

# St Luke's School

## Headteacher Recruitment Pack



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Dear Applicant,

Thank you for expressing an interest in St Luke's School.

St Luke's opened in 2011, one of the first Free schools in the country. We are a Church of England primary school set up with popular support from the Church and local community, to meet a need for new primary school places and admitting children by geography. We are a Christian school for the whole community.

St Luke's School is small, admitting 15 children to Reception each year, and this makes for a nurturing family ethos and a village school atmosphere. Reception are taught in a class of 15 and thereafter children are taught in mixed-age classes of 30: Year 1 & 2; Year 3 & 4 and Year 5 & 6. Our children make excellent progress and the mixed-age classes bring a number of social and other benefits.

As a Church school our Christian values drive the school culture. Our golden rule, to 'treat others as you want to be treated', applies to the whole school community. Parents, church and the wider community have been positive, enthusiastic and supportive since the school opened. Our reputation has developed quickly and we are six times oversubscribed for entry to Reception.

The school was 'good' at its first Ofsted inspection in 2013. In September 2017 we had a one-day Ofsted inspection and we very much look forward to sharing the report with candidates as soon as it is published.

This vacancy has arisen because our headteacher has been on maternity leave and she has decided not to return to school when her leave ends in January 2017.

We can offer a post in a happy, well-organised and effective school. Over our first six years we have had a very successful start with strong systems in place throughout the school. The school is still evolving year-on-year and open to new ways of doing things, so this is an interesting opportunity for our next headteacher to further develop the school and to continue our journey to 'outstanding'.

The post would suit an ambitious deputy head looking for a first headship in a small, innovative setting, or an experienced head looking for a new challenge and something different. We are looking for an inspiring and dynamic practitioner to lead us through the next exciting stage. The governors will be happy to arrange mentoring or support from an experienced headteacher. This is a full-time appointment however governors are open to exploring the possibility of a part-time role for the right candidate.

This pack tells you about the school and, through the job description and person specification, what we are looking for in our headteacher. You can find out more on our school website [www.stlukesschool.org](http://www.stlukesschool.org) and we encourage you to visit before you apply.

Yours sincerely,

*Penny Roberts*

Chair of Governors

# St Luke's School Characteristics

School status	Free school (academy)
Religious designation	Church of England
Age range	4-11 (Reception – Year 6)
PAN	15
Number on roll in September 2017	104
Group size	1

## Staff in 2017/18

FTE SLT/teaching/teaching support staff	10.9
FTE Operational/ support staff	2.7

## Pupils in 2017/18

% Pupil Premium	19%
% EAL pupils	60%
% pupil from minority ethnic groups	57%
% of students with SEND	18%
Stability of intake	Higher than average
Attendance 2016-17	96.1%

Budget	Approx. £600,000
Ofsted rating	Good (July 2013) One day inspection Sept 2017 (awaiting publication)
SIAMS rating	Outstanding (Sept 2012)
Location	Kidderpore Avenue, Hampstead, NW3 7SU
Transport	Tube: Finchley Road, Hampstead or West Hampstead Bus: 113, 13, 328, 139 Some parking







# School Vision, Ethos and Characteristics

Our vision is for an education of the highest quality, achieving strong academic outcomes for pupils and producing well-rounded individuals who combine a care for others with a love for learning and an appreciation of the importance of spiritual, mental and physical well-being.

At St Luke's School we aim:

- to create a caring and supportive environment where children are encouraged to persevere and to learn from their mistakes
- to inspire each and every pupil with a love of learning
- to provide an excellent grounding in reading, writing and numeracy so that all children are able to apply their skills across the curriculum and in everyday life
- to provide a broad and balanced curriculum which is responsive to individual needs, based on, but not limited by, the National Curriculum
- to promote a distinctively Christian ethos
- to root the school in the local community

Our central concern is the education of the whole child. This stems from the Christian belief that all people are made in God's image so all are equally worthy of care and all have a valuable contribution to make to the school and wider community.

We base our policies and procedures on our core values of:

*secure foundations* ▪ *excellent practice* ▪ *faith, hope and love*

# What We Say About Ourselves I

## We are a Church of England free school

St Luke's School opened in 2011 as a Church of England Free School, one of the first in the country, and it has had a very successful start. In legal and practical terms a free school is the same as an academy. This means that funding comes direct from central government rather than via the Local Authority (LA). The school is free to buy services from the LA or elsewhere. Overall, academies are funded at the same level as other local schools.

