



Knights Templar C of E and Methodist First School and Little Vikings Nursery



*'Be the best you can be, with a thirst for learning, a zest for living
and a spirit of kindness'*

Dear Applicant,

Thank you for your interest in the post of head teacher at our school and nursery. We, as governors, believe that the head teacher is fundamental to the success of the school, the happiness and growth of all its children, and the community partnerships we enjoy.

Our current head teacher is retiring at the end of July and we need an inspiring and aspiring new leader to continue and expand on her excellent work of the last 6 years. The focus of our school is on providing the best for the children; they are at the heart of everything we do. All visitors to the school comment on the warm welcome and the happy and enthusiastic children they meet.

The spacious school was built in 1990 and has eight classrooms, a popular out of school hours 'Parrot Club', and is well equipped with IT throughout. Our site is extensive and well resourced; as well as a large playing field and playgrounds, we also enjoy a 'wild field' to enhance the curriculum and sense of adventure. Our heated indoor swimming pool is used daily by the school or the community. We have an enthusiastic school staff including a deputy head teacher, an Early Years leader, seven class teachers, a SENCO, a School Business Manager and a skilled team of teaching assistants. Our children are keen active learners who are motivated and well behaved and a delight to spend time with. We are proud of the ways we involve all pupils in the life of the school and provide opportunities for self growth and independence through Y4 responsibilities, buddy groups, eco warriors, school councillors and digital leaders, and the use of the Knights Behaviour Code.

Little Vikings Nursery was purpose built and has light and airy rooms for the three groups providing for 94 part-time children on roll, with a committed and experienced staff. The children move happily between the nursery and school during their final year and settle into school routines as established and confident learners.

Our staff enjoys being part of the Exmoor Coast Federation (a soft federation of 9 schools) and the support and professional dialogue with their ECF colleagues. Each school retains its individuality whilst sharing ideas, events and CPD. As a new head, the support of fellow head teachers will be significant – a

chance to share successes and problems, to have support as an individual and a sounding board when you need advice.

We are proud of the significant community links the school has, especially with the churches, and value the benefits of working closely with the parents and carers. Our nurturing and inclusive ethos is much valued by all in the community and we are proud of what we achieve together. The school and nursery have both been increasing in number over the last couple of years owing to their popularity, and we are delighted with the good educational and personal outcomes that we now achieve.

Knights Templar school is in a wonderful part of the country, next to the sea and the hills of the Quantocks and Exmoor. The ancient port of Watchet itself, although a small town, has a lively active community; there are two museums, a thriving arts scene, wonderful fossil beaches and many opportunities to enjoy the history and natural environment of the area. The county town of Taunton is very accessible and the M5 is 30 minutes away.

Watchet people are warm and friendly - you will be made very welcome!

If you are interested in this opportunity to live in a beautiful part of the country, to feel the rewards of working with a dedicated staff and engaging children, then please apply.

If you have any queries, do not hesitate to contact me. I look forward to your application.

Very best wishes,

Liz Murphy

Please also look at the following websites:

<http://knightstemplarfirst.co.uk/>

<http://www.watchetvisitorcentre.co.uk/welcome>

<http://www.visit-watchet.co.uk/>



Headteacher

What do our children want in a new Head teacher?

Our children's recipe for a new head teacher:

*Take a caring person
And a spoonful of kindness*

*Mix in some fantastic jokes
Then add a cupful of laughter*

*Sprinkle in some friendship
Stir it with a number line*

*Bake it with a super story teller
Decorate it with love and peace*



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Headteacher Job Description

Summary Job Description

The Headteacher will have overall responsibility for the strategic planning, staffing, budget, internal organisation, personnel management, organisational procedures and day-to-day control of the School and Nursery. The Headteacher will provide the leadership, strategic direction and vision to ensure the achievement of the highest possible educational standards, safeguarding and positive behaviours.

The Headteacher is accountable to Knights Templar C of E and Methodist First School's Governing Board and through the Director of Education and Social Services to the Local Authority (LA), and is responsible for pupils, teaching and support staff within Knights Templar Church School and Little Vikings Nursery.

