

**EPA**

EYNHAM PARTNERSHIP ACADEMY  
• EVERY PERSON ACHIEVES •

Hanborough Manor CE School

Riely Close

Long Hanborough

Witney

Oxfordshire

OX29 8DJ



Hanborough Manor CE School

# HEADTEACHER

## Recruitment Pack



Hanborough Manor  
CE School

[www.hanboroughmanor.co.uk](http://www.hanboroughmanor.co.uk)





# WELCOME TO OUR SCHOOL

Dear Applicant,

On behalf of the Governors, thank you for your interest in the position of Headteacher at Hanborough Manor CE School.

Hanborough Manor is a thriving and happy school, where children flourish, and with committed and capable staff. This was made evident by our recent and very successful Ofsted inspection (June 2017). Our previous Headteacher, who was with us for 11 years, is moving on to take up other responsibilities within our multi-academy trust, and we now seek a new, full-time leader to complete our journey to Outstanding.

We are part of the Eynsham Partnership Academy (EPA), a supportive and forward-thinking multi-academy trust established in 2014, currently comprising six primaries and one secondary.

Hanborough Manor has consistently achieved excellent results in recent years, particularly in English and Mathematics. We wish to build on this past success and to prove our excellence across the curriculum under the leadership of our new headteacher. Hanborough Manor is also excited about the prospect of expansion in the coming years owing to a high demand for admission and ongoing residential development expansion of our village.

In summary, we are looking for a leader to cement the school's position within the heart of the community, steer the school through changing times on its journey to Outstanding, and continue to realise the high expectations we have for all whose lives are touched by Hanborough Manor.

If you have any questions, or would like to visit the school ahead of submitting a formal application, then please do not hesitate to get in contact via the school office.

I look forward to hearing from you.

Yours sincerely,

Ian Wilkinson

Chair of Governors

## OUR VISION

High Expectations  
For All

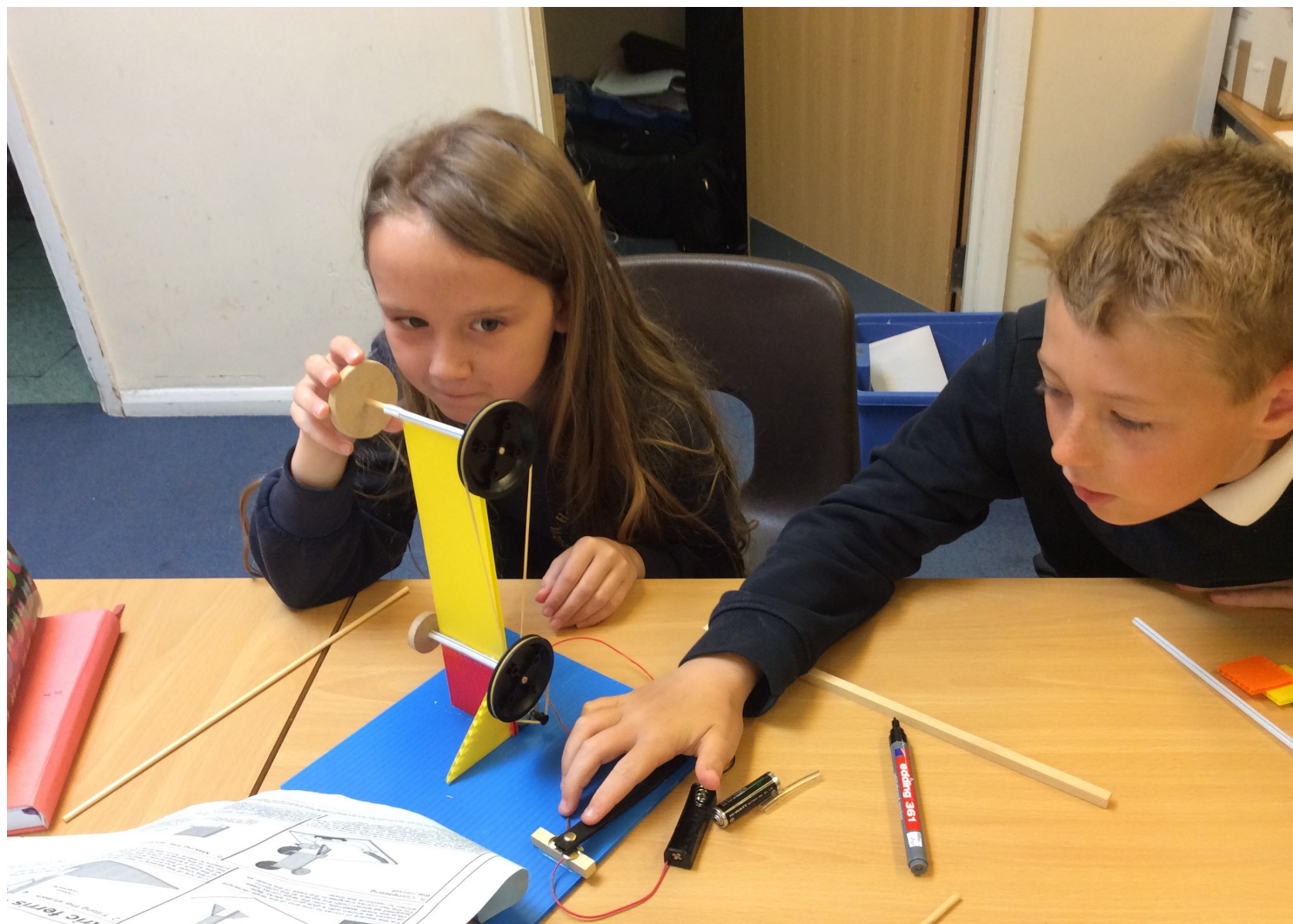
## OUR VALUES

Our core values are:

