

ST MICHAEL'S
EAST WICKHAM CE VA PRIMARY
SCHOOL



The Diocese of
Southwark

HEADTEACHER
CANDIDATE
INFORMATION

ST MICHAEL'S EAST WICKHAM CE VA PRIMARY SCHOOL

*You'd be forgiven for thinking we've come far,
until you see how far we want to go.*

St Michael's East Wickham C. of E. Voluntary Aided Primary School

Diocese of Southwark



Wrotham Road, Welling, Kent, DA16 1LS **Tel:** 020 8303 3287

Fax: 020 8298 7358

Email: admin@st-michaels.bexley.sch.uk

Website: www.stmichaels-eastwickham-ce-school.co.uk

Head Teacher: Mr. R. Varney Dip. Ed.

December 2016

Dear Applicant

Thank you for expressing an interest in St Michael's School and the post of Head Teacher.

St Michael's is a small, friendly, one form entry school, situated in the suburb of Welling in the London Borough of Bexley. As a Church of England school we have a strong Christian ethos which contributes to the distinctive character of our community. We are a welcoming and inclusive school, catering for children with a wide range of abilities. Ofsted described St Michael's as 'A friendly and inviting school where pupils thrive.' We strive to ensure that all children are inspired and supported to achieve their full potential, both academically and in their broader educational and personal development.

The school has lots to be proud of:

- It was judged by Ofsted to be Outstanding in all areas in 2013
- Our SIAMS (S.48) inspection in 2014 also judged it to be Outstanding in all areas
- Lovely children – Ofsted said 'Pupils are extremely proud of their school and enjoy helping each other to learn and be happy... [they] show a huge amount of respect and responsibility toward one another.'
- Committed and caring staff who actively support the development of all children and promote a culture of learning
- A strong Governing Body, committed to supporting the school in achieving the best for our children
- Good links with our local community and our parish of St Michael's East Wickham
- An active and supportive PTA



Maintaining the outstanding evaluations will be one of the challenges for our new Head. There will be other challenges too as the School is currently working towards joining the Southwark Diocesan Multi Academy Trust in September 2017. But the Governors recognise that change also brings opportunity and we hope that there will be plenty of potential for developing and building on the many strengths of our school.

We are looking for a Head who can:

- Help every child reach their full potential
- Seek continuous improvement in standards across teaching, learning and assessment
- Maintain the ethos of our school
- Further strengthen our relationship with Southwark Diocese, and other schools within their MAT, for the benefit of all out stakeholders

We are extremely proud of our School. We are looking for a dynamic and inspiring Head Teacher who will work closely with Governors to build on our existing strong relationships with our children, their parents and carers, the staff and the wider community.

We invite applications both from experienced Head Teachers as well as aspiring Deputies or members of Senior Leadership Team who can demonstrate strong leadership skills and be inspirational and supportive to staff and children. If you believe you have the drive and vision to take us forward on the next stage of our journey, we would be delighted to receive your application and to learn what you would be able to offer our school.

We warmly invite you to visit the school. Please call Mrs Lesley Witt (School Office Manager) on 020 8303 3287 or email: admin@st-michaels.bexley.sch.uk to arrange a time.

The application pack should provide you with all of the information you need, but if you do have any questions please do not hesitate to visit the school website or contact me by emailing our Office Manager in the first instance.

With very best wishes

Nicola Bubb
Chair of Governors, on behalf of the Governing Body

OUR SCHOOL

St Michael's East Wickham C.E. Primary School is a one form entry Voluntary Aided Church school, situated within the Borough of Bexley, serving the Parish of East Wickham situated within the Diocese of Southwark.

There is a real sense of family community and everyone, children, parents, staff and Governors take enormous pride in being a part of this successful school. The Governors and staff are committed to upholding Christian values in this church school. These values are reflected in the excellent behaviour of pupils and the outstanding support of parents and carers.

St Michael's Statement of Values:

'Aiming to realise a child's true potential within a Christian Ethos'

We belong to St Michael's School

At St Michael's School we have certain values and beliefs to uphold. These are expressed in our School Mission Statement.

The Mission Statement forms the framework for all the School's developments; it sets out the fundamental purposes and values of the school, which are the basis for its actions, policies and relationships; it affects certain areas of distinctiveness in a church school and encompasses:

- The education it offers its pupils (the whole curriculum).
- Its commitments to the staff, pupils and parents (the school community).
- Its services to the Church and Parish (the wider community).
- The management of the school (building, grounds, resources and finance).



The SDBEMAT formed on the 20th September 2016.

