



Cotford St Luke Primary School

Head teacher (ISR 15–21)

Recruitment Pack

Spring 2018



Aspire

Believe

Achieve

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1. Key Dates

Applications Close

5pm, Friday 2nd March 2018

Shortlisting

Thursday 8th March 2018

Interviews/ Assessment Activities

Monday 19th and Tuesday 20th March 2018

Appointment Starts

September 2018



2. Letter from the Chair of Governors

Dear applicant,

Appointment of Head teacher with effect from 1st September 2018

Thank you very much for your interest in our school. This pack contains useful information about our school and what we are looking for in our next head teacher. There is also lots more useful information on our website and we would love to welcome you to visit the school so you can see all we have to offer for yourself.

Cotford St.Luke is a thriving new family village built around Victorian architecture; it is set in the beautiful Somerset countryside surrounded by several other picturesque villages. It is situated just six miles from all the amenities of the County town of Taunton and is perfectly placed for the cities of Exeter and Bristol. The village has been undergoing steady expansion over the years and there is potential for more new houses in the future, which will continue to bring families into the school.

Cotford St Luke Primary School (Individual School Range 15-21) opened in 2003 and is the focal point of the village. It is maintained by Somerset County Council. It provides educational and childcare facilities for the village. The Community Centre for the village has strong links with the school and is on the same site. We work in collaboration with our fellow primary schools who all feed into the Secondary School at Wiveliscombe. We place strong emphasis on building resilient children who are aspirational, full of belief and achieving academically and just as importantly achieving in all other areas of their development as valued members of our community.

The vacancy has arisen due to our current Head Mr James Geen deciding to emigrate with his family in June 2018. From the end of May half term holidays through to September Mr Adrian Jones, the current Deputy Head and Special Education Needs and Disabilities Coordinator (SENCO) will step up to cover the Headship. He is an experienced deputy and is looking forward to working with the successful applicant as he is not applying for the position himself.

We have been rated as Requires Improvement by Ofsted since May 2014. The school has been on a very positive improvement journey in recent years which started before the most recent inspection in 2016. These improvements have built on a strong cohort of class teachers, with empowered middle leaders complimented by embedded monitoring and performance management systems. This work has led to steady improvements in many of our national assessment outcomes. In July 2017, we had an extremely encouraging monitoring visit from Her Majesty's Inspectorate. As a result of all of this we are confident of an improved outcome during our next inspection, which we are expecting before the end of this academic year. We are now looking for someone to lead the school on the next stage of its journey leading

to further improved outcomes for all of our children and recognition of this by Ofsted with good or better ratings.

Despite the challenging financial climate within the education sector locally and nationally we have been able to continually set a balanced budget every year. This has required some tough choices but we have been in control throughout and have always managed to balance the books. As part of our long term planning for the school we have considered academisation and we remain open minded to it, at this stage, however, we are focused on continuing the positive journey for the school, so are not pursuing this. This will be kept under review as we progress.

The successful candidate will be an inclusive leader who can develop positive relationships with the whole school community and is able to 'muck-in' with all aspects of school life. She or he will possess excellent communication skills, be highly approachable and visible, resulting in a willingness to be on the school gates through sun, wind, rain and even snow! Although this is a non-teaching position the successful applicant needs to be able to role model excellent teaching and be committed to continuing professional development for all staff. We are also looking for the successful candidate to be able to support the team with the expansion of Fledglings which is our on-site nursery.

In return for leading the school, the governors commit to value the development of the successful candidate and support them on their long term career journey. I am always at the end of the phone, email and try to meet with the existing head teacher every other week for a catch up.

If having read the information you wish to learn more we would love to welcome you to the school for a visit and we would be pleased to receive your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'C Walder', written in a cursive style.

Chris Walder
Chair of Governors

3. Our School

We are blessed to have excellent school facilities with light bright classrooms and plenty of high quality outdoor spaces.

The School has ten classrooms and a nursery. The facilities include a superb library, good ICT facilities, kitchen and a large school hall. Each classroom is well equipped to provide an excellent learning environment for our children. We also have the benefit of extensive grounds including two playground areas, a playing field, an allotment and a wildlife area. This provides great potential to develop our Forest School provision. Our Nursery and Reception classes also have their own secure play areas. Fledglings forms a vital part of the school, as it not only provides nursery provision that helps the children seamlessly move into school, it is also the home of our popular wrap around school provision with breakfast and after school clubs being well utilised. We have also recently started up a holiday club to provide a greater service to the community and we are seeing uptake of this steadily rise. A plan is being worked on to expand Fledglings to enable us to take in rising 2-year olds to further compliment the school.

