

ALDRINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

RECRUITMENT PACK

FOR POST OF HEADTEACHER



INTRODUCTION

Thank you for your interest in our Headteacher vacancy.

This is an exciting, yet daunting, opportunity for our school to move forward into the future with a new leader at the helm. The whole school community is eagerly anticipating this appointment and we are keen as Governors to recruit the right person for the job.

Aldrington CE Primary is a school community, founded on a lively and evangelical Christian faith, in which the educational and spiritual needs of each child are pre-eminent. As such, we are seeking a Head teacher whose foundations are firmly established in Jesus Christ, and who seeks to live out their life trusting in God and seeking His strength and wisdom on a daily basis.

If it is not too much to ask, we also want to recruit a Head who is an exemplary teacher, strong leader, supportive colleague, who is up for the challenge of working with us to build on the school's successes and strengths, uphold our ethos, and strive to ensure that every one of our pupils fulfils their God-given potential!

If appointed, you will be joining a fantastic bunch of staff, governors, pupils and their families who will make your working life just that bit more colourful.

We are proud to be a school with a strong ethos. We are deliberately different and we would urge you to come and find out more about us. Please feel free to get in touch with myself or our current Head teacher for a chat, or even better, come on a visit and get a flavour of what we are like. (Contact us via the School Office on 01273 542656)

We hope that you are interested in applying. Please use the Brighton & Hove City Council application form, which can be downloaded via www.jobs.brighton-hove.gov.uk (see our Job Advert under 'schools vacancies'). **We also ask that you supply a 3rd referee who should be a minister from your Church, or an equivalent person who can comment on your suitability to lead a Church of England Primary School.**

We look forward to receiving your application,

Clare Lines (Chair of Governors)

Find out more about our School at:

www.aldrington.brighton-hove.sch.uk

KEY INFORMATION

Start Date: September 2017

Salary: L18-L24

Contract: Full-time, Permanent



What you will bring:

- ◆ Your commitment as a practising Christian, sharing our core values of community, respect, responsibility, integrity, love and achievement.
- ◆ Inspirational leadership with the vision to develop our school
- ◆ Excellent resource, financial and staff management, communication and teaching skills
- ◆ A passion to realise children's potential and create lifelong learners
- ◆ The desire to maintain and develop the school's links with parents, the parish and the wider community

What we can offer you:

- ◆ A committed, dedicated and enthusiastic staff team
- ◆ Pupils whose "behaviour is exemplary" and who are "kind, considerate and empathetic", (Ofsted, December 2016)
- ◆ Governors who "are knowledgeable and bring a range of valuable expertise to the leadership of the school", (Ofsted, December 2016)
- ◆ Great facilities with outdoor classrooms and a forest school

Closing date for applications: 4pm on Friday 28th April 2017

Shortlisting: Thursday 4th May 2017

Interviews: 16th & 17th May 2017

The Application form can be downloaded from www.jobs.brighton-hove.gov.uk

Applications should be sent to: Hilary.Ferries@brighton-hove.gov.uk

Don't forget to supply us with a 3rd referee. This should be a minister from your Church, or an equivalent person who can comment on your suitability to lead a Church of England School.

DELIBERATELY DIFFERENT!

*Lively, Active
Christian Faith*

*Forward thinking
Governors*

Dynamic Staff

*Exemplary Pupil
Behaviour*

Brass Band

New Buildings

Sea Views

*Bananagrams /
Eurotalk
finalists 2016*

*Strong links with the
local community*

*Expanding to 2
form entry*

Supportive PTA

Djembe Drummers

*Competitive
Sports Teams*

*Fresh eggs from our
school chickens*

*Excellent small
Group teaching
facilities*

*Outdoor
Classroom*

Onsite Forest

*2 minutes
from Waitrose!*

School

Tree House

*Fantastic
Premises Team*

*3 minutes from
the Dog Track!!*

DELIBERATELY DIFFERENT!

A School Community living out our School's Values

Aldrington Parents are committed, talented and supportive. We are never short of volunteers to help on school trips, sports matches or at school events. Our fantastic PTA, The Parents of Aldrington, is unceasing in its efforts to support

the school through fundraising and social events. They seek to build on our school value of **community** ensuring that there is a place for everyone, from the annual school camp to creative 'elves workshops' to prepare for our Christmas Fayre.

Parents say, 'This school has been a gift to our children... and to us. Aldrington is a special place.'

Aldrington Children are **achievers**. They know that there are opportunities to shine in every area and whilst the expectations of behaviour and attainment are high, they understand that at Aldrington, every day is a new day 'fresh, with no mistakes in it' (LM Montgomery).

Children say, 'This isn't just a school. It's been like my family ever since I arrived in reception'. (year 6 boy). 'I love learning here. And getting wet in forest school!' Year 1 girl.

