



St Margaret's Primary School



Headteacher's Recruitment Pack

We Welcome You



Welcome to our School



St Margaret's origins stem from the school founded by William Older in 1680 but it has a very modern outlook. Since its foundation the school has grown significantly in size to serve the village of Angmering and surrounding districts, where village traditions are important to us.

Over the last 10 years the school has benefited enormously from a £2.5m building programme. The 494 children are accommodated in modern buildings with access to an excellent range of resources, as well as extensive outdoor space, to support their learning.



The school has earned an excellent reputation locally for providing a first rate education within a caring, Christian community.



Strengths of the school as agreed by the governing body:

- Strong Leadership and team work amongst all staff.
- A distinctive Christian Ethos, and close links with our local church, that develops caring and supportive children.
- An extensive curriculum that develops the children's ability to question and their thinking skills.
- A supportive and caring environment that helps the children develop thrive.



As an educationally-inclusive school St Margaret's is one in which the teaching and learning achievements, attitudes and well-being of every child and adult matters. We take practical steps to promote tolerance and understanding of diversity, thus preparing the child for life in a multi-cultural society.



Year Six School Journey Marwell Zoo

SCITT

St Margaret's C of E Primary School is part of the South Downs SCITT. We currently have two student teachers training with us.

Quotes from Ofsted & Church Inspection Reports

This is a good school.

Pupils make consistently good progress as they move through the school, reaching standards in English and mathematics that are above average by the time they leave Year 6.

Teaching is good, and sometimes outstanding, enabling pupils to learn well in most lessons.

The school's care and support systems are excellent in helping pupils who find it hard to learn to be happy in school, overcome their difficulties and ensure they learn well.

Pupils behave well and enjoy coming to school. They have excellent relationships with adults and each other and a highly-developed understanding of right and wrong.

The strong governing body and senior leaders have a clear vision which the staff share. Priorities for further improvement have been correctly identified and have already had an impact on raising standards, most notably in writing.

Ofsted 2012

The separate, section 48 statutory inspection of St Margaret's as an Anglican school says its distinctiveness and effectiveness as a Church of England school are outstanding. Inspector Connie Hughes reported: - ***"Parents identify with the reputation of the school as a faith school with an ethos of friendship and caring, like a family where all children know each other."*** Long-standing parents, she notes, ***"confidently summed up 'the school will always go a step further for us and our children' and 'they thrive here'."***

Church Inspection Report 2012



Prayer space week September 2016



Letter from the Chair of Governors

Dear Applicant

HEADTEACHER St MARGARET'S C OF E PRIMARY SCHOOL

Thank you for the interest you have expressed in our school. Our present Head retires at the end of August 2017. After many successful years of service to the school, he has equipped the school for the future and we are looking forward to welcoming someone with the qualities and drive to take the school forward as we start a new chapter in the development of our school.

St Margaret's is a genuinely exciting school to be part of. Our new Head will lead a team of hard working and highly committed staff, capable and informed governors and children who make us proud to be involved in their school. We are a SCITT training establishment, currently with two student staff members.

Everything we do at St Margaret's is informed **by our Christian faith and values**. These values drive our inclusive approach, celebrating difference whilst reaching out to encourage everyone – staff and pupils alike - to fulfil their potential. We are ably supported in this endeavour by close ties with our local church.

Ofsted has recognised us as a good school with our Section 48 rating as outstanding. Our attainment outcomes are good and we mean for this to continue in our aim to become an outstanding school. We also measure ourselves on how we **develop every aspect of each child**, creating confident and caring individuals to send on to KS3. We are therefore looking for a Head Teacher who shares these high aspirations for every child and who has the warmth and vision to lead our school over the coming years.

I am pleased to enclose an information pack which includes:

- Specific details of the post and school
- Job Description
- Person Specification
- Information from the Diocese Of Chichester
- Application Form

In addition

- OFSTED Summary Report from October 2012 can be viewed on the schools website
- School Prospectus can be viewed on the schools website

In your letter of application, please address the person specification and provide evidence from your current/past experience. We would also welcome a sense of your vision for our school. Your letter should be no more than two sides of A4 when typed.

Visits to the school are warmly encouraged. Please contact the school office 01903 785416 Jackie Hendry Clerk to Governors, who will make an appointment.

The closing date for applications is 16th January 2017 and interviews will be held on 7th & 8th February 2017.

