



Headteacher

Candidate Brochure

Church Valley Schools Federation

'Branching out for learning'

What we want from you

Letter from Matthew Street, Chair of Governors

Dear Applicant,

Welcome and thank you for considering an application to join us at The Church Valley Schools Federation as our new Headteacher from January 2018. The successful candidate will be joining us during a time of transition as the Federation achieves Academy status and as we move from three sites to two.

Our three rural primary schools are located just outside the city of Bath in the villages of Wellow, Shoscombe and Camerton. We have 215 children on roll across three individual school sites which are situated within six miles of each other. St Julian's C.E.V.C. Primary School was rated 'Outstanding' by Ofsted in May 2012, and 'Good' by SIAMS in June 2017. Shoscombe C.E.V.A. Primary School was rated 'Good' by Ofsted in May 2014, and 'Outstanding' by SIAMS in November 2014, Camerton C.E.V.C. Primary School was rated 'Good' by Ofsted in July 2013, and 'Outstanding' by SIAMS in February 2015.

The governors, staff and children are seeking to appoint a Headteacher who is an inspirational leader with clear vision. The successful candidate will have outstanding management, pastoral and communication skills as well as a commitment to support the strong Christian ethos of the Federation. The Federation prides itself on its positive friendly and supportive atmosphere where children and staff can thrive.

You will already have Headteacher, Deputy Headteacher or Assistant Headteacher experience and will be able to demonstrate a proven track record of successful primary school teaching and leadership. You will be someone who has high expectations for the achievement of every child as well as every member of staff and you will be ensuring that the standards of teaching and learning across the Federation are consistently good. Moreover you will lead and inspire your colleagues by example but will also be available to support them as well. In addition you will possess strong interpersonal skills and want the Christian ethos of the Federation to be preserved and developed.

All three schools have strong links with their local Church of England parish churches and village communities. You will be someone who values these existing connections and will want to grow and develop them further.

I would encourage you to visit the Federation in advance of your application and see for yourself the enthusiasm that our children have for their education. Please call Kate Edwards on 01225 833143 or email: Stjulians_pri@bathnes.gov.uk to make an appointment.

I hope you find the information provided useful and informative and that it will encourage you to apply. On behalf of the governing body of the Church Valley Schools Federation, thank you again for your interest.

Yours faithfully,



Matthew Street Chair of Governors

Our ideal Headteacher - Our children's perspective

We asked the children what qualities they wanted to see in their new Headteacher and here are some of their thoughts.

Sense of humour

Happy

Helpful

Deliver interesting assemblies

Kind

Responsible

*Passionate about outdoor
learning and Forest School*

Good at typing

Friendly

Sporty

Inspiring

Must like chickens

Funny
(even a bit crazy)

Church Valley Schools Federation

About the Federation

Our Federation is comprised of three small, rural primary schools; Camerton Church of England Primary School (VC), St Julian's Church of England (VC) Primary School and Shoscombe Church of England (VA) Primary School. Our schools are situated within six miles of each other in the breathtaking countryside on the south side Bath – an enviable environment within which to learn.

Now operating together as one organisation, with one Governing Body and Leadership Team, we are best placed to offer our children the highest possible standard of 21st century teaching and learning.

Our Federation prides itself on providing a friendly, caring, family environment within which children can flourish. We seek to stimulate the love of learning in our children so that they want to learn for themselves and achieve to the very best of their abilities. Every child is valued as an individual and encouraged to find their best-selves within a setting where they are happy, well cared for, and most importantly, where they care for each other.

We believe that children need to develop skills that will equip them for the future, so we offer a rich curriculum that includes outdoor learning as well as the more traditional subject areas. We want to develop lively enquiring minds, confident individuals and focused learners who can adapt to different situations and who can work well with others.

Across the three schools teachers share expertise, learning strategies, inset days and resources. We plan many events throughout the year that enable pupils from the three schools to work together, these include environmental projects, family afternoons, music events, sport activities, outdoor learning and French projects.

Ethos

The Federation preserves and develops the religious character of all three schools in accordance with the principles of the Church of England and their trust deeds in partnership with the Church at parish and diocesan level. All schools aim to serve their communities by providing an education of the highest quality within the context of Christian belief and practice.

The schools encourage an understanding of the meaning and significance of faith, promoting and upholding Christian values through the experience they offer all their pupils. The aim is to provide a safe environment in which all the children are valued as individuals, made in the image of God, in whom they can find security, acceptance, reassurance and an opportunity to develop their full potential, thus creating caring and happy communities.

