



St. Margaret's CE (VA) School, Richmond Road, Olton, Solihull, B92 7RR. Tel: 0121 706 5020
Headteacher: Mrs Jane Martin, M. Ed; NPQH
Email@ office@st-margarets.solihull.sch.uk Website: <http://st-margarets-school.co.uk/>

Discovering 'life in all its fullness'

February 2018

Dear Applicant,

Thank you very much for the interest you have shown in our vacancy for a Headteacher.

The governors are very proud of our school and believe it is a special place. It is a happy school and a thriving learning environment where we strive to enable each child to reach their full potential.

After 12 very successful years, our current Head will be retiring in August 2018 and we are looking for someone with the commitment to achieving excellence in education, and an understanding of the school's role in the wider community, to lead us through the next stages of our development, building on current good practise. We are a forward-looking school where new ideas are always welcome. We embrace innovation and would welcome your fresh outlook and ideas to make our school even better.

We hope the attached pack has all the information you require, however please contact us via the school office if you have any queries. Our school website (<http://st-margarets-school.co.uk/>) also contains information which you may find helpful.

If you would like to see the school in action before submitting your application you would be very welcome. Please contact the school office on 0121 706 5020 for an appointment. Visits can also be arranged after the end of the school day, again by contacting the office.

We look forward to receiving your application.

Yours sincerely,

Lynne Hill and Jayne Hodgkiss
Co-Chairs of Governors



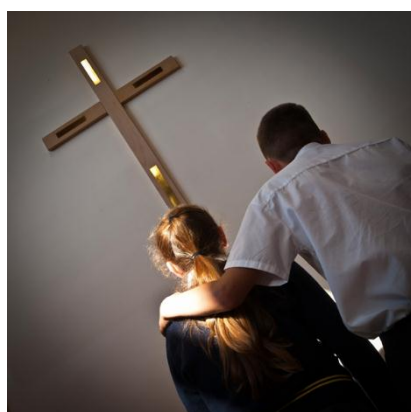
St Margaret's C of E (VA)

Primary School

Richmond Road, Olton, Solihull, B92 7RR



Head Teacher Recruitment Pack 2018



About our school

At our last SIAMs (Statutory Inspection of Anglican and Methodist schools) inspection in March 2013, St Margaret's was rated outstanding and the inspector said:

"St Margaret's is an extraordinary school where every child and adult within its community is valued and nurtured. This school cherishes its distinctive Christian character and, in an inclusive way, proclaims its faith to the local community by the way the pupils both progress and are allowed to flourish".

Our last Ofsted inspection, in January 2013, also graded the school as outstanding, however the SIAMs judgment better reflects what is important to us and makes the school the special place we believe it is.

St Margaret's is a one form entry Voluntary Aided primary school with 240 children on roll, including 30 in our morning Nursery. We have afternoon wraparound provision for our Nursery children, and a before and after-school setting (Kidzone).

Our children are at the heart of all we do in school and our mission is to educate the whole child, to ensure all achieve their potential, not only academically, but also socially and spiritually. We are very proud of our hardworking, exceptionally well-behaved, friendly and caring pupils. In the summer, we asked our Year 6 leavers to describe in one word what they felt about their time at the school.

This is what they said:



Under the sea in Nursery



Our Primary School in one word each



By the class of 2017

Go in peace, go in joy, go in love



We have wonderful, skilled, motivated and committed staff comprising, at present, 12 teachers (both full- and part-time), 11 TAs (some child-specific), and support staff. There will be some opportunity for the successful applicant to shape the leadership and staffing structure for the next academic year.

We are a school which thrives on innovation and new ideas and is proud to 'do things differently' if this will improve outcomes for our children. We aim for a culture of learning for all in school (adults and children alike), and to provide a broad, rich and exciting curriculum for our pupils.

The school is located in the Olton suburb of Solihull. It was founded in 1885 and moved to its present site and buildings in 1960. Since then the buildings have been well-maintained and expanded, including provision of a purpose-built Nursery (2008) and an ICT suite (2010). The 30 computers in the suite are in the process of being replaced with new models.

Other facilities include a well-resourced Technology room with food area, stage with lighting, interactive whiteboards in all classrooms, additional rooms for small group work, and prayer spaces.



Our Early Years outdoor space

Outside, in addition to playground spaces, we have large playing fields with a pavilion, an outdoor classroom, conservation area and pond.

St Margaret's is a popular school and is always oversubscribed. Our school family is diverse and we welcome children whatever their faith, race, ability or needs. Our foundation, however, is our strong Christian ethos. This is visible throughout the school and is also evident in our curriculum and behaviours.



