



St. Benedict Biscop C.E. Primary School

"Learning and growing together in Christian friendship"



Headteacher
Candidate Brochure



KEY FACTS AND STATISTICS

Type of School	Primary School
Denomination	Church of England
Age Range	3-11
Location	Wombourne
Co-Education or Single Sex	Co-educational
Year School Established	Open as Academy 1st December 2016
Number of Children	225
Average Class Size	30
Number of teaching staff	10
% of NQT's	0
% of children free school meals	2.67
% of overseas pupils	0
% of children with SEN	12
% English as an additional language	0.89



School Awards



St Bartholomew's CE Multi-Academy Trust

Sedgley Road, Penn, Wolverhampton, WV4 5LG

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Dear Candidate

Thank you for your interest in the post of Headteacher at St. Benedict Biscop CE Primary School. The successful candidate will be joining us at a very exciting time and we are seeking an inspirational leader who has a proven ability to raise standards across the primary age range, whilst always keeping the child at the centre of all decisions.

St. Benedict Biscop CE School serves the Wombourne area of South Staffordshire and is situated in the village. It is a very happy and caring one form entry school with good behaviour for learning and children who are polite, interested and courteous. The school has a very low number of disadvantaged children and a below average proportion of SEND children. Children enter EYFS with attainment that is in-line with the national expectation. Many of our children are more-able and have the potential to be working significantly above age related expectations.

This is a happy school, with great potential, which is very well supported and valued by parents. The school is closely linked to St. Benedict Biscop Church and positively promotes a Christian ethos.

The school was placed into Special Measures in September 2015 and joined St. Bartholomew's CE Multi-Academy Trust in December 2016. During the last six months there have been some significant improvements, as evidenced by outcomes in learning as well as external assessment outcomes, which the successful candidate will be expected to build upon to lead our school to good and beyond. High expectations, excellent curriculum knowledge across EYFS, KS1, KS2 and beyond and a proven ability to raise standards are all essential.

I look forward to the new post-holder joining our MAT and working in collaboration with me and our outstanding leaders across the Trust; ensuring that each and every child at St. Benedict's receives the very best educational opportunities – as this is what all children deserve.

St. Bartholomew's CE MAT is a growing Trust that will provide future promotional opportunities through our Teaching School Alliance status as well as potential Executive Headteacher opportunities that may arise in the future.

The future is very bright for St. Benedict Biscop CE Primary School and we look forward to the successful candidate joining us on this exciting and rewarding journey.

Please arrange a visit to our school so you can meet our delightful and able children and discuss the intricacies of this role further with me. I look forward to meeting with you soon

Yours sincerely

Katy Kent

Executive Headteacher
St. Bartholomew's CE Multi-Academy Trust
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01902 558855

OUR VISION

'We strive to provide all of our children with aspirations to achieve academic and personal success, whilst enjoying life using the gifts that God has given *them*.'



OUR AIMS

- We offer a warm, welcoming and distinctive Christian environment for all children.
- We value, encourage and extend every child's contribution to our school.
- We recognise and celebrate success in everyone and help them to become confident, independent and lifelong learners.
- We expect all members of our school community to support the Christian Ethos of our school and we welcome people of all faiths and beliefs.

OUR ETHOS

We want our children to be happy, to have high self-esteem and to develop self-assurance in their abilities, so that they can learn to handle new situations and accept the challenges that life has to offer.

We want our children to enjoy school, to be enthusiastic, to have perseverance and be able to question why; ready for life and the future challenges they face. We expect all members of our school to support the Christian Ethos of our school and we welcome people of all faiths and beliefs.

ABOUT THE TRUST

St. Bartholomew's CE MAT was formed on 1st September 2016 with St. Bartholomew's CE Primary School being the founding member of the Trust. The flagship school has been judged to be 'Outstanding' (Ofsted 2009 and 2014) and is a National Teaching School. This growing Trust offers multiple opportunities for professional development and further career progression across the Trust. The successful candidate will be supported by Katy Kent, the Executive Headteacher, who is a National Leader of Education and Ofsted Inspector. At St. Bartholomew's CE MAT we place the child at the centre of all that we do.



St. Benedict Biscop CE Primary School joined the Trust in December 2016. The school serves the Wombourne area of South Staffordshire and is situated in the village. It is a very happy and caring one form entry school with excellent behaviour for learning and children who are polite, interested and courteous. The school has a very low number of disadvantaged children and a below average proportion of SEND children. Children enter EYFS with attainment that is in-line with the national expectation. Many of our children are more-able and have the potential to be working significantly above age related expectations.

The school was placed into Special Measures in September 2015 and were judged to be taking effective actions towards the removal of special measures in their most recent HMI visit in May 2016. The future is very bright for St. Benedict Biscop CE Primary School and we look forward to the successful candidate joining us on this exciting and rewarding journey.

CLASSES

FOUNDATION STAGE

The Foundation Stage is made up of our Nursery and Reception classes. All the children follow the EYFS (Early Years and Foundation Stage) curriculum.