Aldrington Governors are driven and cheerful. They take the matter of critical friendship seriously and both hold the school to account to drive continuous improvement AND offer support, advice and friendship. The governing body is present within school life as well as working behind the scenes at proven successful committee level. Governors take the school value of **responsibility** very seriously.

Governors say, 'It is a privilege to support this school. Our unique ethos fuels all we do; we are not afraid to challenge one another but our individual skills and characteristics mean we are able to work together to contribute to Aldrington's unique flavour'.

The staff at Aldrington are second to none. Every member of our team is shown **respect** for the numerous tasks they do each day. Our premises team keeps our buildings and grounds immaculate and we are proud of our open spaces, sea views and outdoor classroom. Our teachers give tirelessly in numerous ways demonstrating a **love** for the children we serve.

Staff say, 'I consider it a joy to work here. The staff model the school values, with the fruit being a very supportive and cohesive team. We are all passionate about delivering a really exciting and stimulating curriculum which leads to an enjoyable, creative and successful learning journey for all of the children who travel through Aldrington School'

We are a school of **integrity** and forgiveness. We are deliberately different in so many ways.

QUALITIES OF OUR NEW HEADTEACHER

Our new Headteacher

WHAT OUR STAFF WANT:

- To keep children at the centre, and value the whole child
- To recognise and build on the strengths of the school, having a strong vision and integrity, with an ability to inspire, prioritise and pace change/new innovations
- To be a really strong, clear communicator
- To have a sense of humour
- To use the ability to empower others – growing people and professional development
- To listen to all staff and hear what is said, but be secure in making decisions
- To be aware of and support the staff's individual strengths
- To have an equitable approach to all, offer positive feedback and be supportive and encouraging
- To be part of the staff team – making a visible contribution and leading by example
- To have experience across the Primary phase, KS1 and 2
- To have had experience of similar and different schools – bringing good ideas from elsewhere
- To be approachable with an 'open door policy'
- To maintain good communication with parents, be accessible with a 'hands on' approach
- To be visible to all children, staff, parents and governors
- To have involvement in classroom teaching and an awareness of external pressures
- To maintain the morale of the school and the good atmosphere between all staff
- To be mindful of staff workload, ensuring that tasks/paperwork undertaken make a tangible difference to every child's learning
- To continue to encourage links and partnerships with the community and local cluster schools



QUALITIES OF OUR NEW HEADTEACHER

*What the children
think a Headteacher
does all day:*

‘Makes us think of important things in assembly.’

‘Writes letters to our parents.’

‘Tells the teachers how to be brilliant at their job.’

‘Watches us play sports- you know, sometimes netball and football and sometimes running.’

‘Organises the chicken house.’

What the children want the Headteacher to be like:

‘Strict, so we continue to behave really well, but fair and fun’.

‘A little bit silly.’

‘A good leader’.

‘Someone who says good morning to us.’

‘Someone who loves God and likes going to church’.

‘A hard worker like me!’

‘Gentle and generous’.

‘A great decision maker’.

‘Someone who challenges us in everything we do.’



KEY FACTS AND STATISTICS

Type of school	Church of England Voluntary Aided Primary School
Location	Eridge Road, Hove, East Sussex, BN3 7QD
Age range	4-11
Number of Pupils	337 (340)
Number of teaching staff	14
Average class size	KS1 – 30 pupils KS2 – 32 pupils
School Awards achieved	Good OFSTED December 2016
Last Ofsted inspection	December 2016
Annual budget	£1.2 million
% of Children with SEN	12%
% of Children with English as an additional language	13%
% of Children on free school meals	5%
of Pupil absences	3%

Results 2016			
Year Group		Aldrington	National
EYFS	GLD	78%	66%
Year 1	Phonics Screening	87%	81%
Year 2	Reading	77%	70%
	Writing	60%	65%
	Maths	73%	73%
	Phonics Screening	38%	-
KS2	Reading	73%	66%
	Writing	70%	74%
	Maths	77%	70%

JOB DESCRIPTION—POST OF HEADTEACHER

Key Purposes of the Job

To uphold the Christian ethos, aims and values of this Church of England Voluntary Aided Primary School.

To provide professional leadership 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 carry out the duties set out in Part IX of the School Teachers' Pay and Conditions Document.

