

# CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY



## HEADTEACHER APPLICATION PACK



**AMAMUS DISCERE**  
**"WE LOVE TO LEARN"**







# WELCOME TO OUR SCHOOL

## Welcome

On behalf of our Governing Body I would like to thank you for your interest in Chalfont St Peter C.E. Academy. Our current headteacher, Mrs Elizabeth Underwood, is moving away from the area at the end of the academic year and we are seeking an enthusiastic, innovative and committed headteacher, who will be dedicated to our school and lead it into a new chapter.

We are a dynamic community. We were the first primary school in Buckinghamshire to become an Academy in 2011. We have high aspirations for all our pupils and pride ourselves on their holistic development. We nurture a love of learning and provide a caring environment in which our children can grow socially, spiritually and emotionally. We have a long track record of high academic standards, sporting success, musical prowess and excellence in creative arts.

We are located in the centre of the village, close to our Parish Church, with which we have very strong links. Our village was mentioned in the Domesday Book and has rich local history. We are well situated with good transport links into London and access to the M25 and M40. Our village is growing, with new housing developments currently being built and more to come.

We look forward to receiving your application and to learning what you would be able to offer to keep our school 'outstanding' and to open new vistas. In the meantime we recommend that you visit our website – [www.csp-academy.org.uk](http://www.csp-academy.org.uk) – where you will find much more information about our school, and also that you come and see us at work. We are very proud of our school and would be pleased to welcome you. To arrange a visit please contact Mrs Nicola Montaut in the school office on 01753 883982.

Yours sincerely,

**Sheila King**  
Chair of Governors

***“...a visitor is immediately aware of the hum of enjoyment and industry as pupils around the school learn together.” OFSTED***



## OUR SCHOOL

### Vision Statement

Every member of the Chalfont St Peter Church of England Academy community will be nurtured, encouraged and challenged to be their best, showing clear Christian values in their daily lives. All aspects of school life will ensure that everyone is valued, respected and supported to achieve individual excellence.

At the heart of all we do is a dynamic and enriching curriculum, outstanding teaching and learning, and a wide range of personal development opportunities. We strive to produce the responsible, active citizens of the future, who love learning and are able to respond positively to life's challenges.

### An overview of our School

Chalfont St Peter Church of England Academy is a vibrant, high-achieving, three-form entry school for pupils aged 7–11 years. The Headteacher is supported by two Assistant Headteachers who, together with two additional year group heads and two Business Managers, comprise the Senior Leadership Team.

As a Church of England School we enjoy support from the Diocese of Oxford and our Parish Church. The school converted from VA status to become an Academy in May 2011. The majority of governors are members of the PCC or from local churches. The Parish Children and Families' Minister takes assemblies and runs a weekly lunchtime club. The school visits the Church regularly and is looking forward to our new vicar, who will be installed in July 2017, leading worship in school. The Church is currently upgrading its audio visual technology to enhance worship for all ([www.CSP-Parish.org.uk](http://www.CSP-Parish.org.uk)).

The school Ethos and Culture has a strong and distinctive Christian identity, where the pupils' education comes first. We are purposeful and ordered yet have fun in all we do, embracing change with enthusiasm and seeing it as opportunity for development and growth.

The school aims to instil in its pupils a passion for learning and a love of life, such that pupils embrace the future with strength of belief and confidence, becoming motivated, independent, enthusiastic learners with high expectations of themselves and others, well-prepared for secondary education.

Historically, the school has achieved excellent academic outcomes for its pupils and is committed to continue to do so. Pupil attainment is consistently higher than national standards. 69% of year 6 pupils in 2015/16 met the expected standard in Reading, Writing and Maths (<https://www.compare-school-performance.service.gov.uk/school/136726/>).

