



## **Appointment of Headteacher From January 2018 Information for Applicants**



Thank you for your interest in the post of headteacher at this school. The post will be available from January 2018.

Please read the information contained in this pack carefully. It is designed to give you a flavour of the school and the Local Authority as well as to assist you in completing the application form. Please take particular note of the additional information required by the governors. Details on this can be found in the 'Important information for Applicants' section.

The contents of this information pack are as follows:

- The advertisement
- The recruitment process
- Information about St Peter's CE Primary School
- School values, ethos and mission statement and aims
- Governing Body at St Peter's CE Primary School
- Job Description
- Person Specification

**HEADTEACHER**  
**Required for January 2018**

**Group 3 L18 to 24 (£59,264 - £68,643) NOR: 421**

***“St Peter’s Church of England School is a very special place, with a Christian thread of golden love running through it”***

The Governing Body wishes to appoint an inspirational leader with a proven track record of delivering outstanding teaching and learning.

We are proud of our motivated children, dedicated staff, engaged parents and our church links. This is an exciting opportunity for an ambitious Headteacher

Our vision is reflected in all aspects of school life:

- Our children thrive academically in a supportive child centred and enriching environment, encouraged by dynamic and dedicated staff.
- We embrace a culture of continuous improvement in excellence, which has seen the school develop in every aspect.
- Our extracurricular activities provide our children with opportunities for enthusiastic participation and development.

We are looking for an ambitious, creative and inspiring individual to build upon our outstanding achievements:

- A track record of improving educational outcomes for every child in their care  
The ability to motivate their colleagues to always give of their best
- An excellent rapport with external stakeholders  
Maintain exceptional teaching, learning and standards and promote best practice.

In return, we can offer you:

- A stimulating and rewarding working environment to develop your career
- Happy, enthusiastic and highly motivated pupils
- Supportive community and a fully engaged governing body
- Committed and experienced teaching and support colleagues

School visits are also welcomed by appointment. Please phone the School Business Manager, Mrs Ceirios Guy, to register your interest to attend.

**As part of the application process governors would like you to address the following: In no more than 1000 words, “As a new head teacher how would you build a partnership with parents as co-educators of their children”.**

Application forms and further details are available from the links below. Sorry but CV’s will not be accepted.

All completed application forms should be emailed to [shirley.thompson@telford.gov.uk](mailto:shirley.thompson@telford.gov.uk).

**Closing Date:** Noon, Friday 8th September 2017

**Interview Dates:** Thursday 21st and Friday 22nd September 2017

**St Peter’s CE Primary School is committed to safeguarding and promoting the welfare of all children. The successful candidate will be subject to a Disclosure and Barring Service check (CRB) at an Enhanced Level.**

## The Recruitment Process

To apply:

Application forms and further details are available from <http://jobs.telford.gov.uk>.

Please do not send a CV as this won't be accepted.

Application forms to be returned to: shirley.thompson@telford.gov.uk

Or by post to:

Shirley Thompson, School Governance Service, 6A Darby House, Lawn Central,  
Telford, TF3 4JA

**Closing Date: Friday 8<sup>th</sup> September 2017 at 12 noon.**

Please ensure that your personal statement shows how you meet the selection criteria for the post. When filling in the application form it is not necessary to include an organisational chart.

**Short Listing Date: Thursday 14<sup>th</sup> September 2017**

**Interview Dates: Thursday 21<sup>st</sup> and Friday 22<sup>nd</sup> September**

Candidates selected for interview will be contacted after shortlisting by phone and email. Please note that candidates will be required on both days.

Applicants should note that there will be a number of activities as part of the selection process, including a presentation.

Governors welcome prospective candidates to visit the school prior to application. Please note that visits to the school can be arranged by contacting the School Business Manager on **01952 387980** to arrange an appointment prior to application.

Any offer of appointment will be subject to satisfactory completion of recruitment checks.

## **An Introduction to St Peter's CE Primary School**

St Peter's School is a purpose built school on the northern fringe of Telford. It has been created to serve the areas of Bratton, Shawbirch, Admaston, Wrockwardine and surrounding areas and planned to cater for 421 pupils. In establishing our school, we have striven to maintain a caring small school ethos, in our larger well-resourced setting.

