

**Headteacher**

**Charlton Horethorne CE Primary School**

**Sherborne**

**Dorset**

**1 September 2018**



**Headteacher**

**RECRUITMENT INFORMATION PACK**

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Person Spec for Teachers

**Charlton Horethorne Church of England Primary School**

Charlton Horethorne, Nr Sherborne, Dorset DT9 4NL

Tel: 01963 220345

E-mail: office@charltonhorethorne.somerset.sch.uk

www.charltonhorethornecofeprimary.co.uk

Learning together in friendship and faith

May 2018

Dear Applicant,

Thank you for your interest in the post of Headteacher at our School. This is a wonderful opportunity to lead a small village primary school at the heart of its local community. We are at an exciting period in our long history as the school is intending shortly to join the Sherborne Area Schools’ Trust (SAST) so there will be considerable support and collaboration with the other schools and leaders across these schools. The post will involve a 0.6 teaching commitment with the Trust providing some of the central functions so that you can focus on the quality of teaching and learning and school improvement.

We are seeking someone who will lead the School from 1 September 2018 but will consider outstanding candidates who may not be able to join until later. We understand that there is a very short application window before the resignation date for teachers at the end of this month but you are most welcome to come and visit in advance of applying. We understand that this may not be possible and there will be time on the interview day to see and ask everything you may need to know. When you visit the school you will notice the:

* Friendly and welcoming atmosphere
* Children are happy, comfortable and safe
* Breadth of experiences and opportunities
* Hard working, committed and caring staff
* Beautiful surroundings and facilities
* Strong local community

There are currently 60 children with the capacity for the School to grow. The School has a Church of England foundation within the Diocese of Bath and Wells. The School was judged to be good when last inspected in March 2017 and significant progress has been made since then. There are considerable strengths and the ability to thrive in the future.

The Sherborne Area Schools’ Trust was established with seven schools serving the West and North Dorset area as well as students from South Somerset. Currently there are almost 2700 students and we employ over 450 staff. There is real strength in coming together with a collective responsibility for all of the children’s development and progress between 0-19 years.

SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. There is a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving schools in their local community. This means that there will be considerable local expertise to support the new Headteacher and also the chance to make a significant contribution to wider developments.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further. The Gryphon School was designated as a National Teaching School in the summer of 2017 and along with SAST, leads the North Dorset Teaching School Alliance.

The area around Sherborne, including Dorset and Somerset is one of the best places to live in Britain, with Sherborne itself being described as ‘one of the most drop-dead-gorgeous towns in the country’ and having the feel of ‘a small cathedral city’. It is a centre of excellence for education. There are easy road and direct rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast and countryside. It is a great area in which to live, offering something for everyone.

In summary, there is a great sense of pride in what we collectively already achieve, but we accept the challenge for achievement to be even higher. Education is more than just test and exam results – we place great value on the personal development of each child. We aim for them to ultimately leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the greater community.

We are looking for someone with high expectations, a love of learning, able to inspire and also laugh and enjoy the challenges of this role. You need to be a team player, you will go the extra mile to support children and want to continually develop and pick up the best ideas from around the world in education. In return, you will join a School and Trust that is full of activity, opportunity and optimism.

There is further information about the School on our website. The previous Headteacher has recently resigned and the school has been supported by two local Headteachers on behalf of the North Dorset Teaching School Alliance. If you would like to visit the School or discuss any aspect of the post please contact Sarah Bullmore [s.bullmore@stmarygillingham.dorset.sch.uk](mailto:s.bullmore@stmarygillingham.dorset.sch.uk) or Emma Grunnill [head@bradfordabbas.dorset.sch.uk](mailto:head@bradfordabbas.dorset.sch.uk) or Bella Byrne ([office@sast.org.uk](mailto:office@sast.org.uk)). You are very welcome to visit us in advance of an application or to contact any of us to find out more.

On behalf of the Governors, staff and children we look forward to seeing your application and meeting you.

