Health and Safety Regulations</li> </ul>	
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> <li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li> <li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li> <li>• Commitment to inclusion and equality of access to educational provision for all children</li> <li>• An understanding of consistent approaches to behaviour management</li> <li>• Clear understanding of what is effective teaching and learning</li> <li>• A high regard for the personal achievement of each child</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative and creative approach to teaching and learning</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills</li> <li>• Adaptable and flexible approach</li> <li>• Desire to promote respect between children, staff, parents and governors</li> <li>• A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>• Sympathy and understanding of the Christian faith</li> <li>• Ability to recognise and utilise staff strengths</li> <li>• Ability to build, support, motivate and work as part of a high performing team</li> <li>• Ability to inspire children</li> </ul>	



## **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 considering the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. 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.