Main responsibilities

Note: the current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher and should be read in conjunction with this document.

Shaping the future

- To ensure that the vision for Knights Templar Church School and Little Vikings Nursery is developed and delivered by embodying its values as a leader; by articulating it in the development plans; by sharing it with all staff, governors and parents; by monitoring and implementing it in everyday operations; and by ensuring it is recognised and appreciated by the wider community
- To continue to foster the positive inclusive ethos of the school in which individuals feel valued and where personal endeavour and responsibility are encouraged
- To work effectively with staff, governors, and the LA to ensure that the School and Nursery Development Plans are regularly monitored, evaluated, reviewed and delivered
- To build on and enhance the standing of the School and Nursery amongst prospective parents and the local community

Teaching and learning

- To ensure a continuous, school-wide focus on raising and maximising all pupils' achievement, as well as closing the attainment gap, using comparative data and local and national benchmarks to evaluate and improve Knights Templar Church School's performance

- To ensure there is effective assessment of every child's learning and careful monitoring and tracking of the progress and achievement of all groups and individual pupils, including those targeted for pupil premium funding, those with special educational needs (SEND), those learning English as an additional language (EAL), talented and able children and other groups vulnerable to under-achievement
- To monitor and develop the quality of teaching by building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved

Pupils

- To ensure that all safeguarding procedures are rigorously applied and the welfare of all pupils is paramount
- To identify and provide for each child's individual needs, ensuring equality of access to a broad and rich education
- To ensure the highest standards of achievement and progress for children at all levels of ability through showing high expectations, encouraging high aspirations and providing a curriculum designed to motivate, challenge and stimulate
- To make informed decisions on behalf of the school's SEND, EAL and PP pupils and to ensure that specific funding maximises pupils' attainment
- To act as a role model for pupils by demonstrating care and responsibility for them and encouraging them to become good citizens
- To set and consistently uphold high expectations of behaviour and attendance, supported by the current policies and practices including the Behaviour Code that promote self-discipline, self-esteem and responsibility
- To encourage confidence and independent learning in all pupils, including opportunities for self-expression and "pupil voice" and encouraging initiatives that promote self-reliance

Curriculum

- To lead, develop and deliver through regular monitoring and review a broad, skills-based and creative curriculum that is relevant to the needs and aspirations of pupils to prepare them well for their future
- To develop and maintain a broad range of extra-curricular activities across the school, including sports, music and performance arts
- To build upon and develop current systems of planning, assessment and achievement – tracking pupils' progress and liaising with parents and carers to ensure that individual progress is maintained and targets are achieved

Managing and developing staff and self

- To lead the selection and appointment of the highest quality of teaching and support staff, taking into account Knights Templar Church School's and Little Vikings Nursery's equality and diversity aims and policies
- To lead, motivate and maintain a strong and effective staff team which is focused on securing the highest standards of attainment and achievement for all pupils

- To provide all staff with support, and ensure access to advice and professional development relevant to their needs and the goals set out in the School's or Nursery's Development Plan
- To manage the Headteacher's own workload and that of staff to allow an appropriate work/ life balance
- To seek and make effective use of opportunities for the Headteacher's own continuing professional development
- To ensure that the School's Appraisal Policy, including induction, is effectively carried out, including reporting to the Governing Board

Partnerships

- To create and maintain an effective partnership with parents, carers, families, volunteers and the PTFA to support and improve children's achievement, strengthen the school community and develop wider community cohesion
- To work closely with the Governing Board and its committees, involving and informing them to ensure they have all the access and information required to carry out their statutory responsibilities and allowing them to play an effective role in school improvement
- To build on and develop productive links with the Exmoor Coast Federation, the local Middle School and neighbouring First schools and to develop global partnerships to enrich the curriculum and widen opportunities for pupils
- To develop and foster co-operative relationships with the Church of England and Methodist Church communities to enrich the children's spiritual wellbeing
- Link with other local community organisations so as to raise the profile of the school and its value to the wider community