- Respect
- Responsibility
- Friendship
- Perseverance
- Honesty
- Creativity



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## Job Description

<b>JOB TITLE:</b>	Headteacher
<b>SCHOOL:</b>	Hanborough Manor CE School
<b>SALARY:</b>	L10-16
<b>CLOSING DATE:</b>	Monday 20th November 2017



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This job description should be read alongside the range of duties and responsibilities for headteachers as set out in the annual School Teachers' Pay and Conditions Document.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/636389/School\\_teachers\\_pay\\_and\\_conditions\\_document\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636389/School_teachers_pay_and_conditions_document_2017.pdf)

Candidates will be expected to have considered these in relation to their application to Hanborough Manor CE School.



# WHO AND WHAT WE ARE LOOKING FOR



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## Essential Qualifications

- Qualified Teacher Status.
- Graduate level qualifications.
- NPQH or similar leadership qualification.

## Experience

- A proven track record as an engaging and creative senior leader, who motivates and challenges all staff and pupils.
- Successful experience in leading and managing change to achieve high performance, across all primary age groups.
- Evidence of developing a differentiated and creative curriculum for pupils with a diverse range of social, emotional, cultural, intellectual and physical needs.
- Evidence of a commitment to continuous improvement, the effective dissemination of good practice, and the promotion of continuing professional development for yourself and others within the school.
- Demonstrates a sound understanding of how children learn, and of effective teaching methods.
- Evidence of the ability to build and maintain effective relationships with parents, carers, external partners, governors and the community that enhances the education of all pupils.

## Skills

- The ability to build and communicate a coherent vision.
- The ability to create a strategic school improvement plan based on effective self-evaluation, and the drive and resilience to see it implemented.
- The ability to use a range of evidence, including performance data, to monitor, evaluate and improve the effectiveness of delivery.
- The ability to further develop and embed the Christian values of the school.
- The ability to represent the interests of Hanborough Manor while working successfully within the multi-academy trust.
- The ability to deliver effective financial management, including budgetary control.
- An understanding of effective appraisals, and the potential for the development of all staff.

## Safeguarding and Equal Opportunities

- Committed to safeguarding and promoting the welfare of children.
- Knowledge of legal issues relating to managing a school including equal opportunities, race relations, disability, human rights and employment legislation.

# KEY RESPONSIBILITIES:

## Leading our 'Journey' to Outstanding

- To put our children and their diverse needs at the centre of everything we do.
- To ensure that teaching consistently challenges pupils so that they all make the progress of which they are capable.
- To coach and mentor middle leaders so they can make a key contribution in driving the school forward.
- To increase the rate of progress for targeted groups, including those that are vulnerable and higher ability, to improve their attainment throughout their time in school.
- To create an inclusive environment that engages parents and the wider community to be fully involved in the school.

## Shaping the Future

- To work within the school community to translate and shape the vision of 'High Expectations For All' into agreed objectives and operational plans which will promote and sustain school improvement.
- To motivate and work with others to create a shared culture and positive environment.
- To ensure that strategic planning takes account of diversity, values and experience of the school and community at large.
- To maintain and build on successful partnerships within the community and with local churches for the benefit of all children.
- To embed Christian values into the school and help pupils learn about the values of other faiths in order to appreciate different cultures and beliefs.

## Leading Learning and Teaching

- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To inspire and motivate the staff by creating and providing opportunities to develop within the profession.
- To be able to ensure good behaviour and discipline and to promote the educational, personal, social and moral development of each pupil.
- To organise and implement a diverse, flexible curriculum and to develop the existing assessment framework.
- To take a strategic role in the deployment of new and emerging technologies to enhance and extend the learning experience of pupils.



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### **Developing Yourself and Working with Others**

- To build a collaborative learning culture within the school and actively engage with other schools in the Eynsham Partnership Academy and beyond.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To develop and maintain a culture of high expectations for yourself and for others and to take appropriate action when performance is unsatisfactory.

### **Managing the Organisation**

- To create an organisational structure which reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To be able to identify, recruit and retain dedicated and able teachers.
- To manage and to organise the school's physical environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

### **Securing Accountability**

- To develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.

### **Strengthening Community**

- To seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

### **Equal Opportunities**

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Safeguarding and Promoting British Values**

- To have due regard for safeguarding the welfare of children and promoting British Values, and to follow all associated child protection and safeguarding policies as adopted by the school, EPA and local authority.

### **Health and Safety**

- To work in compliance with the school's health and safety policies and under the Health and Safety at Work Act 1974, ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance with procedures is observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training, instruction and supervision as necessary to accomplish those goals.

### **Data Protection**

- When working with computerised systems to be aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.



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