



St John's Meads Church of England Primary School

Headteacher Candidate Brochure



KEY FACTS & STATISTICS

Job Title: Head Teacher

Pay Scale: L12—L18 (£51,639—£59,857)

Appointment from: September 2018

Closing Date: 13th November 2017 at 12 noon

Shortlisting Date: 14th November 2017

Interview Days: 20th & 21st November 2017

Type of School	Voluntary Aided Primary School
Denomination	Church of England
Location	26 Rowsley Road, Eastbourne, BN20 7XS
Age Range	4 to 11
Co-educational or Single Sex	Co-educational
Number of Pupils on Roll	219
Pupils entitled to Pupil Premium	11%
Number of Pupils with SEND	8.67%
Pupils whose first language is not English	11%
Ofsted Rating	June 2016 Inspected as Good
SIAMS Rating	April 2017 Inspected as Outstanding
School Website	http://www.meads.e-sussex.sch.uk/



Welcome from the Chair of Governors.

Thank you for your interest in the post of Headteacher at St John's Meads C of E Primary School.

Our school is a one-form entry Primary School situated in the Meads area of Eastbourne close to the sea and South Downs. It is well established in the local community and is a popular school with a strong reputation. In June 2016 OFSTED rated the school as good and at the recent SIAMS inspection in April 2017 it was rated outstanding. There is a strong Christian ethos evidenced through our 'Rainbow Vision' which underpins our caring and inclusive environment. Each colour of the rainbow represents a statement from our school vision.



We are looking to appoint someone who has the vision, enthusiasm and commitment to lead our school forward, in order to secure excellent outcomes for all the children. Working closely with governors, the successful candidate will also have opportunities to guide and influence our future ambitions and develop further an outward facing school that works collaboratively with other Eastbourne schools. We aim to champion and share best practice and secure excellent achievement for all children in a climate of mutual support and respect.

Our new Headteacher will ensure the safeguarding and welfare of all the children within a nurturing and inclusive environment, where high expectations and good behaviour underpin the school's vision for all children to learn well and to achieve the highest possible standards.

We are committed to securing excellence in learning, progress and attainment for all pupils through exciting and stimulating teaching which encourages a love of learning. We want all children to develop as enthusiastic, creative and positive young people who display good personal and social skills alongside their emotional and spiritual well-being and development.

Our children are enthusiastic and proud of their school. They are also courteous, welcoming, lively and eager to learn. The School Council told me that some of the qualities they would like to see in our new Headteacher include being fair, putting important things first, being kind but strict, someone who can say 'please and thank you' and fun loving, as our school is a joyful place.

The dedicated and hard-working staff team are keen to continue the development of their skills and competencies. They would like our new Headteacher to be a person with integrity who has a clear vision for the school and who can make considered strategic decisions whilst valuing staff contributions. They also want our new leader to be open-minded, consistent, organised, empathetic and approachable with Christian values and a good sense of humour.

The Board of Governors is supportive, dedicated and experienced. We are aware of our roles and statutory responsibilities in school and are committed to excellence and school improvement. We have a wide range of skills represented on the Board and work closely with senior leaders as an integral part of the leadership and management of the school.

As a voluntary aided school, we are looking for a Headteacher who will both embody and promote its Christian ethos, values and culture. Our Headteacher will also provide the school with clear vision, strong leadership and coherent strategic direction, securing a climate of continuous improvement in order to build on the school's strengths and take it forward to further success.

I trust that this Candidate Brochure will provide an overview of the exciting opportunities that this post offers and also supply all the information that you need. However words on a page can only provide part of the picture and we do warmly encourage you to visit the school. I would be delighted to meet you and show you around so that you can see the school in action and have an opportunity to ask any questions.

If you believe you have the drive and vision to take us forward on the next stage of our journey, we look forward to hearing from you. Application forms must be received by Monday 13th November at 12 noon with interviews taking place on 20th and 21st November.

Linda Caroe

Chair of Governors

Our School

“A caring, Christian learning place, developing our love of God and of others, our self-respect and courtesy”. (School Vision 2017-18)

We enjoy a beautiful school site located in the Meads area of Eastbourne, nestling under the Downs with the dramatic and historical seafront nearby. Our school buildings are situated in a wonderful setting where the children can easily access the Downs and the beach to enhance their learning in all areas of the curriculum.

Our school is dedicated to upholding the distinctive Christian ethos and values that are at the heart of everything we do. These values are embedded in our school practices including collective worship and our rainbow vision.