Please send your completed application to School Recruitment Team , West Sussex Capita Partnership, Ground Floor, The Grange, Chichester, PO19 1RG - Tel: 01243 642148.

Email: HRSchoolAdverts@westsussex.gov.uk

References, one of which should be from your Chair of Governors / Headteacher and the other from your Local Authority / Diocese, may be sought as soon as the applications are received. All applications will be treated with the strictest confidence. There will, under safeguarding, be a need for a DBS check as standard.

The Governors look forward to receiving your application and guarantee on-going support and encouragement to the successful candidate in this important role.

Yours sincerely

Chris Snell

Chair of Governors

Our Ethos

Our school motto reflects our aims: - ***Learning together side by side, growing together with Jesus, our guide.***

Our Mission statement says: - ***We seek to be a learning centre of excellence at the heart of the local community fostering the intellectual, spiritual and emotional development of all who play a part in the school, looking to follow the teachings of Jesus in all we do.***

- To encourage children to consider Jesus and learn about the Christian faith.
- The Christian ethos which allows children to develop a deep spiritual awareness and self-worth and to respect ourselves, each other and where we live.
- The partnership between the senior leadership team, staff, governor's, the parish church, parents and carers, which effectively sustains the school's distinctive Christian vision.
- Strong leadership in Religious Education (RE) and creative teaching and learning significantly enriches children's Spiritual, Moral, Social and Cultural development.
- Imaginative and inspiring Collective Worship, which reflects the teachings of the Bible and engages children and staff in praise and thanksgiving to God. Where we can celebrate the worth of each child as a child of God whilst acknowledging our differences.
- Ensure the agreed assessment and marking strategies consistently inform all RE planning to meet the needs of all learners.
- Allow the children to actively become involved in their own learning.
- Recognise that children will develop with differing strengths.
- Foster creativity amongst the children by providing a broad based curriculum.



On entry to our school, children and their families encounter and access an enriched and vibrant environment of symbols, artefacts and children's work celebrating the Christian character of the school. Daily school life incorporates Christian values and beliefs with all children and staff confident in the love and care that surrounds. We aim to celebrate each child that they believe ***'I am special and unique – this is how God made me'***



Christian Union Party 2015

What our pupils say



Q: What makes a good Head teacher? What do you like about St Margaret's school?

Year Six

- "I would like a Head teacher with a stereotypical personality."
- "Someone we could trust."
- "Firm, yet funny."
- "A decision maker."
- "Someone who would focus on all our abilities, not just the upper or lower abilities."
- "A Good head teacher should be a listener, speak well, discipline, and also be friendly."
- "An Academic, friendly but strict."
- "Someone who makes learning fun, kind caring but strict."
- "Someone who organises visits. events like theme week, competitions."
- "We like the school because it has good equipment and resources."
- "It is set in a lovely area with trees and woodland."

Year Five

- "Providing more shaded and calm areas for playtime."
- "No homework, it's unfair on Dyslexic children."
- "School council to make sure there is no bullying."
- "We have nice teachers who organise events and trips."
- "There is nothing that I would change."
- "The teachers are really caring and make sure we learn new things each day."
- "We have lovely grounds and equipment to play with."

Early Years

- "I love the school because the teachers are really nice."
- "School helps you to learn it's friendly; I like writing and making things."
- "I would change things by stopping phonics, I don't like phonics."
- "I would change things by having no rules, the only rule would be school never ends."

Our key priorities

The school works towards the following principles:-

- To continue along the path from being a good school to an outstanding school.

From our school development plan (available on request):-

- To offer a secure, stimulating and happy learning environment.
- To instil an understanding and respect of people from different backgrounds and ways of life.
- To prepare pupils for life in the wider community and to nurture their appreciation of the community and the environment in which they live.
- To encourage the growth of the child as an independent individual, by fostering their own academic, physical and aesthetic abilities, and their moral and spiritual development.
- To stimulate the child's own awareness of his/her relationships within the class, the school and the community as a whole, and to develop the child's facility for working with, and co-operating with others.
- To provide a broad, balanced curriculum which offers continuity and progression throughout the school and develops appropriate cross-curricular links.
- To match the work and the available resources to the ability of the child, and to value each child for his/her own individuality.
- To give wide practical experience at all levels, ensuring pupils are given opportunities to investigate for themselves, and to develop appropriate problem solving skills.



