



Radford Semele CofE Primary School



A family of learners expecting the best

Radford Semele CofE (VC) Primary School Head Teacher Information Pack



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APPLICATION INFORMATION

Thank you for your interest in the post of Headteacher at Radford Semele CofE (VC) Primary School. Candidates are encouraged to make an informal visit to the school prior to making an application. Please contact Julie Clarke in the school office to make arrangements (01926 426940).

Closing date: 9.00 am, 8 June 2018

Interviews: Anticipated to take place 25 & 26 June 2018

Applications should be made online using the link provided on the advert where you will be required to upload and attach two separate documents;

1. A word document demonstrating how you meet the criteria set out in person specification. (no more than two sides of A4).
2. A word document outlining your educational philosophy and values relating to leading a CofE School (no more than two sides of A4).

Candidates shortlisted for interview will be asked to undertake a series of selection tasks and activities. More information on the format and any preparation needed will follow after shortlisting.

It is our normal policy to take up three references for headship appointments. In the case of applicants who are currently employed as Headteachers we will expect these to be from:

- The Local Authority or Academy Trust where you are currently employed;
- Your Chair of Governors;
- Your third referee should be able to support your application for the post of Headteacher of a CofE school in relation to the Christian Foundation.

In the case of applicants who are not Headteachers, we will expect referees to be:

- The Headteacher in your current or most recent school, or if you are not currently employed in a school, your current line manager;
- Another referee who can attest to your professional skills, including leadership and management skills;
- Your third referee should be able to support your application for the post of Headteacher of a CofE school in relation to the Christian Foundation.

If at any stage you feel that your application has not been dealt with fairly, please write with your complaint to: Warwickshire County Council, Human Resources, Shire Hall, Market Place, CV34 4RL

Start date: 1 January 2019, or 1 September 2018 if possible

WELCOME FROM OUR CHAIR OF GOVERNORS

Dear Colleague,

Thank you for your interest in the position of Headteacher at Radford Semele Church of England (VC) Primary School. This is a really exciting time to be joining our school. Over recent years, under the leadership of our current Headteacher, we have made significant progress in all areas of school life. We are all proud of the journey we have been on and we are ready to build on what has been achieved. We are seeking a Headteacher who will embed excellence within our distinctive Christian learning environment and continue our journey, aspiring to move from 'Good' to 'Outstanding' ratings in both Ofsted and SIAMS.

With a capable and motivated team in place, we are looking for a confident, enthusiastic church school leader who possesses a clear vision of high quality education to continue our drive to become an outstanding school. At the same time we need our new Head to maintain and build upon the positive relationships that exist with all members of the school, local community and church.

We are proud of our Christian ethos and the school's role in its wider community. We positively encourage the care of self, others and the environment.

In 2015 Ofsted noted that

'Values such as respect, kindness and equality are strongly promoted. These set the tone within the school and pupils can talk confidently about these.'

In 2016 SIAMS noted that

'There is a sense of family because children love school and re nurtured as individuals' and 'There are excellent relationships with the church and church community.'

Our success has been achieved through the efforts of our whole community. Our dedicated staff, committed volunteers, active PTA, church family and governors all work together to seek continuous improvement, both in the provision of academic education and a wide range of extra-curricular activities.

The number of pupils currently on roll is c.200, making Radford Semele CofE (VC) Primary a popular school choice for parents.

Governors are seeking to appoint an outstanding school leader who will have the skills to embrace and lead the Christian ethos of our school and further develop the outstanding care and nurture that we provide.

Thank you for your interest in our school.

Cara Jenkins
Chair of Governors

WELCOME FROM OUR VICAR

Dear candidate

Thank you for your interest in being the next headteacher at our Radford Semele CofE (VC) Primary school. The church and school enjoy a warm and friendly relationship and we are looking forward to developing this further in the years to come.

The parish of Radford Semele is a growing parish, with new estates being built that will naturally increase numbers at school, which in itself is a major challenge for the next headteacher. It's a friendly village and this is reflected in the atmosphere at the school.

St Nicholas church, recently redeveloped after a devastating fire, is a lovely open space where the children and staff have enjoyed regular services as well as class visits and special events like an Easter labyrinth. The church has three foundation governors, who have worked creatively with the school in developing the spiritual ethos, while the clergy tend to support the school in more of a chaplaincy role, helping with assemblies, some RE support and pastoral care. I have always found a warm welcome and an enthusiastic response to my visits – it is a lovely school!

As part of our role in the school, the vicar and churchwardens administer a charity which can provide funds (though limited) towards helping any family who might struggle to fund particular school activities, and we would work with you in this support, and hope to boost these historic funds in due course.

