

ST JOHN THE BAPTIST



CHURCH OF ENGLAND JUNIOR SCHOOL



HEADTEACHER RECRUITMENT PACK



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St John the Baptist Church of England Junior School

Lower Teddington Road, Hampton Wick, KT1 4HQ

www.st-john.richmond.sch.uk

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Tel : 020 8977 4114

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Headteachers : Mrs Susan Sawyer, Mrs Angela Kennedy

Dear Applicant,

Thank you for your interest in the post of Headteacher at St John the Baptist Church of England Junior School.

We are a friendly family school with a highly committed and supportive staff. Our school ethos reflects the Christian principles upon which it was founded 300 years ago; we welcome children of all faiths, as well as those with no faith. We have close links with St John's Church, Hampton Wick, and St Mark's Church, Teddington. A letter from the vicars, Rev'd Jerry Field of St John's and Rev'd Karen Wellman from St Mark's, is enclosed with this pack.

Children are at the heart of all we do and we live by our mission statement:

We get to know our children as individuals. We provide an enjoyable, secure and positive Christian environment; one that stimulates enthusiasm, provides equal opportunities and challenges for all; one that makes a difference.

Our school motto is 'Go For It!'

We are a three form entry Voluntary Aided school, situated in the leafy suburbs of Greater London, close to Hampton Court Palace, Bushy Park, Richmond Park and the riverside.

Our latest Ofsted inspection in 2014 rated the school as Good. Academically, our children achieve significantly above the national average at the end of Key Stage 2. A SIAMS inspection in 2015 rated the school as Outstanding. Our pupils' behaviour is exemplary – our main school rule is based on the Christian teaching 'Love thy neighbour' and our behaviour policy follows the Assertive Discipline principles where children are reflective of their behaviour.

Our current Headteacher has been with us for 14 years and during this time, with the support of the governors, staff and diocese, has transformed St John's from an undersubscribed school into the thriving, expanded school with high quality buildings and learning environment that we and the children enjoy today. The time has now come for her to move on to work more closely with the diocese, so we are looking for an inspirational leader to guide St John's through the next phase of its journey.

You will work with a committed and effective governing body that knows the school well and a dynamic and forward thinking diocese. You will be supported by an experienced Leadership Team and a talented staff team with a mix of experience. Our children are happy, energetic and show kindness and respect to everyone in the school community. The school offers wraparound care with a Breakfast and After School Club – the 'Go For Its!' The PTA is very active and supportive of the school and community, organising fund-raising and social events for the children.

Do come and visit our school. We have appointments available on the mornings of Wednesday, 10th, Thursday, 11th, and Monday, 15th January 2018, and the afternoon of Tuesday, 16th January 2018. Please contact Fiona Wood, Clerk to Governors, on the school number to arrange a tour.

Yours faithfully,

Mrs Sally Maxwell
Chair of Governors





January 2018

Dear Applicant

St John the Baptist Church of England Junior School is a happy and creative Christian community with a dedicated and hard-working staff who achieve the highest standards for every child. It is a warm and caring school where children flourish and grow into their full potential.

The school's intake at Year Three is mostly from Hampton Wick Infant and Nursery School, which is a community school. This means that the majority of our children do not come from practicing Christian families and we have children from a number of different faiths and none.

The school has aided status and maintains a distinct and unashamedly Christian character which was recognised in an outstanding SIAMS inspection in February 2015.

