

BISHOP HOOPER CE PRIMARY SCHOOL

**POST:
HEADTEACHER
REQUIRED FROM:
1 JANUARY 2018
(OR SOONER IF POSSIBLE)**

Information for Applicants

**Shropshire Council, Schools Human Resources Advice Team, Shirehall,
Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND**

Post: HEADTEACHER

School: BISHOP HOOPER CE PRIMARY SCHOOL

Address: Ashford Carbonel, Ludlow, SY8 4BX

Telephone: (01584) 831110

Email: admin@bishophooper.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- the school
- primary education in Shropshire
- the post

Further information is available by contacting:

- Paul Jones, Schools Human Resources Advice Team, (01743 254410)

Visits to the school are actively encouraged, and can be arranged by telephoning the school administrator ((01584) 831110).

School: BISHOP HOOPER CE PRIMARY SCHOOL

The School

- The purpose-built School was officially opened by Bishop Hooper in 2012 following the merger of Ashford Carbonel CE Primary School and Caynham CE Primary School to form the Bishop Hooper CE Primary School. It is situated on the edge of Ashford Carbonel village, set in its own secure, extensive grounds, which include a multi-use games area, a playing field, Forest School area and outdoor amphitheatre.
- The pupils are drawn from a wide catchment area which includes the surrounding villages and the nearby town of Ludlow.

The Pupils

- There are currently 83 on roll in the main school, taught over four classes.
Class 1 - Reception (16 Children)
Class 2 - Year 1 (15) & Year 2 (10)
Class 3 - Year 3 (9) & Year 4 (15)
Class 4 - Year 5 (9) & Year 6 (9)
- The number on roll in September 2017 is expected to be 89 pupils with reception admission applications for the school being over subscribed for the last four years.
- Bishop Hooper Butterflies (Pre-School) takes children from two years old and currently has 46 children on roll. Butterflies is fully integrated into the EYFS unit of the school providing the best opportunities for children from the very first day when they start pre-school.
- Bishop Hooper has an experienced and dedicated SEN co-ordinator and provision is made for individual pupils with a variety of needs.
- The Ludlow Crosstown Federation consists of seven schools within the local area. The staff meet regularly, headteachers liaise, and the staff often share in-service training. There is close reciprocal contact with the Ludlow Secondary School. The schools organise and attend musical and sporting events with local primary schools.

The Staff

- Bishop Hooper has three full time teachers and a part time teacher aided by three HLTAs, and five TAs. A sports coach visits the school each week. The school office is covered by two part time Administrators.

Governors and Management

- Grounds maintenance, cleaning and catering matters have contracts in place which are outsourced.
- The Governing Body consists of seven foundation governors, one LA governor, Headteacher, one staff governor and two parent governors.

Parents and the Community

- The parents take an active part in school life led by an enthusiastic group of 'Friends of Bishop Hooper School' and regular communication is a vital part of the school, one method being the weekly news bulletin. The school is an integral part of the local community and holds regular events involving local residents.

Ethos and Curriculum

- We are committed to the provision of a fully inclusive education for all, aiming to remove barriers to learning, with high expectations of everyone to achieve their full potential. The school will make every reasonable effort to ensure equal opportunities for staff, students and visitors, making realistic allowances for individual circumstances. The school makes everyone feel welcome irrespective of religion, race, colour, creed or impairment.
- The school's ethos statements state that:
'The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.'
This statement is reflected in the life of the school where the children are encouraged to always behave in a manner which shows consideration for others. This leads to a united community where good behaviour is valued and positively sought at every opportunity.
- Recognising its historic foundation, the school aims to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. Members of local churches lead assemblies on a regular basis. The school attends the local churches to celebrate major Christian festivals and take part in experience workshops run by Churches Together in Ludlow.
- Our school was rated as 'Good' by Ofsted in February 2013, with a number of excellent features including teachers who *'use a wide range of strategies and resources to make learning stimulating and interesting'*, pupils who are *'proud of their school and their successes and treat the resources, the environment and their school building with respect'* and the *'vision and dynamism of leadership'*.
- Following the recent SIAMS inspection in May 2016 the school was graded as 'Outstanding' with the Inspector noting *'Bishop Hooper's distinctively Christian ethos is threaded through the life of the whole school. Its Christian mission actively shapes the school's approach to issues of attendance, pupil exclusion, welfare, progress and achievement. As a result, attendance is in line with the national average and all pupils, including disadvantaged children, make or exceed expected progress in reading, writing and mathematics'*.
- The School has an excellent staff team who work well together and are open to new ideas, along with highly experienced and committed, well qualified Governors, all in a modern, well-provisioned and attractive work setting.

Leadership and Management

- In the first instance, the new post will be non-teaching; and it is hoped that this will be the case moving forward.

Please visit our website on <http://bishophooper.co.uk> to see more of our wonderful school.

Job Description

Name of School: BISHOP HOOPER CE PRIMARY SCHOOL

Title of Post: HEADTEACHER

Description of Post:

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school and the skills, knowledge, aptitudes and qualities they require in order to carry out the role.