Be assured of our prayers as a church as you consider this opportunity, and may you sense God's peace and calling as you consider your application

Every blessing

Rev Martin Green



OUR SCHOOL VISION

Every child to be confident, believe in themselves and achieve their potential.

Embed our school values of respect, friendship, responsibility and perseverance.

Provide the children with a happy, stimulating and safe environment to thrive in.



A family of learners expecting the best.

Build strong relationships with our families, the church and the wider community.

Nurture, celebrate and value each child for who they are.

To develop a lifelong love of learning full of lasting memories!

By nurturing all, and including everyone, we strive for happy children who can achieve their potential. Together, we build exciting learning journeys centred on friendship and faith, creating memories on the way!

OUR SCHOOL

Radford Semele is an expanding village on the outskirts of Leamington Spa. It was through the vision and generosity of the Vicar of St. Nicholas Church, the Reverend Thomas Chapman, that in 1848 the village school was endowed and built.

Village expansion in the 1950s and 1960s precipitated the need for more school places and a new school building was constructed in 1962 on land previously part of the Vicar's Glebe. Additional facilities were added as the need arose to respond to educational requirements and to cater for increased pupil numbers. The Old school was used by the infant classes and the split site remained until the Old School and surrounding land was sold in 2007.

The proceeds financed two more classrooms, a large work area and computer suite and an extension to the front of the school as well as additional resources for both staff and children. These were blessed by the Bishop of Warwick, in 2009.

Whilst the school serves the Parish of Radford Semele, many children attend from beyond its immediate catchment area.

For information on our latest Ofsted and SIAMS Reports please follow the link below;

<http://www.radfordsemeleprimaryschool.co.uk/wp/curriculum/ofsted/>



SCHOOL MISSION STATEMENT

Radford Semele (C of E) Primary School Mission Statement:

The School aims to be a welcoming community. Everyone associated with the school is treated with respect, as made in the image of God and loved by Him. As a church school we aim to promote and affirm Christian values and are committed to the spiritual, moral and cultural development of all children – preparing them for responsibilities and experiences of life.

Mission statements and comments rewritten by Year 6

In our school we aim to be:

A friendly school for all children. Everyone involved in the school will be treated with respect and loved for who they are. All the children are encouraged to learn, try hard and keep growing physically, in their understanding and in relationships. Christian values are used to prepare children to be responsible for their behaviour and become the best they can be.

A welcoming team where everyone to do with the school is treated how they would like to be treated themselves, as special and loved by God. As a church school we try to confirm and teach Christian values and are encouraged to think about God and learn about other countries. We want to make the children the best they can be – preparing them for life.

A caring school where everyone is treated equally and learns the difference between right and wrong. Christian values are used but children are also encouraged to learn about religions and people that are different from us. As a church school everyone is loved by God and we aim to help all pupils be the best they can be and to understand life.

Ensure that everyone is known and valued and each person is seen as unique. Together we will encourage a love of learning in a safe environment to help everyone be the best they can be, growing into caring, confident members of the community.

Treat each person with fairness, respect and as equal, in line with Christian values. Children are helped to aim high in all areas to be the best they can be. Children are encouraged to be positive and work hard to learn and be able to cope with life well

"I think that the new statement will be much easier to be understood by younger children." Alexandra Year 6

"I think that, whatever the statement, whatever the aim, this School is a very welcoming and friendly school and I will be very sad when I must leave." Emily Evans, Year 6

"This school and the children shall be awesome"
Ted Rowe Year 6



OUR DIOCESE



The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools / academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- support the development of flexible partnerships;
- promote the establishment of new church schools;
- support the process of academy conversion;
- work in partnership with schools, and other agencies, to effect school improvement;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- ensure quality of opportunity including managing admission appeals;
- protect the status of church schools and promote the importance and the continuance of the voluntary sector.

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.

Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher



WHAT OUR CHILDREN WOULD LIKE

Our children would like their new Headteacher to be...

- Kind and caring
- Happy and friendly
- Truthful and trustworthy
- Believes in God
- Someone who will make the playground better
- Provides children with a wide range of learning experiences, not just in the classroom
- Pops into the classroom to say hello
- Fair but strict if they need to be and make sure the children are good
- Will keep school safe without stopping fun
- Maintains the traditions of our school
- Knows our names and personalities
- Thoughtful
- Likes boys and girls
- Plays music
- Respects everyone
- Does lots of things with us
- Sporty
- Helpful
- Protective
- Entertaining
- Responsible
- Funny but can be serious
- Interested in STEM
- Smiles
- Well trained
- Interactive



'Pupils make good progress across the school'

'Christian Values and worship clearly impact on the academic and personal development of pupils'

OFSTED 2015

JOB DESCRIPTION

Post title:	Headteacher
Salary range:	L12-L19
Responsible to:	Governing Body, Local Authority and the Diocesan Board of Education

The Headteacher will take overall responsibility for the organisation, management and conduct of Radford Semele Church of England School in accordance with the school's policies and in consultation with the Governing Body.

