



SAXONBURY AND ASPIRE FEDERATIONS

Executive Headteacher Candidate Brochure

Dear Applicant,

First and foremost, thank you for your interest in the post of Executive Headteacher, presiding over our two Federations.

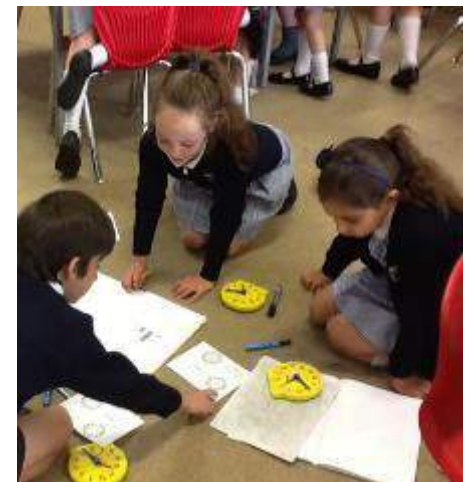
We are passionate about making a difference to the children who attend our schools. Our drive is to ensure that our four small rural schools continue to thrive and to deliver the best possible outcomes for every child.

The Saxonbury Federation is at an exciting point in its journey. It federated in October 2015, and considers the two current schools to be a great match: both are Church of England schools, both are half-form entry and of similar size, and the schools are within 10 minutes drive of each other. Partnership and subsequent federation have already delivered tangible benefits of shared working and economies of scale. The Saxonbury Federation is keen to build on this success by creating sustainable and successful partnerships between rural schools with a Christian ethos.

The Aspire Federation came into existence in September 2016 and comprises Five Ashes and Mayfield CEP schools. Whilst there are many similarities between the two schools, we value equally their uniqueness. Mayfield is the larger school, central to Mayfield village life, having single form entry and Five Ashes is a traditional small village school with two years per class (the first class also including Reception) and a great family feel to it, being an integral part of the village. When the characteristics of these two schools are taken with those of the two schools in the Saxonbury Federation we believe this gives the right candidate variety and challenge when formulating an overall strategy for the partnership. At the same time initial discussions have shown that our vision and strategy are closely aligned with those of the Saxonbury Federation, especially in terms of improvement, staff development and Christian ethos, so cooperation from both Governing Bodies is guaranteed.

This post is an exciting opportunity for the right candidate to participate in both Federations' journey, and to ensure continued success. As such, the right candidate will both challenge and support us as we develop our vision and strategy. As our new Executive Headteacher you will have hard working Governors and a dedicated and motivated teams of staff who share our vision and work collaboratively to secure Federation-wide and individual school improvement. While we value the uniqueness of each school, our school communities have strong links within their respective villages and surrounding areas. You will sustain the strong Christian ethos of our schools, whilst pursuing excellence for all the children.

We very much hope that you will visit our schools to see first-hand what they have to offer and how lovely they are. We look forward to welcoming you.



THE SAXONBURY AND ASPIRE FEDERATIONS



Mayfield Church of England Primary School

Type of School	Voluntary Controlled School Primary
Denomination	Church of England
Age Range	4 to 11
Location	East Sussex TN20 6TA
Co-Education or Single Sex	Co-Educational
Number of Children	c150
Number of teaching staff	9
% of children free school meals	6.6%
% of children with SEN	6%
% English as additional language	0.7%
Ofsted rating	Good – December 2015



Five Ashes Church of England Primary School

Type of School	Voluntary Controlled School Primary
Denomination	Church of England
Age Range	4 to 11
Location	East Sussex, TN20 6HY
Co-Education or Single Sex	Co-Educational
Number of Children	c50
Number of teaching staff	4
% of children free school meals	21.1%
% of children with SEN	4%
% English as additional language	0%
Ofsted rating	Good – June 2016