Being less than 15 years old, the overall school is in great condition and we have a fantastic caretaker who maintains all our facilities to a consistently high standard. We also have the benefit of a fully equipped kitchen and an excellent catering contractor, who through the experienced and friendly kitchen staff provide high quality healthy meals to both the children and staff. This is all complimented by a great office team and school business manager; they provide a friendly face to the parents and efficiently manage the school administration.

We are able to offer a fantastic array of clubs to our children many provided voluntarily by the staff and others provided by external partners who are an integral part of the school's provision. This term the clubs we are currently offering are: Reading, Netball, Drama, Choir, Cross-Country, Film Club, Judo, Football, Gymnastics and Taekwondo. They are well utilised by the children and we try to ensure they cover the range of ages across the school.

In June 2017 the school received a monitoring visit from Her Majesty's Inspectorate (HMI) which was extremely positive and fully demonstrated the progress the school had made in the preceding 12 months. The HMI was clear that:

- The foci on improvements have been correct;
- Middle leaders are clear on what areas to concentrate on;
- Pupils are making improved levels of progress;
- Expectations are high.

The school has been on an ever-improving journey in the past 18 months and continues to go from strength-to-strength. Now is an excellent time for a new leader to take the reins and lead the school towards further achievements!



Class	Number in each year group	Total
Oak	<i>Reception: 31</i>	31
Pine	<i>Year 1: 26</i>	26
Willow	<i>Year 1: 23</i>	23
Beech	<i>Year 2: 24</i>	24
Cedar	<i>Year 2: 19</i>	19
Rowan	<i>Year 3: 34</i>	34
Hazel	<i>Year 3: 8</i>	35
	<i>Year 4: 27</i>	
Poplar	<i>Year 4: 9</i>	28
	<i>Year 5: 19</i>	
Maple	<i>Year 5: 10</i>	28
	<i>Year 6: 18</i>	
Sycamore	<i>Year 6: 28</i>	28
Total		276
Fledglings	<i>Nursery – numbers on roll</i>	37

At present there are 276 children in the main school and 37 children in our Nursery. Overall we have 29 children on the Special Educational Needs and Disabilities (SEND) Register (10.5%), 20 on Free School Meals (7.2%), 35 who qualify for Pupil Premium (12.7%) and 8 with English as an Additional Language (EAL) (3%). Fledglings has 37 children on roll with 4 EAL children (11%) and 1 Pupil Premium Child (3%). We have good links with 40 Commando Royal Marines which are based in the next village of Norton Fitzwarren and currently we have 21 Service children (7.6%)

SEND provision is a strength of the school with an experienced SENCO coordinating staff who understand the diverse needs of the children. Most of the children on the SEND register have Individual Learning Passports and we are always trying to think outside the box to offer the best provision possible.

We believe strongly in our Aspire, Believe, Achieve motto. The team work hard to engender an aspirational outlook on life for all our learners, no matter what their academic ability. Self-worth, a positive outlook on life and belief in one's own abilities are key attributes for all children and adults. Teachers and teaching assistants work tirelessly on promoting belief in our pupils in order that they can fulfil their potential. We understand the value in recognising and celebrating all achievements no matter how big or small, academic, sporting, cultural or musical.



4. Governors

The Governing Board consists of 12 members representing the Local Authority, local community, parents and staff. We are committed to doing the best for the children in the school, both in their education and their wider development. Our shared vision is to achieve confident children, proud of their achievements, who look back on their schooldays here as something special. We are also committed to support the professional development and well-being of all the staff in the evolving educational environment.

We meet regularly as a full governing board and every governor has their own allocated areas of responsibility. We routinely conduct monitoring visits and other activities to support the school. Through this arrangement we are able to provide appropriate oversight and constructive challenge to the school development plan, the finances, Head teacher performance as well as the teaching and learning the children experience and many other areas of the school.