He/she will work with staff, governors, parents/carers, the Diocese and the Local Authority to build on the existing strong foundations in order to maintain and further improve all aspects of the school's standards and quality.

He/she will ensure the school fully adheres to all current statutory requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children. Equality, safety, respect and a Christian ethos will underpin all aspects of the Headteacher's work.

The Headteacher should be committed to their own continuing professional development including distinctiveness training and development related to leading a church school.

STRATEGIC DIRECTION AND SCHOOL IMPROVEMENT

The Headteacher will maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:

- Maintenance of its good Ofsted ranking with an ambition to work towards 'outstanding';
- Positive improvements to continue to successful learning and outstanding pupil achievement;
- Outstanding teaching;
- High standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life in modern day Britain.

Draw on experience and best practice and work together with the Governing Body and School Management team to build a strong strategic direction and on-going Learning Improvement Plan which:

- Identifies priorities and targets that support high standards enabling pupils to make progress and maximise achievement;
- Supports continuous improvement in the school environment and teachers' effectiveness and secures continuing school improvement;
- Is underpinned by sound financial planning;
- Maintains and further develops Christian distinctiveness.

- Ensure the management, finances, organisation and administration of the school support its vision and aims.
- Make certain that all those involved in the school are committed to its aims, are motivated to achieve them and involved in establishing the short, medium and long term objectives and targets which will secure the educational success.
- Stipulate that policies and practices take account of national, local and school guidelines and reflect best practice.
- Monitor, evaluate and review the effectiveness of the school's policies,
- Priorities and targets with the Senior School Team and the Governing Body.

LEADERSHIP

The Headteacher will:

- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Be highly visible and approachable to all members of the school community.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Hold and articulate clear values, moral purpose and qualities of Christian leadership.
- Promote the relationship with the foundation governors, local church and the Diocese of Coventry.
- Inspire, develop and manage a highly effective team with enthusiasm and a continuous drive towards excellence.
- Identify and nurture talent to enable effective leadership development and succession planning.
- Maximise the contribution of staff and ensure effective working relationships are in place throughout the school.
- Implement and sustain effective systems for management of staff performance, incorporating appraisal systems and targets for all staff, ensuring those for classroom staff relate to pupil achievement.
- Continue to develop successful links with the schools in the area and consider other opportunities to further elevate the school's reputation for excellence and best practice.

LEARNING AND TEACHING

The Headteacher will:

- Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and high standards of achievement, behavior and a passion for learning.
- Work with the Governing Body and Senior Management Team to continue to develop a rich curriculum that engages all children of all abilities that sustains effective teaching and learning throughout the school.
- Routinely assess, monitor and evaluate in order to identify effective teaching and ensure it is evidenced across the full curriculum with a comprehensive programme of monitoring, evaluation and continuous assessment in place.
- Be willing to spend time in the classroom and model good practice.
- Share good practice and improve where required.
- Monitor and evaluate the standards of learning and achievement of all pupils across the school, in order to set challenging, realistic targets for achievement.
- Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- Develop and maintain effective links with wider education institutions and the local community, to extend and enhance the curriculum with economic, social, moral, cultural, spiritual and religious experiences.
- Enhance the school's effective partnerships with parents and carers that support and improve pupil achievement, personal development and the closing of attainment gaps in specific groups.
- Recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Create an effective staff structure to facilitate the development of high quality education.
- Set appropriate parameters for expenditure and the allocation of funds in order to safeguard effective administration and control in line with the SFVS to meet the short, medium and long term plans of the school.

- Set and review budgets that maximise pupils' potential for learning and achievement.
- Organise the school environment efficiently and effectively to ensure the needs of the curriculum and statutory requirements are met at all times.
- Analyse data in order to formulate education objectives and establish the school's relative performance for a wide range of audiences.
- Provide information, objective advice and support to the Governing Body to ensure it effectively meets its responsibilities for securing excellence in teaching and learning and the highest standards of achievement, efficiency and value for money.
- Guarantee the compilation, maintenance and auditing of accurate and up-to-date records to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Make certain that pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.