THE SAXONBURY FEDERATION

of Frant and Mark Cross Church of England Primary Schools



Mark Cross CE Aided Primary School

Type of School	Voluntary Aided School Primary
Denomination	Church of England
Age Range	4 to 11
Location	East Sussex, TN6 3PJ
Co-Education or Single Sex	Co-Educational
Number of Children	101
Number of teaching staff	5
% of children free school meals	2.9%
% of children with SEN	7%
% English as additional language	6%
Ofsted rating	Outstanding - June 2009



Frant Church of England Primary School

Type of School	Voluntary Controlled School Primary
Denomination	Church of England
Age Range	4 to 11
Location	East Sussex, TN3 9DX
Co-Education or Single Sex	Co-Educational
Number of Children	101
Number of teaching staff	5
% of children free school meals	8.9%
% of children with SEN	6%
% English as additional language	1%
Ofsted rating	Good – February 2017

The Aspire Federation came into existence in September 2016 and comprises Five Ashes and Mayfield CEP schools. They are geographically close to each other being in the same parish and associated with the impressive St Dunstan's Church in Mayfield. They are also within a ten minute drive of the schools in the Saxonbury Federation in this beautiful part of East Sussex.

The strategic vision of the Aspire Federation is that our two schools are committed to working together and separately for the benefit of all pupils, with the ultimate goal of both schools being able to provide all children with a creative and innovative outstanding education.



Mayfield CE Primary School sits at the heart of the village and plays an important role in the local community. We feel our school has a very special atmosphere which many visitors have commented on; as well as being a supportive learning community, we are welcoming and inclusive where everybody is valued and every child matters. We have high expectations and work hard each day to live out our mission statement:

Nurturing relationships, Inspiring excellence, Achieving potential

We are a Church of England Primary school and all that we do is guided by our Christian values. In both our OFSTED and recent SIAMS (Diocesan) inspections, we have been described as a school that looks outwards; we are very proud of the links we have made with our partner school, Five Ashes, other schools in our locality and our local pre-school.

The links that we have made enable us to offer our children a very rich and varied curriculum with plenty of opportunity for extracurricular activity. We ensure all our children learn in the local woodland each term as we believe learning does not stop at the classroom door. We are fortunate to be able to offer all our Key Stage 2 children four years of swimming lessons at the independent school in the village. Sport is celebrated as part of school life with many children taking part in a variety of local sporting engagements. We also encourage our children to participate in the arts through local drama, dance and craft events. These provide a way for our children to experience demonstrating their talents to a wider audience. Where there are sometimes not opportunities for the children to go out and experience something, we welcome a wide range of visitors into our school community. All of these aspects and much more ensure our school is a vibrant place to be, full of opportunity and excitement.

We have fantastic staff at Mayfield who are all committed to making each day a dynamic, exciting learning experience for the children in our care. Good relationships with parents are valued highly and we see them as partners in their child's learning.

'At Mayfield CE Primary School everybody has a positive attitude and always tries to do their best. We work hard to make sure we have a friendly and caring environment where children, staff and our school always look smart and presentable.'

Our whole school community has a vision which is to encourage confident and courageous children who are responsible, make good choices and aspire to achieving their dreams. We want our children to have respect for everyone and everything, take care of their community, be helpful, honest and have good manners.' - School Council October 2013.





Five Ashes Church of England Primary School provides a high standard of primary education for children aged 4 to 11 years. We successfully combine all the advantages of a small village school, such as small classes with the most recent advances in educational technology. However, academic excellence is not our sole priority – we believe that it is equally important to encourage every child to realise their individual potential. As a result the children also gain a high degree of self-confidence, which eases their transfer to Secondary school.

Five Ashes C of E Primary School is a small village school. We have 3 classes, which are smaller than average in size and also have a high adult to child ratio. We have a wide range of resources to offer children an exciting and varied curriculum, as well as ensuring all children take part in regular educational trips.