***"All staff demonstrate the school's distinctive values well and nurture the children so that they make outstanding progress, realising their full potential academically and developing extremely well spiritually. " SIAMS***

# OUR SCHOOL

The school prides itself on offering a broad and enriching curriculum. In part we achieve this by employing part-time specialist staff teaching subjects such as Music, French, Drama, Art and P.E. In addition other teaching staff are encouraged to teach the subjects in their year groups which are most relevant to their respective specialisms enabling them to teach with confidence and passion. All staff are assigned to faculty style “Da Vinci” groups which meet regularly to facilitate outstanding teaching across all subject areas.

On entering the school in Year 3, our pupils embark on a four-year curriculum journey. This journey is enriched by topic weeks (Arts and Science), visits, visitors and extra curricular activities, from photography to cookery. Highlights for pupils are a three-day residential PGL trip to Dorset in Year 4 and a five-day trip to Normandy, France in Year 6.

Part of the school’s vision is to deliver outstanding teaching and learning via the latest technology. The school has invested in hardware, replacing all interactive whiteboards with Clevertouch screens and purchasing class sets of tablet devices and virtual reality headsets. The school also has a class-sized dedicated computing suite. For one year the school employed an IT specialist to embed this technology into the school, ensuring the staff were given the necessary skills to make full use of the IT options available.

In response to Assessment Without Levels, the school has developed a bespoke assessment tool, “CSPA Steps to Success”. Pupils have individual booklets containing progression targets which they regularly complete so that they know their own progress. Teachers record separately their own judgements against the same targets. In addition to tracking progress in Reading, Writing and Maths, the tool is currently being extended to include RE and Science.

Of similar significance, alongside the CSPA Steps to Success, the school has developed an accessible pupil framework for successful learning. The “CSPA Learner” offers pupils a means to develop the skills necessary to be a successful learner, such as ambition, working together and reflection.

Reflecting our commitment to the emotional aspects of learning, the school has established a nurture programme incorporating a dedicated space within the school, “The Nest”, in which various nurture groups take place led by specialist LSAs and a Play Therapist.

The school offers pupils access to many sporting, music and creative activities as additional personal development opportunities.

Over many years the school has achieved national sporting success in Gymnastics and Table Tennis. The school is also very successful in regional level Athletics, Football and Cross Country. Most recently, the school’s boys’ gymnastic team were silver medallists at the National Floor and Vault Gymnastics Championships (May 2017). The school also regularly competes in Netball, Cricket and Swimming. This sporting success has been achieved through the commitment and dedication of existing members of staff as well as external coaches.

Within timetabled music lessons pupils learn a different instrument each year (recorder, violin or cello, trumpet or trombone and African drums). Moreover, many pupils take up additional instrumental lessons and the school enjoys an active Orchestra, Swing Band, Brass Band, Wind Band, Strings Ensemble and Choir. The school regularly participates in County music events which means that our pupils often perform at the Royal Albert Hall!

The school has ArtsMark Gold status. In addition to an annual Arts Week, pupils participate in locally run writing, Art and IT competitions. In recent years the school has organised its very own annual talent competition for pupils, “Chalfont’s Got Talent”, with the final held at our Summer Fayre.

The school has a dedicated and ambitious Governing Body with a clear, strategic vision. Working effectively within defined and well established structures, governors offer appropriate challenge and support to the Senior Leadership Team.

***“Pupils make outstanding progress in all curriculum areas because the school’s Christian ethos encourages all pupils to be aspirational and to reach their full potential. ” SIAMS***



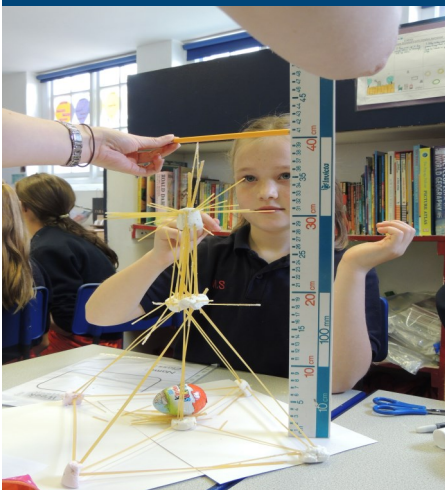
# OUR NEW HEADTEACHER

## Our Pupils want you to:

- Be really passionate about the school.
- Let pupils have a say (just like now).
- Encourage everyone to have a go at everything, but not force them.
- Love children a lot, spend time with them, help them and be kind.
- Understand at the same time both what is best for the school and for the children.
- Be a nice lively person, fun to be with, motivational, friendly and a good listener.
- Make sure there is something for everyone to excel at.
- Be approachable and enthusiastic about learning.
- Keep us like a family.