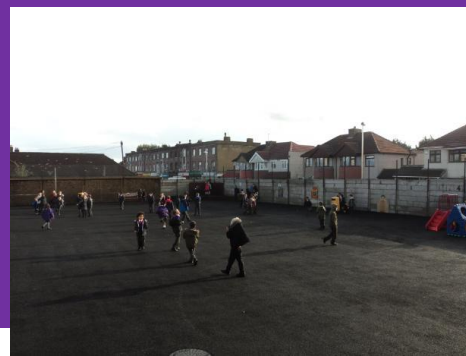
The first tranche of schools will enrol in September 2017 with a second tranche joining later in the academic year.

The Southwark Diocesan Multi-Academy Trust

The school is in the process of converting to Academy status, aiming to join the Southwark Diocesan Multi-Academy Trust (SDBEMAT) in September 2017.

The Southwark Diocesan Board of Education (SDBE) has a long and successful record of supporting its many schools. The SDBEMAT is an extension of this distinguished tradition as the members and directors of the Trust are committed to further enhancing Church of England education within the culturally rich and diverse Diocese of Southwark.

The Southwark Diocesan Board of Education Multi-Academy Trust (SDBEMAT) was created in response to requests from a number of Diocesan schools and the clear direction of travel of central government.



St Michael's East Wickham Primary School is located in Welling, South London. It is surrounded by small, private housing built in the 1930's, but is set in an area classified as socially deprived. Under a mile away is a large council estate at East Wickham. The school lies on the borders of Greenwich and Plumstead; therefore 10% of pupils come from out of Borough.

The School is always oversubscribed for its published intake; a measure of its popularity. In recent years, Governors have received approximately 130 applications for the 30 available places. The school has been judged to be 'Outstanding' by Ofsted in 2013 and in its SIAMs RE inspection in 2014. Previously in the Ofsted of 2008 it was judged as 'Good, *nearly outstanding*'. Despite this achievement the school aspires to continually improve. This vision is delivered through purposeful leadership from an experienced SLT, working together with a highly proactive Governing Body, staff and parents who collectively strive to achieve the very best in all aspects of school life.

The school serves a mixed and culturally diverse area, taking a significant minority of children from ethnic backgrounds. The proportion of pupils who speak English as an additional language is 6% and 27% of pupils in school are not from a White British background. The occupation of the majority of families tends to be within recognised trades, building, plumbing, electrics, gas & telephone.

The levels of ability/attainment on entry vary from year to year, but are broadly in line with the national average. Most children have attended some type of nursery or pre-school.

The school has had a tradition of identifying and working with groups of pupils deemed to be gifted or talented.

From 2012-2014 St Michael's was ranked in the top 1% of schools nationally for pupil achievement at Key Stage 2 and has been top of the performance league tables in Bexley. In 2014-15 a Year 6 cohort with a high proportion of vulnerable pupils produced better than anticipated end of KS2 results, but overall there was a 'dip' in results as these did not meet the high standards of previous years. The new curriculum and SATs in 2015-16 meant that our results did not recover as much as we had hoped. Staff and Governors have analysed those results to identify areas for improvement and are working hard to ensure that the current Year 6 cohort make the expected progress.

Staffing at St Michael's has been stable for many years. The current Head teacher is retiring after 30 years' service to the school.

The leadership team of the school recognise that children come to school eager to learn. Attendance figures are consistently good and the expectations of the pupils are set high across the board in academic work behaviour and attitude.

Views of all stakeholders are sought and are considered when shaping future developments and improvements. As part of this process the school surveys pupils and parents, the results of which indicate a high level of satisfaction amongst our stakeholders. Parents and pupils deem that the school is very successful and they are pleased with the quality of education and care offered.

This is a truly exceptional school which provides a unique, nurturing environment set within an established Christian ethos.


KEY INFORMATION & FACTS

Type of school	Primary
School category	Voluntary Aided
Age range of pupils	4-11
Gender of pupils	Mixed
Number of pupils on the school roll	209
Appropriate authority	The governing body
Chair	Mrs Nicola Bubb
Headteacher	Mr Richard Varney
Date of previous school inspection	18-19 April 2013
Telephone number	020 8303 3287
Fax number	020 8298 7358
Email address	admin@st-michaels.bexley.sch.uk
Ofsted rating	Outstanding



ABOUT BEXLEY

Bexley lies within the south-east corner of Greater London, with good transport links to central London, Kent countryside and the coast.



The borough covers 23 square miles, stretching from the Thames in the north to Kent in the south.

It is made up of different neighbourhoods: Belvedere, Thamesmead, Erith, Slade Green, Welling, Sidcup, Crayford, Fools Cray, Blackfen, Bexleyheath and Bexley, each with its own distinct history and identity.