Very best wishes,

Stephen Fisher

Chair of Governors

***Mission Statement:***

*At Charlton Horethorne our mission is to nurture, develop and educate our children in a happy, secure, caring Christian community.*

***At Charlton Horethorne CE Primary School the health, safety and well-being of every child is our top priority. We expect all staff, governors, parent/carers and volunteers to share this commitment to safeguarding our pupils.***

**Charlton Horethorne Church of England Primary School**

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**THE APPLICATION PROCESS**

We look forward to receiving your application by **12.00 am on Tuesday 22 May 2018**. It is hoped that the interviews will take place as soon as possible thereafter. You are asked to provide the following:

* A completed application form
* A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked ‘Confidential’ to Stephen Fisher, Chair of Governors, Charlton Horethorne Church of England Charlton Horethorne, Nr Sherborne, Dorset DT9 4NL or by email to: office@charltonhorethorne.somerset.sch.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Sarah Bullmore [s.bullmore@stmarygillingham.dorset.sch.uk](mailto:s.bullmore@stmarygillingham.dorset.sch.uk) or Emma Grunnill [head@bradfordabbas.dorset.sch.uk](mailto:head@bradfordabbas.dorset.sch.uk) or Bella Byrne ([office@sast.org.uk](mailto:office@sast.org.uk)).

Shortlisting is planned for the afternoon of Tuesday 22 May 2018 and interview scheduled for Friday 25 May 2018.

Charlton Horethorne CE Primary School has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Somerset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

Charlton Horethorne CE Primary School is committed to equal opportunities and positively encourages applications from all sections of the community.

**Headteacher Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Professional Development** | * Qualified Teacher Status supported by a degree or relevant qualification * Evidence of recent professional development (in part relevant to senior management activity) | * Other relevant professional qualifications e.g. NPQH |
| **Knowledge and Experience** | * Successful experience or potential of a senior leadership role in a primary school * Learning across the primary school age-range * Supporting and enhancing the Christian distinctiveness of a School | * Working within a Multi Academy Trust * Knowledge of small village school issues * Working in more than one School |
| **Qualities and Skills** | * Personal optimism and positivity * Encourages and values creativity * An effective communicator at all levels * Able to build and maintain effective teams * Respects the views of all stakeholders * Emotionally resilient and literate * Experience of analysis of performance data * Promote the spiritual, social, moral and cultural development of pupils * Commitment to inclusive practice and equal opportunities | * Committed to the Christian faith * Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils and to challenge poor performance where appropriate * Demonstrable ICT skills along with an understanding of the use of new and emerging technologies to support learning and teaching |
| **Leadership and Management** | * A proven inspirational leader who can articulate a strategic vision of excellence * Evidence of successfully implementing strategies for planning, monitoring and evaluating school improvement * Leading performance management and development of staff * Knowledge of current legislation and developments in education * Ability to identify challenges and generate solutions * Commitment to a collaborative management style * Possess an attention to detail and quality provision | |
| **Learning and Teaching** | * Outstanding teacher and coach * Committed to a broad and balanced curriculum with a diverse range of experiences and opportunities for children * Promotion of a love learning * Experience of assessment strategies that enhance children’s learning * Understand and support the Christian ethos and champion its role in delivery of the school curriculum * Confident application of school ICT systems to support learning and progress | |
| **Relationships** | * Being outward looking, committed to sharing, partnership and collaboration * Evidence of promotion of the school to a wider community * Effective partnerships with local parish and the community * Maintaining an excellent working relationship with the governing body and wider parent body * Maintaining a positive working relationship with relevant authorities * Collaboration with other local schools to improve pupils’ outcomes * Effective management of own workload and support for all staff so that they can achieve an appropriate work-life balance | |
| **Safeguarding** | * Up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of children and young people * Commitment to the protection and safeguarding of children and young people * Co-operation and engagement with the relevant safeguarding agencies | |

**The Advert**

**Headteacher Charlton Horethorne CE Primary School, Sherborne, Dorset**

**Start Date:** 1 September 2018

**Closing Date:** 12.00 pm on Tuesday 22 May 2018

**Interviews:** Friday 25 May 2018

**Salary:** LS 7-13 £45,743 - £52,930 (starting point to be agreed on appointment)

**Contract:** Full time Permanent

Charlton Horethorne CE School is a friendly and welcoming school at the heart of the rural community serving the village and surrounding area. Applications are invited for the post of Headteacher with responsibility for the day-to-day leadership and management of the school.