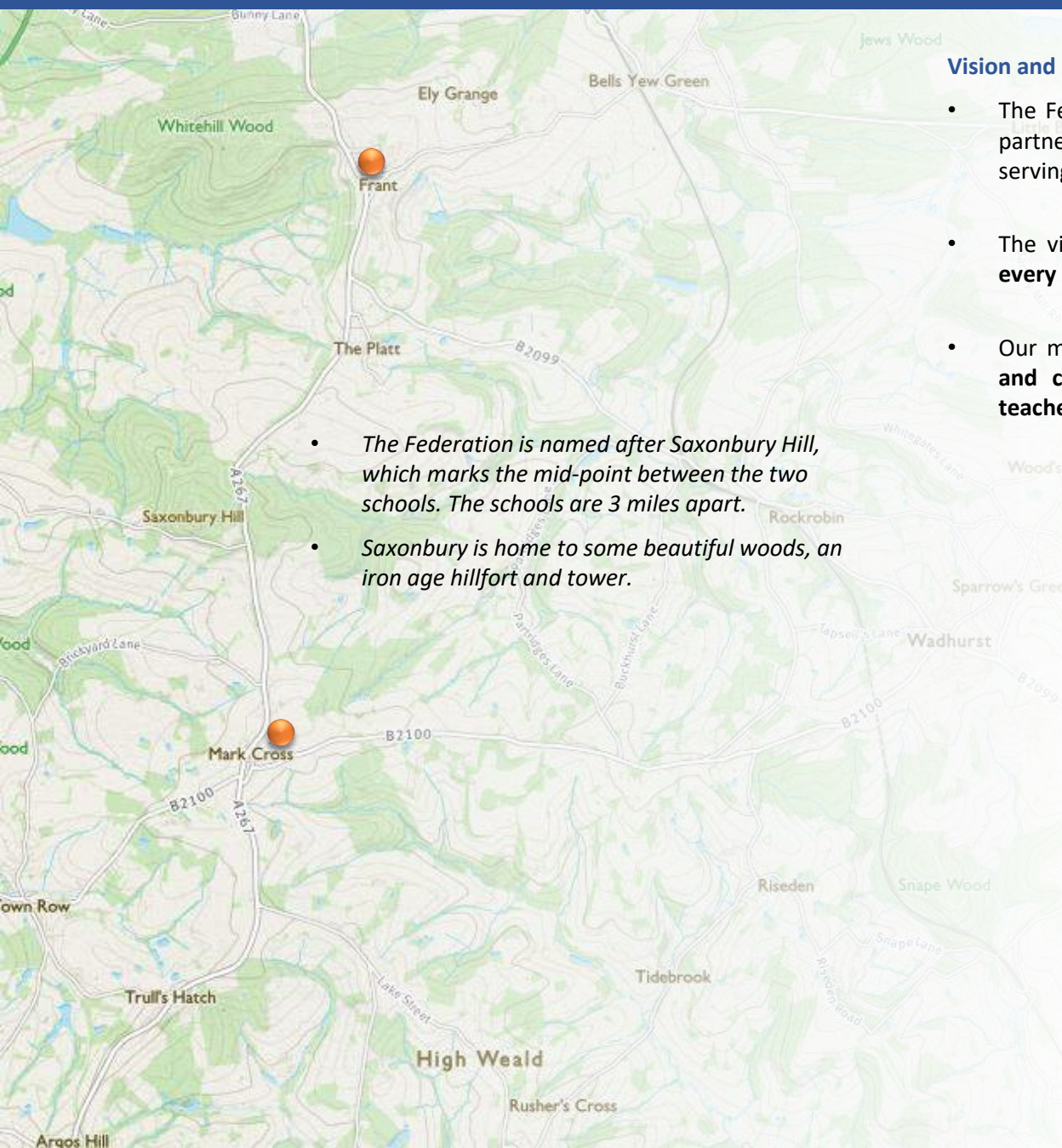
Our Values

- As a Church of England Primary School our vision statement states that we are a school where the Christian Faith underpins our ethos. Being a values based school allows us to explore Christian based values through practical activity, collective worship and homework.
- Over a three year rolling programme we will focus on one value in detail each term. The Values that we focus on are; Courage, Trust, Creativity, Justice, Forgiveness, Peace, Humility, Truth, Thankfulness, Compassion, Hope and Friendship.
- Although we see these values as Christian values, we strongly feel that they are values all children need to learn about and develop in order to become productive, successful and caring members of society.
- We seek to make links between our values and real events where possible in order to contextualise the children's understanding.
- Values give our school cohesiveness; we ground them in real life and enable children to understand how the value we are focussing on translates in to their lives and their actions.

