



# Headteacher Recruitment Pack

March 2018

---

**ADDRESS:** St Mary's CE Primary School, Church Road, Portbury, Avon, BS20 7TR

**TEL:** 01275 372 066

**FAX:** 01275 372 066

**EMAIL** [admin@stmarysprimaryportbury.org](mailto:admin@stmarysprimaryportbury.org)

**WEBSITE** [www.stmarysprimaryportbury.co.uk](http://www.stmarysprimaryportbury.co.uk)

---



## St Mary's CE Headteacher advertisement

### Headteacher salary scale LS8 – LS12

### Full time or 0.8 FTE

St Mary's is a small, semi-rural primary school situated just 15 minutes from Bristol, off junction 19 of the M5 motorway. We are rated GOOD by Ofsted with elements of outstanding practice. Additionally, the school benefits from being part of the larger Lighthouse School Partnership (LSP) multi-academy trust.

The current head has been in post 6 years and is progressing her career at a larger Bristol school. We have an excellent staff team, who are highly committed to ensuring that the children at St Mary's achieve all they are capable of. All our teachers are highly experienced and support each other to ensure excellent outcomes for all. It is a very happy place to work and staff turnover is extremely low.

The Governors are seeking to appoint an inspirational, highly motivated, confident and passionate school leader with vision, experience, drive and commitment to lead the school; someone who may be on the senior leadership team at a good or outstanding school at present.



### We are looking for someone who;

- ✓ **Raises Standards** - An aspirational leader who has the drive, stamina and ambition to lead the school forward in raising children's attainment
- ✓ **Enhances the Ethos/Atmosphere** - A caring individual who fundamentally believes in the school's ethos;
- ✓ **Looks Outward** - A good communicator who recognises and acts upon the need to work outside the school, collaborating with other schools and particularly within the LSP.
- ✓ **Builds and Leads** - An inspirational, confident leader who is open to developing new collaborations and the ability to bring teams together across schools. An excellent manager who has the ability to mentor and coach others as individuals and to build cohesive teams.

### We can offer:

- ✓ The opportunity to lead, manage and improve a "GOOD" school
- ✓ A forward-looking school which recognises the importance of educating pupils for the rapidly changing skills required in the 21st century.
- ✓ An outstanding, dedicated and highly motivated team, who have very positive relationships with pupils, parents, wider community and Governors alike
- ✓ Friendly, confident, and enthusiastic children who enjoy learning
- ✓ Supportive and ambitious Governors who are committed to the school
- ✓ Opportunities for professional development through the LSP relationship

## Letter from the Governors

Dear Applicant,

Thank you for your interest in the role of Headteacher at St Mary's Church of England Primary School. The resignation of our current Headteacher to further her career in a larger Bristol primary school has created an opportunity for an inspiring and creative leader to join our team at St Mary's CE Primary school. We are keen to appoint a leader who will continue to lead the school to help us to achieve an Outstanding Ofsted rating.

As a governing body, we are proud of the culture, values and educational vision of St Mary's. Our academic achievement and progress show that we have a committed team of teachers and support staff, and hardworking children. We also value the range of extra-curricular opportunities we offer to pupils. As a small school many children get the opportunity to compete in local and regional events, and we often receive feedback that the way our children encourage each other is exceptional. We have offered some inspirational school trips- the houses of parliament, Young Voices at Birmingham's Genting Arena, and whole school trips to the pantomime.

Our Christian values are a strong feature of our school. Our children think about a theme each term, and deliver prayers in front of parents at our weekly celebration assembly. We also welcome in a team of local volunteers each week, who act out bible stories for our children, much to their delight. We achieved a Good SIAMS rating in our latest inspection.

The school has a strong leadership team. We have two experienced deputy heads as a job share – they both teach our Year 5/6 class. They are supported by our governing body, which is made up of people who have a good mix of professional skills. For the past 18 months we have been part of the Lighthouse Schools Partnership, and we are part of a hub of Portishead schools. This has enabled our staff to access high quality training. It also means we are able to moderate and assess work across the group of schools. As a Headteacher within this Trust, you would be able to meet with the other heads of the Portishead schools at fortnightly intervals to share ideas and best practice.

We hope that this information pack and our school website will help to convey the ethos of our close knit school, and can help you decide if you are the person we are looking for. You are also really welcome to visit the school so that you can see first-hand what we have to offer. Please contact the school on 01275 372066 or email [admin@stmarysprimaryportbury.org](mailto:admin@stmarysprimaryportbury.org) if you would like to see the school at work.