Main tasks

1 Strategic direction and development

- 1.1 Work with the Governors, in consultation with other interested parties, to formulate the aims of the school and to establish policies for their implementation
- 1.2 To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement
- 1.3 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

2 Teaching and learning

- 2.1 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with the Governors' curriculum statement, the current educational challenges and future trends
- 2.2 Determine, organise and implement a policy for the care, personal development and well-being of pupils
- 2.3 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- 2.4 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- 2.5 Work with schools in other key stages to ensure satisfactory transfer and progression of pupils
- 2.6 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities

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3 Leading, managing & developing staff

- 3.1 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- 3.2 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.3 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review
- 3.4 Support and motivate all staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory
- 3.5 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- 3.6 Regularly review own practice and take responsibility for own personal development
- 3.7 Manage own and others workload to allow an appropriate work/life balance

4 Deployment of staff and resources

- 4.1 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
- 4.2 Produce and implement clear, evidence based improvement plans and policies
- 4.3 Work with governors to recruit and retain staff of the highest quality
- 4.4 Manage the schools 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
- 4.5 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

5 Accountability

- 5.1 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
- 5.2 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- 5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated

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- 5.4 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 local community and OFSTED to enable them to play their part collaboratively and effectively
- 5.5 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
- 5.6 Ensure the school operates within agreed Brighton & Hove City Council guidelines and that effective liaison exists between the school and the Council.
- 5.7 Promote the school and develop effective partnerships in the wider community
- 5.8 Responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with

6. Strengthening Community

- 6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- 6.2 Collaborate closely with other schools to share expertise and bring positive benefits to their own and other schools
- 6.3 Further develop collaborative working with other agencies to take account of current policies
- 6.4 Work collaboratively at both strategic and operational levels with families, carers and across multiple agencies for the well being of children
- 6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- 6.6 Encourage families to be active partners in the school and strengthen effective home-school communication



HEAD TEACHER—ESSENTIAL CRITERIA

Essential Criteria	When/How identified Application Form/ Certificate/Interview/Testing
Qualities and knowledge	
Be a committed Christian, who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance. It is essential that the candidate, from whichever church they come, will be happy to work with and foster the long established and clear Anglican ethos and practice of the school and community.	AF/I
Hold and communicate a clear Christian vision for the school, inspiring others to share this vision, and ensuring a sharp focus on the provision of an excellent education for all the children.	AF/I
Create a strong Christian ethos within which all staff are motivated and supported to develop their own skills and subject matter, and to support each other.	AF/I
Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.	AF/I
Qualifications and Experience	
Qualified teacher status	C
Evidence of outstanding classroom practice	AF/I
Headship/Deputy/Assistant Headship/senior leadership experience in the primary sector for at least three years	AF/I
To have worked in at least two schools	AF/I
Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils and their families	AF/I
Demonstrate an understanding of the importance of safeguarding, forming and maintaining appropriate relationships and personal boundaries with children and young people.	AF/I
Lead by example – with integrity, creativity, resilience and clarity – drawing on his/her own scholarship, expertise and skills, and that of those around them.	AF/I

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Knowledge, Skills and Attributes	
Ability to use data analysis to support school improvement and decision making	AF/I/T
Knowledge of strategic financial planning, budgetary management and principles of best value	AF/I/T
Ability to lead and empower successful teams and identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	AF/I/T
Ability to lead and manage change working with careful judgement and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	AF/I/T
Wide knowledge of the impact of current educational challenges and future trends	AF/I/T
Ability to communicate effectively with a wide range of audiences	AF/I/T
Proven experience of implementing strategies for raising achievement and monitoring progress	AF/I/T
Ability and experience in supporting and developing staff effectively, including the ability to recognise achievement, monitor and evaluate work and address poor performance and achieve work-life balance	AF/I/T
Ability to manage the school efficiently and effectively, including HR, finance and accommodation	AF/I/T
Excellent organisational skills and a flexible management style	AF/I/T
Commitment to a curriculum which engages and enthuses and demands ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	AF/I/T
Create an outward-facing school which works collaboratively with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievement for all pupils.	AF/I/T
Desirable Criteria	
Possession of NPQH	C

INFORMATION ABOUT THE DIOCESE

Aldrington CEP School is a voluntary aided school and one of 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 a growing number of partnership primary phase schools.

The Diocese of Chichester covers the counties of East and West Sussex and the city of Brighton and 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: Business and Schools Officers and secretaries. The team are supported by a number of consultants who are available to support school improvement.

A range of services are offered to governors and headteachers including:

- support and training in RE and Collective Worship;
- training and networks for headteachers, senior staff and clergy;
- assistance in developing a distinct 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.

Advice on moving towards academy status



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 a 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. DCAT is growing and is embracing schools that would benefit from being sponsored and those which choose to convert to academy status.

“Aldrington is a wonderful community of happy children, supportive parents and inspirational staff. Children thrive and progress well in this nurturing environment. I feel proud and privileged to be a part of the school.”(a parent, 2016)

“Pupils’ behaviour is exemplary. Pupils are kind, considerate, and empathetic. Their attitudes in lessons reflect the six school’s values of love, integrity, responsibility, achievement, community and respect. (Ofsted Inspector, December 2016)

*“Our daughter literally skips to school every morning,
I simply cannot praise this school enough.”(a parent, 2016)*