We offer small class sizes with exceptionally high staff pupil ratios. All the children are well known to staff and to each other and are taught to be aware of others and their needs, adults as well as children. They are also encouraged to develop self-discipline in their work habits, behaviour and play.

Five Ashes is a Church of England School. We hold end of term services in the local church at Christmas, Easter and Harvest as well as our Leavers Service in July. Our religious education is based on the East Sussex Agreed Syllabus and encompasses the study of other faiths.

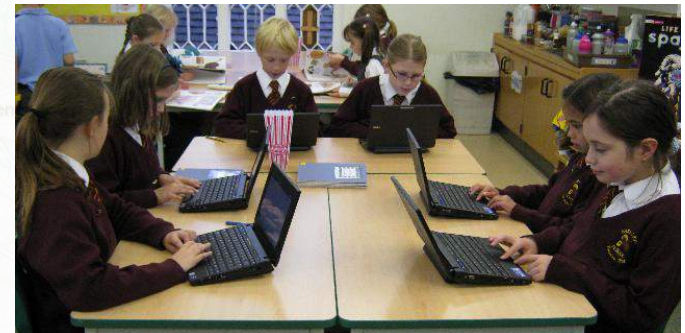




- *The Federation is named after Saxonbury Hill, which marks the mid-point between the two schools. The schools are 3 miles apart.*
- *Saxonbury is home to some beautiful woods, an iron age hillfort and tower.*

Vision and Mission

- The Federation was established in 2015, building on the successful partnership between two small rural Church-affiliated schools serving the communities of Frant and Mark Cross.
- The vision of the Federation is **to maximise the potential within every child.**
- Our mission is **to create within our schools a happy, questioning and creative environment with Christian values where pupils, teachers and parents feel engaged, valued and inspired.**





Mark Cross Church of England Primary School is a very happy and welcoming school with a 'family feel.' Visitors often comment on the distinctive warm and positive ethos that pervades the school. As a Church Aided school, 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.

We offer an exciting curriculum where teachers and pupils work together to ensure high quality teaching and learning opportunities that enable all pupils to flourish and achieve their very best.

We are very fortunate to have a large number of parents and other members of the community who regularly help in school, supporting a wide range of activities. The Friends of Mark Cross School are an active set of parent fundraisers who have helped finance many facilities in school, through a variety of popular events.

We are proud of the school's many achievements which have been the result of hard work by a professional team of staff and an equally determined and enthusiastic group of children. Mark Cross Church of England Primary School was awarded 'Outstanding' in its most recent Ofsted inspection.

Mark Cross was last inspected by Ofsted in 2009, at which point it was judged to be OUTSTANDING.

The village school was erected in 1851, as a National School for village children aged between 4 and 11. It was converted into a church in 1873. Mark Cross CE Aided Primary School is now situated just behind the church. The church and primary school are very much at the heart of the community.





Frant Church of England Primary is a voluntary controlled church school proud to be a part of a thriving village community. The school moved to a brand new building in January 2011 and is classified as an Eco School. Intake is 15 pupils per annum across 4 classes, ranging from reception to year 6.

The school values were derived from ideas put forward by the School Council. Their ideas were used to produce an acrostic:

Fun and friendship
Respect for others
Aiming high
Not afraid to ask
Together with Jesus

Our intake per annum is 15, as we are half form entry. We consist of 4 classes, ranging from reception to year 6. Each of our classes are named after trees found in our countryside.

Chestnut Class - Reception (age 4 and 5)

Beech Class - Key Stage 1: years 1 and 2 (ages 5 to 7)

Hazel Class - Lower Key Stage 2: years 3 and 4 (ages 7 to 9)

Oak Class - Upper Key Stage 2: years 5 and 6 (ages 9 to 11)

Our vision is...