Yours Faithfully,  
Liz Beacon, Chair of Governing Body



## Insight into our school



St. Mary's CE Primary School is a small village primary school serving the local community of Portbury, Pill, Easton in Gordano, Portishead and the surrounding villages. The school has traditionally been a 15 pupil intake but in recent years has been over-subscribed, and in 2017 our Early Years breached to accommodate a total of 30 children. St Mary's Primary is an Ofsted Good rated school with elements of outstanding.

### School organisation

The school has four classes:

- EYFS - where children join us at aged 4
- KS1 - a combined Year 1-2 class.
- KS2 - a combined year 3-4 class and a combined year 5-6 class.

The Year 5-6 class teachers job-share the role of Deputy Head. There are a number of full and part-time teachers and LSAs that work across the four classes. Additionally, we utilise the services of a sports coaching company to cover PPA and lunchtime activities. The school finances are managed by the LSP Academy Business Manager and there are two part-time school office staff.

The school has recently started a breakfast and afterschool club run by a private operator. It provides wrap-around care and also offers sports coaching clubs. It is growing in popularity.

### The Lighthouse Schools Partnership

St Mary's joined the Lighthouse Schools Partnership in September 2016, converting to an academy at the same time. The multi academy trust is rapidly expanding, but we belong to the original Portishead hub, made up of five primary schools and Gordano secondary school. Our staff have already benefitted from high quality training from the teaching school in the trust.

Two of the St Mary's team also play a leading role leading both Science and vulnerable learners.

Being part of the Lighthouse Schools Partnership has meant that the administrative and financial aspects of the school are managed by a central team.

### Our Governing body

There is a comprehensive range of professional Governors - chartered accountant, BBC journalist, HR professional, specialist police officer, and a materials engineer. The Rector of St Mary's Church is also actively involved in the Governing body and school life. The Governors are organised into two committees - Operations and Learning and Standards, with each focusing on the Ofsted evaluation framework: Leadership and Management, Teaching, Achievement and Behaviour and Safeguarding

### Parental engagement

The school is very well supported by parents and actively encourages parental involvement in classroom and trips. Parents are also invited to a weekly celebration assembly. There is an active PTA which supports a number of whole school events during the year. The proceeds from the PTA have helped to transform the school over the years with the creation of an outdoor classroom, a fabulous conservation area and extensive playground and outdoor equipment.

Key school information	
Type of school	C of E Primary
Age range	4-11 mixed gender
Local Authority	North Somerset
Last OFSTED	Good (Nov. 2015)
Last SIAMS	Good (Dec 2015)
No. of teaching staff	6
No. on school roll	116
Attendance	96.3%
% of children with SEN statement /EHCP	2%
% of children with FSM	4%
% of Pupil Premium	7%



## Our premises and learning environment

The current school building was built in the 1970s and has been modernised and adapted several times since. It is now fully accessible for those with a disability.

The school has four class rooms, a music / IT suite, a well equipped kitchen, a dedicated library and a large, bright double height school hall at the centre of school life.

St Mary's is a lead school for Science within the trust and officially recognised as an ambassador for STEM. Funding from the Education Space Agency enabled us to build a polytunnel, and a science challenge led to children presenting findings to Tim Peake!

The outside play area is often remarked on and includes a separate EYFS garden play area, two large outside playgrounds, a very large field and a fabulous conservation area, complete with a small orchard, raised beds a poly-tunnel and a bug hotel.

The children are provided with numerous opportunities to develop their creative, artistic and sporting abilities in the class and through a range of clubs that take place during lunch-time and after school.

The PTA secured LA support to erect an outdoor classroom which is used during the school day and during afterschool club.

