



Equality and Excellence

"The village school in the heart of the city"



Headteacher Recruitment Pack
June 2017



Welcome from the Chair of Governors

Dear Candidate,

On behalf of the governing body, I would like to thank you for your interest in the post of headteacher at St Paul's Church of England (VC) Primary School.

Known as 'The Village School in the City', St Paul's is a school where children of all year groups know each other well and work and play happily together. Staff work hard to provide a rich, diverse and exciting environment where children enjoy learning and have fun. The curriculum is enriched further by inspirational visitors to the school and educational visits beyond the city as well as to York's own wealth of attractions which are all within walking distance.

We value our strong and mutually supportive relationship with St Paul's Church and seek to appoint a headteacher who will uphold the distinctive Christian ethos of the school and maintain and strengthen our close church links. The successful candidate will nurture, inspire, challenge and motivate all children and staff to realise their full potential.

We offer the support of a capable, dedicated and enthusiastic team of staff and governors who are committed to raising the achievement and supporting the progress of each child in a nurturing school environment.

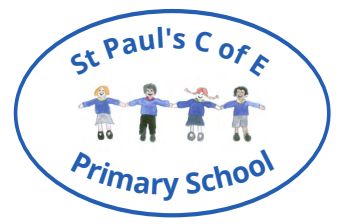
I hope that this pack will provide you with helpful information as you consider applying for this post. You are warmly encouraged to visit our friendly school to see the children and staff at work. Please contact the school office to arrange a visit. I look forward to welcoming you to St Paul's Primary School.

Yours faithfully,

Anison Hanham

Chair of Governing Body





Letter from the Rector of St Paul's Church

Dear Candidate,

Thank you for considering an application for the post of headteacher at St Paul's Church of England (VC) Primary School. Holgate is an area where a sense of community has to be consciously and carefully nurtured and, over the years, the school and St Paul's church have contributed to this – often in partnership.

The links between the school and the church are close and the Christian ethos of the school is valued by pupils, parents and staff. The church community is committed to helping the school to flourish. Each week a team from the church helps with worship and we are always glad to help resource the curriculum where we can. The church often offers the space for school celebrations and events and we're delighted to do so. The two foundation governor posts are filled by myself and by a member of St Paul's congregation. Underpinning this, at St Paul's we aim to use our resources and to structure much of our life in ways that are helpful for families and we hope that the school community benefits from this.

While these formal and organisational factors are important I hope above all that the new headteacher will continue to share in our common purpose of bringing blessing to the lives of the children and families of Holgate.

Yours faithfully,

Rev. *John Lee*

Rector: St Paul's Church





We asked our children what they like about our school:

"It is cheery and happy."

"It feels safe. We all know each other. We make each other feel better if someone is sad."

"We get to know children in other classes and we help each other."

"There are trips and we raise lots of money for charity."

"It is small and friendly here."

"We learn new and interesting things every day."



Then we found out what the children thought our new headteacher should be like:

"I'd like our new headteacher to encourage people to do their best."

"The new headteacher will be happy and know everybody."

"A sense of humour is important. They should make sure assembly and worship is interesting and exciting."

"Fun but firm."

"I want someone to rely on and trust. They should get involved with all the classes. It makes us happy when we can show our headteacher all the things we get up to."

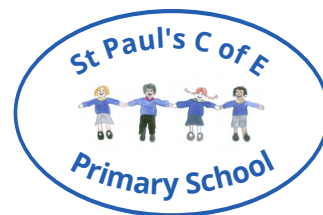
"The rules need to be really clear."

"I would like them to make sure we have everything we need to help us learn like sports equipment and books."

"Someone who gets things done."

④ "A good listener."

HEADTEACHER - JOB OUTLINE



Job purpose:

- To provide vision, leadership and direction for the school.
- With the governing board, to be responsible for creating and maintaining a productive learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continuous improvement of the quality of learning offered by the school.
- To preserve and develop the Christian ethos of the school.

Accountable to: The Governing Body.

Accountable for: The standards, progress and well-being of all pupils and all staff and for all school resources.

Key tasks

Overall:

- To treat everyone fairly and equitably, with dignity and respect, so as to create and maintain a shared school culture and positive climate that motivates pupils, staff and all other members of the school community.
- To nurture all children so that they reach their goals.
- To promote effective relationships with all pupils, staff, governors, parents, PTA, other schools, St Paul's Church and the local community, the Local Authority and external bodies.

As a Church school:

- To confidently articulate, support and promote a vision for the school rooted in distinctively Christian values.
- To ensure that arrangements for religious education and collective worship meet statutory requirements.
- To work closely with the church and diocese to promote an understanding of the Christian faith and respect for other faiths and cultures.

