

**Staplegrove Church School**

**Headteacher Recruitment Pack**

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**“Life in all its fullness” John 10:10**

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January 2018

**Letter from the Chair of Governors**

Dear Applicant

Thank you so much for the interest you have shown in the Headship of our school. I enclose information about the school and the local community, which I hope will encourage you to proceed with your application.

This opportunity has arisen because our Headteacher left the school at the end of the Summer Term 2017, after 15 successful years. During this academic year we have been led by an interim Headteacher, who will be leaving us at the end of July 2018. Therefore in September 2018, the Governing Body and The Bath and Wells Multi Academy Trust are aiming to have in post a Headteacher with a proven track record of successful leadership, who will build on the current strengths of the school and lead us on our journey to become outstanding. The school staff and governors have recently celebrated a ‘good’ OfSTED rating.

As the school is at the heart of the local community, the new Headteacher will maintain and extend links beyond the school boundaries while leading and developing our enthusiastic, hardworking and supportive children and staff team. I enclose a job description and person specification, which provide more details about the role, and candidates are invited to visit the school and meet the pupils.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

**Anthony Reynolds**

**Chair of Governors**

**Application for Headship**

In addition to your application form, please provide a letter of application which addresses the priorities described in the information pack. Please include:

* Your reasons for applying for the headship of this school
* Your experience and skills which would equip you for this role

Your letter should be no more than two pages in length.

**Instructions on how to proceed and the relevant dates in the process:**

Your on-line or paper application form and accompanying letter should be returned to Christine Richardson, HR Administrator on [christine.richardsonl@bwmat.org](mailto:christine.richardsonl@bwmat.org) in the Recruitment Team and arrive no later than 5.00pm on 22nd January 2018.

Shortlisting of candidates for interview will take place on 22nd/23rd January 2018 and interviews will be held on 7th/8th February 2018. If you are to be called for interview you will be informed and your referees will then be sent a reference request. We are ideally looking to appoint from 1st September 2018.

Visits to the school are most welcome, please contact the school if you wish to visit on [office@staplegrovebwmat.org](mailto:office@staplegrovebwmat.org) or 01823 337313.



**About the Bath & Wells Multi Academy Trust**

Staplegrove Church School joined the Bath & Wells Multi Academy Trust (the Trust) in 2014. The family of schools within the Trust has been growing since 2012 and stretches across the area of The Diocese of Bath & Wells from Nailsea to Wincanton and from Shepton Mallet to Taunton. Our primary schools come in all sizes and serve both rural and urban communities, but we are all bound together with a common ethos and determination to provide the best possible learning opportunities for our children.

Each school within the MAT is unique and distinctive and we are committed to celebrating the local context of each school. Our vision is for all of our schools to become highly successful and meet the needs of the community in which they serve.

The purpose of the MAT is to secure the rapid and sustained improvement of all of its academies. The MAT enables and encourages schools to work together, share expertise and maximise resources. We strive for a family of Bath & Wells academies that offer a great learning experience for every child.

We seek to ensure the best possible educational outcome for every child. We believe that every child has the right to a good education and this will be achieved within a distinctively Christian context, valuing each child as an individual. For more information about the MAT please visit http://bathwellsmat.org/ethos-and-values/

We highly value every staff member working for the Trust and recognise that all of our aims and objectives cannot be achieved without the hard work and commitment of every individual staff member. We are committed to the continuous development of all staff, to supporting staff wellbeing, listening to staff, providing excellent staff benefits and competitive reward packages. For more information please visit the ‘working for us’ section on our website: www.bwmat.org.

**“Life in all its fullness”** John 10:10





**About Staplegrove Church School**

This is a successful school with a well-motivated team, who innovate and inspire our children, working to get the best from all of them.

As a church school, we work with children, parents, staff, governors and the church to provide a safe environment in which everyone is valued. This ensures that we are able to watch our children grow, not only in knowledge and understanding, but also in confidence and responsibility.

Four years ago, we became part of the Bath and Wells Multi Academy Trust, which has strengthened our links with other schools and provided us with a really successful support network.

Ofsted recently confirmed that this school continues to be judged as “good”, with effective leadership, highly motivated staff and a supportive governing body. We now want to continue our journey towards becoming an outstanding school.

Our Christian values are important to us and are implicit in everything we do.

Although we are situated on the outskirts of the County Town, we are very fortunate that our school has a distinctly “village feel” which is greatly appreciated by our families.

For further information about the school please visit the school’s website.