Den-building on the field as part of an innovative curriculum

You can find more information about our ethos by following the following link:
<http://st-margarets-school.co.uk/images/PDF/Values/School%20ethos%20201718.pdf>

The school has very close links with St Margaret's Church – there is a shared mission to the community of Olton between the school and church. The vicar, Reverend Dominic Wright, regularly leads worship in school and is a member of the Governing Body. Several other governors are members of the congregation at St Margaret's Church. The school hosts a Garden Party every summer, jointly organised by the Parents' Association and the church, and the school and church try to be supportive of each other's events as well.

The Parents' Association works hard to raise money for the school, including organising a very popular Bonfire Party (open to the wider community) and Christmas Fayre.

Other Christian denominations are well represented in the St Margaret's family and clergy from other local churches often come to school to lead worship. We also very much value the contributions to the spiritual and wider life of the school made by our families from other faiths.

The Governing Body is very supportive of the school and as part of our vision for the future we are exploring the possibility of joining a Multi-Academy Trust (MAT). The Birmingham Diocesan Academy Trust (BDAT), whose ethos fits very closely with ours but whose schools retain a significant degree of autonomy, is currently the preferred choice.

At present BDAT, which launched in September 2017, has 6 primary academies. It is planned for at least 6 more to join in 2018, and St Margaret's is exploring this opportunity. Please note a formal application has not yet been made and due diligence has not begun. It is envisaged that the trust will eventually contain approximately 20 schools across the Birmingham diocese.



St Margaret's C of E (VA) Primary School

Job Description

This job description recognises the demands of current Pay and Conditions Regulations and reflects the policies established by the Governors of St Margaret's Church of England Primary School.

Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide strategic leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Alongside fulfilling the Headteacher's Standards (2015), the Head teacher is expected to:

- effectively manage teaching and learning
- nurture the ethos of educating the whole child
- promote excellence, equality and high expectation for all pupils
- be responsible for developing and leading the Christian character of the school
- provide vision, leadership and direction
- evaluate school performance and identify priorities for continuous improvement
- deploy resources to achieve the school's aims
- carry out day-to-day management, organisation and administration
- create a safe and productive learning environment which is engaging and fulfilling for all pupils
- work effectively with the school's Governing Body.
- provide vision and professional leadership for the school in order to secure its success and improvement
- ensure high quality education for all pupils
- maintain and develop established links with St Margaret's Church and the wider community
- ensure the school is prepared for Ofsted and SIAMS inspections
- work with the vicar of St Margaret's Church to develop the spiritual and worship life of the school community

Leading Learning and Teaching

Responsibility for raising the quality of teaching and learning to promote the best achievements for pupils within a successful learning culture

The Headteacher will:

- demonstrate personal enthusiasm for and commitment to the learning process
- demonstrate the principles and practice of effective teaching and learning
- access, analyse, interpret and communicate information as appropriate
- initiate and support research and debate about effective learning and teaching in order to develop relevant strategies for performance improvement
- acknowledge excellence and challenge poor performance across the school
- develop and maintain systems to ensure appropriate progress for all pupils across the curriculum

- have a clear commitment to and be responsible for maintaining high standards throughout the school
- promote a culture for learning throughout the school
- involve the whole school community in creating a school climate which is positive, supportive and conducive to learning
- develop and extend an active partnership with parents and the community
- create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning and high standards of achievement
- in co-operation with colleagues, governors and the LA, monitor and evaluate the quality of teaching and standards of pupil achievement

Shaping the Future

Working with the governing body and others to promote a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community and to continue to develop the ethos of the school linked to its core aims and values.

The Headteacher will:

- think strategically, build and communicate a coherent vision in a range of compelling ways
- inspire, challenge, motivate and empower others to carry the vision forward
- model the values and vision of the school
- be responsible for the sound management of the school within the delegated budget
- monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary
- analyse and plan (SIP) for the school's future needs and further development
- develop, implement and evaluate systems for review of the school's performance and advise the Governing Body of any action required

Managing the Organisation

To build a successful organisation through effective collaboration with others

The Headteacher will:

- establish and sustain appropriate structures and systems, including a leadership and staffing structure
- manage the school efficiently and effectively on a day-to-day basis
- delegate management tasks and monitor their implementation
- prioritise, plan and organise themselves and others
- make professional, managerial and organisational decisions based on informed judgements
- think creatively to anticipate and solve problems
- sustain effective systems for the management of staff performance and target setting
- promote and encourage the professional development of all staff based on assessment of needs
- encourage effective teamwork, allocating and delegating responsibility appropriately
- ensure the recruitment and selection of staff appropriate to the needs of the school in partnership with the Governing Body.
- deal with the day to day management, organisation and administration of the school
- monitor the financial management of the school alongside the Finance Officer and GB
- deploy people and resources in order to meet specific objectives in line with the school's strategic plan and financial context
- manage and organise the accommodation and environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