The school offers excellent teaching facilities with a high specification of equipment. The fourteen class bases are semi open plan and are arranged in three groups of four and one additional pair. Each opens out into a shared practical area where children of different ages are able to work alongside each other to share and support their learning.

The school has broadband access in every workspace, and wireless networked portable laptops in every wing. Every Y3- Y6 pupil (240) has the opportunity to use a mini laptop at home and school. Each classroom has an interactive whiteboard and the hall has a projection and sound system.

The school has extensive and interesting grounds including access to the landscaped area and the Bean Hill Brook. A playground designed by the pupils is accessed just outside the main entrance alongside a "village green" area. The grounds consist of a hard play area, wild area with a range of environments, a playing field, pond and enclosed orchard. Children regularly use these areas as part of our "Bratton Forest School" activities. The children in Y1 and Y2 designed a sensory garden which is used for art work, peer partner reading and group reflection and discussion. St Peter's is a Church of England Controlled Primary School is distinct in its Christian character and has a strong affiliation with the local church of St Peter's, Wrockwardine. We are proud of these links and the quality and breadth of provision for the spiritual dimension.

The School holds the ICT Mark, Art Mark Gold, liP, and has been graded as Outstanding in every category by OFSTED and SIAMS Inspection on two consecutive occasions.

The school plays an active role within the community and we have a School Association which is made up of a group of dedicated teachers, parents and carers who work hard to raise much needed funds for additional resources for all of the children to enjoy. Governors would expect the Headteacher to support this association of teachers, parents and friends.

At St Peter's School there is a caring and supportive atmosphere where we strive to preserve the ideal of educating the whole child, including their spiritual well-being, while acknowledging the importance of carefully developing core skills, concepts, attitudes and values.

Please make an appointment to visit our school.

You can find more details of the schools activities by going to the website [www.stpetersbratton.taw.org.uk](http://www.stpetersbratton.taw.org.uk)

## **Class organisation / NOR 421**

2 Reception classes	60 pupils
2 Y1 classes	60 pupils
2 Y2 classes	59 pupils
2 Y3 classes	62 pupils
2 Y4 classes	62 pupils
2 Y5 classes	58 pupils
2 Y6 classes	60 pupils

There are seventeen Teachers including a Deputy Head teacher and there are two HLTAs and a team of TAs and support staff.

## **Thoughts from staff**

We would like:

- Someone who can lead by motivating and taking staff along with them on the journey towards improvement rather than just by telling them what to do.
- Someone who earns rather than demands respect
- Someone with vision and an ability to share this and develop it with staff.
- Not a conductor of an orchestra – but a composer who allows the musicians to take some ownership of the music they play and performs with them. You'd get a much better sound that way.
- Someone who understands the joy of teaching but also the burdens which it brings
- Someone who makes decisions because it benefits the school and the pupils – not just because they read it in some educational journal.
- Someone who will challenge my thinking
- A critical thinker
- Someone who is strong enough to stick by their convictions but humble enough to reevaluate if necessary
- Someone who values communication and inclusion of staff in discussion.

## Thoughts from the children:

A good Headteacher should be kind and helpful to everyone, patient.

They should be firm but fair.

A good Headteacher will come to our classes to see us learn and be really good at our worship.

A good Headteacher that will actually appreciate the hard work a child has done.

To be joyful, exciting and fun and always ready to listen to us

A good Headteacher should be wise and a good decision maker.

They should listen to our ideas.

A good Headteacher should use the 4 Cs.

They should be approachable.

**St Peter's CE Primary School is a special place with a golden thread of Christian love running through it....**

We aim to develop in children a sense of self-discipline and a code of behaviour that is respectful and sensitive to the needs of others. To help achieve that we have identified the notion of Courtesy, Consideration and Common Sense and Compassion, (the 4Cs) as the touchstone for harmony in our school community.

We aim to develop the intellectual, physical, moral, spiritual and aesthetic facets of our children through enlivening experiences both in and out of school.

We aim to provide a calm, caring, positive and stimulating environment in which children can develop and achieve their full potential.

We aim to foster a positive attitude to work and a wide range of activities.

We aim to promote high standards and quality of presentation within every aspect of school and personal life.