*As you can see we are an ambitious school!*



## Our Staff want you to:

- Believe in the power of education to change lives.
- Trust their professionalism.
- Be able to think on your feet.
- Be a passionate, inspirational leader.
- Listen and be decisive.
- See change as an opportunity.

# HEADTEACHER JOB DESCRIPTION

***Chalfont St Peter Church of England Academy is an outstanding and aspirational school delivering excellence in learning by being creative, inclusive, grounded in Christian faith and preparing children for life.***

Our Academy is committed to providing the highest standards of teaching and care for its pupils, affording them opportunities to achieve their best possible academic, personal and spiritual outcomes.

Our Headteacher is responsible for inspiring and motivating pupils and staff as well as the academy community.

In partnership with the Governing Body, Oxford Diocesan Board of Education and Department of Education, our Headteacher provides leadership and shared vision for the strategic development of our Academy with a strong and distinctive Christian identity.

Our Headteacher has lead responsibility for safeguarding and promoting the welfare of our pupils in all aspects of Academy life.

Our Headteacher is our Accounting Officer as required under the Funding Agreement with the DfE and is accountable to the Governing Body in this and all other duties.

Our Headteacher undertakes all the duties prescribed in the current School Teachers' Pay and Conditions document and aspires to conform to the National Standards of Excellence for Headteachers.

We expect our Headteacher to:

## **Develop a strategic vision for our school**

- Ensure learning is at the centre of strategic planning and resource management.
- Develop a strategic vision for our Academy's future and incorporate long-term developments and improvements into the School Development Plan, ensuring we live out our Christian faith and values in every activity and relationship.
- Anticipate the consequences of future trends and initiatives in education and wider society, and articulate these to our key stakeholders and the wider community.

## **Grow our Christian Academy ethos**

- Empower every child so they feel included, cared-for and secure, confident, affirmed, growing in their understanding of Christian faith, developing disciplines of worship, prayer and service.
- Forge relationships with pupils, staff, parents and governors built on mutual support, trust and respect.
- Uphold Christian values and ethos, ensuring that they are embedded in all aspects of our Academy life.
- Value and celebrate the achievements of the whole Academy community.
- Actively participate in all aspects of Academy life to help create synergy, excellence and enjoyment.

## **Lead and manage our Academy**

- Set, model and promote high standards of professionalism throughout our Academy.
- Lead and inspire all stakeholders to be both committed to the strategic vision and involved in meeting our short, medium and long term objectives and targets.
- Formulate, implement and regularly review the School Development Plan, identifying opportunities to raise standards further.
- Incorporate the outcomes of self-evaluation with staff and governors, and robust data analysis, into the School Development Plan.
- Develop, monitor and evaluate the effects of policies, priorities and targets and, in consultation with the Governing Body, take appropriate action.
- Liaise frequently with the Chair of Governors and communicate effectively with the Governing Body, reporting on relevant matters and highlighting key issues; liaise with DfE and Diocese as necessary.
- Determine, manage and monitor the budget in accordance with DfE guidelines and Governing Body requirements, working with the Finance Manager and the Governing Body.

# HEADTEACHER JOB DESCRIPTION

(continued)

## **Lead and manage our Academy**

- Recruit and deploy staff in collaboration with the Governing Body.
- Ensure compliance with statutory regulations and requirements.
- Ensure that the buildings, contents and grounds are safe, secure and well-maintained, and utilised to their full potential, identifying future needs and opportunities.

