



# **Pott Shrigley Church of England Primary School**

Pott Shrigley Church of England Aided Primary  
Shrigley Road, Pott Shrigley, Macclesfield, Cheshire SK10 5RT  
Tel: 01625 573260 [www.pottshrigleycs.co.uk](http://www.pottshrigleycs.co.uk)  
Head Teacher: Mr P. Quirk [head@pottshrigley.cheshire.sch.uk](mailto:head@pottshrigley.cheshire.sch.uk)

## **Further information for candidates for the post of Headteacher**

**‘A place to learn, a place to grow, a place to be me’**





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*'A place to learn, a place to grow, a place to be me'*

Dear Applicant,

Thank you for being interested in the Headteacher vacancy we have at Pott Shrigley Church of England School.

The school is the oldest Church School in the diocese and a very small school, which is why we are seeking a teaching head, who can devote 50% of the time to the work of Head Teacher and 50% to teaching. It would be preferable – but not essential - if applicants have experience in the Early Years.

Just over a year ago, the school defederated, with the support of Cheshire East Council, and since then we have been very fortunate to have an acting head (newly retired) for two terms, and currently the Head Teacher of another small school who agreed a term of secondment for a year, running both schools. We are now seeking a permanent replacement by an enthusiastic, friendly person who can move the school forward and build on all the achievements that are in place and build links with other small schools in the area.

As a small village school, we are pivotal to village life, joining with the local community for events such as the Rose Queen in summer and the Christmas Fair in winter. Our children are invited to contribute to monthly family church services at St. Christopher's across the road, and this is something we are keen to revive.

The classes are mixed age range, and this enables far more focus on individuals and their needs than can happen in larger schools. Obviously, the mixed age range can prove challenging and this needs innovative planning. For example; we have some pupils coming on flexi-schooling, for at least three days a week, and this seems to be welcome, not least in Reception, particularly if the child is at the younger end of the spectrum and can build up to full time as and when appropriate.

The school has strong links with the Church and local community, whose support has been invaluable throughout this period, and we are seeking a Head Teacher who can build on this and further develop the school. Although we were a new Governing Body, we have developed into a strong one and we are very committed to the school and the progress that has been and is being made. There is a wealth of experience and expertise, aided by the Council through this period.

We look forward to receiving an application from you, if you feel that such a school, set in the Peak District National Park, is one that you can lead and teach in, to ensure all our children can reach their full potential, thus improving their lives.

Kind regards,

*Hilda Gaddum*

Cllr. Hilda Gaddum

## Person Specification

### Requirements

E= Essential  
D= Desirable

Method of assessment:  
Application form/interview/test/  
Presentation/lesson/school visit



<b>Qualifications</b>		
Qualified Teacher status	E	
Degree level qualification or equivalent	E	
Completed NPQH		D
Recent and relevant professional development	E	
<b>Leadership experience and impact</b>		
Proven successful school leadership.	E	
Lead creative and innovative contributions to strategic plans that realise the vision and sustain school improvement.	E	
Extensive teaching experience within the primary age range.	E	
Demonstrated track record of robust financial and resource management.		D
Capability to develop and sustain a safe, secure and healthy school environment, in accordance with Child Protection, safeguarding and health & safety legislation.	E	
Ability to manage an inclusive culture where staff, pupils and parents/carers can provide feedback and effect change where appropriate.	E	
Set and achieve ambitious, challenging goals and targets for themselves and others.	E	
Communicate effectively with staff, children, parents, governors and other professionals.	E	
Implement clear and appropriate evidence-based improvement plans and policies and monitor, evaluate and review impact.	E	
Work collaboratively with the governing board to deliver positive outcomes for the children, the school and community.	E	
Enhance the value of the school to the wider community, including parents/carers, other schools, the Diocese and the LA, and involve that community in enriching the learning experiences of pupils.	E	
Commitment to maintaining and developing the links with the local Church and Diocese.	E	
<b>Teaching and learning</b>		
Demonstrated capability for enabling teachers to achieve consistently good and outstanding quality teaching for all pupils.	E	
Commitment to coaching, mentoring and motivating staff. Plan effective training and other activities to develop staff.	E	
Ability to manage and lead the challenges and opportunities of a small school.	E	
Sustain and develop flexible, comprehensive learning opportunities and strategies to meet the personal learning needs of every pupil and foster a culture of lifelong learning for all pupils.	E	