PERSON SPECIFICATION

Criteria	Essential or desirable	Determination at		
		Application	Interview	Reference
Qualifications & Training				
Honours Degree or equivalent.	E	✓		
Qualified teacher status.	E	✓		
Relevant higher Degree or equivalent	D	✓		
NPQH (or working towards NPQH)	D	✓		
Certificate of Church School Leadership	D	✓		
Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning	E	✓		
Professional Experience and Knowledge				
Substantial, successful teaching experience	E	✓	✓	✓
Successful recent strategic senior leadership within a school.	E	✓	✓	✓
Successful experience of raising standards with measurable outcomes and demonstrative working knowledge of comparative data	E	✓	✓	✓
Proven track record of managing successful school self evaluation and accountability and the school improvement process including ofsted.	E	✓	✓	✓
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change.	E	✓	✓	
Experience of working in collaboration and/or partnership with governors, internal and external stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives.	E	✓	✓	
In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	E	✓	✓	
Successful experience of effective strategic, financial and resource management to achieve educational priorities and ensure value for money.	E	✓	✓	
Evidence of highly developed skills in performance management, recognising high performance, tackling underperformance through to resolution and supporting continuous professional development of colleagues.	E	✓	✓	✓
Experience of whole primary age range	E	✓	✓	✓
In depth knowledge and experience of child protection, safer recruitment and safeguarding procedures	D	✓		

PERSON SPECIFICATION

Criteria	Essential or desirable	Determination at		
		Application	Interview	Reference
A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment practices	E	✓		
The ability to demonstrate an understanding of the distinctive Christian character of a church school	E	✓	✓	
Leading Teaching and Learning				
A proven track record in ensuring the highest possible standards in teaching and learning	E	✓	✓	✓
Sustained experience of managing, monitoring and evaluating student progress, and of translating the information into assessment for learning and effective intervention strategies	E	✓	✓	✓
Successful experience of positive behaviour management and developing a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	E	✓	✓	
Successful experience of curriculum development	E	✓	✓	
Successful involvement in staff recruitment, appointment, induction and retention.	D	✓	✓	
Personal Qualities				
To articulate a vision of leading the school from 'good' to 'outstanding', putting continuous improvement and pupil outcomes at the core of leadership and management	E	✓	✓	
To be an inspirational leader who demonstrates energy and ideas with enthusiasm	E	✓	✓	✓
Is committed to leading the development of a distinctive church school ethos based on Christian values	E		✓	✓
Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of a church school	E		✓	
Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	E		✓	
Demonstrates the ability to encourage, inspire, empower and manage staff to share the high aspirations for the school	E		✓	✓
Is efficient and effective in managing the on a day to day basis whilst maintaining a good life work balance	E		✓	✓
Is an outstanding, reflective practitioner, who can model highly effective teaching skills and has high expectations for pupils' learning and attainment	E	✓	✓	✓
Can demonstrate and evidence the specific skills and qualities needed to lead a church school which fosters positive relationships with both the church and community	E	✓	✓	✓
Demonstrates resilience when responding to changes and challenges	E		✓	✓

WORKING CONDITIONS

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

- Significant use of computers (display screen equipment)
- Work with vulnerable children or vulnerable adults
- Working with challenging behaviours
- Face-to-face contact with members of the public

SAFEGUARDING AND EQUAL OPPORTUNITIES

Safeguarding Statement:

Warwickshire County Council has a legal obligation to protect vulnerable customer and client groups (such as children in schools and in care, and older people) from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. As your appointment falls into this category, you will be subject to a Disclosure and Barring Service Check via DBS. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

To enable this check to be made it is necessary for you to complete a form upon a conditional offer of employment. Full instructions are given with a link to an online form. No one will be allowed to work in a school or other educational establishment until a satisfactory check has been made. If you are unable to agree to a Disclosure being obtained, the offer of appointment will be withdrawn. Any information supplied will be treated as strictly confidential and will only be used in relation to the post offered.

You are required to disclose to your manager immediately upon conviction or caution the fact that you have been convicted or cautioned of any offence during your employment with Warwickshire County Council. A failure to disclose any criminal conviction or caution in accordance with the above may be deemed to be gross misconduct.

Equal Opportunities Statement:

The County Council is an equal opportunity employer and wholeheartedly supports the principles of equality and diversity in employment.

You will be considered for the job you have applied for solely on the basis of your ability to do the job. Once in employment with the County Council you will be given the support needed to attain your full potential.

Our employment processes and conditions seek to be free from discrimination and every effort will be made to remove any unnecessary and unjustifiable barriers to employment, training and promotion. It is in the best interest of the County Council to value and respect the diversity of every individual and to give equal opportunity to progress within the organisation.

The County Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a diverse range of candidates. We shall pay no regard to your colour, ethnicity, racial origin,