## **Lead and develop our staff**

- Develop excellent leadership skills in the senior team.
- Be an inspirational leader who will support the development of distributed leadership throughout our Academy.
- Motivate and inspire all staff so that they achieve their personal goals whilst developing their skills, knowledge and expertise.
- Work closely with staff and value their professional contributions.
- Oversee and co-ordinate performance management of all staff, directly managing the performance of senior leaders, in accordance with current legislation.
- Ensure that students and NQTs are appropriately trained, monitored, supported and assessed in line with national standards.

## **Ensure effective learning and teaching**

- Help deliver a shared vision of Christian education for the future.
- Promote an innovative, rich and exciting curriculum that meets the broader needs of all pupils.
- Monitor, evaluate and review the quality of learning and teaching to improve outcomes for our pupils.
- Inspire, support and challenge our pupils, promoting both academic achievement and personal development.
- Create and develop high quality assessment procedures and systems for tracking pupil progress, forming appropriate teaching strategies.
- Articulate high expectations and set stretching targets for the whole school community.

## **Work in partnership with our parents, carers, community and the Church**

- Develop effective links with the Church at Parish and Diocesan level so that the distinctive Christian ethos of our Academy grows.
- Improve the integration of school and Church life at every opportunity.
- Draw on the expertise of members of the local church community to support the school's development.
- Further partnerships between parents and our Academy to support and encourage participation in their children's learning.
- Provide parents with regular information on their child's progress, learning, curriculum and key school activities.
- Promote community cohesion by developing our Academy's relationship with key stakeholders, local businesses and the wider community.
- Secure the commitment of parents, carers and the wider community to the vision and direction of our Academy and its strategic plan for development.
- Develop effective links with local secondary schools and feeder schools, and nurture relationships with other primary schools.
- Contribute to the working of the wider education system by sharing effective good practice, working in partnership with other schools and promoting innovative initiatives.
- Work with the local community to offer and develop Extended Services.

## **Be accountable**

- Be accountable for the efficiency and effectiveness of the Academy to the Governing Body, DfE, Diocese, stakeholders and the wider community.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for: securing effective teaching and learning; ensuring high standards of achievement; and achieving efficiency and value for money.
- Develop a culture in which all governors and staff recognise their personal accountability for the success of our Academy.
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences, including parents, governors, the DfE, the Diocese, the local community, OFSTED and SIAMS.

# HEADTEACHER PERSON SPECIFICATION

## *Essential (E) Desirable (D)*

### Personal Qualities

- Valuing and holding high expectations of each child (E)
- A positive role model for staff and pupils (E)
- Personal impact and presence which inspires confidence and trust (E)
- A good, sensitive listener who demonstrates integrity, diplomacy and confidence with tolerance (E)
- Enthusiasm and sense of humour (E)
- Energy, resilience, vigour and perseverance (E)
- Adaptability to changing circumstance and new ideas (E)
- An ability to foster an open and fair culture (E)
- Commitment to inclusive practice and equal opportunities (E)
- Commitment to provide an appropriate work/life balance for self and others (E)
- A commitment to own personal development (E)

### Qualifications

- Qualified teacher status (E)
- Successful leadership as a Headteacher or experienced Deputy/Assistant Headteacher (E)
- Evidence of continuing and recent, relevant professional development (D)
- NPQH or equivalent (D)

### Shaping the Future

- Ability to set a vision and translate into practical steps for an effective academy (E)
- Strategic planning with a sense of priorities (E)
- Initiation and management of change and improvement (E)
- Ability and willingness to champion the Christian ethos of our Academy (E)
- Experience of writing, and working with, a School Development Plan (E)
- Effective communication to a wide audience both orally and in writing (E)

### Strengthening the Community

- Ability to build and maintain effective relationships with parents and other members of our academy community (E)
- Constructive work with governors (E)
- Constructive engagement with the local community, the Church at Parish and Diocesan level (E)
- A commitment to develop partnerships with other educational providers (E)
- Experience of being a governor (D)
- Practising Christian with experience of strong parish links (D)