## We have a supportive family of schools

We have a good relationship with Camden LA and we give and receive support from neighbouring community, VA, and academy schools. Our staff and governors access CPD and training from the LA and the school has a Camden Professional Partner. We also have an advisor from the London Diocesan Board for Schools (LDBS) and access to LDBS school improvement and support services. St Luke's School is a founder member of the North London Free School Headteachers Support Group which provides support from and to other new schools at a similar point in their development. We also have a good working relationship for mutual benefit with a nearby private school.

## Our children make great progress and they achieve very highly

### Reception - Early Learning Goals

	2017		2016	
	SLS	National	SLS	National
Good Level of Development	73%	71%	82%	66%

### Year 1 – Statutory Phonics Screening Test

	2017		2016	
	SLS	National	SLS	National
Met test standard	93%	81%	87%	81%

### Year 2 – Statutory Phonics Re-take

100% of children re-taking their Phonics Screening Check met the test standard this year.

### Year 2 - Key Stage 1 SATS 2017

	Meeting end of year expectations		Working at greater depth	
Reading	SLS 85%	National 74%	SLS 39%	National 24%
Writing	SLS 77%	National 65%	SLS 31%	National 13%
Maths	SLS 77%	National 73%	SLS 23%	National 18%

# What We Say About Ourselves II

## A broad curriculum is important to us

As an academy St Luke's School is not bound by the national curriculum. Our curriculum is based on, but not limited by, the national curriculum, and in line with our aim for children to lay down firm foundations. Firm foundations obviously includes becoming literate and numerate, and our standards are very high, but children at St Luke's School also benefit from a range of enrichment activities including performances at the Royal Albert Hall for Camden and the LDBS, support from the Camden Music Trust, participation in competitive sports within the borough, links with EcoActive, and a wide range of community and charitable activities.

## We are well supported by our Church and the wider community

Our children love singing and baking cakes for the Evergreens, a social group for the retired community which meets monthly at St Luke's Church. Members of the congregation at St Luke's Church contribute to the school in many practical ways, from weekly visits from a listening dog to support an autistic child to visitors who hear children read to support at school fairs and events. Being co-located with St Luke's Church opens up lots of opportunities. Major festivals are celebrated in the Church and the Vicar regularly leads Collective Worship at St Luke's School. We celebrate Harvest Festival in a joint service with a local private school, and the school also helps us to run a lunchtime maths club. We have links with a number of other local schools, local artists, the police and our MP and councillors.

## Our budget is well managed

As an academy St Luke's School is funded overall at the same level as Camden Voluntary Aided and maintained schools. As a small school in the current financial climate finances are tight, but governors are aware of the constraints and keen to work with the new headteacher to make sure resources are prioritised in line with the school development priorities.

## Our school is a unique new conversion in an old building full of character

Our school has been converted from the undercroft of St Luke's Church. It skilfully blends a modern learning environment and new furniture, equipment and ICT with a traditional building which is full of character. We hope you will come to visit our very special new-old learning environment for yourself.

## Our governors go the extra mile for the school

Our governors are skilled, supportive and engaged. Some governors have been involved with the school since its inception, others have joined more recently. All are delighted that St Luke's School has established itself within the community so quickly and all are looking forward to the next stage of development of the school. Governors are keen to support the new Headteacher in whatever way is appropriate: possibilities include a coach-mentor for the first year and the opportunity to attend the highly regarded LDBS Challenge of Headship six-day course where you would have the opportunity to meet other new Headteachers in the diocese.



# What People Say About Us I

## Our Staff

In the 2017 staff survey 100% agreed that:

- they are proud to be a member of staff (83% strongly agree)
- behaviour is good (92% strongly agree)
- they know what we are trying to achieve as a school (75% strongly agree)
- the school is well led and managed (92% strongly agree)

Comments from staff (March 2016):

*"St Luke's is special because of the value placed on every member of the staff team."*

*"It's great to work here because of the collaboration and communication – with each other, with support staff, parents, other professionals and the governors."*

## Our Church

*"St Luke's School works hand-in-hand with St Luke's Church to serve local people and contribute to the spiritual development of children, parents and staff. The school is involved in the life of the Church and vice versa. This relationship is critical to the specialness and excellence of the school."*

A. Tresidder (Vicar, St Luke's Church)

## Our Parents

In the September 2017 Ofsted Parentview survey 100% of parents agreed that at St Luke's School:

- their child feels safe (91% strongly agree)
- their child is well looked after (82% strongly agree)
- their child is happy at school (68% strongly agree)
- the school ensures children are well behaved in school (82% strongly agree)
- their child is well taught (59% strongly agree)

100% would recommend the school to a friend.