Although much of the borough is developed, there are also more than 90 parks and woodland areas, making it one of the greenest boroughs in London.

Some 218,000 people live in the borough, 60% of whom are of working age and a sixth are of school age. Unemployment is relatively low, at almost half the London average. However, there are pockets of unemployment in some parts in the north of the borough. These areas, together with some in the south, suffer from comparatively high levels of disadvantage and deprivation.

Crime rates in Bexley are low compared to other London boroughs. Bexley was recently recognised as the second safest borough in London in terms of recorded crime.

There are currently 30 maintained primary schools in Bexley, 26 Primary Academy schools, 14 Secondary academy schools, 5 special schools, 2 All Phase academy schools and 1 Free School.

Educational attainment at GCSE is above the national average. There is an active and growing voluntary and community sector which is highly valued by local people and there is a strong tradition of successful partnership working.

ABOUT YOUR APPLICATION

It is important that you complete all sections of the form and that you provide full information in each section.

Your application form may be submitted on line or on the paper form which should be completed in black ink or ball point or be typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative.

Reference is made on the application form that you must disclose whether you are related to any senior officer in the Borough Council's service, to an elected or co-opted member of the Governing Body. Canvassing for appointment disqualifies.

The closing date for receipt of applications is noon on 31st January 2017.

Interviews are expected to be held 15th & 16th March 2017.

Please address your application to:

Felicity Ranson
Schools HR
Civic Offices,
3rd Floor East,
2 Watling Street,
Bexleyheath, DA6 7AT

Direct Dial No: 020 3045 5050

E-mail: schoolsrecruitment@bexley.gov.uk

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

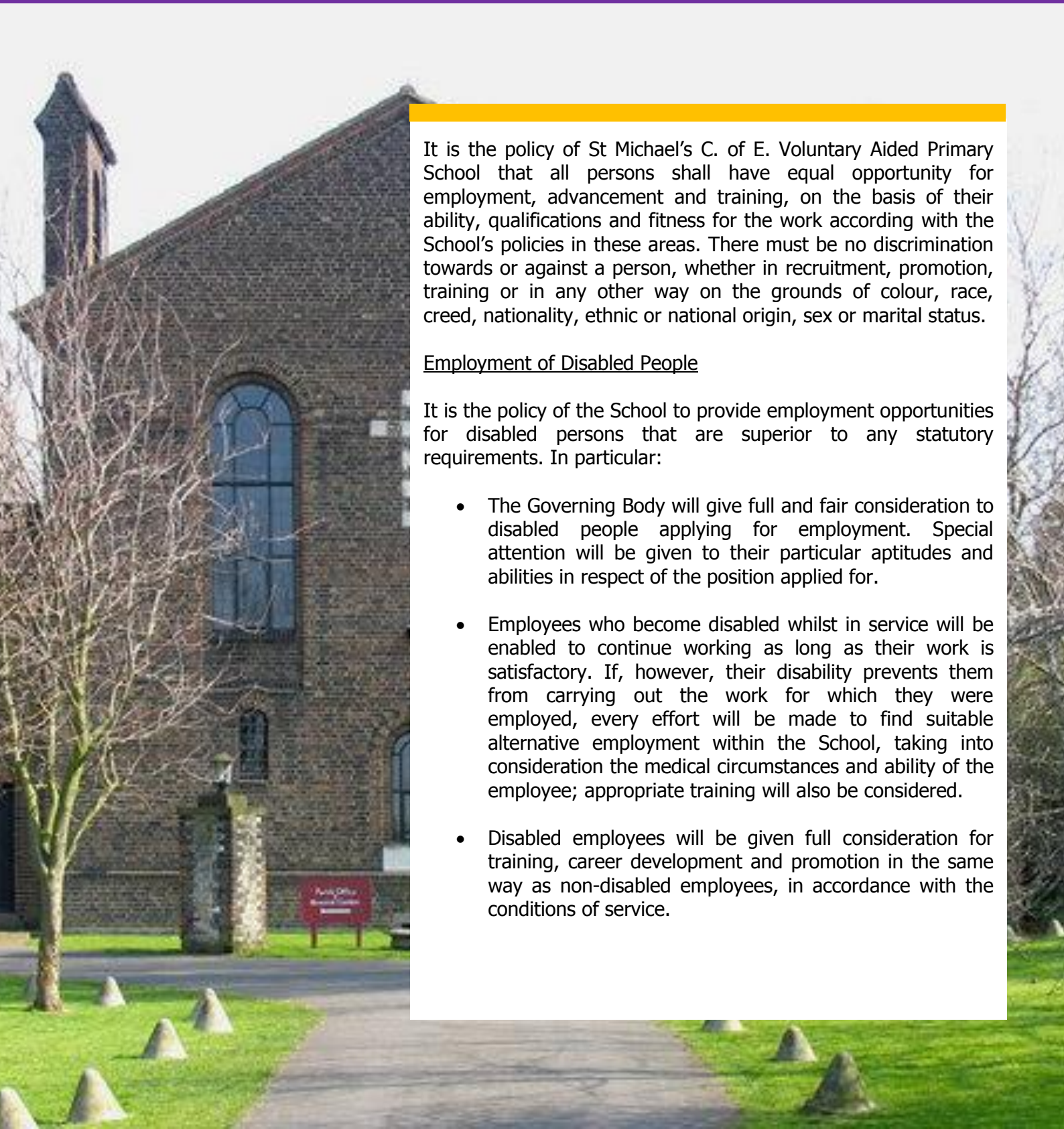
What will happen if you are offered the post...