Mission Statement

We are three Christian communities committed to:

- mutual respect, positive encouragement and participation
- meeting the personal and educational needs of all pupils
- the highest standards of teaching, learning and performance
- maintaining a supportive partnership with parents, friends, governors, parishes, schools and the local community
- the professional development of staff.

The Curriculum

Teaching and learning is at the heart of school life. We make sure that our curriculum is wide-ranging and balanced across the Federation, with planned progression and differentiation, meeting the requirements of the Curriculum Guidance for the Early Years Foundation Stage, the National Curriculum, religious education and collective worship.

International Links

We are small, rural schools but we are progressive and outward looking, and to this end international links are a particularly strong focus in the Federation. Shoscombe has been the coordinating school for several successful EU funded projects, connecting the school with others in France, Denmark, Greece and Catalonia. These links have enabled pupils and teachers to visit a number of different countries and learn about their language and culture. We are very excited to have been granted funding to coordinate a two year project (2016 -2018) through Erasmus+ linking the Federation schools with a number of European partners.

The Three Schools

The schools have long and proud histories of serving their three beautiful, rural communities and each has its own unique identity.

Church Valley Schools Federation

Camerton C.E.V.C. Primary School

Camerton School is by far the smallest of our schools in the Federation. Due to a falling roll, from September 2017, children from Camerton Church School will be educated on the Shoscombe School site. This decision has been made to provide the best outcomes for the children academically, socially and emotionally.

Its size has enabled it to foster a wonderfully nurturing, family friendly environment, where children relate to each other across the age groups. It is a warm, happy and friendly school which benefits from being in a beautiful setting surrounded by countryside, open spaces and woodland.

At Camerton our values and Christian ethos are integral to the school. They provide a nurturing approach to developing the whole child, instilling in our pupils a love of learning that extends beyond their primary years, equipping them with skills for their future and developing them as creative, responsible and respectful individuals.

St Julian's C.E.V.C. Primary School

St Julian's is situated in the attractive and friendly village of Wellow, just south of Bath. The 14th century church in Wellow is dedicated to St Julian, and it's from here that the school gets its name. Given the open, friendly and inclusive character of the school it seems apt to learn that St Julian's full title is St Julian the Hospitaller.

The main school building, which dates from 1843, provides the school hall, one classroom, the library and the offices. There are three additional classrooms close to the main building, each with its own facilities. Adjacent to the school is the main playground, a small field, known as 'the paddock', a much loved adventure play area and a conservation area.

St Julian's is a busy, happy and thriving school which also benefits from being in a beautiful setting surrounded by countryside, open spaces and woodland. The school is committed to outdoor learning and many Forest School type activities are planned within the school day to bring learning to life for our children.

The school has been nationally recognised for its outstanding work and holds many awards such as the Inclusion Quality Mark, in recognition of our inclusive approach to education; Healthy Schools; Artsmark Gold which recognises our commitment to and excellence in arts provision, including drama, music and art. The school also holds a full International Award.

St Julian's latest OFSTED inspection was judged to be 'Outstanding' in all areas and the school is dedicated to providing an excellent and exciting education for all of our children, every one of whom we recognise as being unique and special.

Shoscombe C.E.V.A. Primary School

Shoscombe C.E.V.A. Primary School was founded in 1866 and over the years has been extended and improved to become a unique and attractive building which caters for the needs of the children in the local community. It is situated in picturesque surroundings which offer opportunities for environmental and local studies. The grounds are attractive, including varied play equipment, a sports pitch, a quiet garden and tarmacked area. All these areas are used for outdoor learning throughout the year.

The school has a hall with facilities for creating a stage for drama productions as well as being available for PE lessons. Adjoining it is the original Shoscombe chapel of ease chancel that is still used by the worshipping community of Foxcote and Shoscombe Parish in the winter months. Each classroom, the hall and the library have interactive whiteboards. The year 5/6 class is taught in a newly erected building with its own facilities.

The Arts are an integral part the school and are embedded through our curriculum. This has been recognised and celebrated in our achievement of Artsmark Gold. The school also holds a full International Award and a Healthy Schools award.

The school fosters excellent links between children, staff and parents and into the wider community. This is achieved through the Friends of Shoscombe School Association (FOSSA) where parents and members of the community commit time and resources so that the school and the children flourish.

Shoscombe provides a secure, happy and creative working environment where everyone is valued, and where achievements are recognised and celebrated.

Job Description

Position	Headteacher
School	Church Valley Schools Federation
Position reports to	Governing Body
Local authority	Bath and North East Somerset

This job description should be read alongside the Conditions of Service for a Headteacher as set out in the School Teachers Pay and Conditions Document

Core purpose

The core purpose of this role is to provide professional leadership and management of the school to promote a secure foundation from which high standards in all areas of the school's work can be achieved.