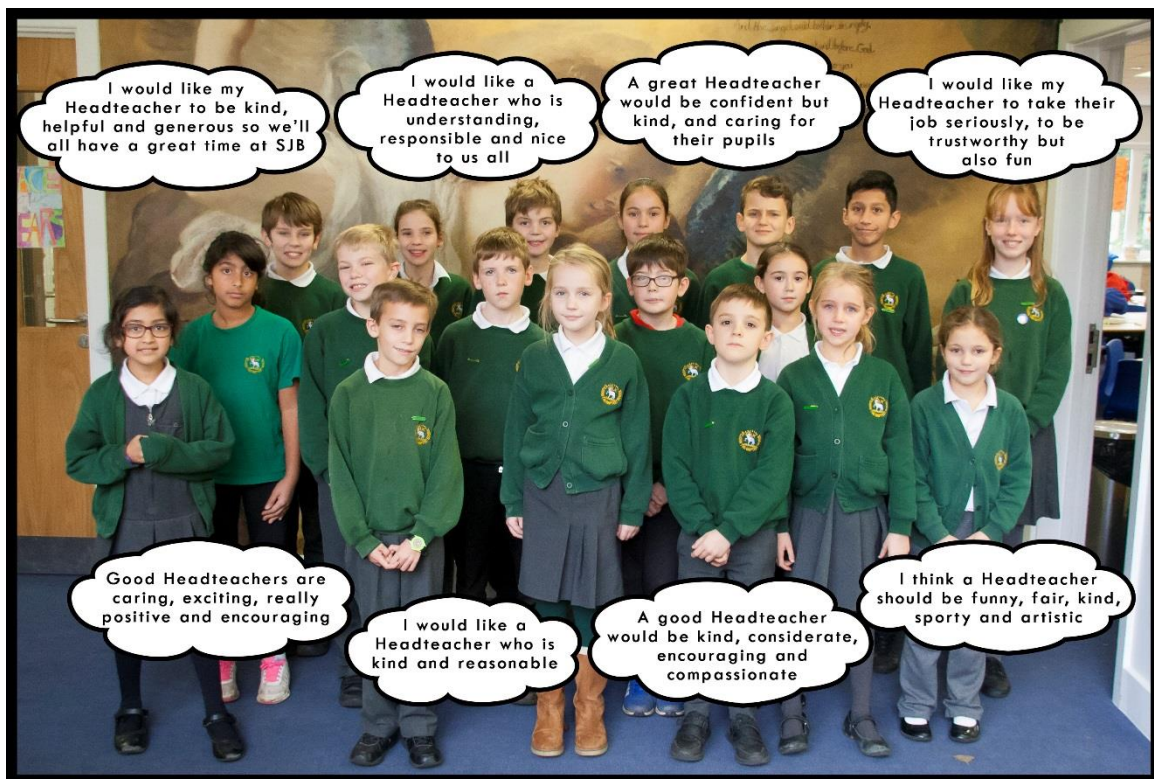
The school has the benefit of a close relationship with two churches. The school used to be in the combined parish of St Mark's and St John's Church in Teddington/Hampton Wick. Following a re-organisation of the parishes, it is now in the parish of St John's Hampton Wick, but both churches remain fully involved and committed to the school. The two churches work really well together, with Clergy and staff from both St Mark's and St John's leading a weekly assembly, and with both vicars being ex officio on the governing body. The school alternates between the two churches for services according to requirements. At Easter, the school service was at St John's and in July the Year Six leavers service was at St Mark's as this is a much smaller building.

It is our desire to give our full support to any incoming Headteacher and work with them to help maintain the Christian character of the school in such a way that it causes all the children and staff to flourish to their God-given potential.

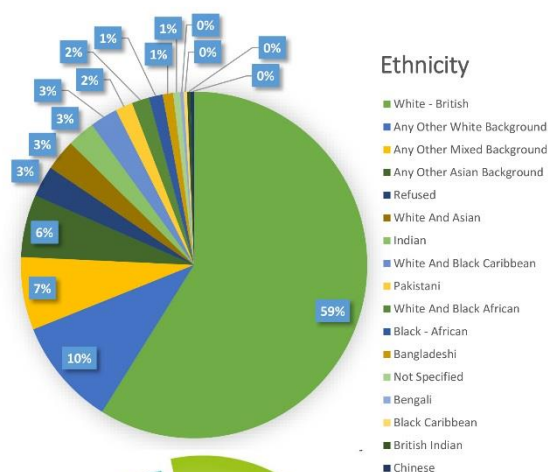
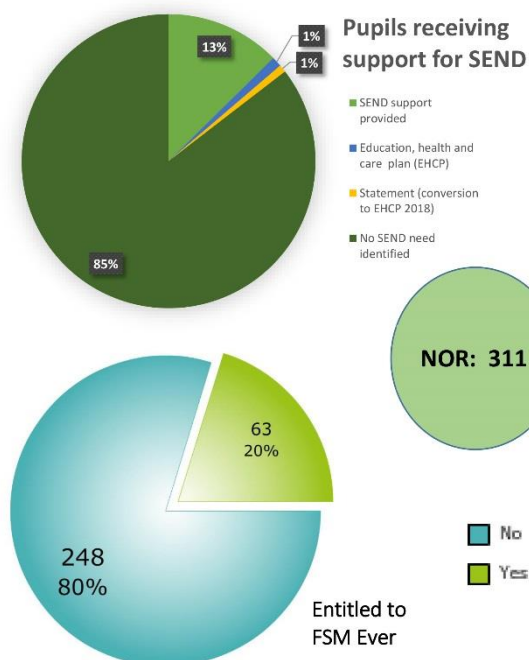
Yours faithfully,