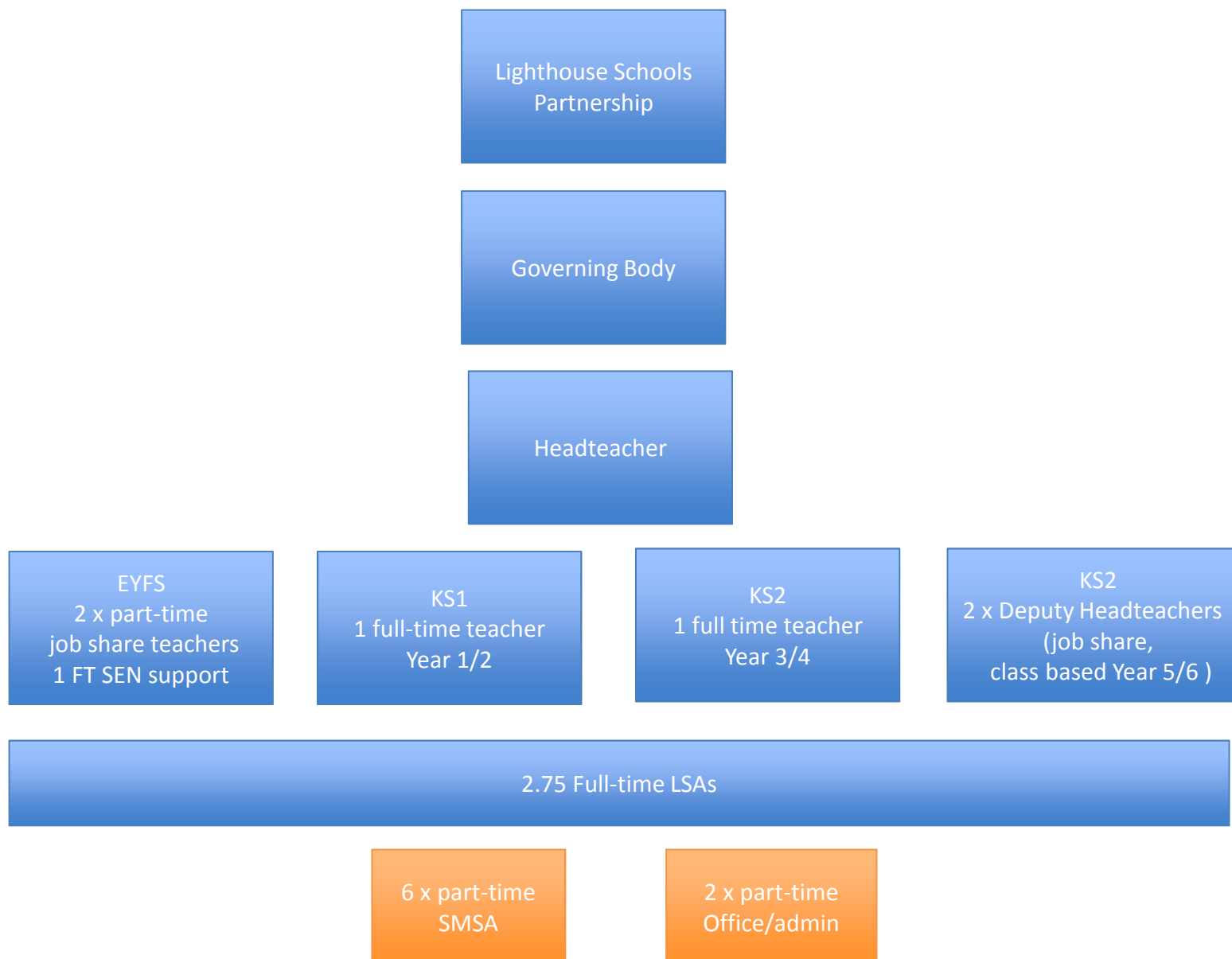
### Vision and Values

St Mary's CE VA Primary School aims to be:  
"A Caring, Christian, Community Committed To Achievement."

The Christian values are a strong feature of our school. Our children think about a theme each term, and deliver prayers in front of parents at our weekly celebration assembly. We also welcome in a team of local volunteers each week, who act out bible stories for our children, much to their delight. We achieved a Good SIAMS rating in our latest inspection.



## Staffing structure



## Job description

### St Mary CE Head teacher Job description

Responsible to	The Governing body of St Mary's, the Diocese of Bath and Wells and The Lighthouse Schools Partnership Trust
----------------	---

Post	Full time or 0.8 FTE
------	----------------------

This 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 follow safer recruitment procedures.

#### Core purpose of the role

- To provide vision, dynamic and professional leadership for St Mary's building on success and improvement to date to ensure high quality and enriching education for all its pupils.
- To inspire, challenge, motivate and empower all members of the school community to contribute and carry the vision forward.
- To manage the school's resources effectively and creatively and cultivate a safe environment that secures and promotes the highest achievement of both pupils and staff.
- To promote the school in the wider community, to help others understand the St Mary's School

#### Accountabilities

Carrying out duties in line with the conditions of employment as set out in the current Teachers' Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of the Governing Body.

This job description reflects the National Standards of Excellence for Headteachers (2015). The standards embody three key principles, namely that the work of Headteachers should be:

- Learning centred
- Focus on leadership, and
- Reflect the highest possible professional standards.