Comments from parents (March 2016):

*"Yes, academic achievement is very important, but there would not be any without the caring support, nurturing and wellbeing."*

*"St Luke's is an incredibly special place. It is really a school that lives its values."*

*"This school has a very close knit feeling and somehow finds time to create very personal and special events to involve families, such as the Mothering Day Tea and the STEM evening."*

*"I love the easy rapport between parents, children and staff and the open channels of communication."*

*"What people feel when they walk through the front door is a school run with love and dedication. The parents, children and staff love it in equal measures."*





# What People Say About Us II

## Our Children

In the 2017 children's survey, 100% answered 'yes' to the following questions:

- I feel safe when I walk around school
- My teacher listens to me
- I am doing well at school (95%)
- I enjoy most of my lessons
- When I find things difficult someone will support me
- If I have a problem I know who to ask

Comments from the School Council (March 2016):

"At St Luke's we help other people, older or younger."

"At St Luke's we care for each other like a family."

"At SLS we stick together."

"At St Luke's School we like learning. We even like it when it's boring (but not to us!)"

"At St Luke's we love one another."

"At St Luke's we work with each other."

"At St Luke's our special rule is treat each other as you would like to be treated."



## Our Professional Partners

*"Evidence from this visit points to outstanding governance, very effective leadership and consistently high quality teaching."* D. Gosling, Advisor (2016)

*"As a result of the wide range of learning opportunities and quality of provision indoors and outdoors, all children in the Early Years are engaged, motivated and excited to learn".* Camden EY Review (2016)

*"The excellent reading outcomes at end of Y2 reflects the high quality teaching of phonics, early intervention strategies and quality of support provided by support staff. Staff target potential high achievers, resulting in significant % working at greater depth".* Camden Advisor (2016)

*"Reading profiles for each child demonstrated well pupils reading preferences and skills and are an excellent assessment tool".* KS1 moderation (2017),

*"Teachers' subject knowledge is very secure and they were both very knowledgeable about the individual pupils, their abilities and next steps for learning. Teachers were confidently able to discuss in detail their assessments and evidently know pupils achievement very well".* KS1 Moderation (2017)

*"Questioning by class teachers and other adults is extending learning. In particular the increase in open-ended questions and the level of questions... Teachers were confidently able to discuss in detail their assessments and evidently know pupils' achievements very well."* Camden & LDBS Joint Review (2017)



# Job Description

**TITLE OF POST:** HEADTEACHER of St Luke's School

**SALARY RANGE:** £59,087- £67,305 full-time (L12-18) Group 1 School, Inner London

**JOB PURPOSE:** To provide effective leadership for St Luke's School, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As St Luke's School is a Church of England school, the Headteacher will be required to uphold and embed our Christian ethos and values within day-to-day working practices.

The duties outlined here are linked to:

- Those covered by the *National Standards of Excellence for Headteachers* (DfE 2015) and are outlined under the four Excellence As Standards domains
- Those covered by the latest STPC document which should be read in conjunction with this document.

Other duties include:

- Achieving any performance criteria, objectives and targets agreed with, or set by, the school's Governing Board

**ACCOUNTABILITY:** The Headteacher is legally and contractually accountable to the Governing Board of St Luke's School.

## **THE HEADTEACHER WILL:**

- Work closely with and provide information, advice and support to the Chair of Governors and Governing Board to enable it to meet its' responsibilities
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management
- Develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, Children's Services, Education Skills and Funding Agency, London Diocesan Board for Schools and Ofsted, to enable them to play their part effectively
- Ensure all legal requirements for an Academy, including health and safety, maintenance and financial management, are fulfilled