Leadership and management:

- To ensure that parents, pupils, staff and governors are committed to the school's vision for equality and excellence.
- To ensure that the monitoring and evaluation of the satisfaction levels of pupils and parents is used to improve learning.
- To be responsible for the day-to-day management, organisation and administration of the school, modelling effective work-life balance and managing the workload of others.
- To ensure that the school achieves its curriculum and pastoral aims through the implementation of effective improvement planning based on robust self-evaluation.
- Working with other staff and governors, to create appropriate policies and procedures that raise standards, especially in reading, writing, mathematics and behaviour.
- To lead and manage change effectively.

The achievement of pupils:

- To ensure that the school achieves its curriculum and pastoral aims through the effective implementation of the school's improvement plans.
- To ensure that assessment information is interpreted wisely and lessons learned in order to improve teaching and learning for all pupils.
- To ensure that all parents and carers are regularly provided with sufficient information to understand how well their children are doing and what they can do to help improve learning.

**The quality of teaching and learning:**

- To understand what good/outstanding teaching and learning is and be able to communicate this effectively to all staff and governors.
- To maintain contact with teaching and learning at classroom level, including teaching commitment where necessary.
- To ensure that teaching is appropriate to the age and ability of all pupils and provides challenge, progression and high expectation to enable all pupils to achieve at the highest level they are capable of.
- Ensure effective monitoring and evaluation of the learning of all cohorts, groups and individual pupils so that they achieve as well as possible.
- To manage the pupil premium funding effectively to ensure that disadvantaged pupils achieve at least as well as their peers and those with special educational needs and disabilities are given the same opportunities.
- To ensure the curriculum is bespoke and differentiated where appropriate, challenging children identified as gifted, talented and able (GTA).
- To create a nurturing and targeted bespoke plan for those children identified as having special educational needs.
- To ensure that teaching helps to develop a culture of excellence, where the highest achievement in academic work is recognised, especially when supporting the achievement of the most able.

The curriculum:

- To ensure that the school's curriculum has a positive impact on the behaviour and learning of all pupils, contributing well to their physical well-being and their social, moral, spiritual and cultural development, alongside academic attainment.
- To ensure that the curriculum promotes and sustains a thirst for knowledge and understanding and a love of learning.
- To ensure that statutory requirements for the curriculum are met, that curriculum provision is appropriate and relevant to the needs of all pupils and provides equality of opportunity for all.

Behaviour and safety:
























- To establish a positive ethos throughout the school so that pupils take pride in their school, their work and their behaviour.
- To secure effective safeguarding procedures that ensure the safe recruitment of all staff and the safety of all pupils, including in respect of e-safety.

Early Years provision:

- To ensure that children in the Early Years are safe and happy and achieve well.
- To ensure that teaching nurtures, engages and motivates children and is based on accurate assessment of children's learning needs and development.
- To ensure that all children are well prepared for Year 1 and subsequent education.

Governance:

- To provide governors with all the information that they need to do their job well and consult them where appropriate.
- To advise the governing board on the formulation of policies and their implementation, to ensure the enhancement of the quality of learning in an efficient and cost effective manner.

Headteacher Specification	E	D
Qualifications and Experience		
Qualified teacher status		
Has NPQH qualification		
Recent experience as a senior teacher		
Qualities and Knowledge		
Knowledge and understanding of the curriculum across the appropriate age range		
Commitment to maintaining and developing the Christian ethos of the school and promoting an understanding of other faiths and cultures		
Demonstrate positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community		
Lead by example driving the strategic leadership, empowering all pupils and staff to excel		
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally		
Pupils and Staff		
Demand 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		
Develop pupils' learning, independence and resilience recognising the need for all pupils to enjoy school in order to become confident and enquiring learners		
Create a learning culture within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other		
Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning		
Systems and Processes		
Maintain a safe, calm and well-ordered environment for all pupils and staff, and developing their exemplary behaviour		
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff		
Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively		
Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources		
Self-Improving School Systems		
Maintain an outward-facing school which works with other schools and organisations in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils		
Develop and maintain positive relationships with the local parish, school cluster, diocese, and the Local Authority		
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff		
Safeguarding		
Demonstrate a commitment to safeguarding and the welfare of children and young people		
Ability to form and maintain appropriate relationships and personal boundaries		
Emotional resilience in working with challenging behaviours		
Appropriate use of authority and discipline		



The School

St Paul's C of E (VC) Primary School
St Paul's Terrace
York
YO24 4BJ

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email: stpauls.primary@york.gov.uk
web: www.stpaulsprimaryyork.com



Candidates will be welcome to visit the school on Friday 16 June and Monday 19 June. Please book a 40 minute tour between 9.30am and 3pm via the school office.

The Recruitment Process

Application forms are available at www.york.gov.uk/jobs

Closing Date: Midnight, Thursday 22 June 2017
Shortlisting: Week commencing 26 June
Interviews: Tuesday 11 July (in school)
Wednesday 12 July (off-site)
Start Date: 1 January 2018

Number on roll: 170
Headteacher: Group 2, L12-L18 (£51,127 - £59,264)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful candidate to undertake an enhanced Criminal Record check via the Disclosure and Barring Service. This post is subject to the Childcare (Disqualification) Regulations 2009 and, as such, shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview.