Headteachers should also model for the staff and pupils the values, vision and ethos of the school.

## Job description contd.



### Key responsibilities

- Take the lead on working with the Governing Body to establish a clear vision and strategy for the next phase of the school's development, ensuring this is clearly articulated, shared and acted upon by the whole school community via an effective school Development Plan.
- Lead by example to foster an open, fair and equitable culture where alternative perspectives can be expressed and considered.
- Promote an environment characterized by outstanding behaviour for learning where pupils take pride in their school, have respect for others and respond positively to the high standards expected of them.
- Develop and implement an innovative and appropriate curriculum to meet statutory requirements and have regard to the needs, experience, interests and aptitudes of our pupils, providing the opportunity for a rich and compelling education for all.
- Have a commitment to safeguarding and promoting the health, safety and welfare of students providing a secure and inclusive climate where students feel safe, valued and secure.
- Oversee an appropriate staffing structure reflecting the evolving needs of the school and support all staff to achieve high standards. Promote a collaborative learning culture to secure outstanding progress and levels of attainment for all pupils.
- Work closely with LSP Business manager, taking overall responsibility for the management of the school financial accounts, controlled and managed in line with financial regulations and in compliance with the Academies Financial Handbook.
- Lead the overall management of the school including management of personnel, site, budget, business and strategic planning, ensuring procurement demonstrates value for money.
- Take responsibility for risk management, quality, audit and other external assessments.
- Be responsible for management admissions at the school, ensuring all processes and procedures are compliant with the Admissions and Appeals Code.
- Develop and sustain effective relations with the Governing Body, and the Chair of Governors in particular, to ensure effective governance of the school.
- Build, develop and maintain effective relations with our local partnership schools working closely with the ST Mary's School leadership and governors' teams. Build, develop and maintain effective relationships with all members of the school, families and wider community to enhance the education of all pupils, raising the profile of the school within the community to maintain it as the school of choice in the local area.
- Carry out any other such duties as the Governors may reasonably direct.

### Contribute to the ethos and aims of the School

- To be aware of, read and understand the school's policies in particular Whistleblowing, Safeguarding, Business Ethics, ensuring at all times that the duties of the post are carried out in accordance with school policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff.
- To undertake any duty or responsibility that the school asks relevant to the business needs of the school needs as required and are commensurate with the grade.



# Person specification

## PERSONAL QUALITIES

General attributes that underpin a candidates ability to lead St Mary's Primary School

### ESSENTIAL

- Qualified Teacher Status (B.ED/T.Cert/PGCE)
- Senior leadership experience in a primary education environment – proven ability to raise children's attainment and schools performance.
- Excellent communication, presentation and interpersonal skills – ability to interact with a wide range of people.
- Ability to evaluate and use complex data to continually improve standards.
- Has a clear vision of school-led development through delivery of an innovative curriculum that promotes academic achievement and fosters a love of learning.
- Demonstrates high levels of integrity, empathy and tact in their approach to work.
- Has lots of energy, drive commitment and a good sense of humour!
- Strong commitment to continuous improvement.

### DESIRABLE

- NPQH qualification
- Ability to manage day to day operational demands and think long-term/strategically.
- Forward thinking mind-set with the ability to identify relevant new ideas/opportunities and apply them rapidly.
- Strong commitment to teamwork and collaboration.
- Record of effective delegation.
- Strong commitment to personal and staff development.
- Experience of multiple approaches to raising pupil attainment and progress
- Ability and desire to contribute to extra-curricular activities.

## LEADER OF LEARNING

Ability to develop and ambitious, innovative and well-balanced educational programme.

### ESSENTIAL

- Can clearly articulate their vision of outstanding learning and teaching.
- Demonstrable record of raising child attainment
- Evidence of commitment to school led development, including the ability to set ambitious targets and engage in critical self analysis.
- Ability to develop whole school curriculum (in particular in relation to National Curriculum) - and support staff to deliver it
- Understanding the importance of nurturing activities in underpinning the development of children.
- Ability to focus and motivate staff around a strong ethos, vision and shared goals.
- Ability to be open and collaborate effectively with partnership school, the LSP and wider community of local schools.

### DESIRABLE

- Ability to use the whole school to drive development and continue with and expand on our success so far.
- Ability to make brave decisions – not be held back by a fear of failure.
- Willingness to harness new and emerging theories and technologies to improve the school.
- Sound understanding of corporate governance and the role of governing bodies.
- Experience of teaching in more than one key stage.
- Understanding/experience of the challenges of supporting specific groups including SEN.