This is a great opportunity to become a Headteacher in a small village primary school with wonderful children in a beautiful part of Somerset and Dorset. We are at an exciting period in our long history as the school is intending shortly to join the Sherborne Area Schools’ Trust (SAST) so there will be considerable support and collaboration with the other schools and leaders across these schools. The post will involve a 0.6 teaching commitment with the Trust will provide some of the central functions so that you can focus on the quality of teaching and learning and school improvement.

You will be working with Executive Headteacher of the Sherborne Area Schools’ Trust, an Executive Leadership Group of existing SAST School Headteachers, the Local Governing Body, staff, children and parents to ensure excellence and a high quality education for all. You will also be at the hub of a wider new North Dorset Teaching School Alliance which was recently approved.

Charlton Horethorne CE School, is a popular Church of England School in the Diocese of Bath and Wells that welcomes those of all faiths and of none. The Sherborne area is one of the best places to live in Britain, with Sherborne itself being described as ‘one of the most drop-dead-gorgeous towns in the country’ and having the feel of ‘a small cathedral city’. It is a centre of excellence for education. There are easy road and direct rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast and countryside. It is a great area in which to live, offering something for everyone.

The successful candidate will:

* Have a passion for education and making a difference to children’s lives
* Have the ability to lead and shape the vision of the School and the Trust
* Have the ability to support, challenge and inspire our children, encouraging them to achieve the best they can through the promotion of outstanding teaching and learning
* Have excellent communication skills and the ability to celebrate and promote high quality teaching and learning
* Have a positive and optimistic approach; be proactive and confident
* Be able to build relationships quickly
* Have a real interest in educational issues, approaches and alternatives from around the world
* Use resources, intellect, creativity and innovation to be successful
* Have the ability to be a team player and leader who will go the extra mile to support children and families
* Be committed to partnership, collaboration and sharing

Our values and ethos focuses on developing a love of learning, high achievement both personally and academically which comes from the tremendous work of all our staff and the great achievements of our children.

The School has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce and welcomes applications from all sectors of the community

**Charlton Horethorne CE Primary School– USEFUL INFORMATION**

The School website gives a description of the school’s culture and organisation.

Charlton Horethorne CE Primary School is a Group 1 school with a PAN of 8 with 60 on role. There are currently three mixed age classes:

* Reception/Year One/Year 2 – Ladybird Class
* Year Three/Year Four – Bee Class
* Year Five/Six – Dragonfly Class

The staff team includes: the Headteacher, two full-time teachers and two part-time teachers, three teacher assistants, a part-time administrator/ finance assistant, two lunchtime supervisors and a crossing patrol person.

Performance 2016 and 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **School 2016** | **School 2017** |  | **Dorset** | **England** |
| RWM |  | 67 | 70 |  | 57 | 61 |
| RWM greater depth |  | 33 | 10 |  | 7 | 9 |
|  |  |  |  |  |  |  |
| Reading Progress |  | 6.8 | 2.7 |  | -0.6 | 0 |
| Writing Progress |  | 0.9 | 1.1 |  | -1.7 | 0 |
| Maths Progress |  | 5.1 | 0.9 |  | -1.53 | 0 |
|  |  |  |  |  |  |  |
| KS2 Reading expected |  | 83 | 100 |  | 73 | 71 |
| KS2 Reading greater depth |  | 50 | 30 |  | 27 | 25 |
| KS2 Writing expected |  | 67 | 80 |  | 71 | 76 |
| KS2 Writing greater depth |  | 33 | 40 |  | 15 | 18 |
| KS2 Maths expected |  | 83 | 90 |  | 72 | 75 |
| KS2 Maths greater depth |  | 50 | 40 |  | 20 | 23 |
| KS2 SPAG expected |  | 83 | 100 |  | 73 | 77 |
| KS2 SPAG greater depth |  | 33 | 30 |  | 25 | 31 |
|  |  |  |  |  |  |  |
| Number of children KS2 |  | 6 | 10 |  |  |  |
|  |  |  |  |  |  |  |
| KS1 Reading expected |  | 77.7 | 100 |  | 76 | 76 |
| KS1 Reading greater depth |  | 66.6 | 50 |  | 24 | 25 |
| KS1 Writing expected |  | 77.7 | 87.5 |  | 67 | 68 |
| KS1Writing greater depth |  | 33.3 | 25 |  | 15 | 16 |
| KS1 Maths expected |  | 77.7 | 100 |  | 74 | 75 |
| KS1 Maths greater depth |  | 33.3 | 25 |  | 19 | 21 |
| RWM |  | 77.7 | 87.5 |  | 62 |  |
|  |  |  |  |  |  |  |
| Y1 Phonics |  | 100 | 100 |  | 81 | 81 |
|  |  |  |  |  |  |  |
| EYFS - Good level of development |  | 100 | 100 |  | 69 | 70 |
|  |  |  |  |  |  |  |