'To provide a nurturing environment which is inclusive of all needs and makes learning exciting and fun while developing creative and independent thinkers.'

At Frant Primary School our aim is to plan and teach a curriculum which is fun, exciting and where possible, makes full use of the outside environment.

We have a committed team of teachers and support staff that is keen to support and challenge all children, whatever their needs and abilities. They encompass varied teaching styles and approaches which ensures the delivery of a balanced and varied curriculum through a range of teaching and learning opportunities.

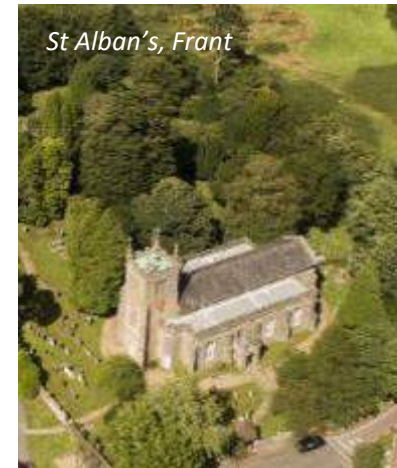
Frant's most recent Ofsted report is from February 2017, at which point it was judged to be GOOD.



- The FMCS (Friends of Mark Cross School) organise social and fun activities throughout the school year that raise funds to enhance the school environment. We are currently a committee of seven with additional parent and teacher volunteers that we can call on to help at the larger events.
- We run popular annual events such as the Spring Fayre, Easter egg hunt, Christmas secret shopping and summer BBQ. We also organise after school film and craft sessions and the occasional larger event such as a sponsored run or dragon boat race. At the end of last year we sold photo calendars which were very popular.
- We work closely with staff if they have an area that they would like additional funding for. Previous fundraising has paid for the eco building, improvements to the outdoor space and play equipment, IT equipment and has part-funded school trips.
- We have a great PTA for a small school and our efforts are greatly appreciated by children, staff and parents.
- Frant Parent Teachers & Friends Association (PTFA) raises funds to improve our children's educational environment and to support the education of every child in the school.
- The PTFA is a dedicated and determined group of mums and dads, who together with an army of parents and other helpers, have fun organising a variety of events and activities each year. These range from a magnificent fireworks display, jumble sales, festive fairs and school discos to the more sedate pamper evenings, welly walks and children's bedtime stories.
- The significant funds raised have helped to purchase things such as a new piano, a new computer suite and the very latest practical equipment to help support the schools' new maths curriculum.
- The PTFA is immensely proud of the difference it is able to make to our children's educational lives. It strives to work closely with the staff to identify ways our PTFA can make some of the school's wants and needs a reality.
- We at the PTFA are very much looking forward to working with you to help give our children the very best opportunity in life.



- The Saxonbury and Aspire Federations' ethos and spiritual outlook is based upon its Christian heritage.
- Both Federations seek to uphold and embrace the teachings of the Christian faith. The schools encourage the children to understand, explore and discover for themselves the teachings of Jesus. The great commands of Jesus, to love God and to love our neighbours, are the foundations that underpin much of our moral and ethical teaching.
- We seek to educate the whole child and recognise that a good education includes allowing and encouraging children to develop a natural sense of awe and wonder.
- With the help of the school family, we look to ensure that our children are at ease and comfortable with their thoughts and beliefs, whilst being able to make well-considered decisions. Our overriding hope is that our children will be truly fulfilled and prepared for the next stage of life's journey.
- We believe that much of this comes from a personal relationship with God and the hope is that our children will *live, love and learn in the likeness of Jesus*.