**The Four Cs:**

**Courtesy, Consideration, Common Sense and Compassion**

**St Peter's CE Primary School Governing Body**

The school has a governing body which consists of two parent governors, three foundation governors, one Local Authority governor, four Co-opted Governors, one headteacher governor and a teacher governor.

The following governors will be included in the interview panel:

Mrs Sarah Rigby (Chair)  
Mr Steven Cooper (Vice Chair)  
Mr John Wardle  
Mrs Amanda Care  
Mrs Julie Foulkes





Attractive school grounds



Maths workshop for parents.



Having fun at break time



Our residential visit learning new skills and problem solving.

## **IMPORTANT INFORMATION FOR APPLICANTS**

Completing an application form is the first stage in the recruitment process, which may lead to interview and the possible offer of a job.

Completing the application form:

It is important that you complete all sections of the application form as clearly and fully as possible.

Please ensure that you have given your name, address and telephone numbers and email addresses accurately so that we are able to contact you.

We are interested in your experience and any skills or training that show that you meet the requirements of the job, as set out in the person specification included in this pack. Please include any non-work activities that are relevant.

We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.

Please do not forget to sign the form and complete all the declarations in the form. We will not be able to consider any forms that are incomplete in these respects.

Remember we can only decide whether we should call you to interview based on the information you have provided in your application form.

### **References**

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you. We reserve the right to approach your current and any previous employer. Please note that an email address is required for both references; please include on the application form.

## **St Peter's CE Primary School**

### **HEAD TEACHER JOB DESCRIPTION**

#### **Key purpose of headship**

To provide professional leadership which secures, in consultation with the governing body, the success and improvement of the school, ensuring high quality education for the pupils and improved standards of achievement.

#### **JOB SPECIFICATION**

##### **Strategic Direction and Development of the School**

1. To work in partnership with the governing body to provide a coherent vision, purpose and leadership for the school, and secure effective teaching and successful learning and continued high achievement by pupils.
2. To review and implement the School Development Plan which, through consultation with all stake holders, identifies appropriate targets and priorities for ensuring that pupils continue to achieve high standards and make exemplary progress.
3. To work in partnership with the staff and the Governing Body to ensure that the plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning.
4. To ensure school improvement, the achievement of objectives and the educational success of the school.
5. To ensure that the management, finance and administration of the school supports its vision and aims.
6. To work in partnership with the staff and the Governing Body to monitor, evaluate and review the effectiveness of the school's policies and priorities.
7. To ensure that all aspects of the work and the organisation of the school are monitored and evaluated to meet all statutory requirements.

## **Teaching and Learning**

1. To create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
2. To implement, monitor, evaluate and review the curriculum and its assessment in order to identify areas for improvement and set targets for the school and individual pupils.
3. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.
4. To ensure that the school remains at the heart of the community and continues to develop links with the wider world.
5. To maintain a curriculum which enthuses all learners by planning for motivating use of visits, visitors, outdoor activities, residential visits and other creative learning opportunities.
6. To maintain and develop further links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development.
7. To continue to develop pupils' learning which is enhanced by the use of ever developing technologies.

## **Leading and Managing Staff**

1. To lead, motivate, support, challenge and develop staff to drive continuous improvement.
2. To maintain and promote effective working relationships between staff and between staff, pupils and other stakeholders.
3. To maintain methods to successfully engage parents in the progress of their children's learning.
4. To implement and sustain effective systems for the review and performance management of all staff.

5. Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching working with all staff to ensure high standards of professional practice.
6. To motivate and enable all staff to develop expertise in their respective roles through high quality Continuing Professional Development (CPD).
7. To ensure that the professional duties of staff are fulfilled as specified in the School Teachers Pay and Conditions Document .

### **Efficient and Effective Deployment of Staff and Resources**

1. To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
2. To maintain effective administration, control and financial probity.
3. To manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and health and safety regulations.
4. To manage, monitor and review the use of available resources to improve the quality of education and secure value for money.

### **Accountability**

1. To provide information, advice, support and key evidence to the governing body to enable it to meet its responsibility for securing effective learning and teaching and improved standards of achievement and value for money.
2. To present an account of the school's performance in a form appropriate to a range of audiences – governors, parents, pupils, local community, Ofsted, Local Authority.
3. To ensure that parents and pupils are well informed about the curriculum and targets so they can become drivers for improvement.