Evidence of experience in more than one Key Stage		D
Experience of managing, planning and teaching the early years curriculum		D
Ability to access, analyse and interpret appropriate data to monitor pupils' progress, set and achieve ambitious challenging goals and targets. Identify areas for improvement with the focus on every pupil achieving their full potential.	E	
Work collaboratively with others, within and beyond the school, to build an open, fair and equitable learning culture.	E	
<b>Personal Qualities</b>		
To be sympathetic with the ethos of a Christian school.	E	
To be a full and active member of a church in membership of Churches Together in England		D
Demonstrate emotional intelligence, enthusiasm, presence, commitment, flexibility and impact.	E	
Able to create, develop and lead a high-performance team to meet the challenges and opportunities within a small school setting.	E	
Have an understanding that primary education needs to encompass security and emotional development for pupils as well as academic progress in order to be successful.	E	
Show strong commitment to ensure equality and celebrating diversity within a positive Christian ethos.	E	
Have an adaptable, versatile, 'can do' approach.	E	





# HEADTEACHER – Pott Shrigley Church of England Primary School

## Job Description



This appointment is with the governing body of the school under the terms of the National Society Contract signed by the governors as employees.

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Diocese, the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

### A. The Core Purpose of the Headteacher

The headteacher is the prime mover in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

The core purpose of the headteacher is to provide professional leadership and management for the school within the context of the Trust Deed. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The headteacher is the leading professional in the school. Accountable to the governing body, 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, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

### B. The Four Domains of Headship

#### Domain One: Qualities and knowledge.

Within the school's Christian ethos, the headteacher will:

1. Hold and articulate clear Christian values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Church foundation of the school.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local Church and wider community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Church of England school.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating local, national and Diocesan policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

#### **Domain Two: Pupils and staff.**

Within the school's Christian ethos, the headteacher will:

1. Demand ambitious standards of achievement and attendance 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.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Church of England foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Christian values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

#### **Domain Three: Systems and process.**

In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. In order to provide an efficient, effective and safe Christian learning environment, the headteacher will:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within a Christian context.

2. Within the school's Christian ethos, provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Christian character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

#### **Domain Four: The self-improving school system**

Working in a spirit of collaboration to secure Christian principles of equity and entitlement, the headteacher will:

1. Create an outward-facing school which works with other schools, organisations and the local community– in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the Church community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. Within the school's Christian ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others- within and beyond schools- to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Christian context.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.*

**The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**



## Church Criteria

### CHURCH OF ENGLAND VOLUNTARY AIDED SCHOOLS (in which the Governing Body is the employer)



The following information offers advice regarding the Church criteria.

The requirement is for a "full and active member of a Church in membership of Churches Together in England or of a Church in membership of the equivalent bodies in Northern Ireland, Scotland or Wales".

"Full and active" means a regular churchgoer who attends more than once a month, is known to the parish priest / minister and is involved in church activities.

The list of Churches Together in Britain and Ireland and its associated bodies can be found on its website: [www.ctbi.org.uk](http://www.ctbi.org.uk). Applications will be checked against the current list.



# Advertisement



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## Headteacher

### Group 1

**Salary range: L6 to L12**

**NOR: 27**

**Required for 1<sup>st</sup> September 2018**

The Board of Governors seek to appoint an enthusiastic and motivated teaching Head Teacher with the ability and commitment to continue the growth of our school, which is set in the Peak District National Park.

At the heart of the village, Pott Shrigley Church of England School is the oldest church school in Cheshire and successfully combines a caring Christian ethos with a creative and innovative approach to education, for example, the use of flexi-schooling.

You should have an enthusiasm for education and the drive, vision and ability to build on the school's achievements, Christian ethos and community spirit. You will need a proven track record to deliver high quality teaching and learning. Along with excellent communication skills, you should also be able to champion the school through clear leadership.

We offer a talented and committed staff working in a nurturing environment. We have notably friendly, happy and enthusiastic children. Support from the Church and local community, proactive governors, parents and PTA will be provided along with an exciting opportunity for career progression in a unique small school setting.