Managing financial and physical resources

- To lead the formulation of the school's budget, ensuring it is managed effectively by the School Business Manager within a strong framework of financial control which meets current audit requirements and to provide timely and appropriate financial reporting to the Building and Finance Committee and other governors as required
- To oversee the running of the Nursery's finances and business
- To secure the effective supervision, maintenance and security of the school premises, ensuring that all health and safety and safeguarding requirements are met
- To ensure the continued development of Knights Templar Church School's buildings and external learning areas to stimulate learning and enhance the appearance and functioning of the School and Nursery



Person Specification

Code: E – essential; D – desirable; A – application; I – interview

Educational Qualifications and Training	
* Qualified teacher status	E/A
* NPQH or relevant senior professional development	E/A
Professional Experience	
* Headship, deputy headship or significant experience in an equivalent senior post in primary education	E/A
* Successful and varied teaching across the relevant age range	D/A
* Knowledge and experience of working with children with a wide variety of needs	D/I
* Curriculum planning and implementation	D/I
* Good knowledge of assessment and recording procedures	E/I
Safeguarding	
* Displays commitment to the protection and safeguarding of children and young people	E/I
* An understanding of current relevant legislation and guidance regarding the protection of children	E/I
* Will co-operate and work closely with the relevant agencies to protect children	E/I
School and Nursery Development	
* Can demonstrate the ability to plan strategically and develop a coherent model for an inclusive school and nursery	D/A & I
* Can motivate all staff and stakeholders in the development of the school and nursery	E/A & I
* Lead and respond effectively to change and challenge	E/A & I
Leading Teaching and Learning	
* Demonstrate an expectation of high standards and good progress from all pupils	E/A & I
* Advise, challenge and support to secure good quality teaching for all pupils	E/I
* Experience of monitoring, evaluation and target setting, challenge mediocre performance	D/I
* Review, develop and manage the curriculum for the KS1 and lower KS2 primary age range including the EYFS	D/A & I
* Demonstrate an understanding of SEND and the needs of the vulnerable	E/A & I
Implementing Staff Development	
* Able to identify and initiate appropriate and effective strategies and procedures for staff development and performance review	D/I

* To implement effective planning and support of the work undertaken, ensuring clear delegation of tasks and devolution of responsibilities	D/I
* To develop, maintain and be responsible for a culture of high expectations for all	E/I
* To ensure workloads are manageable and that the expectations and potential outcomes are achievable	D/I
* Communicate effectively and discreetly	E/I
* Understand and articulate current educational issues	D/I
Managing the organisation	
* Be able to establish and maintain appropriate structures and systems collaboratively	D/I
* Devise and implement a rolling development plan that takes into account initiatives of long, medium and short term duration	E/I
* Understanding of, and ability to manage, a budget and financial planning	D/I
Securing Accountability	
* Ability to work with the Governing Board and support agencies to meet their responsibilities and commitments arising from contractual accountability	E/I
* To undertake and lead effective and robust self-evaluation	E/A &I
* To ensure inclusive practice and equal opportunities policies are being adhered to	E/I
Strengthening the community	
* To create and maintain an effective communicative partnership with parents and carers and other agencies to support pupils' achievement, welfare and personal development	E/I
* Ability to liaise closely with the local churches and their personnel	D/I
* Ability to foster links with the local community and with other schools, locally, nationally and internationally	D/I
Personal Qualities	
* To have a commitment to the Christian ethos of the school	E/A &I
* Enthusiasm and humour to make school and nursery life positive and enjoyable for all	E/I
* Ability to create, inspire and promote a culture of high achievement for all	E/I
* Ability and enthusiasm to promote the school's vision and values and its achievements to all stake holders	D/I
* Integrity, commitment, enthusiasm, and energy to persevere and succeed	E/I
* An empathy and willingness to relate to every pupil in order to motivate them to achieve their potential	E/I
* Resilience and steadfastness	D/I