Key priorities

The key priorities as set by the Governing Body:

- Manage the transition of the Federation to Academy status
- Reinforce a culture of aspiration across the Federation
- Share good practice across the Federation with particular focus on maths, phonics and spelling
- Grow leaders at all levels across the Federation
- Manage the transition of the Federation from three sites to two.

To achieve success, the Headteacher will:

- Provide vision, leadership and direction
- Effectively manage teaching and learning
- Nurture the Christian ethos across the Federation and build on the partnership with the local worshipping community and the Education Department of the Diocese of Bath & Wells
- Promote excellence, equality and high expectations of all pupils
- Deploy resources to achieve the Federation's aims
- Evaluate Federation performance and identify priorities for continuous improvement
- Carry out day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils.

Key responsibilities

Strategic direction and shaping the future

1. Work with the Governing Body and other key stakeholders to ensure the Federation's vision is clearly articulated, shared, understood and acted upon effectively by all.
2. Work within the school communities to translate the vision into agreed objectives and operational plans which will promote and sustain improvement.
3. Demonstrate the vision and values in everyday work and practice.
4. Motivate and work with others to create a shared culture and positive environment.
5. Ensure that strategic planning takes account of the diversity, values and experience of the Federation and its communities.
6. Lead in formulating, implementing, monitoring and reviewing policy and practice together with the Governing Body.

Managing the organisation

1. Maintain an organisational structure that reflects the Federation's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produce and implement clear, evidence-based improvement plans and policies for the development of the Federation and its facilities.
3. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manage the Federation's financial and human resources effectively and efficiently to achieve the Federation's educational goals and priorities.
5. Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the vision and goals of the Federation.
6. Implement successful performance management processes with all staff.
7. Manage and organise the schools' environments efficiently and effectively to ensure that they meet the needs of the curriculum and health and safety regulations.

8. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Leading learning and teaching

1. Ensure a consistent and continuous Federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
2. Ensure that learning is at the centre of strategic planning and resource management.
3. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
4. Demonstrate and articulate high expectations and set stretching targets for the whole Federation.
5. Implement strategies that secure high standards of behaviour and attendance.
6. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
8. Monitor, evaluate and review classroom practice and promote improvement strategies.

Developing self and working with others

1. Regularly review own practice, set personal targets, and take responsibility for own personal development.
2. Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
3. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. Build a collaborative learning culture within the Federation and actively engage with other schools to build effective learning communities.
7. Manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

1. Fulfil commitments arising from contractual accountability to the Governing Body.
2. Maintain the Federation ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
4. Work with the Governing Body, providing information and objective advice and support, to enable it to meet its responsibilities.
5. Develop and present a coherent, clear and accurate account of the schools to a range of audiences including governors, parents and carers.

Strengthening community

1. Build the schools' culture and curriculum that takes account of the richness and diversity of their communities.
2. Ensure learning experiences for pupils are linked into and integrated with the wider community.
3. Ensure a range of community-based learning experiences.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
5. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
6. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the schools to enhance and enrich the Federation's value to the wider community.
7. Co-operate and work with relevant agencies to protect children.

The Headteacher will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation. The Headteacher is accountable to the Governing Body for the standards achieved and the conduct, management and administration of the schools within the Federation, subject to any policies which the DfE may make. This job description is subject to annual review.

The Governing Body and Local Authority are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure (DBS).

Person Specification

Qualifications and experience	Desirable	Essential
Qualified Teacher Status (QTS) First degree or equivalent		✓
Successful experience as a Headteacher, Deputy Headteacher/Assistant Headteacher		✓
Holder of NPQH	✓	
Recent professional development that prepares the applicant for this post		✓
Record of successful class teaching with substantial teaching experience in a United Kingdom setting		✓
Experience of working within a Church of England School and actively contributing towards its Christian distinctiveness	✓	
Recent experience of Section 48 Ofsted SIAMS inspection at a leadership level	✓	
Strategic direction and shaping the future	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Establishing a collaborative school vision of excellence and equity that sets high standards for every pupil Setting and achieving ambitious, challenging goals and targets Inclusion and the ability and right for everyone to achieve their full potential Nurturing the Christian ethos across the Federation The Federation's need to be an Academy 		✓
Demonstrates the ability to think strategically, build and communicate a coherent vision in a range of ways		✓
Ability to inspire, challenge, motivate and empower others to carry the vision forward		✓
Leadership	Desirable	Essential
Track record of providing inspirational and strong leadership to teaching staff, governors and parents	✓	
Leads by example in order to promote the Federation's vision and values for the pupils and staff		✓
Ability to develop and grow leaders	✓	
Leading learning and teaching	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Raising standards for all in the pursuit of excellence Continuous learning for the entire Federation community The entitlement of all pupils to effective teaching and learning The choice and flexibility to meet the personal learning needs of every child Delivering an engaging and relevant curriculum 		✓
Evidence of using data, benchmarks and feedback to monitor progress in children's learning and development		✓
Initiates and supports research/debate about effective learning		✓
Develops relevant strategies for performance improvement		✓