You are invited to visit the school prior to making an application.

**Tel: 01625 573 260 or email [admin@pottshrigley.cheshire.sch.uk](mailto:admin@pottshrigley.cheshire.sch.uk) to book an appointment**

**Informal visit days: Tuesday 24<sup>th</sup> and Wednesday 25<sup>th</sup> April 2018**

Application forms and Further Details are downloadable on the TES Jobs website or can be obtained from School Governance and Liaison, 1<sup>st</sup> Floor Delamere Street, c/o The Municipal Buildings, Earle Street, CW1 2BJ/ [schoolgovernance@cheshireeast.gov.uk](mailto:schoolgovernance@cheshireeast.gov.uk) / telephone 03001235036. All application forms should be returned to School Governance and Liaison by the closing date for applications.

**Our school community places the highest priority on keeping our children safe. Applicants for the post will be subject to stringent vetting and induction processes.**

## Key Dates

Tours of our school	Tuesday 24 <sup>th</sup> and Wednesday 25 <sup>th</sup> April, by appointment
Closing date	Thursday 26 <sup>th</sup> April 2018 at 12 noon
Short listing	Monday 30 <sup>th</sup> April 2018
Interview Days	Thursday 3 <sup>rd</sup> and Friday 4 <sup>th</sup> May 2018



## **The Application and Selection Process**

### **Guidance for Candidates:**

#### **Application form and Letter of Application**

It is essential that the Diocesan application form is used. CV's will not be accepted.

You must give a faith referee, as outlined on the application form. The referee should be your present parish priest / minister. If you do not use him/her, you must give an explanation on the application form or in your letter of application.

A letter of application of no more than 1000 words should also be included to demonstrate that candidates meet the requirements of the person specification. Please use Arial, 12pt for your application.

You are asked in your letter of application to describe how your previous experience and achievements have helped to prepare you for a post in a Church school. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the Christian character of the school. You should address the areas shown in the person specification and job description.

Please include any other information you feel would be helpful. Your letter must be clear and concise with well organised views.

#### **Contract of Employment**

The National Society Contract of employment will be used.

The relevant section of the contract is as follows:

*As the Headteacher of a Church of England school, you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.*

*You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England Church and the Trust Deed of the school.*

*You are required to take part in and lead acts of religious worship.*

#### **Asylum and Immigration Act**

If successful with this application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom. In order to establish this you will be asked to provide us with documentation showing your National Insurance number or provide copies of Tax Forms P45 or P60 or, if this is not possible, other evidence of your entitlement to work.



## Removal and interview expenses

The Governing Body is unable to offer assistance with removal and/or interview expenses.

## Protection of Children

Governors are mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

Applicants for the post will be subject to stringent vetting and induction processes. The holder of the post will be required to work with children under the age of 18 in a position of trust, and is therefore exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an Enhanced Disclosure and Barring Check. The appointment is subject to satisfactory clearance under the procedure.

## Acknowledgement of applications

Acknowledgement of application forms will be by email. If a printed acknowledgement is required, please enclose a stamped addressed envelope with your application.

## Submission of Application Forms

Application forms should be posted to: School Governance Team,  
1<sup>st</sup> Floor Delamere House,  
c/o Municipal Buildings,  
Earle Street, Crewe,  
CW1 2BJ

or sent electronically to: [schoolgovernance@cheshireeast.gov.uk](mailto:schoolgovernance@cheshireeast.gov.uk)

Forms must be received **by noon on: Thursday 26<sup>th</sup> April at 12 noon**

## Key Dates

Tours to our school	By appointment
Closing date	Thursday 26 <sup>th</sup> April 2018 at 12 noon
Short listing	Monday 30 <sup>th</sup> April 2018
Selection Days	Thursday 3 <sup>rd</sup> and Friday 4 <sup>th</sup> May 2018

Details of the interview process will be made available to shortlisted candidates. Shortlisted candidates may be visited in their current school.

**Subject to ratification by the full Governing Body, we hope to offer the post to the successful candidate on the day of interview.** Shortlisted candidates who have not been successful will also be contacted as soon as possible. Therefore, all candidates should be prepared to leave their contact details with the Governing Body.