### Leading Learning and Teaching

- Skilled primary classroom practitioner (E)
- Experience of core subject leadership (E)
- Promoting and securing the success of pupils of all abilities and needs (E)
- Understanding of special needs issues and practice, with a commitment to a culture of inclusion, diversity and access, and positive strategies to promote these (E)
- Experience of raising standards through assessment (E)
- Understanding of KS2 Curriculum with working knowledge of KS1 and KS3 (E)
- A clear understanding of current curriculum and management initiatives (E)
- Commitment to lead and promote pupils' spiritual, social, moral and cultural development (E)
- Understanding of extra curricular opportunities for learning and development (E)
- Effective management of pupil behaviour through a caring, supportive and positive approach (E)
- Understanding of how children learn; with a keen interest in the development of teaching methods (E)
- Recognition and promotion of effective teaching (E)
- Ability to monitor, evaluate and develop teaching for learning (E)



# HEADTEACHER PERSON SPECIFICATION

(continued)

**Essential (E) Desirable (D)**

## Leading, Learning and Teaching

- Willingness and ability to lead Christian collective worship, promoting the Christian ethos of the academy (E)
- Well developed understanding of ICT and experience in its use in management and educational contexts (E)
- Readiness to embrace and promote new technology in the curriculum and throughout the school (E)

## Managing the Organisation

- Strong leadership and management skills (E)
- Demonstrable high level, organisational skills (E)
- Ability to work in a team with shared accountability (E)
- Experience of school self evaluation (E)
- Proven experience of effective school budget management (E)
- Ability to ensure that resources are efficiently and effectively used to achieve an Academy's aims and objectives (E)
- Ability to analyse performance data, establish benchmarks and set targets for improvement (E)
- Ability to investigate, solve problems and make decisions (E)
- Leadership of Performance Management and staff development (E)
- Effective delegation of responsibilities and good monitoring practice to see they are being carried out (E)
- Ability to deal sensitively with people and resolve conflict (E)
- Three years' senior management experience (D)
- Experience of leading, developing and managing a high performing team (D)
- Demonstrable use of appropriate leadership styles in different situations (D)

## Secure Accountability

- Understanding of the Headteacher's responsibilities and accountability to pupils, governors, parents, the Diocese and wider community (E)
- Thorough understanding of the statutory framework for education and the legal framework that underpins academy management (E)
- Ability to exhibit a clear expectation of the wellbeing and safeguarding of pupils and staff, with an up to date knowledge and understanding of relevant legislation (E)
- Demonstrable experience of working with a governing body to enable it to meet its statutory responsibilities (E)
- Understanding of OFSTED (E) and SIAMS Inspections (D)
- Management experience of preparing for OFSTED and SIAMS Inspections (D)
- Experience of co-operation and engagement with relevant safeguarding agencies (D)



***"They sparkle with delight at some of the activities that they are given to do and try really hard" OFSTED***

# YOUR APPLICATION

## HOW TO APPLY

Please complete the attached application form ensuring you address the criteria on the person specification.

Completed applications should be sent via e-mail to:  
[chairofgovernors@csp-academy.org.uk](mailto:chairofgovernors@csp-academy.org.uk)  
or via post to the school address.

Please mark all correspondence as  
'Confidential' FAO Sheila King,  
Chair of Governors.

Receipt of all applications will be acknowledged.

Chalfont St Peter Church of England Academy  
Penn Road  
Chalfont St. Peter  
Bucks SL9 9SS  
Telephone: 01753 883982

Closing Date: **Friday 7th July 2017 at 5.00pm**

Interview Dates:  
**Tuesday 18th/Wednesday 19th July 2017**

Starting Date: **January 2018**

The successful applicant will be required to undergo an Enhanced DBS check



***"Staff are proud to be at this school and work with commitment and enthusiasm to ensure that they meet the high standards set." OFSTED***