Who are we looking for to lead St. Margaret's C of E Primary School?

The Governors are looking for an enthusiastic, visionary and inspirational Headteacher to lead this successful school in the coming years.

We are looking for someone who:

- Is a committed Christian with the capacity to sustain and develop the school's Christian character
- Will uphold and develop St Margaret's supportive community ethos
- Is dedicated to the achievement of high educational standards
- Is committed to improving educational attainment for all
- Is an outstanding classroom practitioner
- Has experience across the primary age range
- Can communicate effectively with staff, children and the wider community
- Ensures that safeguarding of our children has the highest priority



Job description

Pay range: £58,677 - £67,963 (A relocation allowance is negotiable)

Accountable to: The Governors (West Sussex Local Authority and the Diocese of Chichester)

Main purpose of the job

- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work with and through others to secure the commitment of the wider community to the school.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with.
- St Margaret's School has an Anglican Christian foundation. The Headteacher is responsible for leading all aspects of the SIAMS process and for developing the school's Christian ethos so there is an occupational requirement for the post holder to be a committed Christian, pursuant to the Equality Act 2010.
- To carry out duties set out in the School Teachers' Pay and Conditions Document.

Key tasks

1 Qualities and Knowledge

- 1.1 Ensure that the vision of the school is clearly articulated, shared, understood and acted upon effectively by all.
- 1.2 Demonstrate Christian vision and values in everyday work and practice.
- 1.3 Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation.
- 1.4 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success.
- 1.5 Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- 1.6 Ensure that strategic planning is rooted in Christian values, including those of diversity and equality reflecting the experience of the school and community at large.

- 1.7 Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

2 Pupils and Staff

- 2.1 Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- 2.2 Ensure that learning is at the centre of strategic planning and resource management.
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 2.4 Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- 2.5 Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- 2.6 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement.
- 2.7 Challenge underperformances at all levels and ensure effective corrective action and follow-up.
- 2.8 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities.
- 2.9 Determine, organise and implement a policy for the care, personal development and well-being of pupils.
- 2.10 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community.
- 2.11 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.
- 2.12 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated.
- 2.13 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 2.14 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.
- 2.15 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

- 2.16 Report to the chair of governors annually on the professional development of all teachers.
- 2.17 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of head teacher performance.
- 2.18 Manage own and others' workload to allow an appropriate work/life balance.

3 Systems and process

- 3.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- 3.2 Support and motivate staff to enable them to carry out their respective roles and achieve high standards.
- 3.3 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- 3.4 Manage the school's resources efficiently and effectively as follows:
 - Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities.
 - Financial Resources, including effective administration & control in line with budget plan.
 - Accommodation & other resources, taking account of curriculum needs & health & safety requirements.
- 3.5 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- 3.6 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively.
- 3.7 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.
- 3.8 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.

- 3.9 Work with governors to recruit and retain staff of the highest quality.
- 3.10 Produce and implement clear, evidence based improvement plans and policies.
- 3.11 Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
- 3.12 Be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact.

4 The self-improving school system – Deployment of staff and resources

- 4.1 Create an outward-facing school, working with other schools, locality schools and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.
- 4.2 Promote the school and develop effective relationships with the wider community, including the parish churches and other local churches.
- 4.3 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.
- 4.4 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.

5 Working with Others

- 5.1 Keep abreast of educational developments nationally and consider implementation of new initiatives with Governors and staff.
- 5.2 Enhance and develop existing positive relationships and links with St Margaret's Church.
- 5.3 To promote and enhance an effective relationship between home and school, ensuring that parents/carers are fully informed about all matters relating to the education and wellbeing of their children, and recognise their own responsibilities.

Person Specification

The person specification below outlines the key skills and experience required for this position. Candidates will be shortlisted on the basis of the extent to which they demonstrate in their application form that they meet the following criteria.

The recruitment panel will assess each shortlisted candidate against the criteria listed below. Shortlisted candidates will be expected to demonstrate how they meet the selection criteria, providing evidence and examples from their practice as appropriate.

The selection panel will use the following assessment tools: application form, interview/assessment activities, references and other employment checks.