## RUNNING AN EFFECTIVE SCHOOL

Ability to maintain and improve school management.

### ESSENTIAL

- A strong commitment to the welfare of every child and staff member, with a particular focus on the protection of vulnerable individuals.
- Understanding of financial management and responsibilities – ability to align the schools budget with educational goals.
- Experience of managing and developing a range of teaching and non-teaching staff.
- Operates with an inclusive style of management.
- Commitment to rigorous, honest and supportive performance review.
- Up-to-date knowledge of relevant Government legislation and educational trends.
- Imaginative approach to parental and other community involvement.

### DESIRABLE

- Experience of taking a lead in safeguarding.
- Record of strong time management and ability to foster a good work-life balance for the whole team.

# Application procedure



Closing date	The closing date for applications is Monday 9 <sup>th</sup> April 2018 (9am). Applications will only be accepted on the LSP application form and should be submitted to <a href="mailto:admin@stmarysprimaryportbury.org">admin@stmarysprimaryportbury.org</a>
Visit to the school	We welcome visits to our school. Our preferred date is <b>21<sup>st</sup> March 2018</b> . Time has been set aside for the Deputy Head(s) and the current Head. Contact the school office (01275) 372 066 to make an appointment.
Interview dates	<b>19<sup>th</sup> and 20<sup>th</sup> April.</b> We will conduct a 2 day Assessment and Selection process. Day 1 will consist of a variety of assessment exercises. Successful candidates will be invited back on day 2 for a further presentation and panel interview.
Shortlisting	Shortlisting will be completed and invitations to interview will be emailed by <b>Friday 13<sup>th</sup> April.</b>
Interview process	Interviews for shortlisted candidates will be held <b>Thursday 19<sup>th</sup> April</b> and <b>Friday 20<sup>th</sup> April</b> with a view to the post commencing <b>1<sup>st</sup> September 2018.</b> Over two days there will be points at which further shortlisting will take place and a reduction in the candidate may occur.
Guidance on completing the application form	<p>A shortlist will be drawn up on the basis of the <b>application form</b> and <b>supporting statement</b> only. Candidates should pay particular attention to the Person Specification and address the <b>essential criteria</b> giving examples of recent experience and evidence. For each criteria briefly outline: your role at the time, the action you took and the skills that you used and the outcome and impact of your actions</p> <p>Please be clear whether you are looking for a full-time of 0.8 FTE role. Please also add a concluding section outlining how you believe that your educational philosophy and experience has prepared you for the role of Headteacher at St Mary's CE Primary school.</p>
Safeguarding	The Governing Body is committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following the Guidance and Regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



## The Lighthouse Schools Partnership Multi-Academy Trust

---

The Lighthouse Schools Partnership (LSP) was founded in 2016 to provide structure, challenge and support to its members so they can serve their communities as excellent schools. We are a cross-phase Multi-Academy Trust with schools across the age range from Nursery to Sixth Form. Our Trust includes both community schools and Church of England schools and we also have two Teaching Schools amongst our number so that we can put the development of our staff at the top of our priority list.

The schools from the Portishead area currently in our MAT are Gordano School, High Down Infants and Juniors, St Peters CE Primary School, Portishead Primary and St Mary's (Portbury). Additionally, Backwell Secondary School, Chew Valley Secondary School, Northleaze CE Primary School, Backwell CE Juniors and West Leigh Infants are member of the Trust. Yatton CE Juniors, Yatton Infants, Flax Bourton CE Primary School, Hannah More Infants, Grove Juniors and Wraxall CE Primary School will be joining in coming months and we also are looking forward to welcoming a number of primaries from the Chew Valley in the next academic year.

Working together in partnership is an opportunity we relish. We believe that through partnership we can deliver more fully the aims to which we were committed as individual schools. We value excellence and collaboration but the real identity of each school remains its own so although we might have common systems to deliver quality and efficiency the Trust does not seek to standardise the culture of its schools.

Although we are still a relatively young Trust we have ambitious and well-founded plans for growth and by the end of 2018 we aim to be a 30-school, £50m organisation education more than 10,000 children and young people. Our new COO, Louise Malik, will play a critical role in helping us through this expansion and ensuring the newly expanded Trust delivers exceptional performance over the coming years.

St Mary's has been an influential founding member in Lighthouse Schools Partnership and we will be hoping to appoint a new head who will maintain St Mary's profile and impact within the Trust.

**Gary Lewis (Chief Executive Officer)**