**Sherborne Area Schools’ Trust (SAST) Information**



SAST is a multi-academy trust, formed in June 2017 with seven schools serving the West and North Dorset area as well as students from South Somerset. Currently there are almost 2700 students and we employ over 450 staff.

SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. There is a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

**Our Schools**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. If the school was to take academy status there is a strong commitment for the core features of each school to be unchanged.

All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care. The current schools that are members of the MAT are:

* Buckland Newton CofE Primary School
* Sherborne Abbey CofE Primary School
* Sherborne Primary School
* St Andrew’s CofE Primary School
* St Mary’s CofE Primary School
* The Gryphon School
* Thornford CofE Primary School

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further. The Gryphon School was designated as a National Teaching School in the summer of 2017 and will lead the establishment of the North Dorset Teaching School Alliance.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children.

There is real strength in coming together with a collective responsibility for all of the children’s development and progress between 0-19 years.

**Our mission and values**

* To be a special collaboration of high performing primary, secondary and alternative provision schools seeking to ensure an excellent and sustainable 0-19 education for children within our community across West and North Dorset as well as South Somerset.
* To build upon the existing relationships across partnerships and clusters to develop as a family of schools working together to strengthen each school and inspire our young people and their families.
* To have a shared commitment to creative and innovative learning opportunities, high aspirations and leadership, and academic success with inspiring schools, alongside developing the personal attributes for everyone (children and staff) to thrive at every stage of their learning journey.

**What we value – our ethos**

* Our partnership is an inclusive learning community in which children and adults together are committed to learning; inspired by a love of lifelong learning. The partnership focus is to enhance the whole of a child’s learning journey from 0-19 and it also promotes learning amongst adult members of school communities and the families of pupils.
* All schools are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.
* Opportunities for greater consistency and coherence will be actively sought for the benefit of all children and staff.
* We will celebrate each school’s unique and individual characteristics in the community it serves. Each school will retain its individual identity, uniform, ethos and where relevant Christian distinctiveness but will be working together for the benefit of the children, families and communities that they serve.
* There will be a rigorous focus on the key areas for improvement in order to achieve the highest standards of academic and personal achievement - nurturing our students’ spiritual, moral, social, physical and cultural development.
* All the Trust leaders will act impartially in the best interest of the trust and will work in the best interest of all the academies.
* The Trust will recognise, prepare for and act upon the national and local changes taking place across education and that face the partnership trust.
* The Trust will seek to pre-empt issues of performance (educational, financial, compliance etc). Where a school is experiencing or at risk of experiencing issues, the Trust will take the appropriate action to support the school to resolve those issues in a timely manner and for the benefit of those within the Trust.
* All schools value all of our staff and the contribution they bring to our schools and for our young people. All partner schools are committed to supporting the development of all staff, to foster leadership and succession planning and to offer staff greater opportunities within the trust and its academies; and we will engage with our staff in shaping the provision across the Trust.

**Our Team**

All schools within SAST are equal partners. The Headteachers, senior staff, middle leaders, teachers and non-teaching staff all make a significant contribution to their own schools and more widely.

