



**Finstock C.E. Primary School**

Delivering Spectacular Education

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# RECRUITMENT PACK: HEADTEACHER – FINSTOCK SCHOOL

7 School Road, Finstock, Oxfordshire, OX7 3BN

[www.finstockschool.wordpress.com](http://www.finstockschool.wordpress.com)

## Introduction from the Chair of Governors

On behalf of the Governing Body, I would like to thank you for your interest in applying for the role of Headteacher at Finstock Church of England Primary School. In this recruitment pack, we aim to share with you why we think Finstock School is such a special learning environment and to give you the information to encourage you to apply. In addition to the information enclosed here, we would very much like to give you the opportunity to visit and meet us in preparation for your application.

Finstock is located at the edge of the Cotswolds and the school lies at the heart of this vibrant community, having educated generations of villagers. Our school benefits from being smaller than average and is a caring, nurturing and collaborative environment. It's a small school with a big heart. Every child is celebrated and known on a personal level. As a result, every member of the school community plays their part in encouraging and educating each individual on their journey through their school career.

Children at Finstock School are very well-behaved, hard-working and extremely proud of their school. The children are always enthusiastic, in the classroom, during outdoor learning or when engaged in any of the activities available at the school.

The school also benefits from very committed teachers and a passionate governing body, which I am fortunate enough to lead. As newly appointed Headteacher of Finstock School, we will provide a supportive and nurturing environment for you to help us continually raise the capability of our school.

We also benefit from being part of and founder member of the MILL Academy, alongside The Henry Box School and Queen Emma's Primary School. The MILL Academy was formed in 2015 and has provided Finstock School with the support and expertise to help enable our vision of ensuring all our children receive an excellent education. This will also provide our appointed Headteacher with the opportunities to work as part of a wider team sharing best practices and resources. The successful candidate will also have the opportunity to work with the Trust's Executive Team to support the facilitation of school improvement activity across our family of schools. I believe this is a very exciting time to be joining Finstock Church of England Primary School.

Paul Coombes

Chair of Governors

## Who we are

We are Finstock Church of England Primary School. We are one of the founding schools of the MILL Academy, which was formed in 2015. We currently have 82 children on the role from early years through to year 6, spread across four classes.

There has been a school in Finstock since 1832. The Church founded the present school in 1860 and it was built on the site of the old workhouse. We have retained the Headteacher's diary and punishment book from this period and it makes for very interesting reading.

The school most recent OFSTED inspection was in 2013 and we received a 'Good' rating. We also received a 'Good' rating from our SIAMS inspection in 2017.

## Our Vision – Transforming Lives Through Inspirational Education

All academies within The MILL Multi-Academy Trust work closely with each other as a 'family of schools'. Indeed, each academy individually and collectively forms the trust: the trust as a whole is not a separate body or group of people but rather one single organisation made up of all the academies with one single vision and shared set of values. Together, we all work to ensure that all children, irrespective of their starting point, receive an excellent education. We pride ourselves in meeting the needs of all children in our care, including those who are most vulnerable or challenging. We work closely with families in helping to raise their children's self-esteem, resilience and subsequent achievement and attainment. We want to transform the life-chances of our children by focussing on raising standards, particularly the basic skills of literacy and numeracy as well as employability skills so that our children have the best possible start in life.

## Our Values

Finstock School upholds and lives The MILL Academy values of Motivate, Inspire, Learn and Lead through our distinctive Christian and British Values education. Our key Christian Values, agreed by pupils, parents, staff, governors and members of the local community are Challenge, Respect, Inspiration and Belief – as these encompass the wide range of values and behaviours we encourage, and fit the fully inclusive and aspirational nature of Finstock School. We use these key Christian Values during our Collective Worship and in our daily learning and play, supporting the development of a real community based ethos for the school, where stakeholders are motivated and inspired, have a love of learning, and are equipped to lead and face challenges.

We do this by:

- The way we worship and pray together; instilling a culture where children and adults believe in themselves, each other and understand how a belief in God can support them. (Belief)

- Ensuring an environment where throughout the school everyone cares about each other; where similarities and differences are respected, nurtured and celebrated. (Respect)
- Promoting an attitude where everyone aspires to achieve their best; where the curriculum inspires, and everyone aims high. (Inspire)
- Encouraging a culture of challenge; where individuals are equipped to overcome obstacles, develop resilience and strive for continual improvement. (Challenge)

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**Job title: Headteacher**

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<b>Responsible to:</b>	The Local Governing Body and The Academy Chief Executive
<b>Location:</b>	Finstock C of E Primary School
<b>Salary:</b>	Salary Range: L 6 – L 12 (£44,544 - £51,639 pa)
<b>Working Pattern:</b>	Full-time (part-time considered)
<b>Disclosure level:</b>	Enhanced
<b>Job Purpose:</b>	To provide strategic leadership and teaching that secures success and continuous improvement for the school, ensuring high quality education for all pupils and the highest standards of learning and achievement.