In our recent SIAMS report (April 2017) “The distinctiveness and effectiveness of St John's Meads as a Church of England school were rated outstanding;

- *The Christian values and ethos of the school underpin decision making and relationships in the school.*
- *All members of the school community understand that the school's values are founded in an explicit Christian ethos.*
- *Collective worship is valued by all stakeholders particularly because pupils are active participants in leading and planning collective worship.*
- *Religious education (RE) is treated as a core subject and outcomes are in-line with other core subjects. High quality learning opportunities, which challenge the pupils, are evident in the RE books.*

At St John's Meads, we recognise the historic foundations of our school. The school has strong links with St John's Church and very much wants to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. We aim to:

- Serve its community by providing an education of the highest quality within the context of Christian belief and practice;
- Encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils.

Each year we hold many special services at the Church such as Harvest Festival, Service of Remembrance, Christmas celebration, Mothering Sunday, Father's Day, Education Sunday and an end of year Leavers' service. Parents, carers, governors and members of the local community are always invited to attend these events.

Revd Giles, the vicar, visits the school regularly to share stories with the children and lead assemblies. A family Communion Service is held three times a year. Our daily collective worship is mainly led by the staff with a number of local church Ministers visiting every week to take an assembly. The St John's Church 'Youth and Family' minister is also a TA at the school and supports RE teaching and collective worship. He organises a 'Prayer Space' for the children three times a year.

Information about the Diocese of Chichester

St John's Meads is a voluntary aided school and one of many church schools in the diocese. In total there are 158 Church of England schools and academies There is also a growing number of partnership primary phase schools.

The Diocese of Chichester was founded in 681 by St Wilfrid, who converted the Kingdom of the South Saxons and established a cathedral at Selsey, which no longer exists. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes, which are served by over 500 clergy and employed lay workers.

A range of services are offered to governors and Headteachers including:

- support and training in RE and Collective Worship;
- training for Headteachers, senior staff and clergy;
- Assistance in developing a distinct Christian ethos in the school;
- advising on the appointment of Headteachers and deputy heads;
- pre and post denominational (section 48) inspection monitoring and support;
- governor training and support;
- advice in maintaining, developing and funding school buildings;
- advice in formulating and administering admissions policies.



Mailings are sent to schools four times a year. All church schools and academies in the diocese are expected to enter into a Service Level Agreement with the Diocesan Board of Education

Information about Eastbourne

Eastbourne is a large seaside town in East Sussex. It is located on the doorstep of England's newest national park and offers an excellent quality of life. The town is within easy reach of Brighton, Lewes and Hastings and has a direct train service to London.

Our main resort beach is located between the Pier and the Wish Tower. This beach is an award-winning beach and boasts excellent bathing water quality, first class cafes and bars. You can also take to the water for sports such as wind surfing or head for the stretch of the promenade, known as the Royal Parade, for skating, cycling and running. Eastbourne's Victorian ancestry means it is blessed with large properties and generous, tree-lined streets. Its town centre is also quite compact, making it easy to walk around and work is in progress to re-develop the centre, to include new shops and business space.



The town grew rapidly in the 1800s and much of its architecture dates from this period. Eastbourne has an attractive seafront, a seaside pleasure pier, Napoleonic fort and more than three miles of shingle beaches. Sovereign Harbour is northern Europe's largest composite marina complex with four linked harbours, a large free car park and the hugely popular Waterfront retail and restaurant development.

The town also has four theatres, the Towner Art Gallery and many other venues for arts and music. Devonshire Park is currently undergoing restoration work, and the area has been earmarked as a new cultural and tennis destination. State-of-the-art facilities will be built and the existing listed buildings will be re-vamped. There are many major attractions held in Eastbourne each year, such as the Aegon International women's tennis at Devonshire Park and the Eastbourne Air show (held on the seafront), which is free to attend and includes a live music stage and fireworks display.



Eastbourne borders the beautiful countryside of the South Downs National Park, which includes the famous white cliffs of Beachy Head and the Seven Sisters. You can venture from the seafront to the top of the 530-foot-high cliffs to get stunning views over the English Channel. For more information see <http://www.visiteastbourne.com/>



Candidate Job Description

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 Headteacher and the Governing Board in the future.

The Headteacher will be:

- Employed under School Teachers' Pay and Conditions 2016 and to work towards meeting the requirements of the National Standards of Excellence for Headteachers (2016-2017) and will be appraised with those standards in mind.
- Professional development, mentoring and other support will be put in place according to the needs of the Headteacher.

Vision and Core Purpose

- As leader of the school, the Headteacher will embody and promote its Christian ethos, values and culture.
- The Headteacher will provide the school with clear vision, strong leadership and coherent strategic direction, securing a climate of continuous improvement in order to build on the school's strengths and take it forward to further success.
- The Headteacher will work with governors to ensure that all safeguarding duties are complied with under the relevant legislation and ensure the welfare of all the children within a nurturing and inclusive environment.
- The Headteacher will ensure high expectations and good behaviour underpin the school's vision for all children to learn well and to achieve the highest possible standards and make progress against all core curriculum areas.