Our purpose built Nursery is a bright, attractive and stimulating learning environment. It is fully equipped and also boasts its own interactive whiteboard to enhance teaching and learning. We are also fortunate to have the capacity for outdoor learning in our Nursery playground area.



In Reception class the children experience a range of learning activities which are designed to develop their skills and knowledge in a range of subjects. Children at this age are also encouraged to explore learning opportunities (child initiated learning) in a carefully structured environment.

KEY STAGE ONE

Year 1 children enjoy an exciting transition from the Foundation Stage to Key Stage One and the National Curriculum. We always aim to make this move as smooth as possible encouraging learning through play and more structured activities. The Year 1 curriculum builds upon and extends the experiences that children have had in Reception. Learning through play will continue to be an important part of the school day, and the children will gradually be eased into more formal learning as the year goes on so that they remain motivated, enthused and eager learners.



The children in Year 2 learn through exciting themes and love to learn in lots of different ways! During Year 2, the children build upon existing skills and concepts. The children are encouraged to become responsible members of the school and community, by demonstrating tolerance, understanding and care towards others.

By the end of Year 2, our aim is for the children to have a smooth transition into KS2 as happy, confident and enthusiastic learners, equipped with the skills and independence needed in order to continue to achieve highly.

KEY STAGE TWO

Moving into Year 3 is an important period of transition as the children progress from Key Stage 1 to Key Stage 2. There is further emphasis on developing independence, both in terms of learning and in individual responsibility.

Throughout KS2 we maintain high expectations and foster a happy and caring learning environment, encouraging confidence, self-esteem and pride in the children's achievements. A variety of teaching methods is employed and the curriculum is tailored to individual needs enabling all children to achieve their potential. Year Six is a year of diverse experiences and challenges. It encompasses the challenges of SATs which the children always face confidently and with a mature manner. The children undertake a week's residential trip – a wonderful opportunity for personal development and the chance for greater independence. Year 6 can also be seen as a transitional year between primary and secondary school. Links with secondary schools are, therefore, particularly important.

Headteacher Job Description

Grade/Salary Scale	L12 – L19 (£51,127 to £60,733)
Closing Date	Monday 17th July 2017 at noon
Shortlisting Date	Tuesday 18th July 2017
Interviewing Date	Friday 21st July 2017
Job Start	January 2018
Main Purpose	<p>The Headteacher will:</p> <ul style="list-style-type: none">• Promote and support the vision and direction of St. Benedict Biscop CE Primary School by providing the day-to-day leadership that will enable it to build on its current success and provide high quality education for its children.• Lead and manage the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.• Be an ambassador for the school and will promote and raise its profile in the local and wider community.• Have strategic responsibility for the individual school and will support the vision and direction of the Multi Academy Trust to enable the provision of high quality education for all its pupils.
Key Responsibilities	<p>The Headteacher will strive to undertake the professional duties of a Headteacher, as set out in the National Standards for Headship.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Establish high quality education by leading teaching and learning, having high aspirations and developing all staff.• Be the leading professional in the school.• Be accountable to the Governing Body and the Executive Headteacher.• Provide vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and ambitions established by the governors and the community the school serves.• Be responsible for monitoring and evaluating the school's performance and identifying priorities for continuous improvement. Priorities will include raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices.• Deploy resources efficiently and effectively to achieve the school's aims and objectives.• Be responsible for the effective day to day management, organisation and administration of the school.• Secure the commitment of the wider community to the school by developing and maintaining effective partnerships.• Along with the Governing Body and the Executive Headteacher, be responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.
Shaping the Future	<p>Working with the Governing Body, Executive Headteacher and Trustees, to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Ensure the vision for the school is clearly articulated, shared, understood and effectively acted upon by all.• Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.

Shaping the Future	<ul style="list-style-type: none">• Demonstrate the vision and values in everyday work and practice.• Motivate and work with others to create a shared, positive culture.• Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.• Work in partnership and collaboration with other schools and early years’ providers.
Leading Teaching & Learning	<p>The Headteacher will have a central responsibility for raising the quality of teaching and learning and for pupils’ achievement, setting high expectations and monitoring and evaluating learning outcomes.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning.• Ensure that learning is at the centre of strategic planning and resource management.• Establish creative, responsive and effective approaches to teaching and learning which meet identified needs.• Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.• Demonstrate and articulate high expectations and set stretching targets for the whole school community.• Implement strategies that secure high standards of behaviour and attendance.• Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.• Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.• Monitor, evaluate and review classroom practice and promote improvement strategies.• Challenge under-performance at all levels and ensure effective intervention and follow-up action.
Developing Self & Working with Others	<p>The Headteacher will build a professional learning community that enables others to achieve.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.• Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.• Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.• Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.• Acknowledge the responsibilities and celebrate the achievements of individuals and teams.• Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.• Regularly review their own practice, set personal targets and take responsibility for their own personal development.• Manage their own workload and that of others to allow an appropriate work/life balance.
Managing the Organisation	<p>The Headteacher will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Create an organisational structure which reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

Managing the Organisation Continued

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

Securing Accountability

The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Executive Headteacher and the MAT. The Headteacher is legally and contractually accountable to the Governing Body/Trustees for the school, its environment and all its work.