Key responsibilities of the Head	Personal skills needed to carry out these responsibilities
1. Establishing and articulating the aims and major policies of the school in collaboration with the staff and governing body.	A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them.
2. Preparing Development Plans for the school related to the National Curriculum, the school's budget, the in-service needs of teachers, and other requirements, including OFSTED and SIAMS.	An ability to predict, plan and prioritise, together with the skills of negotiation and decision making.
3. Maintaining an overview of the quality of the school's curriculum provision in conjunction with the School Development Plan.	Having a clear vision of the totality and purpose of the whole school curriculum.
4. Managing the quality of the learning environment in the school, including the observation and review of the performance of staff and pupils.	The ability to set up a workable process to promote the success of pupils within the school.
5. Responsibility for all aspects of financial management.	An ability to formulate, manage and monitor the School's budget and provide appropriate information to the governing body.
6. Developing and maintaining links between the school and the community that it serves.	An ability to understand the needs of the local community and to develop positive dialogue with a wide range of people.
7. Managing the communications and support networks of the school.	An ability to manage effectively.
8. Organising the appointment of staff and establishing programmes for the development of both the teaching and non-teaching members of staff.	An ability to define roles and responsibilities and to make effective appointments.
9. Representing the school in the outside world, including the promotion of the school's attributes and achievements.	An ability to communicate a belief about the effectiveness of the school to the outside world.
10. Creating policies for the monitoring and evaluation of the success of the school.	An ability to define and pursue plans, and to search for evidence to see how well these have been achieved.
11. Preparing the school for inspection by	An ability to communicate all that has been

OFSTED and SIAMS.

done and achieved since the previous inspections.

Person Specification

Name of School: BISHOP HOOPER CE PRIMARY SCHOOL

Title of Post: HEADTEACHER

In making this appointment, the Governors will be seeking a candidate who will demonstrate the following essential skills and experience, personal qualities and managerial strategies:

Essential requirements:

A person who:

- has qualified teacher status
- has a strong commitment to outstanding classroom practice
- has management responsibility and experience as a curriculum leader and/or deputy head
- will encourage all our children to develop to their full potential
- is an inspirational and innovative leader with the drive and ability to build on the existing success and strengths of the school
- has the ability to think and plan strategically and has a clear overview of standards, quality, ethos and efficiency
- is a well organised, effective manager and team leader who can use sensitivity and sound judgment in their decision making
- can communicate appropriately in response to a range of situations with all members of the school and the wider community
- has the ability to liaise effectively and actively involve parents on a wide range of issues
- has the ability to embrace and manage all current and ongoing changes
- will encourage staff development and show a commitment to the principles of distributing leadership throughout the school
- will support and promote the Distinctive Ethos of our Church of England School
- has an understanding of the whole primary school curriculum including the requirements of the EYFS, Key Stages 1 and 2, SEN and gifted and talented
- is a practising Christian
- will inspire trust, confidence and honesty.
- has a good knowledge and understanding of current issues in education (coupled with an ambitious, but realistic, vision for the way ahead).

Desirable Qualities and Skills

A person who:

- holds or is in the process of obtaining a NPQH
- has knowledge and/or experience of financial management
- can manage resources fairly, equitably and is able to justify decision making
- has experience of teaching in more than one key stage

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

Salary and Pension:

The salary for this post is Headteacher Group 1 (L6 – L16) currently £44,102 - £56,511 per annum. Starting salary, dependant on experience, will be negotiated at interview.

For the purposes of determining the salary of the successful candidate, a newly appointed Headteacher shall be appointed within the range set out above.

There are three options to consider for pension arrangements:

- Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations;
- a private pension scheme;
- State Earnings Related Pension Scheme.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions:

www.teacherspensions.co.uk

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

APPLICATIONS

You can apply for this post on-line at <http://www.shropshire.gov.uk/jobs-and-careers>.

Vacancy Ref: **EH1617 08**

If you require a different version of the application form please e-mail hrcontact@shropshire.gov.uk.

Please also submit a concise letter of application, either using the blank pages on the form or presented separately and e-mail to hrcontact@shropshire.gov.uk to arrive no later than the closing date of **Monday, June 26, 2017**.

Please note:

- your letter of application must be specific to this post - generalised applications are unlikely to be successful;
- do not include testimonials or a curriculum vitae;
- two referees should be given, one of which should be the applicant's current LA, and the other the applicant's current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named;
- the closing date is **Monday, June 26, 2017**.
- shortlisting for this post will take place on **Friday, June 30, 2017**.
- interviews will be held on **Friday, July 14, 2017**.
- if you decide to apply, please note the schedule of dates above;
- completed application forms and letters, if not completed on-line, should be returned to Shropshire Council, Employment Services, Shirehall, Shrewsbury, SY2 6ND.

PRIMARY EDUCATION IN SHROPSHIRE

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

The Administrative Centre of the Council and support to schools is based at the Shirehall, located within Shrewsbury. The Corporate Director, Karen Bradshaw, leads the provision of support to schools, which offers a full range of services to primary schools and their parents, pupils, Governors and staff in line with Development Plans.

The Local Authority's policy is that the school curriculum should help all pupils to:

- enjoy learning and perceive education as a life-long process;
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society;
- to fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative;
human and social;
linguistic and literacy;

mathematical;
moral;
physical;

scientific;
spiritual;
technical.

- develop lively, enquiring minds and the ability to:
 - find and use information
 - question and debate rationally
 - apply understanding and skills in order to address issues, solve problems and carry out practical tasks;
- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures;
- understand the world in which they live and the interdependence of individuals, groups and nations;
- develop appreciation and concern for the environment;
- work co-operatively with others, including developing confidence and respect in relating to adults;
- develop self-reliance and the ability to learn independently.