Qualities and Knowledge

- Hold and communicate a clear Christian vision for the school, ensuring this vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate Christian vision and values in everyday work and practice ensuring a sharp focus on the provision of an excellent education for all the children.
- Work with the Board of Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation.
- Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success.
- Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- Ensure that strategic planning is rooted in Christian values, including those of diversity and equality reflecting the experience of the school and community at large.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

Candidate Job Description

Pupils & Staff

- 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.
- Promote 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 alongside an effective assessment framework.
- Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up,
- Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.
- Create a workplace ethos of loyalty, trust and mutual respect within which all staff are motivated and supported in developing their knowledge and skills and in supporting each other.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.
- Report to the Board of Governors annually on the professional development of all staff at the school and advise the governing board on the adoption of effective procedures to deal with any underperformance.
- Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance. Manage own and others workload to allow an appropriate work/life balance.

Systems & Processes

- Create and develop 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. Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.
- Manage the schools resources efficiently and effectively as follows:
 - ◆ Human Resources, including recruiting, retaining and deploying staff appropriately to achieve the school's goals and priorities
 - ◆ Financial Resources, including effective administration and control in line with budget plan
 - ◆ Accommodation and other resources, taking account of curriculum needs and health and safety requirements
- Work with governors to recruit and retain staff of the highest quality.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents and carers, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively.
- Provide information, objective advice and support to the Board of Governors to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.
- Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.
- Produce and implement clear, evidence based improvement plans and policies.
- Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
- Promote and safeguard the welfare of children and young people the Headteacher is responsible for or comes into contact with.

Candidate Job Description

The Self-Improving School System - Deployment of Staff and Resources

- Create an outward-facing school, working with other schools, the Teaching Alliance and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance.
- Promote the school and develop effective relationships with the wider community, including the local church.
- Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.
- Ensure that parents, carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
- To promote and enhance an effective relationship between home and school, ensuring that parents / carers are fully informed about all matters relating to the education and well being of their children and to recognise their own responsibilities.

Other Duties: The Headteacher will also be required to undertake any other such reasonable duties as deemed necessary by the Board of Governors.

Keeping Children Safe in Education

St John's Meads 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. A Disclosure and Barring Service (DBS) certificate will be required for this post.

This appointment is subject to the current conditions of employment set out in the Teachers Pay and Conditions as they relate to Headteachers and to the general terms and conditions. The post will be subject to enhanced checks as part of the school's Prevent duty. The Headteacher will be the lead authority on safeguarding and will therefore be required to keep fully acquainted with the relevant legislation and of any changes that may come about in safeguarding practice.

The Headteacher will:

- Work with governors to ensure that all safeguarding duties are complied with 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 whistleblowing practices.

Person Specification for the role of Headteacher in a Church of England School

A: Application form; SS: Supporting Statement; I: Interview

The knowledge, skills and understanding listed in this person specification are derived from the elements of the job description for this post.

Short-listing will be carried out on the basis of how well the requirements of the person specification are met.

You should indicate clearly how you believe you meet these requirements, with examples of impact, when you complete the application form and the supporting statement.

If you are selected for interview, you will be asked to undertake various practical tasks during the day, which are related to items in the person specification.

Characteristics		Desirable	Essential	*
Qualifications & experience	Qualified Teacher Status at first degree level or equivalent		✓	A
	National Professional Qualification for Headteachers	✓		A
	Senior leadership experience in a primary school (preferably a CE school) at Headteacher or Deputy Headteacher level		✓	A, SS
	Substantial and successful teaching experience across the primary age-range in more than one school		✓	A, SS
	Experience of working with children with special educational needs	✓		A, SS
	Experience of working with relevant IT systems, including those designed to support teaching and learning, strategic planning and high-quality communication		✓	A, SS, I
	Experience of school financial management	✓		A, SS, I
Qualities and Knowledge	Hold and articulate a model vision for the school with clear distinctive Christian values and moral purpose		✓	SS, I
	The ability to communicate a clear Christian vision for the future development of the school		✓	SS, I
	Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every pupil		✓	SS, I
	The ability to lead, motivate and inspire others, and to support colleagues in their work as individuals and as part of a team		✓	SS, I
	The ability to plan and manage the school's financial and other resources so as to promote the achievement of its strategic objectives		✓	SS, I
	The ability to communicate effectively in writing and orally in a range of situations		✓	A, SS, I
	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and the local community		✓	I