**What the Children Think**





**Job Description**

**Post: Headteacher**

**School: Staplegrove Church School**

**Responsible to: The Schools Local Governing Board and Directors of The Bath & Wells Multi-Academy Trust (MAT)**

**Overriding Requirements**

The Headteacher shall carry out his/her professional duties in accordance with the most up to date School Teachers’ Pay and Conditions Document (STPCD), National Standards of Excellence for Headteachers and the Burgundy Book, as amended or modified by the Bath & Wells Multi Academy Trust (hereafter referred to as the MAT).

**Job Purpose**

The core purpose of the Headteacher is to provide high quality professional leadership and management for the school.

With the Local Governing Board and the MAT Leadership Team, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher also seeks to secure the commitment of the wider community to the school by developing and maintaining appropriate networks and relationships and, in particular, those that promote the school’s Christian ethos.

The Headteacher is accountable to the Local Governing Board and MAT Directors for ensuring the educational success of the school within the overall framework of the MAT strategic plan as well as the schools strategic plans. They are responsible for the quality of teaching and learning, the internal organisation, management of the school and for leading and managing staff. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the school’s and wider organisations work.

**Key Relationships**

The Headteacher will establish and maintain effective working relationships with:

• The MAT’s Executive Leadership and Central Team.

• The school's Local Governing Board.

• The MAT’s Board of Directors.

• The Diocese of Bath and Wells.

• The Headteachers of local secondary schools.

• Headteachers of local primary and special schools, particularly those primary schools that are members of the MAT.

• Early Years providers;

• Other services and agencies for children including social care, health care and the police.

**Key Responsibilities and Accountabilities**

The following duties are to be carried out in consultation with as appropriate, the Local Governing Board, the MAT’s Board of Directors, MAT Executive Leadership Team and Central Team, the Diocese of Bath and Wells Officers, the staff and parents.

**A. Strategic Direction and Development**

1. Develop a strategic view for the school within its Church community, identifying and determining its philosophy, overall aims and targets.
2. Create and develop a strategic plan for the school, which is underpinned by sound financial planning and management, identifies priorities and targets aimed at raising achievement and is critical to sustaining school improvement.
3. Consult, develop, implement, monitor, review and evaluate policies for the delivery of the overall aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings.
4. Create an ethos which provides a collaborative educational vision of excellence and direction which secures effective teaching and successful learning and achievement for pupils including sustained improvement in their spiritual, moral, cultural, mental and physical development.
5. Ensure the commitment of all those involved in the school to its vision, aims and objectives.
6. Ensure that the management and organisation of the school supports its vision and aims and objectives.

**B. Learning and Teaching**

1. Determine, organise and implement a diverse, flexible appropriate curriculum for the school and implement an effective assessment framework.
2. Create and maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
3. Secure and sustain effective teaching and learning throughout the school by monitoring and evaluating the standards of learning and teaching, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.
4. Assess, monitor and evaluate the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning.
5. Produce and revise, as appropriate, a School Development Plan (SDP) relevant to the needs of the school, the development of the pupils and within the potential resources available to the school.
6. Monitor and evaluate the quality of learning and teaching in the school, including those pupils with special educational needs, using data to support and implement strategies for ensuring inclusion, diversity and access.
7. Develop and maintain effective partnerships with parents, carers, the community, other schools, clergy and the local worshipping communities. Extend pupils’ learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities.
8. Participate, to such an extent as may be appropriate, and in consultation with the MAT Executive Leadership Team and the schools Local Governing Board, in the teaching of pupils in the school, including the provision of cover for absent teachers.

**C. Leading, Managing and Deploying Staff**

1. In consultation with the Local Governing Board and the MAT Leadership Team, take the lead role in the selection and recruitment of the teaching and support staff in seeking to ensure the best available people are appointed.
2. Manage the arrangements for the deployment and effective allocation of work to and supervision of all teaching and support staff in the school, to maximise their skills and contribution to the improvement of the quality of the education provided and the standards achieved.
3. In accordance with MAT policies implement and sustain effective systems for the effective induction of staff and the management of staff performance, participating in arrangements for the appraisal of own performance and the appraisal and performance management of teaching and support staff as appropriate.
4. Lead professional development of the staff by example, ensuring that all staff have access to advice, training and development opportunities appropriate to their needs, including needs identified through performance management systems in accordance with the policies of the Local Governing Board, the School Development Plan and the MAT, as appropriate.
5. Ensure that teachers at the school receive information they need in order to carry out their professional duties.
6. Ensure that professional duties and conditions of employment as set out in local and national conditions of service, as modified by the MAT, for Headteachers, teachers and support staff are fulfilled.
7. Develop and maintain a decision making structure providing opportunities for staff participation and establish channels of communication including the use of formal procedures to solve problems and resolve conflict.
8. Foster and maintain relationships with organisations representing teachers and support staff.