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

We will also check:

- Whether you are barred from working with children in regulated activity. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- As manager of a childcare provision, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009;
- Your qualified Teacher Status (QTS) or your qualified Teacher, Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
- That you are medically fit to undertake the role.

EQUAL OPPORTUNITIES



It is the policy of St Michael's C. of E. Voluntary Aided Primary School that all persons shall have equal opportunity for employment, advancement and training, on the basis of their ability, qualifications and fitness for the work according with the School's policies in these areas. There must be no discrimination towards or against a person, whether in recruitment, promotion, training or in any other way on the grounds of colour, race, creed, nationality, ethnic or national origin, sex or marital status.

Employment of Disabled People

It is the policy of the School to provide employment opportunities for disabled persons that are superior to any statutory requirements. In particular:

- The Governing Body will give full and fair consideration to disabled people applying for employment. Special attention will be given to their particular aptitudes and abilities in respect of the position applied for.
- Employees who become disabled whilst in service will be enabled to continue working as long as their work is satisfactory. If, however, their disability prevents them from carrying out the work for which they were employed, every effort will be made to find suitable alternative employment within the School, taking into consideration the medical circumstances and ability of the employee; appropriate training will also be considered.
- Disabled employees will be given full consideration for training, career development and promotion in the same way as non-disabled employees, in accordance with the conditions of service.

JOB DESCRIPTION

Job Title: Headteacher
Salary Scale: Head Teacher Group 2 (Outer London) L14-L21
Reports to: Governing Body and the Trust

The Head Teacher will provide professional leadership to manage, plan develop, support administer and monitor the academic, spiritual, pastoral, social, emotional and cultural welfare and development of the children and school community.

As a Church of England School, the Christian ethos of the school will underpin all of this.

Main Purpose

- The effective leadership, management and administration of St Michael's Primary School.
- Ensuring the achievement of the highest possible standards of teaching and learning within the school so that every child is supported in achieving their fullest potential.
- Representation of the school and its interests within the wider community at all levels.
- Uphold and develop the Christian ethos, foundation and character of the school and model the Christian values for the whole school community.
- To promote and safeguard the welfare of children for whom the school and Governing Body is responsible and those with whom they come in contact.
- Build and develop our position within the Southwark Diocesan Multi Academy Trust, meeting all relevant requirements under the MAT's Scheme of Delegation.

Leadership and management

- Ensuring the effective management and deployment of teaching and support staff together with appropriate systems of delegation and discipline through the management structure of the school.
- Achieving effective communication and liaison with teaching and other staff and their representative organisations.
- Ensuring provision of effective staff development and in-service training programmes together with adequate counselling for staff on their responsibilities and careers.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations and encourage a working environment conducive to excellent staff relations and high morale
- Promote harmonious working relationships within the school and ensure that a good work-life balance for all personnel is achievable
- Supervising and participating in Performance Management under the relevant regulations.
- Ensuring that all policies and systems are implemented so as to achieve equal opportunities for all and that the school is fully inclusive.
- Providing efficient and effective management, allocation, control and monitoring of the human, financial and material resources of the School, together with the conservation and proper use of school buildings, grounds and equipment.
- Organise and deploy resources cost effectively within the school.

Continued...