Person Specification

Characteristics		Desirable	Essential	*
Qualities and Knowledge	A commitment to personal continuing professional development.		✓	A, SS, I
	Secure excellent teaching through an analytical understanding of how pupils learn with appropriate models and principles of effective learning and assessment informed by research		✓	A, SS, I
	An understanding of the characteristics of effective classroom practice and curriculum design, and of how teachers and teaching assistants can best be supported to further improve their work		✓	SS, I
	An understanding of how to promote high expectations for the achievement of all the children, and of how to instil in staff a strong sense of accountability for the impact of their work on children's achievements		✓	SS, I
	An understanding of how a workplace ethos of loyalty, trust and mutual respect can be maintained and further developed across the school		✓	SS, I
Pupils and Staff	Use succession planning by identifying emerging talents amongst the staff. Coach current and aspiring leaders to achieve excellent standards		✓	SS, I
	Promote a culture of 'openness' as a basis for sharing good practice within and between schools, informed by relevant research and robust data analysis		✓	SS, I
	Promote an ethos where all staff are motivated and supported to develop their own skills subject knowledge and continuing professional development (CPD).		✓	SS, I
	Manage and hold all staff to account for their professional conduct and practice		✓	SS, I
Systems and Process	An understanding of how rigorous performance management systems can be used positively to promote excellence both in the quality of teaching and in the standards achieved by the children		✓	SS, I
	An understanding of how a safe, calm and well-ordered environment can be ensured for all children and staff, focused on safeguarding and promoting high standards of behaviour both in school and in the wider community		✓	SS, I
	Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance		✓	SS, I
	An understanding of what constitutes effective strategic financial planning aimed at ensuring the equitable deployment of budgets and resources in the best interests of children's achievements and the school's sustainability		✓	SS, I

Person Specification

Characteristics		Desirable	Essential	*
Systems and Process	An understanding of how to manage and distribute leadership at all levels throughout the school, ensuring that all members of staff have distinct roles and responsibilities as appropriate		✓	SS, I
	Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice		✓	SS, I
	Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils		✓	SS, I
	Create an outward facing school, which works collaboratively with other schools and organisations to secure excellent achievements for all pupils and to promote best practice		✓	SS, I
	Committed to the future development of the school's leadership and management structures in response to national initiatives i.e. Partnership, Federation or Academy Status		✓	SS, I
The Self-Improving School System	The ability to provide dynamic and imaginative leadership for strategic school improvement planning, ensuring the involvement of all stakeholders in the process		✓	SS, I
	The ability to identify and evaluate data critical to the assessment of the school's performance and to take appropriate action based on the findings in the best interests of the school		✓	SS, I
	The ability to plan, prioritise and delegate responsibilities according to the school's day to day and longer term needs		✓	SS, I
	The ability to monitor and evaluate the effects of management actions at all levels, and to ensure clear and constructive feedback to stakeholders on their effectiveness.		✓	SS, I
	A commitment to maintaining and further developing a whole-school culture of reflective practice and continuous improvement		✓	SS, I
	An understanding of the importance of continuing professional development through offering high quality and sustained professional development for all staff		✓	SS, I
	A readiness to develop positive professional relationships with fellow professionals and colleagues in other schools and in other public services in order to secure the best outcomes for the children		✓	SS, I
	To utilise the rich and diverse resources within our locality and local community	✓		SS, I

Person Specification

Characteristics		Desirable	Essential	*
Safeguarding Children: Safer Recruitment Solutions	Motivation to work with children and young people		✓	I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people		✓	I
	Emotional resilience in working with challenging behaviour and attitudes to use of authority and maintaining discipline		✓	I
The Christian Character of the School	We have an Anglican Christian foundation as a school and it is a requirement that the Headteacher would be fully supportive of moving the Christian ethos forward and developing this further. The Headteacher will be responsible for leading all aspects of the SIAMS process and inspection		✓	SS, I
	A commitment to partnership with governors, the church, parents and the wider community		✓	SS
	Know and understand the roles and responsibilities of the Headteacher and governors in a Voluntary Aided school	✓		SS, I
	Lead engaging and inspirational school worship		✓	I
	Understand the importance of the school within the context of the life of the church and the wider community		✓	SS
	A committed Christian, who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance. It is essential that the candidate, from whichever church they come, will be happy to work with and foster the long established and clear Anglican ethos and practice of the school and community		✓	SS, I

**If you would like further information or to arrange a school visit please contact Kate Wright on:
DDI: 01223-907-973 | M: 07901-585-959 | E: kwright@academicis.co.uk**

All applications to be emailed by 13th November 2017 at 12 noon to kwright@academicis.co.uk

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We reserve the right to research applicants on social media platforms and the internet, and the Board of Governors may take this information into consideration during the recruitment process.