**D. Deployment of Resources**

1. In consultation with the Local Governing Board and MAT Central Team, set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff.
2. Ensure the sound financial management of the school in accordance with MAT requirements and any overarching regulations.
3. Make arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds ensuring that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety Regulations.
4. Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

**E. Accountability**

1. Be accountable for the efficiency and effectiveness of the school to the Local Governing Board, MAT Directors, and the Diocese of Bath and Wells.
2. Fulfil the tenets of the Trust Deed.
3. Foster and maintain good community relations by implementing Diocesan policy and liaising with Diocesan officers.
4. Comply appropriately with the requirements of the Local Governing Board and the MAT in respect of the strategic management and direction of the school.
5. Present a coherent, understandable and accurate account of the school's performance in a form appropriate to a range of audiences including directors, governors, parents and carers, maintaining and providing adequate and appropriate records, statistical data and returns.

**F. Supporting the work of the MAT**

1. Develop and maintain the Christian ethos of the academy so that it is intrinsic and permeates all aspects of the academy’s life and curriculum.
2. Embed the Christian ethos in all aspects of academy life.
3. Develop strong working relationships with MAT colleagues and contribute to collaborative working across schools.
4. Participate in MAT activities in order to share best practice, contribute to the development of MAT strategies and policies and promote the school and the wider organisation in a local and national context.



**Person Specification**

**Headteacher**

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|  | **Essential** | **Desirable** |
| **Training and Qualifications** | Qualified teacher status  Recent safeguarding training | NPQH  Diocesan pre-headship training |
| **Evidence of Successful Experience** | Recent experience in senior management within a school  Experience of Foundation Stage/KS1/KS2  Evidence of continuous professional development  Experience in translating local and national policy into school context  Experience in ensuring ambitious standards for all pupils  Experienced in leading others and holding staff to account  Experienced in creating, developing and implementing efficient systems, policies and processes  Experienced in developing rigorous systems for measuring and managing performance  Experience of developing good working relationships with all stakeholders  Proven track record of successful collaborative and inspirational leadership, and delivery of learning  Experience of analysing performance data and target setting  Experience in monitoring and improving the quality of teaching and learning  Experienced in creating, retaining and deploying effective staffing structures  Experienced in motivating, challenging, inspiring and empowering teams and individuals to achieve high performance  Experienced in ensuring a collaborative approach where staff views are shared in bringing about improvement | Experience of working in more than one other school  Experienced in leading a variety of curriculum areas  Substantial leadership experience in more than one setting  Experienced in contributing to collaborative activities with partner schools |
| **Knowledge and understanding** | Understanding of effective teaching and learning across the primary age range, as well as at stages of transition  Knowledge of effective school governance and able to effectively support the school's local governing body  Ability to draw on the expertise of governors  Knowledge of best practice/entrepreneurial approaches to school improvement, leadership and governance  Transition arrangements between key stages and between primary and secondary phase  Knowledge of strategies to meet the needs of all pupils in a mixed primary setting  Up to date knowledge of education, pedagogy, effective classroom management strategies, OFSTED requirements and school systems locally, nationally and globally | Understanding of community based learning |
| **Skills and Abilities** | Able to instil a strong sense of accountability in staff  Ability to articulate clear values and moral purpose  Ability to lead by example, with integrity, creativity, resilience and clarity.  Ability to work with political and financial astuteness, with clear principles centred on the school's vision  Able to compellingly communicate the school's vision and drive the strategic leadership, with proven ability of implementing strategies  Ability to secure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom  Ability to establish a culture and sharing of best practice with the school and across the BWMAT  Skilled in creating an environment where staff and pupils are motivated, supported and able to develop  Ability to support the development and training of staff  Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent safeguarding practices  Ability to effectively exercise curriculum led financial planning  Able to work with other schools and organisations, championing best practice  Ability to effectively challenge, inspire and influence others where appropriate  Able to manage own workload and that of others  Ability to enthusiastically promote the Christian ethos of the school  Ability to lead, manage and successfully implement change  Excellent organisational skills  Excellent problem solving skills  Ability to engage positively with the wider school community. |  |
| **Qualities and characteristics** | Enthusiastic about out of classroom learning  Reflective and self-critical  Excellent interpersonal and communication skills at all levels  Caring and respectful  Understanding of and an empathy with the Christian distinctiveness of our school  Committed to supporting the aims of the wider MAT  Commitment to participate in collaborative activities with other schools across the MAT |  |