The Headteacher will:

- Fulfil commitments arising from contractual accountability to the Governing Body/Trustees.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents, carers and the MAT.
- Reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the Executive Headteacher and the MAT. The Headteacher is legally and contractually accountable to the Governing Body/Trustees for the school, its environment and all its work.

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- Reflect on personal contribution to school achievements and take account of feedback from others.

Distinctive Christian Character of the School and Ethos

- Nurture and develop our caring and supportive ethos, in view of our Christian beliefs and practice.
- Encourage every child to become self-reliant, responsible, well-motivated and to develop socially, spiritually, morally and spiritually to their full potential.
- Prepare and encourage our pupils to take their place in our society whilst appreciating and respecting differences within the world.
- Preserve and develop, with support from St. Benedict Biscop Church and Lichfield Diocese, the distinctive Christian character of the school.

Safeguarding Children & Safer Recruitment

St. Benedict Biscop CE Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The Headteacher will:

- Ensure that the policies and procedures adopted by the Governing Body/Trustees are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.
- Co-operate and work with relevant agencies to protect children.

MAT Specific Aspects of Job Description

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- Co-operate and work with relevant agencies to protect children.



FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent 	<ul style="list-style-type: none"> • Evidence of further study • NPQH • Management or leadership training 	Application Form
Training and Experience	<ul style="list-style-type: none"> • Successful previous experience as a Deputy head teacher or AHT • Successful previous experience of raising standards with measurable outcomes • Successful previous experience of supporting other members of staff to improve the quality of teaching, learning and assessment • Extensive understanding and expertise in assessment, tracking, recording and reporting • Knowledge and successful experience of how the effective use of data and target setting can raise standards • Understanding of data analysis including RAISE online • Knowledge of curriculum and assessment • In-depth knowledge of curriculum development and effective pedagogy • Understanding of successful strategies for school improvement • Up-to-date knowledge and understanding of current educational issues • Proven experience of raising standards. • Responsibility for developing, monitoring and evaluating an aspect of school provision • Experience of leading and managing people and holding staff to account • Experience of contributing to self-evaluation and school improvement • Experience of leading training and other staff development activities 	<ul style="list-style-type: none"> • Successful previous experience as a Headteacher or Headteacher • Proven track record as an outstanding teacher in EYFS, KS1 and KS2 • Thorough knowledge of the curriculum for EYFS, Key Stage 1 and 2 • Experience of working with a wide range of agencies to develop a full range of Community support • Successful experience of working in/improving a school in category • Experience of working with governors, parents and the wider community • Experience of managing change in schools • Experience as safeguarding lead or senior designated professional • Experience as SENDCo or working closely with the SENDCo. 	Selection Procedure
Skills and Abilities	<ul style="list-style-type: none"> • Demonstrate an ambitious vision for the school empowering all pupils and staff to excel • Demonstrate leadership that has decisive impact on the quality of teaching and pupil's achievements • Lead by example - with integrity, creativity, resilience, and clarity • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards children and staff, and towards parents, governors and members of the local community 		Selection Procedure Application Form

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>Skills and Abilities Continued</p>	<ul style="list-style-type: none"> • 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. • 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. • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society. • Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. 		<p>Selection Procedure Application Form</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Positive, enthusiastic and highly motivated • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Integrity, commitment, enthusiasm, energy to persevere and succeed. 		<p>Selection Procedure Application Form</p>
<p>Commitment</p>	<p>Must have a commitment to:</p> <ul style="list-style-type: none"> • The Christian Ethos of the School. • A commitment to maintain and develop the distinctive Christian character of the school and continue to develop links with the local Church. • Demonstrate a caring and supportive ethos in line with the school's Christian foundation. • Maintaining and further developing links with St. Benedict Biscop's Church and the community. • Continuing the relentless process of raising standards. • Ensuring children of all abilities reach their full potential. • Have a genuine commitment to equal opportunities. • Involving parents in the life of the school. • Working with School Governors. • Contributing to a self-evaluating school. • Undertaking the demands and challenging workload which a Headteacher post inevitably entails (preferably with a smile). 		<p>Selection Procedure Application Form</p>





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If you would like further information or to arrange a School visit
please contact Grace Rowley on:

T: 01223-907-973 **M:** 07901-585-959 **E:** growley@academicis.co.uk

www.st-benedictbiscop.staffs.sch.uk

All applications to be sent to Grace Rowley no later 12 noon on Monday 17th July 2017.



We reserve the right to research applicants on social media platforms and the internet, and the Trust board may take this into consideration during the recruitment process.