Specific responsibilities will include:

### Leadership

- In consultation with the Trust and Governors, to lead the evolution of the School Improvement Plan to reflect current strategies, and to underpin them with a suite of effective school policies.
- To lead and develop the staff team, aligning them to the vision and strategies, supporting their growth and professional development, enabling them to achieve their very best performance, and ensuring clarity and consistency of communication.
- To be the 'Ambassador for the School' in the wider sense, engaging parents and other members of the community, building and maintaining an effective relationship with other schools in The MILL Academy and promoting the School widely to enable its continued growth and prosperity.
- To take the lead on evolving the School's long term strategic plan, including the revitalisation of the school site.
- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.

### Ethos

- To maintain Christian values and to encourage in pupils a sense of self-esteem, respect and tolerance for others, kindness and decency.
- To maintain an ethos in which all individuals feel valued and in which they can reach their full potential.
- To ensure that all members of the school community identify positively with their school, with the community and the multicultural society in which we live.
- Together with the Vicar and the Diocesan SLA, to confirm the relationship between the School and the Church in our community.

## Management of key processes

- To organise, monitor and evaluate the available resources (staff, financial and physical) according to the school's aims, objectives and development plan in consultation with staff and governors.
- To manage the school budget and develop the future financial plans for the school in line with the school development plan.
- To ensure the effective management of all health and safety matters within their sphere of control in accordance with the health and safety policy.
- With the support of the Academy HR team, be responsible for the appointment of teaching and non-teaching staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school; to manage staff performance throughout the year; to provide coaching, mentoring, and support for continuous professional development to ensure that teaching and leadership practice is leading edge.
- To take full responsibility for promoting and safeguarding the welfare of the children and adults at the school.
- To develop and maintain positive home-school co-operation and links with F.O.F.S. (Friends of Finstock School, our fundraising charitable body).
- To report performance tracking data to Governors in order to ensure an effective process for assessing pupil progress and School performance.
- To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- Evaluates gaps between the current capability and that needed to deliver the long term future strategy and introduce processes to close these gaps.

## Pupils

- To ensure that pupils receive high quality, rounded educational experiences which lead to the true fulfilment of each child's potential and enable enjoyment in learning.
- To ensure that assessment and monitoring requirements of the National Curriculum and those of the school itself are carried out effectively.
- To have overall responsibility for pupil behaviour and discipline, including the smooth running of the school day; start, finish, breaks and lunchtimes.
- Ensure acceptable standards of conduct at all times when pupils are on school premises or under school direction while out of school.

## Curriculum

- To develop and maintain a broad and balanced curriculum which is relevant to the needs and aspirations of all pupils and appropriately differentiates Finstock School.
- To ensure that the curriculum is regularly reviewed, evaluated and updated taking into account local and national initiatives and policies and statutes, in co-operation with colleagues, governors, The MILL Academy Executive Board and the Diocese.
- To have an overall co-ordination role for curriculum subject areas and/or cross-curricular initiatives where necessary.
- To support the development of the curriculum through delegating and distributing responsibilities to subject leaders.

## Teaching

- To lead the teaching and learning within the school through excellent practice. The Headteacher will be required to have a regular teaching commitment.
- To work with the local governing body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
- To contribute to the teaching programme of the school with an innovative and enthusiastic approach, ensuring that all pupils receive a high quality education in a safe and healthy school environment.
- To ensure that the curriculum is taught in a broad, balanced, challenging and coherent manner, relevant to the needs and aspirations of all pupils.
- To have clear structures in place for the identification of children with specific skills and abilities, or those with Special Educational Needs.
- To monitor classroom practice and to be responsible for the evaluation of the overall quality of teaching in the school, to demonstrate good practice and assist in peer group development.
- To promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.

## General

The Headteacher will take overall responsibility for the organisation and management of the school in accordance with: the Academy funding agreement, Academy schemes of delegation, pay and employment policies, School and Mill Academy policies.

## Person Specification

Qualifications & Training	Essential or Desirable
Qualified teacher status	E
Clear evidence of continuing professional development	E
National Professional Qualification for Headship (NPQH)	D
SENCO qualified	D
<b>Skills &amp; Experience</b>	
Experience of senior management in a school environment	E
Experience of Foundation, KS1 & KS2	E
Successful track record as an outstanding teacher	E
Thorough understanding of child safeguarding and proven experience of promoting child wellbeing	E
An Inspirational leader with drive, foresight and energy	E
Ability to forge positive relationships with pupils, staff, governors, parents, the local community and other schools, particularly those within the multi-academy trust`	E
Ability to analyse, interpret and use data effectively to enable the setting of accurate, challenging targets	E

Strong communication skills (both orally and in writing)	E
Knowledge of Read Write Inc programmes	D
Curriculum design knowledge and experience	D
Knowledge of assessment systems at primary level	D



## The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download the teaching staff application form using the following link:

<http://MILLacademy.co.uk/vacancies/>

In addition to the completed application form please submit a cover letter/supporting statement of application that is no more than two sides of A4.

Suitable and interested applicants are encouraged to make contact with our HR Manager, Kirsty Cantley, for an informal discussion on 01993 848166. Visits to Finstock School prior to interview are also warmly welcomed. Please call Lynn Gorton, School Administrator, on 01993 868314 to arrange a suitable time.

The closing date for applications is Tuesday 27<sup>th</sup> March. All applications will be acknowledged upon receipt.

Candidates will be notified further only if they are successful in being shortlisted. **The recruitment day will be held on Monday 23<sup>rd</sup> April. Further information on the content of the recruitment day will be provided after the short-listing process.**