Main purpose of the job

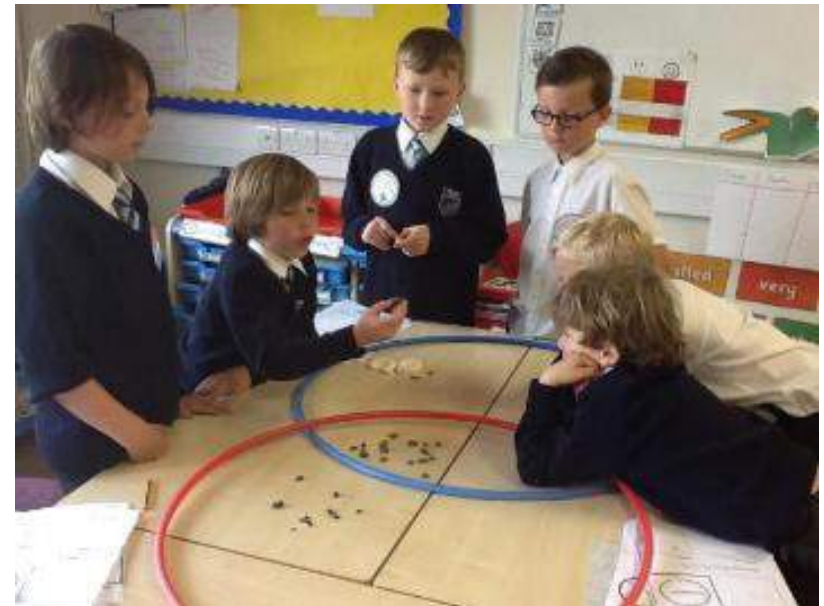
Working alongside the Heads of Schools, the Executive Headteacher of The Saxonbury and Aspire Federations will provide professional leadership to deliver continued success and improvement, by ensuring high quality education for all its pupils. As leader of the schools, the Executive Headteacher will embody and promote its Christian ethos, values and culture.

Shaping the Future

This will involve having a strategic overview of how each school contributes to the development and success of the Federations.

Working with the Head of Schools, the Executive Headteacher will want to create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the Federations and their wider communities.

The Executive Headteacher must be able to translate the vision into clear objectives that promote and sustain school improvement, and must also ensure the Federations develop to the benefit of their pupils, staff and their communities.



Key responsibilitiesQualities and Knowledge

1. Hold and articulate a clear Christian vision for all four schools in both Federations, ensuring this vision is clearly articulated, shared and acted upon by all.
2. Demonstrate Christian values in everyday work and practice, focused on providing excellent education for all children.
3. Demonstrate and develop positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
4. Lead by example - with integrity, creativity, resilience, and clarity - drawing on own knowledge, expertise and skills, and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. Work at developing the Federations' strategic plan and vision, supported by sound financial planning, in the context of local and national policy.
7. Communicate compellingly the Federations' vision and empowering all pupils and staff to excel.
8. Work at developing the Federations' revenue streams by investigating and identifying new sources of income resulting in sustained growth and stability for each school.

Pupils and Staff

1. Ensure a consistent focus on achieving ambitious standards for all children, using data and benchmarks to monitor progress.
2. Ensure that pupil learning is the focus of successful classroom practice, leading to rich curriculum opportunities and a love of learning for all children.
3. Encourage shared best practice within and between partnership schools.
4. Ensure that all staff are motivated and supported to develop their own skills and knowledge and are encouraged to support each other across the Federations.
5. Hold all staff to account for their professional conduct and practice.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Key responsibilities – continuedSystems & processes

1. Ensure that the schools' systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. 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 wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the Governing boards to understand their role and deliver their function effectively, particularly its functions to set school strategy and hold the Executive Headteacher and senior leaders to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the schools.
6. Distribute leadership across the Federations, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

1. Create outward-facing schools, working with other schools and other organisations in a climate of mutual endeavour, championing best practice and securing excellent achievements for all pupils.
2. Promote the schools and develop effective relationships with the wider community, fellow professionals and colleagues in other public services, including the local church community, to improve social and academic outcomes for all pupils.
3. Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and is confident of collective external and internal accountability for the success of the schools.
4. Ensure the quality of teaching is shaped through high quality training and sustained professional development for all staff.
5. Ensure that parents, carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to their school's success.
6. Inspire and influence others – within and beyond the schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Executive Headteacher will carry out their professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and Education and Employment legislation.