Leading Learning and Teaching

- Ensure that learning is at the centre of strategic planning and resource management.
- Maintaining and building on the high standard of teaching and learning throughout the school by monitoring, encouraging, training and personal example.
- Maintain a broad and balanced curriculum which is up to date, meeting all statutory requirements relevant to all students and is sufficiently flexible to accommodate changing needs and the requirement of the National Curriculum.
- Monitoring and evaluating the work and organisation of the school with a view to achieving improvements where appropriate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Provide a safe, calm and well-ordered environment for the social, spiritual and pastoral development of all pupils, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Build a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Ensure a consistent and continuous school-wide focus on pupil assessment and achievement using appropriate data and benchmarks to monitor individual pupil progress.
- Evaluate the progress and performance of the school and always strive for improvement, being ready to challenge and remedy under-performance at all levels.

Developing and sustaining the Christian Ethos

- Preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing leadership within a Christian context.
- Ensure the values of the school and the vision and mission statements are embedded throughout school life.
- Ensure the provision of religious education in accordance with the School Policy and with regard to the Church of England character and foundation of the School.
- Use appropriate daily worship and the school environment to enhance and develop the Christian nature of the school.
- Demonstrate a Christian faith and an understanding of other faiths and acknowledgement of diversity.

Demonstrating self and working with others

- Advising and assisting the Southwark Diocesan MAT's Board of Trustees, attending meetings and providing such information as is required.
- Advising and assisting the Governing Body, attending meetings and providing such information as is necessary for the effective exercise of the Governing Body's responsibilities.
- Implementation of the aims, objectives and development plans approved by the Governing Body.
- Developing and further strengthening existing relationships with pupils, parents, staff, the Church, relevant statutory bodies and the wider community. Promoting mutual understanding and support for the aims and performance of the School.
- Be proactive in procuring additional funding and grants for specific target areas.
- In collaboration with governors, plan, manage and monitor the budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Co-ordinate the school's work with pre-school and secondary schools to ensure smooth transitions and continuity of learning.
- Participate in arrangements for the appraisal and review of their own performance, further training and professional development.
- Keep abreast of educational developments nationally and advise governors on implementation.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with others and promoting innovative initiatives.
- Fulfilling such other requirements as are included in the conditions of employment of Head Teachers, specified in the current School Teachers' Pay and Conditions Documents.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications and experience	<p>Qualified Teacher status</p> <p>Honours degree or equivalent</p> <p>3 years' experience in a Primary School Senior Leadership role</p> <p>Clear evidence of commitment to own professional development</p>	<p>National Professional Qualification for Headship (NPQH)</p> <p>2:2 or above</p> <p>Current Primary School Head Teacher</p>
Teaching, Leadership and Management skills	<p>Evidence of ability to support and build on the strong, inclusive Christian ethos and values of the school.</p> <p>High aspiration, commitment and ability to implement strategies for achieving excellence by raising standards for all pupils.</p> <p>Commitment and ability to lead changes through innovation and empowering others to carry the vision forward.</p> <p>Understanding of and ability to implement effective performance management and fully develop the talent and ability of all members of staff.</p> <p>A strong record as an outstanding classroom teacher with a clear understanding of what good and outstanding practice entails.</p> <p>Understanding of how to use data to analyse the needs of all individuals and groups in the school.</p>	<p>Personally committed Christian, practicing member of the Church of England.</p> <p>Experience of teaching across primary school age groups.</p>

Continued...

	<p>Experience of effectively evaluating and monitoring the quality of teaching and learning in order to raise pupil achievement.</p> <p>Up to date experience of strategically designing, delivering and developing the curriculum.</p> <p>Sound understanding of the management of financial, organisational and administrative matters of the school.</p> <p>Ability to delegate management and administrative tasks and monitor their implementation.</p> <p>Proven ability to devise, implement and monitor effective measures for improving the performance of the school based on inspection reports and all relevant data.</p> <p>In-depth knowledge and understanding of current educational priorities and Ofsted expectations.</p>	<p>Knowledge, understanding and/or experience of SIAMS inspection process.</p>
Personal Skills and Qualities	<p>Drive and desire to maintain and build on the school's background of an outstanding level of achievement.</p> <p>Outstanding open communicator (both orally and in writing) with a range of stakeholders.</p> <p>Proven track record or working with parents, staff and governors to raise aspiration and support the learning process.</p> <p>Approachable, accessible and flexible, able to accommodate and manage differing opinions and views.</p>	<p>Continued...</p>

A respect for children with a deep commitment to nurture and fulfil the potential of every child.

Ability to be an ambassador for the school, promoting it locally and raising its profile in and involvement with the Southwark Diocesan MAT and our local community.

Ability to work closely with the clergy and maintain the strong link with the parish Church to promote the richness and diversity of the School's life.

Creativity, imagination, adaptability, resilience and compassion.

Experience of promoting high standards of behaviour and attendance throughout the school.

Commitment to the safeguarding and well-being of all in the school community.