**St Andrew’s Church School**

**Headteacher Recruitment Pack**

**A picture containing person, child, indoor, boy

Description generated with very high confidence**

***“Life in all its fullness”*** *John 10:10*

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January 2018

**Letter from the Chair of Governors**

Dear Applicant

Thank you so much for the interest you have shown in the Headship of our school.  I enclose information about the school and the local community, which I hope will encourage you to proceed with your application.

This opportunity has arisen due to our current Headteacher leaving the school at the end of the spring term after 11 successful years.

We are seeking a Headteacher with a proven track record of successful leadership, who will build on the current strengths of the school. We are looking for someone to bring a fresh perspective and further drive our journey to become an outstanding school. Our last OFSTED was rated good and our SIAMS outstanding. We have also received recognition for excellence in RE from the Barbara Agutter foundation.

Beyond our academic ambitions we want a leader to promote our children’s spirit of adventure and curiosity about the world in which they live.

As the school is at the heart of the local community, the new Headteacher will maintain and extend links beyond the school boundaries while leading and developing our enthusiastic and hardworking children and staff.

I enclose a job description and person specification, which provide more details about the role, and candidates are invited to visit the school and meet the pupils.

We are proud of our school and the governors, staff, parents and children who work together to make our school a happy, secure and purposeful environment for all.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

**Dawn Booth**

**Chair of Governors**



**About St Andrew’s Church School**

At St Andrew’s Church School, our ethos is Christianity, Community, Challenge.

We aim to promote a love of learning by providing a variety of stimulating learning experiences and physical and emotional well-being by encouraging a healthy lifestyle.

As a church school, we work with children, parents, staff, governors and the church to provide a safe environment in which everyone is valued. Our children enjoy school and show high levels of respect for each other and all adults.

We recognise the uniqueness of each child and the importance of their cultural and moral development. Ofsted commented that the promotion of spiritual, moral, social and cultural development is a significant strength of the school. As a result, pupils grow into caring and sensitive young people.

Our teachers, support staff and assistants work well as a team and it is important to us that we empower them to achieve their full potential through professional development and performance management.

At St Andrew’s Church School we value effective communication with strong links between staff and parents. Our School Council is a very active participant in setting the school’s goals and aspirations.

The Ofsted inspection in 2015 judged the school to be ‘good’ and we are proud that our last SIAMS inspection judged the school to be ‘Outstanding’.

We have a very active PTFA and a governing body who recognise the importance of supporting the school in all its endeavours.

St Andrew’s Church School is situated near the centre of Taunton, the vibrant county town of Somerset close to the beautiful Quantock hills.

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**What Our Children Think**

Teachers trust us

We have lots of clubs

It is safe

It feels just like a family



Seeing my friends

People look out for me

I know if I need someone to talk to they will listen

All the teachers try their best

**About the Bath & Wells Multi Academy Trust**

The family of schools within the Trust has been growing since 2012 and stretches across the area of The Diocese of Bath & Wells from Nailsea to Wincanton and from Shepton Mallet to Taunton. Our primary schools come in all sizes and serve both rural and urban communities, but we are all bound together with a common ethos and determination to provide the best possible learning opportunities for our children.

Each school within the Trust is unique and distinctive and we are committed to celebrating the local context of each school. Our vision is for all our schools to become highly successful and meet the needs of the community in which they serve.

The purpose of the Trust is to secure the rapid and sustained improvement of all of its academies. The Trust enables and encourages schools to work together, share expertise and maximise resources. We strive for a family of Bath & Wells academies that offer a great learning experience for every child.

We seek to ensure the best possible educational outcome for every child. We believe that every child has the right to a good education and this will be achieved within a distinctively Christian context, valuing each child as an individual. For more information about the Trust please visit [www.bwmat.org/about-us/ethos-and-values/](http://www.bwmat.org/about-us/ethos-and-values/)

We highly value every staff member and recognise that our aims and objectives cannot be achieved without the hard work and commitment of every individual. We are committed to our people offer, to always working within our values, supporting staff wellbeing and providing all staff with a voice. Working for the Bath & Wells Multi Academy Trust offers excellent professional development opportunities, a supportive and collaborative network, enhanced staff benefits. For more information please visit the ‘working for us’ section on our website: [www.bwmat.org](http://www.bwmat.org).

**“Life in all its fullness”** John 10:10

**Important Information**

**School visits:**

Visits to the school are most welcome, to arrange a visit please contact the school office at [office@standrews.bwmat.org](mailto:office@standrews.bwmat.org) or 01823 275906.