## **KEY PRIORITIES - The Headteacher will:**

- Demonstrate commitment to the distinctive ethos of a church school in a diverse community
- Maintain the Christian ethos of the school and support the relationship with St Luke's Church, valuing each individual child and supporting their spiritual development within a stable, committed community
- Set and maintain high standards and expectations of teaching and learning for all staff
- Inspire and promote a curriculum expanded beyond the confines of traditional academic subjects in order to boost pupil achievement, their engagement with learning and their well-being.
- Promote proactive involvement of the whole school in the safeguarding of pupils

# Job Description II

## QUALITIES AND KNOWLEDGE - The Headteacher will:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Communicate a shared vision so that the school moves forward to the benefit of its pupils and the wider community
- Promote the school's ethos, ensuring that this is a shared set of Christian values
- Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection
- Establish and implement a strategic plan that inspires and motivates all stakeholders, which ensures pupils achieve high standards and develop in all aspects of their education and reflects the needs of both the school and its community
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision
- In a time of change, be able to translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from, this change
- Demonstrate political awareness; anticipate local, national and global trends in education and embrace future opportunities
- Pursue continuous professional development so as to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally
- Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community
- Motivate and inspire stakeholders to create a strong culture of learning within an inclusive environment

## LEADING AND MANAGING PUPILS AND STAFF - The Headteacher will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Maintain the school's focus on pupils' achievement, using assessment information and benchmarks to monitor progress in every child's learning
- Establish creative, effective approaches to learning and teaching, responsive to the needs of the pupil community
- Establish a culture that supports and facilitates pupil engagement in, and ownership of, their own learning
- Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Implement strategies to secure high standards of behaviour and attendance
- Hold all staff to account for their professional conduct and practice

# Job Description III

## SYSTEMS, PROCESSES AND RESOURCES - The Headteacher will:

- Assist the governing board and ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity;
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively- in particular its functions to set school strategy and enable the governors to hold the Headteacher to account for pupil, staff and financial performance
- In partnership with the Governing Board, set appropriate priorities for expenditure within a balanced budget and ensure efficient financial and administrative controls are maintained through regular monitoring
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability
- Develop and maintain rigorous, transparent systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Regularly evaluate the allocation of roles, responsibilities, finance, school site and resources to ensure these underpin the best possible learning environment
- Provide a safe, calm and well-ordered learning environment for pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

## LEADING SCHOOL SELF-IMPROVEMENT - The Headteacher will:

- Create an outward-facing school, developing the partnership work with other schools and organisations –in a climate of mutual challenge- to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships, and actively engage with fellow professionals and colleagues in other public services, including the Local Authority and London Diocesan Board for Schools and, where required, Teachers' Unions, to improve academic and social outcomes for all pupils
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance and value of education in young people's lives and, in the best interest of achieving excellence, challenge educational orthodoxies, harnessing the findings of well evidenced research to self-regulate school improvement
- Promote positive strategies for challenging prejudice and building community cohesion

## SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS - The Headteacher will:

- Ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored and will:
- Work with governors and senior colleagues to recruit, induct and develop high-quality staff within safer recruitment guidelines
- Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals
- Ensure that all teaching, support staff and volunteers are fully inducted in school safeguarding procedures
- Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively

# Person Specification

Criteria will be assessed through one or more of: application, references or interview

QUALIFICATIONS	Essential	Desirable
Qualified Teacher Status	•	
Evidence of continuing and relevant professional development in school leadership and management	•	
National Professional Qualification for Headteachers (NPQH) <i>*whilst no longer essential this is strongly preferred and the governors would wish any applicant to be prepared to complete it if not already holding it.</i>		•
KEY SKILLS AND EXPERIENCE		
Proven successful experience as a Headteacher or Senior Leader in a primary school	•	
A highly effective teacher with proven consistent good/outstanding teaching in the primary classroom	•	
Experience of teaching in a Church of England school		•
Experience of teaching in an Academy		•
QUALITIES AND KNOWLEDGE		
Evidence of an ability to build, communicate and implement a coherent vision for the school in consultation with all stakeholders	•	
Able to demonstrate personal behaviour that leads by example, forges positive relationships, attitudes and communication towards and between pupils and staff, and with parents, governors and members of the local community	•	
Proven ability to lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection	•	
Evidence of clear values and moral purpose which place pupils at the heart of all decisions	•	
A strong intellect, able to exercise creativity and emotional intelligence in leadership	•	
Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this	•	
Evidence of a commitment to CPD so as to sustain up-to-date knowledge and understanding of education	•	
Knowledge of legal requirements affecting schools	•	
Proven record of being transparent and accountable to parents, governors, relevant external bodies and the local community	•	
SYSTEMS AND PROCESSES & RESOURCES		
Excellent organisational skills which maintain the smooth running of the school whilst maintaining a focus on the long term vision	•	
Knowledge and experience of a range of mechanisms for working productively with the governing body and an understanding of its statutory duties	•	
Proven experience of managing people, including staff performance reviews, and acting on any associated issues and valuing excellent practice	•	
Proven experience of prioritising, setting and managing a range of processes to contribute to school improvement (data, finance)	•	



