

# St Oswald's Church of England Primary School

Learning for all, caring for each other, preparing  
for the future



Headteacher Recruitment pack

February 2018

**St. Oswald's Church of England Primary School**

Heslington Lane

**Headteacher:** Rupert Griffiths

Fulford  
YORK  
YO10 4LX



[www.stoswalds.york.sch.uk](http://www.stoswalds.york.sch.uk)

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***Learning for all, caring for each other, preparing for the future***

Dear Candidate,

On behalf of the governing body we would like to thank you for your interest in the post of headteacher at St Oswald's CE (VC) Primary School.

St Oswald's is a medium sized primary school situated in Fulford, an attractive suburb of the City of York. York is an historic city and is a great place to live and work with good schools, two universities, plenty to see and do and excellent transport links. St. Oswald's catchment includes Imphal Barracks which in addition to our proximity to the University of York means that we serve a diverse community, certainly by York standards. This makes our school an exciting and vibrant place to be, where we celebrate and value cultural and religious diversity.

Many of our pupils are with us throughout their primary years while others come to us for a shorter period and we pride ourselves on offering an environment where all feel welcome and included. The school is also home to a highly successful unit offering 10 places for children from across the city with dyslexia, who need specialist support.

For some years St Oswald's has been part of a local cluster of schools which form the South York Schools' Partnership. We have built up close links across the partnership and have had the opportunity to work collaboratively with other primary schools and to build strong links with Fulford Secondary School, our close neighbour and where the majority of our children go at the age of 11. This partnership is in the process of becoming the South York Multi Academy Trust. The headteachers and governors of the schools which will eventually form the new MAT, have been closely involved in establishing the principles upon which it will be based and it's an exciting opportunity for our new headteacher to be in at the formation of the MAT. The first schools will join the Trust in January 2018 with a staged process for the others. St Oswald's has its academy order in place and is due to convert in December 2018.

The governors, staff and pupils of St Oswald's CE School are seeking to recruit a new headteacher who will further promote our core values, building on the excellent work of our much valued headteacher who is leaving us at Easter. In particular we are looking for someone who will:

- support and value the strong ethos of the school of which we are so proud
- support and promote our Christian values
- lead an outward facing inclusive school at the heart of our community
- nurture, challenge and motivate all children and staff to attain high academic standards while recognising that the whole child is important
- be able to communicate our vision to parents, children and the wider community
- manage the school's budget efficiently to make the best use of our limited resources for the benefit of the children
- continue to support the teaching staff to deliver a creative and explorative curriculum to inspire our children

We can offer

- a welcoming, inclusive and friendly environment with happy, confident and (mostly!) enthusiastic young learners
- a dedicated, experienced and very hard working staff who work effectively as a team to raise the achievement and progress of all pupils and to meet their wide ranging needs
- a school with a strong belief in the value of extra – curricular activities, and where these are integral to school life and that of the community
- a modern, well equipped building with capacity for some future expansion – the school is a PFI build which is well maintained by the contractors.

We hope that this pack will provide you with all the information you need as you consider this important step in your career. Most importantly however we hope you will be able to come and visit the school and see the children and staff at work. We look forward to receiving your application.

Helen Rodbourn and Katy Haxby

(joint Chairs of Governors)



## Letter from the Vicar of St Oswald's Church

Dear Candidate,



Thank you for considering an application for the post of headteacher at St Oswald's Church of England IVCY Primary School. Fulford is an area where there is a rich and deep sense of community where the school and St Oswald's church contributes to this – often in partnership.



The links between the school and the church are close with established links e.g. the pupils' involvement in Time Out (a monthly meeting for seniors in our area) and the Village Community Cafe. The Christian ethos of the school is valued by pupils, parents and staff and the church is committed to helping the school to flourish.



Partnership between the school, church and YoYo (York Schools and Youth Trust) has enriched assemblies and special events. The pupils take a lead in Collective Worship through the Worship Group which is supported by St Oswald's curate.



The church is used by the school for celebrations of the Festivals, end of term services and events all of which are exciting and enjoyable occasions.

The two foundation governor posts are filled by me and by a member of St Oswald's congregation.

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 Fulford.



Yours faithfully,

Vicar of St Oswald's Church  
and Area Dean of York



We asked the children what they would like their new headteacher to be like:



The staff would like their new headteacher to be:

honest, trustworthy, inspirational, passionate about teaching and learning, a good listener and communicator, open, supportive, thoughtful, kind, welcoming, fun, respectful of each individual, fair, approachable, inclusive, visible and part of daily school life, supportive of career development, able to motivate, committed to developing the whole child, interested in technology, supportive of extra-curricular activities, wise  
and a little bit magical!