Developing Self and Working with Others

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve

The Headteacher will:

- foster an open, fair, equitable culture and manage conflict
- develop, empower and sustain individuals and teams
- collaborate and network with others within and beyond the school
- challenge, influence and motivate others to attain high goals
- give and receive effective feedback and act to improve personal performance
- accept support from others including colleagues, governors and the Local Authority

Improving the Life Chances of Children and Young People

Working with the governing body the Headteacher will develop a staff who will:

- listen, question and respond to what is being communicated by children, young people and those caring for them
- demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people
- recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
- understand the impact on a young person of transitions they may be going through
- work successfully on a multi-agency basis and to be clear about the role of the Headteacher and the roles of other professionals
- adopt the right approach to information sharing by following the correct procedures and by ensuring that the child or young person, parent or carer understands the process

Accountability

- Be responsible for preparing the school's delegated budget with the LA Financial Advisor, and Finance Officer as appropriate, for presentation to and approval of the Governing Body in order to achieve efficiency and best value for money
- Ensure that there continues throughout the school a clear commitment to the principles and practice of multi-ethnic education and equality of opportunity for all
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the LA, the local community, Ofsted and others, to enable them to play their part effectively
- Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make to achieving the school's targets for improvement.



St Margaret's C of E (VA) Primary School

Person Specification

Qualifications, Skills and Experience	Essential (E) or Desirable (D)
First degree or equivalent	E
Higher degree or equivalent	D
Qualified Teacher status	E
National Professional Qualification for Headship (NPQH)	D
Proven leadership skills	E
Proven skills in strategic management	E
Excellent communication skills	E
Enhanced DBS	E
Significant experience as a senior leader or Deputy Headteacher in a primary school	E
Excellent classroom practitioner, with experience in more than one phase, who has been involved in curriculum development	E
Experience of managing a school budget	D
A secure understanding of the requirements of the National Curriculum and Early Years development	E
Experience of implementing Performance Management	D

Personal Attributes

Commitment to promote and maintain the school's strong Christian ethos, which the governors expect to be fundamental to, and to permeate, all aspects of the school life and curriculum	E
Committed member of a Trinitarian Christian church	D
Possession of vision and innovative skills and the ability to communicate them	E
Determination and enthusiasm to improve children's learning through the development of a rich, varied and innovative curriculum, including SMSC	E
Adaptability to changing circumstances and new ideas	E
Creativity and imagination in solving problems	D
Commitment, reliability and integrity	E
Drive, stamina, perseverance and resilience	E
Empathy with children	E

Knowledge and understanding

To support the Christian aims and ethos of a church school	E
Ability to understand and interpret complex data to inform effective decision-making	E
Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management	E
Commitment to working with the Governing Body to promote and further develop the school vision, embracing excellence, high standards and inclusion	E
Commitment to developing staff with the necessary skills to promote equality, respect diversity and challenge stereotypes	E
Recognition of the role parents, carers and families play in helping children succeed and thrive and commitment to working effectively with them to support children's learning	E
Commitment to developing flexible and effective approaches to learning and teaching which will lead to continued high standards	E
An interest in researching new ideas in pedagogy and searching out best practice	D
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	E
Commitment to the development of all members of staff	E
Commitment to developing the leadership and management skills of all staff in order to achieve strength and depth in the organisation of the school	E
Ability to form and maintain good and appropriate relationships with staff, children and parents	E
Ability to plan and prioritise own workload to maintain a healthy work-life balance, and model this to staff	D
Ability to manage the school efficiently and effectively on a day-to-day basis, including strategic financial planning, budget management, policy formation and review, personnel and governance	E
Commitment to developing school self-evaluation and accountability to ensure the school is working effectively and efficiently towards the spiritual, moral, social, emotional, cultural and academic development of all its pupils	E
High expectations of all	E
Ability to devise successful strategies for planning, implementation, monitoring and evaluation of school improvement	E



St Margaret's C of E (VA) Primary School

The Appointment Process

The vacancy is for a Headteacher from 1st September 2018

The salary is in the range L13 – L19

You are invited to submit an application using the accompanying Solihull application form. Please also send a covering letter in support of your application outlining how your experience, skills and knowledge meet our person specification. Please do not include a C.V.

Completed applications should be sent to:

Chairs of Governors,
St Margaret's Church of England Primary School
Richmond Road
Olton
Solihull
B92 7RR
Email: office@st-margarets.solihull.sch.uk

Application closing date: Thursday 1st March 2018 at 12 Noon

Shortlisting: Monday 5th March 2018

Interviews: Monday 19th and Wednesday 21st March 2018

The first day of interviews will be held in school and will comprise a range of school-based activities. The second day will be a formal panel interview. Full interview and location details will be sent to shortlisted applicants.

Safeguarding:

The School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work