## **Strengthening Community**

1. To engage with the internal and external school community to secure equity and entitlement for all learners.
2. To collaborate with other schools to share expertise and bring positive benefits to the school.
3. To maintain the school culture and curriculum which takes account of the richness and diversity of the school's communities.
4. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
5. To build upon parental involvement so that families are involved in pupils' learning, feel welcome and are encouraged to make positive contributions to school life.
6. To seek opportunities to invite, consult and act upon the views of parents and carers, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
7. Raise the profile of the school in the community and support community cohesion.

St Peter's Bratton		
HEADTEACHER:PERSON SPECIFICATION		
Attributes	Essential	Desirable
<b>Qualifications/Training</b>		
Education	Qualified Teacher Status.	Degree or equivalent. Higher degree qualification, Postgraduate courses. Recognised management qualification.
Professional development	Evidence of sustained participation in relevant CPD especially relating to leadership and management.	Participation in work in other schools  Completion of NPQH for first time headship applicants.
<b>Experience</b>		
Teaching	Experience as a classroom teacher in the Primary phase  Experience of curriculum leadership.	Evidence of curriculum leadership across all ages.  Experience of leading a significant curriculum development to implementation.
Schools	Experience of a wide range of schools.	Experience of leadership and management role in other schools.
Management responsibility	Experience as a Deputy Headteacher with a proven track record.	Experience as a head teacher, acting head teacher, deputy head teacher with significant management experience.
Resources	Experience of managing and motivating staff and resources. Awareness of how to set and manage a school budget.	Experience of:  Appointing and inducting staff; ICT systems for resource and budget management.
<b>Knowledge and Understanding</b>		
National context	Knowledge of recent Education Acts and other relevant legislation.	

	Knowledge of National Standards for teachers.	
Learning & Teaching	<p>Practical understanding of effective learning and teaching strategies.</p> <p>Understanding of actions to be taken to promote cultural and racial harmony.</p>	Understanding and use of effective monitoring and self-review strategies to improve the quality of teaching and learning.
Standards	<p>Understanding of the characteristics of an effective school. Awareness of strategies to raise pupil achievement, manage behaviour and prevent racism. Understanding how to set and achieve aspirational targets.</p>	<p>Involvement in school improvement work.</p> <p>Knowledge of Inclusion and the SEN Code of Practice.</p>
National Curriculum	Understanding the planning of the National Curriculum including assessment, recording and reporting.	Experience of planning the curriculum across the age range of the school.
Parents and Community	Understanding of the role which can be played by parents and the community in raising standards.	<p>Experience of working directly with parents to raise standards.</p> <p>Involvement with the local community.</p>
Governance	<p>Knowledge of the roles of governors</p> <p>Knowledge of the strategic role of governors.</p>	First hand experience of working with governors.
<b>Skills</b>		
Leadership	<p>Ability to lead, provide clear vision and command respect. Incisive and clear thinker. Able to motivate pupils and staff. Ability to delegate responsibility, set high standards and provide a focus for improvement.</p>	Personal impact and presence.



Management	Ability to manage change, monitor and evaluate its impact.	Played a leading role in developing and implementing a School Development Plan.
Relationships	<p>Able to establish and develop excellent relationships with all involved with the school.</p> <p>Commitment to the school's wider community, other educational establishments and Children's Services.</p>	
Interpersonal and Communication skills	<p>Ability to communicate effectively in writing and orally. Skilled in the use of ICT.</p> <p>Flexible and approachable. Resilient under pressure. Able to deal sensitively with people and work to resolve conflicts.</p>	
<b>Attitudes</b>		
Education philosophy	<p>A commitment to maintain and improve current levels of achievement through partnership with parents and other stakeholders.</p> <p>A determination to progress school improvement and a desire to fulfil each child's potential. To continue to uphold the Christian ethos of the school.</p>	An understanding of the way schools can promote values and a moral code.
Staff development	Commitment to the development of all staff, teaching and non-teaching.	Played a role in establishing a staff development programme.
Equal opportunities	<p>Commitment to equality of opportunity.</p> <p>Commitment to race and gender equality and social inclusion.</p>	Understanding of the need to promote positive role models.

All the above will be tested from the following:

Application Form

Pre-Interview exercises

Interview

References