Developing self and working with others	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> Effective working relationships Shared leadership Effective team working Continuing Professional Development for all (including self) 		✓
Fosters an open, fair and equitable culture and manages conflict		✓
Develops, empowers and sustains individuals/teams		✓
Collaborates and networks with others within and beyond the Federation		✓
Challenges, influences and motivates others to attain high goals		✓
Gives and receives effective feedback and acts to improve personal performance		✓
Accepts appropriate support from others including colleagues and governors		✓
Managing the organisation	Desirable	Essential
Establishes and sustains appropriate structures and systems		✓
Manages the Federation efficiently and effectively on a day-to-day basis		✓
Delegates management tasks and monitors their implementation		✓
Appropriately plans and organises themselves and others		✓
Makes professional, management and organisational decisions based on informed judgements		✓
Thinks creatively to anticipate and solve problems		✓
Understands financial issues, reporting and budget management	✓	
Able to demonstrate and articulate church school distinctiveness	✓	
Securing accountability	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> The principles and practice of school self-evaluation Working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils Individual, team and whole school accountability for pupil learning outcomes 		✓
Accounts for the effectiveness of the school to parents, governors, the Bath & Wells Diocesan Board of Education and OFSTED		✓
Provides information, advice and support to the Governing Body to enable it to meet its responsibilities		✓
Demonstrates experience of effective whole school self evaluation, and uses this and the findings of external evaluations to drive real school improvement		✓
Demonstrates political insight and anticipates trends		✓
Engages the individual school communities in the systematic and rigorous self-evaluation of the work of the Federation		✓
Collects and uses a rich set of data to understand the strengths and weaknesses of the schools in the Federation		✓
Ability to put in place effective communication mechanisms with the Governing Body to ensure that the governors are provided with the information they need to meet their responsibilities		✓

Strengthening community	Desirable	Essential
Is committed to: <ul style="list-style-type: none"> • Effective teamwork within the Federation and with external partners • working with other agencies for the well-being of all pupils and their families • Involving parents and community in supporting the learning of children and in defining and realising the Federation's vision • Collaborating and networking with other schools to improve outcomes 		✓
Engages in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities		✓
Listens to, reflects and acts on community feedback		✓
Builds and maintains effective relationships with parents, carers, partners and the community that enhance the education of all pupils		✓
Actively draws on the richness and diversity within the school community to enhance learning opportunities		✓
Personal attributes	Desirable	Essential
Excellent written and verbal communication skills		✓
Adaptable to changing circumstances and new ideas		✓
Approachable and enjoys being highly visible to children and parents		✓
Energetic, adaptable, enthusiastic and reliable with personal impact and presence		✓
Self-motivated with good organisational skills and the ability to prioritise workload effectively		✓
Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement		✓
Passionate about delivering high quality education to children and their families		✓
Values diversity and the unique place every individual has and the contribution they make to the learning community		✓
Demonstrates professionalism, loyalty and integrity		✓
Able to model good collective worship		✓
Safeguarding	Desirable	Essential
Demonstrate a commitment to safeguarding and the welfare of children and young people		✓
Be able to form and maintain appropriate relationships and personal boundaries		✓
Demonstrate appropriate use of authority and discipline – positive behaviour		✓
Demonstrate knowledge of safeguarding procedures		✓



Church Valley Schools Federation

Application Process

Application Deadline: 11th September 2017 (5:00pm)

Interviews: 20th September 2017 and 21st September 2017

Please send your completed application form and covering letter via email to : Kate Edwards at Stjulians_pri@bathnes.gov.uk stating clearly 'Head Teacher Application' in the subject line.

We welcome and encourage prospective applicants to visit the Federation. Please contact Kate Edwards on 01225 833143 to make arrangements.

References

Two professional references are required in all cases. A third referee is required if the applicant currently works in a LA maintained school; this should be the Director responsible for Schools and Education services. References will be taken up immediately after shortlisting. Referees must be warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Church Valley Schools Federation



Camerton Church School

Camerton Hill, Camerton, Bath, Somerset, BA2 0PS

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St Julians C of E Primary School

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Shoscombe C of E Primary School

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