SAST has Members and Trustees who have been appointed on the basis of their skills, expertise and experience. The Chair of the Trustees is Nigel Rees, who is a National Leader of Governance. He has over 30 years’ experience as a Chair of Governors.

The Executive Head and CEO is Steve Hillier, who is a National Leader of Education. He has been teaching for 30 years, a senior leader for 20 years including 10 years as Headteacher.

The Head of Finance is Chris Vigar and the Head of HR is Catherine Watson. Alongside financial and HR support SAST also offers central support for IT, estate management, risk management, CPD, school to school support, teacher training and a Data Protection Officer.

**Organisation - How we work**

All our schools are successful. They are performing at a good or outstanding level. Of course we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting the school’s role at the heart of its community, along with our unique qualities and strengths.

There is balance between the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

**Partnerships**

We believe that the new North Dorset Teaching School Alliance will complement the work of the Trust and fill the gap in provision in this area. There have been longstanding links and partnerships with the schools of Blandford, Gillingham, Sturminster Newton and Shaftesbury.

35 schools put their name to the application including 8 secondary and 27 primary Schools; 21 are Church of England Schools, both state and independent, a mix of maintained and academy schools along with the Mid-Somerset SCITT, Bath Spa University, the University of Exeter; Dorset LA and the Diocese of Salisbury.

Key Principles are:

* All Schools are givers and receivers
* School designed system
* Collaboration and partnership
* System leadership opportunities
* School improvement

The Teaching School Alliance Priorities will be:

1. School-led initial teacher training - Secondary School Direct with MSCITT is already very successful; Primary School Direct places will be available for September 2018
2. Continuing professional development – courses and groups will be established to support areas, subjects, years, NQT support, leadership training
3. Supporting other schools – we will be designating LLEs and SLEs at both primary and secondary level

Partnership and collaboration is a core feature of all our Schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The Schools have always worked closely together and across Dorset and Somerset. In addition there has been membership of the South West Academies Group, the Jubilee Group, the Princes’ Teaching Institute, Pixl, the North Dorset Partnership, Sherborne independent schools and the JCTSA as a northern hub

Across the existing SAST Schools there is considerable expertise of a real diversity of size, setting and foundation. There is deep knowledge and professional expertise of running an academy school with all that this entails.

We are able to provide

* Leadership support and networks
* Support for finance, accountancy, audit, HR, payroll, insurance, policy, safeguarding, staffing support, health and safety, LGB support, admin IT, apprenticeship levy
* We provide central support for IT, PR and marketing, grounds, catering, MIS support, data protection, tracking and caretaking
* Guidance and support in the application process to become an academy/to join SAST
* Integration into North Dorset Teaching School Alliance

**Teacher Person Specification**

**Inter-personal attributes**

* Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
* Positive, optimistic, caring, kind and approachable
* Willing to be immersed in the life of a busy and successful school

**Communication and Interaction**

* Communicate clearly and accurately both orally and in writing
* Able to listen and respond appropriately
* Flexible to adapt your style in different situations
* Strong and confident ICT skills for teaching and management
* Contribute as a great team player

**Planning and Organising**

* Manage daily responsibilities and priorities
* Work efficiently and effectively to meet deadlines and deliver successfully
* Design, produce and share high quality learning schemes and resources

**Knowledge**

* Good honours degree and/or relevant high level expertise
* A real interest in educational issues, approaches and alternatives from around the world
* Strongly support the ethos and culture of the school

**Leadership Skills**

* Proactive and confident, yet humble and considered
* You can inspire and motivate others
* Make informed decisions on a daily basis
* Ensure high professional standards including student progress of all groups of students

**Problem Solving**

* Enjoy facing new challenges
* Find, propose and lead solutions
* Use resources, intellect, creativity and innovation to be successful

**Resilience**

* Hungry for a challenge
* Have patience and endless energy to persevere through the challenging moments
* Tenacious and versatile
* Maintain a positive mind-set

**Self-evaluation**

* You are aware of strengths and weaknesses
* Strong desire to learn from others so that you can be even better
* Able to share and support others

We are interested in all these attributes for colleagues joining the SAST family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.