THE SAXONBURY AND ASPIRE FEDERATIONS – EXECUTIVE HEADTEACHER

The Saxonbury and Aspire Federations are 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. A Disclosure and Barring Service (DBS) certificate will be required for this post.

The Executive Headteacher will:

- Work with governors to ensure that all safeguarding duties are fulfilled under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the school as set out in the statutory guidance “Keeping Children Safe in Education” (DfE, September 2016) and “Working Together to Safeguard Children” (DfE, March 2015), are effective and comply with the law at all times.
- Ensure 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 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.

This job description should be read alongside the requirements of the DfE’s School Teachers’ Pay and Conditions Document 2013, 2014, 2015 and 2016 (section 2, part 7, paragraphs 48 to 54) and is based on the National Headteacher Standards (2004, 2012) and the “National Standards of Excellence for Headteachers” published by the Department for Education in January 2015 which sets out in greater detail the general requirements for Headteachers and the standard terms of their employment.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation between the Executive Headteacher and the Governing boards in future.



Characteristics		Desirable	Essential
Qualifications & Experience	Qualified Teacher Status at first degree level or equivalent		✓
	National Professional Qualification for Headteachers	✓	
	Substantial and successful teaching experience across the primary-age range in more than one school		✓
	Senior leadership experience in a primary school (preferably a CE school) at Headteacher level	✓	
	Experience of school financial management		✓
	Experience of working successfully and cooperatively as a member of a team in school		✓
	Experience of developing partnership and learning between schools	✓	
	Experience of leading SIAMS process and inspection	✓	
Professional Knowledge	Understands and has good knowledge of current issues in education		✓
	Uses data, assessment and target setting effectively to raise standards/address weaknesses		✓
	Understands and uses self-evaluation and school improvement processes effectively		✓
	Understands the roles and responsibilities of an Executive Headteacher and of Governors in voluntary aided and voluntary controlled schools		✓
	Understands and is committed to promoting and safeguarding the welfare of pupils		✓

Characteristics		Desirable	Essential
Leadership skills	Possesses good inter-personal skills and an approachable style of leadership		✓
	Able to develop and share a clear vision		✓
	Able to motivate, coach, challenge and nurture teaching and support staff of all grades		✓
	Able to engage with the wider local community, and with both LA and Diocesan counterparts	✓	
	Able to manage four sites and to balance their needs fairly	✓	
Personal Attributes	Possesses emotional intelligence and demonstrates empathy		✓
	Inspires trust and confidence within and across the schools and communities		✓
	Able to think creatively and demonstrate initiative in solving problems		✓
	Able to exercise flexibility, resilience, good judgement, approachability and enthusiasm		✓
Commitment to Christian Ethos	Fully supportive of moving the Federations' Christian ethos forward and developing this further	✓	
	Committed to partnership with governors, the church, parents and the wider community		✓
	Leads engaging and inspirational school worship	✓	
	Understands the importance of the school within the context of the life of the church and the wider community.	✓	

THE SAXONBURY AND ASPIRE FEDERATIONS – EXECUTIVE HEADTEACHER



Frant Church of England Primary School
Church Lane, Frant, TN3 9DX
www.frantcep.e-sussex.sch.uk



Mark Cross CE Aided Primary School
Mark Cross, Crowborough, TN6 3PJ
www.markcrossce.e-sussex.sch.uk



Five Ashes Primary School
Five Ashes, Nr Mayfield, East Sussex TN20 6HY
www.fiveashes.esussex.dbprimary.com



Mayfield Church of England Primary School
Fletching Street, Mayfield, East Sussex TN20 6TA
www.mayfieldcep.e-sussex.sch.uk

If you would like further information or to arrange a School visit please contact Robert Cattermole, Senior Executive Recruiter on:

T: 01223-907-971 M: 07825-346-535 E: rcattermole@academicis.co.uk

All applications to be sent via email to Robert Cattermole no later than 12 noon on Monday 18th September 2017.