LEADING & MANAGING PUPILS AND STAFF		Essential	Desirable
Experience of setting and achieving challenging goals and targets for staff and pupils so as to impact positively on pupil outcomes	•		
Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so	•		
Experience of analysing pupil performance information to identify trends to inform teaching and learning outcomes	•		
Experience of developing a consistently high quality of teaching through rigorous assessment, monitoring, evaluation and feedback	•		
Ability to challenge underperformance in teaching and to support improvement in performance	•		
Proven commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their well-being	•		
Ability to encourage parents to play their part in their child’s learning (both in and out of school)	•		
SAFEGUARDING & PROMOTING THE WELFARE OF PUPILS			
Absolute commitment to ensuring the safety and well-being of pupils	•		
Proven ability to build a culture where children feel confident that their concerns will be listened to and acted upon	•		
Designated or Deputy Designated CP Officer experience		•	
A DISTINCTIVE CHURCH SCHOOL			
Commitment to the distinctive ethos of St Luke’s as a Church of England school	•		
Member of a Christian Church		•	
LEADING SCHOOL SELF-IMPROVEMENT			
Proven experience of building mutually beneficial and supportive relationships with other schools, agencies and groups to enhance opportunities for staff and pupils so as to secure excellent pupil outcomes	•		
A willingness to accept support from others including colleagues, governors, Local Authority and Diocese	•		
Proven ability to adapt to change, able to assess new ideas and embrace them if they improve children’s learning	•		
Evidence of a current knowledge and understanding of local, national and global education and a proven commitment to high quality training and ongoing professional development for all staff	•		



# How to apply

We consider the safety of our children to be of paramount importance and this recruitment process is in line with safer recruitment practices.

**VISITS:** Visits are very much welcomed and we hope to have the opportunity to show you around our school. Visits are by prior arrangement for a mutually convenient time between Monday 2 October and Friday 13 October 2017. Please contact the Chair of Governors, Penny Roberts, via the school office, to arrange a visit.

**APPLICATIONS:** Your application should include:

- A completed LDBS (London Diocesan Board for Schools) application form
- A supporting statement against the Person Specification. Please attach as a separate Word document entitled "Supporting Statement + Your Name". The statement should be no more than 3 sides of A4 in Arial Font 12.
- A separate statement of no more than 500 words outlining your own philosophy and approach to Education. Please attach as a separate Word document entitled "Personal Statement + Your Name".

**DEADLINE:** The deadline for applications is noon on Wednesday 18 October 2017. Completed application forms should be emailed to the Office Manager at [office@stlukesschool.org.uk](mailto:office@stlukesschool.org.uk).

**SHORT-LISTED CANDIDATES:** Short-listed candidates will be contacted by email by the evening of Thursday 19 October. Information about the interview process and any necessary preparation will be circulated to all shortlisted candidates as soon as possible after the shortlisting. If you are short-listed permission will be sought from your Headteacher for two governors to visit you in your school on Friday 20 October. We will acknowledge all unsuccessful applicants by email but regret that we will be unable to provide feedback at this stage.

**REFERENCES:** References will be taken up for short-listed candidates before interview.

**INTERVIEWS:** The interview day is Monday 30 October 2017.

**JOB OFFER:** The successful candidate will be contacted as soon as possible after the interview day and an offer will be made subject to references, contract, and an enhanced DBS check.

**START DATE:** January 2018 - or later by negotiation

**CONTACT US:**

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[office@stlukesschool.org.uk](mailto:office@stlukesschool.org.uk)