**St Oswald's CE School**  
**Headteacher Job Description**

**Purpose**

- To provide vision, leadership and direction for the school
- With the Governing Body, to be responsible for creating, maintaining and enhancing an effective learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continual improvement of the quality of learning offered by the school
- To preserve and develop the values and Christian ethos of the school

**Accountable to:**

- The Governing Body of the School

**Accountable for**

- The standards, progress and well-being of all pupils and staff
- All the resources of the school

**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 and create a culture of high expectations and aspirations that leads to excellent learning
- To promote effective relationships with all pupils, staff, governors, parents, other schools, the local community, the Local Authority and other external bodies

**Leadership and Management**

- To ensure that parents, pupils, staff and governors are committed to the school's vision of excellence
- 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
- To develop an open culture for sharing best practice within and between schools, drawing on relevant research and data analysis
- Working with other staff and governors, to create and implement appropriate policies and procedures that raise standards across the whole curriculum
- To lead and manage change effectively



### **As a Church school**

- To articulate confidently, 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 local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures

### **Governance**

- To work with the Governing Body to enable it to meet its responsibilities and present to it, on a regular basis, an accurate account of the school's performance
- To advise the Governing Body on the formulation of policies and their implementation, to ensure the enhancement of the quality of learning in an efficient and cost effective manner

### **The curriculum**

- 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
- To secure a broad and balanced curriculum that successfully promotes spiritual, moral, social and cultural learning and helps to prepare pupils for life in modern society
- To ensure that the curriculum promotes and sustains a thirst for knowledge and understanding and a love of learning, and challenges pupils to ensure they make excellent progress

### **Behaviour and safety**

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

### **The quality of teaching and learning**

- To recognise what constitutes good and outstanding teaching and learning, and be able to communicate this effectively to all staff and governors
- To ensure that teaching nurtures, engages and motivates children
- To ensure that effective teaching strategies are matched closely to pupils' needs, including the most and least able, so that all pupils learn well in lessons
- 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
- To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting staff to improve and valuing excellent practice

- Through the effective management of Pupil Premium funding, ensure that disadvantaged pupils achieve at least as well as their peers and those with Special Educational Needs and Disabilities are given every opportunity to do the same
- To ensure that teaching helps to develop a culture of excellence, where the highest achievement in academic work is recognised, including that of the most able

### **The achievement of pupils**

- To ensure that the curriculum and pastoral aims are achieved through the effective implementation of school improvement planning
- To ensure that the accurate assessment of children's learning needs and development is used effectively to improve teaching and learning so that all pupils make good progress and achieve well
- To ensure that 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
- Ensure that there are successful strategies for engaging with all parents to the benefit of all pupils
- To ensure that children are well prepared for each new stage in their education



The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the **Application, References, Interview or completed Tasks.**

Headteacher Specification	Essential E	Desirable D	Application A	References R	Interview I	Tasks T
<b>Qualifications and Experience</b>						
Qualified Teacher Status	E		A			
Has NPQH qualification		D	A			
Recent experience as a senior leader	E		A		I	
<b>Qualities and Knowledge</b>						
Knowledge and understanding of the curriculum across the appropriate age range	E		A		I	
Commitment to maintaining and developing the Christian ethos of the school and promoting an understanding of other faiths and cultures	E		A		I	T
Demonstrate positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community	E		A	R	I	
Lead by example driving the strategic leadership, empowering all pupils and staff to excel	E			R		T
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally		D	A			
<b>Pupils and Staff</b>						
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	E		A	R		
Develop pupil's learning, independence and resilience recognising the need for all pupils to enjoy school in order to become confident and enquiring learners	E		A		I	
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	E		A		I	
Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning		D	A		I	

Headteacher Specification (continued)	Essential E	Desirable D	Application A	Reference R	Interview I	Tasks T
<b>Systems and Processes</b>						
Maintain a safe, calm and well-ordered environment for all pupils and staff, and developing their exemplary behaviour	E		A		I	
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff	E		A		I	T
Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively	E		A		I	
Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources	E		A		I	
<b>Self-Improving School Systems</b>						
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		D	A		I	
Develop and maintain positive relationships with the local parish, school cluster, diocese, and the Local Authority	E		A		I	
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff	E			R	I	
<b>Safeguarding</b>						
Demonstrate a commitment to safeguarding and the welfare of children and young people	E				I	
Ability to form and maintain appropriate relationships and personal boundaries	E			R	I	
Emotional resilience in working with challenging behaviours	E			R	I	
Appropriate use of authority and discipline	E			R	I	T

This school is committed to safeguarding and promoting the welfare of all children and staff. The appointment is subject to the receipt of a satisfactory enhanced DBS disclosure.



## **KEY INFORMATION**

### **THE SCHOOL**

St. Oswald's Church of England Primary School

Heslington Lane

Fulford

YORK

YO10 4LX

[www.stoswalds.york.sch.uk](http://www.stoswalds.york.sch.uk)

Tel: 01904 555421

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Local Authority

City of York Council

Diocese of York

For more information, please visit our website at <http://www.stoswalds.york.sch.uk/>

### **TO APPLY**

To view job details or apply on-line [click here](#).

### **APPOINTMENT OF HEADTEACHER**

Starting salary within the range L13 – L19 (£52,930 - £61,341) Number on roll: 287

Contract type: Full time

Contract term: Permanent

Closing date for applications midnight Sunday 25<sup>th</sup> February 2018

Shortlisting Wednesday 28<sup>th</sup> February 2018

Interviews Tuesday 13<sup>th</sup> March (in school)

Wednesday 14<sup>th</sup> March (West Offices York)

Start date 1<sup>st</sup> September 2018

We hope you will visit our school and spend some time with the children and the staff. Please contact the school on 01904 555421 or email [stoswalds.primary@york.gov.uk](mailto:stoswalds.primary@york.gov.uk) to make an appointment.