<i>Qualifications and Experience</i>
1. Qualified Teacher Status. 2. Senior leadership experience as a Head Teacher or Deputy Head Teacher. 3. Clear commitment to own professional development, with an ability to identify own learning needs.
<i>Skills & Personal Qualities</i>
4. Personally committed Christian and a practising member of a mainstream Christian Church. 5. In-depth knowledge and understanding of current educational priorities and Ofsted expectations. 6. Outstanding communicator (written and oral), able to engage positively with others holding different opinions and views. 7. Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances. 8. Experience of managing change successfully, encouraging innovation and empowering others to carry a vision forward.
<i>Leadership & Management</i>
9. An excellent understanding of the expectations of a Head Teacher working in a church school. 10. Proven ability to devise, implement and monitor effective measures for improving the performance of the school, and the attainment of pupils, based on rigorous self-evaluation, inspection reports and all relevant data. 11. Ability to enthuse, inspire and motivate children, staff, parents and governors through inspirational leadership. 12. Experience of successful financial planning and budget management, including specific funding initiatives, e.g. pupil premium funding.
<i>Pupils</i>
13. A commitment to providing a rich, balanced and extended curriculum which is accessible to all. 14. A commitment to safeguarding and promoting the welfare of children and young people. 15. To have a genuine belief in and commitment to the use of positive behaviour management strategies for achieving exemplary behaviour. 16. A love of learning and an ability to instil this in children.
<i>Teaching and Learning</i>

17. Outstanding teaching ability and experience of teaching across the primary age range.
18. Experience of evaluating and monitoring the quality of teaching, learning and assessment, enabling the development of outstanding classroom practice in a primary school.
19. Clear and demonstrable understanding of curriculum and assessment strategies and criteria.

Staffing and Staff Development

20. Experience of developing and motivating a team of staff to work cohesively together, creating an environment of mutual support and challenge.
21. Ability to retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
22. Proven ability to implement, lead and monitor effective performance management and develop the full potential and ability of staff.

The School's Ethos

23. A commitment to pastoral care and ensuring the well-being of all in the school community.
24. Ability to develop and enhance existing positive relationships with St Margaret's Church, the Rector and church wardens, and to foster and promote a positive relationship with other faith groups represented within our community.

Working with others

25. Experience of fostering and maintaining successful working relationships with stakeholders (particularly parents and carers) - involving them in the school's development, whilst maintaining the school's ethos.

Key facts

Type of school	Church of England Aided
School age range	4-11 years
Arrangement of year groups	Pan of 72 No mixed aged classes
Location	Angmering
Denomination	Church of England
Co-educational or single sex	Co-educational
Number of children	494
Average class size	31
Attendance rate	96.32%
Number of teaching staff	22.5 full time equivalent
% of children with SEN	11%
% of children with Pupil Premium	9.7%



We Can Do This Together!!



Information from the Diocese

St Margaret's C of E School is a voluntary aided school and one of the many church schools in the diocese. In total there are 158 Church of England schools and academies; 60 have voluntary aided status and 98 voluntary controlled status. There is also one partnership primary phase school in East Sussex.

The Diocese of Chichester covers the counties of East and West Sussex and the city of Brighton & Hove. It was founded in 681 by St Wilfrid who converted the Kingdom of the South Saxons and established a cathedral, which no longer exists, at Selsey. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes which are served by over 500 clergy and employed lay workers.

The work of church schools is supported by the Diocesan Board of Education which is chaired by the Bishop of Chichester. The Education Team, based at Church House in Hove, consists of a Diocesan Director of Education, an Assistant Director: Finance, Schools Officers and secretaries. A range of services are offered to governors and headteachers including:

- Support and training in RE and Collective Worship
- Training for headteachers, senior staff and clergy
- Assistance in developing a Christian ethos in the school
- Advising on the appointment of headteachers and deputy heads
- Pre and post denominational (section 48) inspection monitoring and support
- Governor training and support
- Advice in maintaining, developing and funding school buildings
- Advice in formulating and administering admissions policies

Mailings are sent to schools four times a year and the Diocesan website can be accessed at www.chichester.anglican.org All church schools and academies in the diocese are expected to enter into a Service Level Agreement with the Diocesan Board of Education.

Following the Diocese setting up the Diocesan Umbrella Trust to engage with the academies agenda and to gain sponsorship status from the DfE, it has also established a multi academy Trust. This academy trust, DCAT, began by sponsoring church schools forced to become academies by the DfE. DCAT is growing and is embracing schools that would benefit from being sponsored and those which choose to convert to academy status.