**Application details:**

In addition to your application form, please provide a letter of application which addresses the priorities described in the recruitment pack. Please include:

* Your reasons for applying for the headship of this school
* Your experience and skills which would equip you for this role

Your letter should be no more than two pages in length.

**Closing date for applications:**

Your online or paper application form and accompanying letter should be returned toAnnette Williams, Business Manager by email [annette.williams@standrews.bwmat.org](mailto:annette.williams@standrews.bwmat.org) or post to:

St Andrews Church School, Grove Terrace, Taunton TA2 6HA

Applications should arrive no later than 5.00pm on 23rd February 2018.

**Shortlisting of candidates for interview:**

Shortlisting of candidates for interview will take place on 28th February 2018. If you are to be invited for an interview you will be informed and your referees will be sent a reference request.

**Interviews:**

Interviews will be held on 8/9 March 2018

**School contact details:**

St Andrew’s Church School

Grove Terrace

Taunton

Somerset

TA2 6HA

Tel: 01823 275906

Email: [office@standrews.bwmat.org](mailto:office@standrews.bwmat.org)

**Website:** [www.standrewsbwmat.org](http://www.standrewsbwmat.org)

**Job Description**

**Post: Headteacher**

**School: St Andrews Church School**

**Responsible to: The Schools Local Governing Board and Directors of The Bath & Wells Multi-Academy Trust (MAT)**

**Overriding Requirements**

The Headteacher shall carry out his/her professional duties in accordance with the most up to date School Teachers’ Pay and Conditions Document (STPCD), National Standards of Excellence for Headteachers and the Burgundy Book, as amended or modified by the Bath & Wells Multi Academy Trust (hereafter referred to as the MAT).

**Job Purpose**

The core purpose of the Headteacher is to provide high quality professional leadership and management for the school.

With the Local Governing Board and the MAT Leadership Team, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships and, in particular, those that promote the school’s Christian ethos.

The Headteacher is accountable to the Local Governing Board and MAT Directors for ensuring the educational success of the school within the overall framework of the MAT strategic plan as well as the schools strategic plans. They are responsible for the quality of teaching and learning, the internal organisation, management of the school and for leading and managing staff. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the school’s and wider organisations work.

**Key Relationships**

The Headteacher will establish and maintain effective working relationships with:

• The MAT’s Executive Leadership and Central Team.

• The school's Local Governing Board.

• The MAT’s Board of Directors.

• The Diocese of Bath and Wells.

• The Headteachers of local secondary schools.

• Headteachers of local primary and special schools, particularly those primary schools that are members of the MAT.

• Early Years providers;

• Other services and agencies for children including social care, health care and the police.

**Key Responsibilities and Accountabilities**

The following duties are to be carried out in consultation with as appropriate, the Local Governing Board, the MAT’s Board of Directors, MAT Executive Leadership Team and Central Team, the Diocese of Bath and Wells Officers, the staff and parents.

**A. Strategic Direction and Development**

1. Develop a strategic view for the school within its Church community, identifying and determining its philosophy, overall aims and targets.

2. Create and develop a strategic plan for the school, which is underpinned by sound financial planning and management, identifies priorities and targets aimed at raising achievement and is critical to sustaining school improvement.

3. Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.

4. Create an ethos which provides a collaborative educational vision of excellence and direction which secures effective teaching and successful learning and achievement for pupils including sustained improvement in their spiritual, moral, cultural, mental and physical development.

5. Ensure the commitment of all those involved in the school to its vision, aims and objectives.

6. Ensure that the management and organisation of the school supports its vision and aims and objectives.

**B. Learning and Teaching**

1. Determine, organise and implement a diverse, flexible appropriate curriculum for the school and implement an effective assessment framework.

2. Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.

3. Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of learning and teaching, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.

4. Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning.

5. Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.

6. Monitor and evaluate the quality of learning and teaching in the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access.

7. Develop and maintain effective partnerships with parents, carers, the community, other schools, clergy and the local worshipping communities. Extend pupils’ learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.

8. Participate, to such an extent as may be appropriate, and in consultation with the MAT Executive Leadership Team and the schools Local Governing Board, in the teaching of pupils in the school, including the provision of cover for absent teachers.

**C. Leading, Managing and Deploying Staff**

1. In consultation with the Local Governing Board and the MAT Leadership Team, take the lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.

2. Manage the arrangements for the deployment and effective allocation of work to and supervision of all teaching and support staff in the school, to maximise their skills and contribution to the improvement of the quality of the education provided and the standards achieved.

3. In accordance with MAT policies implement and sustain effective systems for the effective induction of staff and the management of staff performance, participating in arrangements for the appraisal of own performance and the appraisal and performance management of teaching and support staff as appropriate.

4. Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Local Governing Board, the School Development Plan and the MAT, as appropriate.

5. Ensure that teachers at the school receive information they need in order to carry out their professional duties.

6. Ensure that professional duties and conditions of employment as set out in local and national conditions of service, as modified by the MAT, for Headteachers, teachers and support staff are fulfilled.

7. Develop and maintain a decision making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.

8. Foster and maintain relationships with organisations representing teachers and support staff.

**D. Deployment of Resources**

1. In consultation with the Local Governing Board and MAT Central Team, set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.

2. Ensure the sound financial management of the school in accordance with MAT requirements and any overarching regulations.

3. Make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds ensuring that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.

4. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

**E. Accountability**

1. Be accountable for the efficiency and effectiveness of the school to the Local Governing Board, MAT Directors, and the Diocese of Bath and Wells.

2. Fulfil the tenets of the Trust Deed.

3. Foster and maintain good community relations by implementing Diocesan policy and liaising with Diocesan officers.

4. Comply appropriately with the requirements of the Local Governing Board and the MAT in respect of the strategic management and direction of the school.

5. Present a coherent, understandable and accurate account of the school's performance in a form appropriate to a range of audiences including directors, governors, parents and carers, maintaining and providing adequate and appropriate records, statistical data and returns.

**F. Supporting the work of the MAT**

1. Develop and maintain the Christian ethos of the academy so that it is intrinsic and permeates all aspects of the academy’s life and curriculum.

2. Embed the Christian ethos in all aspects of academy life.

3. Develop strong working relationships with MAT colleagues and contribute to collaborative working across schools.

4. Participate in MAT activities in order to share best practice, contribute to the development of MAT strategies and policies and promote the school and the wider organisation in a local and national context.

**Person Specification**

**Head teacher**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Training and Qualifications** | Qualified teacher status  Recent safeguarding training  Leadership training qualifications/experience | NPQH  Diocesan pre-headship training |
| **Experience** | Recent experience in senior management within a school  Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high performance  Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement  Experience of teaching across 2 key stages  Evidence of continuous professional development  Experience in translating local and national policy into school context  Experience of leading rapid and sustained improvements in pupil outcomes  Experienced in leading and managing others and holding staff to account  Experienced in creating, developing and implementing efficient systems, policies and processes  Experienced in developing and leading rigorous systems for measuring and managing performance  Experience of developing good working relationship with all stakeholders  Proven track record of successful collaborative and inspirational leadership  Experience of analysing performance data and target setting  Experience in monitoring and improving the quality of teaching and learning  Experienced in creating, retaining and deploying effective staffing structures | Experience of working in more than one other school  Experienced in leading a variety of curriculum areas  Substantial leadership experience in more than one setting  Experienced in contributing to collaborative activities with partner schools |
| **Knowledge and understanding** | Knowledge of effective school governance and able to effectively support the school's local governing body  Ability to draw on the expertise of governors  Knowledge of best practice/entrepreneurial approaches to school improvement, leadership and governance  Transition arrangements between key stages and between primary and secondary phase  Knowledge of strategies to meet the needs of all pupils in a mixed primary setting  Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally | Understanding of community based learning  Understanding of SIAMS inspection process  Understanding of PHSE |
| **Skills and Abilities** | Able to instil a strong sense of empowerment in staff  Ability to articulate clear values, moral purpose and enthusiastically promote the Christian ethos of the school.  Ability to lead by example, with integrity, creativity resilience and clarity.  Understanding of effective teaching and learning across the primary age range  Knowledge of effective school governance and able to effectively support the school's local governing body  Ability to draw on the expertise of governors  Able to communicate the schools vision and drive strategic leadership.  Ability to secure outstanding teaching through an analytical understanding and knowledge of the core features of successful classroom practice.  Skilled in creating an environment where staff feel valued and pupils are motivated supported and able to develop  Knowledge of best practice/entrepreneurial approaches to school improvement, leadership and governance  Ability to support the development and training of staff.  Ability to oversee and ensure and outstanding safe and secure learning environment and.  Ability to effectively exercise curriculum led financial planning  Ability to work with other schools and organisations, championing best practice  Ability to effectively challenge, inspire and influence others where appropriate  Ability to manage own workload and that of others  Ability to manage and successfully implement change |  |
| **Qualities and characteristics** | Enthusiastic about out of classroom learning  Reflective and self critical  Excellent interpersonal and communication skills at all levels  Caring and respectful  Understanding of an empathy with the Christian distinctiveness of our school  Committed to supporting the aims of the wider MAT  Commitment to participate in collaborative activities with other schools across the Bath and Wells Multi Academy trust |  |