Chair

Chris Walder - Parent

Vice Chair

David Bleloch – Local Authority

Head teacher

James Geen

Governors

Caroline Wide – Parent

Stephen Gabell – Parent

Rebecca Batten – Staff

Lindsay Carroll – Co-Opted

Elizabeth Latham – Co-Opted

Alex Walker – Co-Opted

Adrian Jones – Co-Opted

Vacancy – Co-Opted

Vacancy – Co-Opted

Clerk

Karen Reardon



5. Working Together

We value the partnership between staff and parents as it underpins the education and development of all our children.

We work hard at helping parents and carers to engage in their children's learning, through regular workshops (designed to help them understand how subjects are taught), newsletters, Twitter, ParentMail and class pages on the school website. There is an active and successful Parent Focus group which is recognised as best practice within our local school partnership. This has led to items being added to and successfully delivered through the school development plan in recent years.

We are fortunate to have a very active Parent Teacher Association who organise regular fundraising events including a very popular summer fayre, Christmas fayre and quiz nights, these raise over £3000 a year. The money raised has been used to help fund significant improvements to the school lately including enhanced Wi-Fi across the site and "Rainbow Rest" a covered play and learning area for Key Stage One.

Fledglings, our onsite nursery, provides a great service to working parents with a very popular breakfast and after school club and our recently introduced holiday club is experiencing growing demand. We also provide a breakfast service through our catering provider, supported by a Teaching Assistant enabling the children to receive a hot breakfast and be brought to school 10 minutes earlier.

Further supporting working parents, Fledglings is able to provide the government funded 30 hours per week of childcare. Uptake of this has increased due to active management by the nursery manager.

We also work closely with local childminders and other providers to support a smooth transition into the reception classes. There are close links with the local secondary school, Kingsmead in Wiveliscombe to ensure a smooth transition for the children.

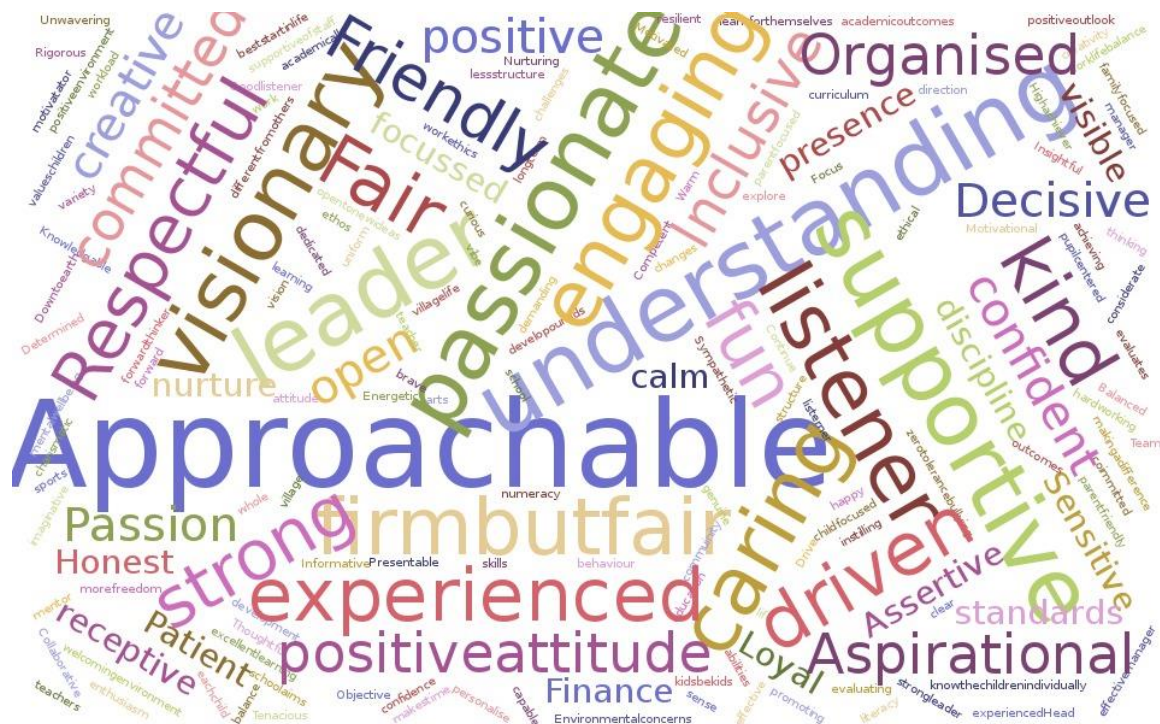


6. In their own words

We asked the children what they would like to see in their new head teacher and they came up with the following words:



The parents and staff also said the following best describes what they'd like to see in the next head teacher



7. Job Description

This will conform to the National Head teacher standards

8. Personal Specification

Role requirements

Essential

Desirable

Personal Qualities

- A passion for working with children in a school environment, combined with an enthusiasm for teaching and learning and an ability to lead by example, resulting in motivated pupils, staff and governors
- A reflective approach and capacity to critically evaluate, identify strengths and priorities for development. Then build and monitor plans to close these gaps
- The desire and ability to maintain a positive school environment where the children develop their personal and social skills and build respect for others
- Someone who empowers and delegates, further developing the leadership capacity within the school whilst maintaining a focus on professional standards
- The ability to provide strategic, inspirational leadership and to collaboratively develop, articulate and deliver a vision for the school
- An understanding of a nursery or early years setting

Qualifications

- Qualified teacher status
- Evidence of continued professional development preparing them well for this post
- Higher qualification in leadership

Experience

- Proven leadership experience in the primary sector
- Teaching experience across the primary age range including effective assessment methods
- Experience of leading and managing a diverse team combined with the ability to nurture and sustain outstanding teaching and learning
- Experience in the use of a variety of forms of pupil assessment, including monitoring, tracking, data analysis and assessment. Then to utilise this information with the staff to set and monitor targets for pupil progress and outcomes
- Experience of organising and promoting continued professional development opportunities across the school which reflect priorities, performance management and succession needs
- Experience of leading effective inter-school collaborative working for the benefit of all involved
- Experience of developing and delivering a long term plan for a school
- Experience within a range of educational settings

- Collaborative working and relationship building with a broad range of stakeholders
- Demonstrable commitment to the social and emotional wellbeing of pupils leading to strong achievements
- Experience of working with a governing board in an open and transparent manner, enabling them to perform their strategic role effectively resulting in continuing school improvements
- Experience of managing school finances within constrained budgets for the benefit of the school

Professional Knowledge

- An In-depth knowledge of the statutory duties, responsibilities and procedures with respect to safeguarding
- Demonstrable knowledge of how children learn and how this translates into high quality teaching and learning for every pupil
- A working knowledge of school governance, including providing suitable data in a meaningful form that enables governors to hold school leaders to account
- A thorough knowledge of all statutory requirements including the national curriculum, assessment and Ofsted frameworks
- Knowledge of the Early Years Foundation Stage curriculum
- Knowledge of and commitment to the promotion of diverse and inclusive schools and society
- Up to date, broad, knowledge of the national agenda for schools, particularly with regard to school structure and funding
- Knowledge of ICT and utilising this to best effect in the school environment

Professional Skills

- Excellent oral and written communications combined with strong data analytics abilities, resulting in an ability to analyse, produce and present information to a variety of audiences
- The ability to promote positive behaviour for learning and to ensure effective programmes for pupil behaviour, guidance, support and welfare are in place
- Understanding of tools and techniques to manage and support the wellbeing of all staff
- Understanding of British Values
- A strong track record of improving school performance through the use of a selection of school improvement strategies and knowledge of school performance and priorities



Application Process

We intend to adopt the following process for all applications.

- All prospective applicants are expected to arrange a visit to the school at a mutually convenient time, by contacting the office on 01823 430831
- For further information and an application form, please telephone our recruitment line on 01823 348270 or email SSERecruitment@somerset.gov.uk. Please state the Head teacher position at Cotford St.Luke, when doing so
- Please complete the application form, utilising no more than 2 sides of A4 for Part F - Details of your reasons for applying for the position
- Please send the completed application form by email to sserecruitment@somerset.gov.uk or by post to Recruitment, Support Services for Education, Cheddon Road, Taunton, Somerset, TA2 7QP
- All applications must be received by the deadline of 5pm on Friday 2nd March 2018
- Shortlisting will take place on the 8th March, with those successful at this stage having references taken
- If you have not been contacted by the interview date, you should assume that you have not been shortlisted on this occasion
- Interviews and assessment activities will commence on Monday 19th March 2018, with those making the final stage being invited to also attend on Tuesday 20th March
- Feedback will be available for all candidates upon request
- We are committed to safeguarding and promoting the welfare of children. This post will be offered subject to Enhanced DBS checks together with relevant employment checks and references.