Revd Karen Wellman
St Mark's, Teddington

Revd Jerry Field
St John's, Hampton Wick



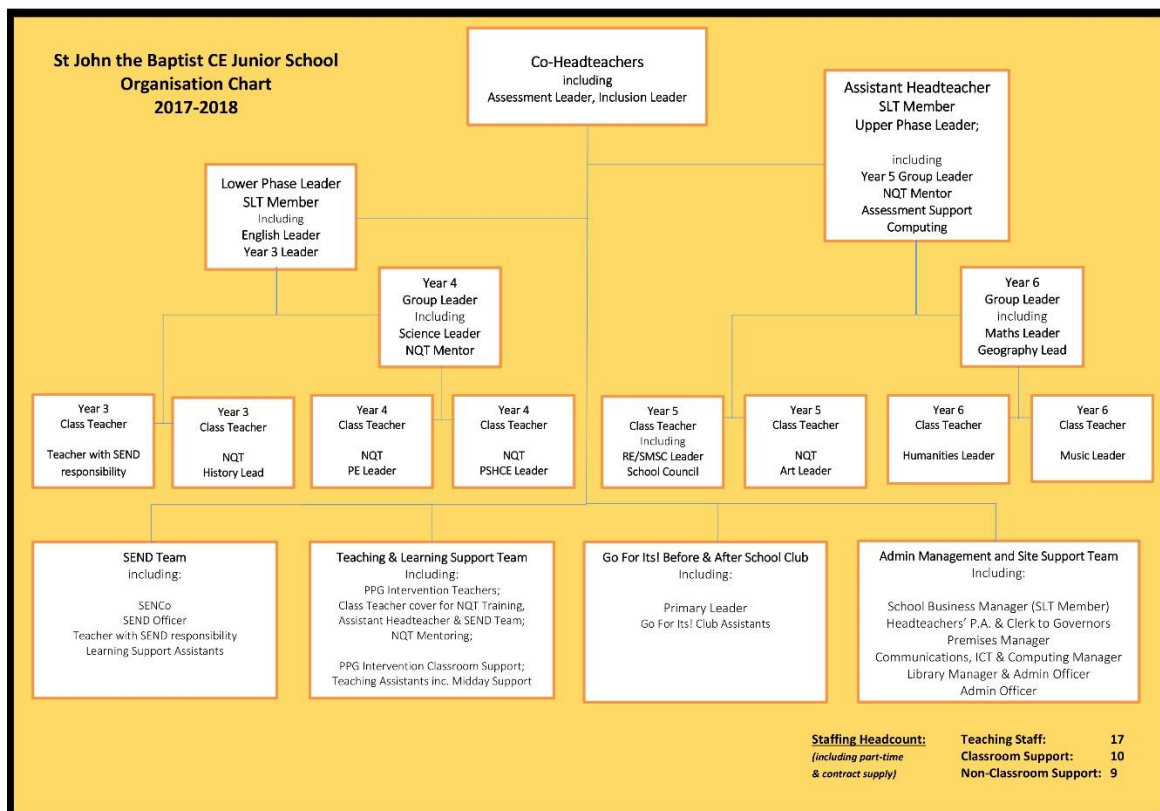
St John the Baptist CE Junior School Contextual Information 2017-2018



St John the Baptist CE Junior School End of Key Stage 2 Results 2016 - 2017

KS2 - % Achieving RWM combined	St. John's		National		Richmond	
	2016	2017	2016	2017	2016	2017
Expected Standard	75	77	53	61	67	76
Higher Standard	11	19	5	9	12	17

KS2 - % Achieving	St. John's		National	
	2016	2017	2016	2017
Expected RWM	75	77	53	61
High RWM	11	19	5	9
Expected Reading	82	83	66	71
High Reading	40	40	19	25
Expected Writing	82	81	74	76
High Writing	24	23	15	18
Expected Maths	82	79	70	75
High Maths	36	40	17	23
Expected GPS	85	83	73	77
High GPS	44	54	23	31
Expected Science	85	79	81	82



After 14 years, our Headteacher is moving on to fresh challenges and therefore The Governing Body is seeking to employ an exceptional leader who will build on our current good practice to take our recently expanded junior school through the next stages of its development.

Salary: £62,985 - £72,454 p.a. (Outer London Leadership Scale L18-L24)

Start Date: Required for September 2018

Our new headteacher will be an outstanding communicator, committed to raising standards and pupil attainment, whilst maintaining our nurturing, family friendly environment where children feel happy and safe, grow in confidence and find their individual strengths.

You will be a proven leader, with excellent qualifications and a successful track record of implementing school improvements and impactful change, with personal qualities that will inspire and motivate our supportive and creative teaching staff.

We can offer you a friendly junior school with a positive atmosphere and caring Christian school ethos, the support of our dedicated governing body and dynamic Diocese, a forward thinking and hard-working staff team, and confident, well behaved pupils who are motivated to learn.

St John's is ideally situated with excellent transport links, close to the towns of Kingston and Teddington, in a tranquil location near to the river Thames, Hampton Court Palace and Bushy Park.

For further information, please download our Headteacher Recruitment Pack, or, for a tour of our school, please contact Mrs Fiona Wood in the school office (0208 977 4114) to arrange an appointment on one of the following dates:

- Mornings of 10th, 11th or 15th January 2018 (between 9.30am – 12.00pm);
- Afternoon of 16th January 2018 (between 1.30pm–3.00pm).

To apply for this post, please complete an application form detailing your experience, matched to the Person Specification and Job Description.

We look forward to welcoming you to our school.

- **The closing date for applications is 23rd January 2018 at midday.**
- **Candidates selected for interview will be contacted on 24th January 2018.**
- **Interviews will take place on 31st January 2018.**

St John the Baptist CE Junior School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appointments are made using safer recruitment processes and are subject to Enhanced DBS and Right to Work (UK) checks, health assessments and suitable references (one of which must be your Local Authority Director if you are currently employed in a maintained school).

Job Title: Headteacher
 Reporting to: The Governing Body
 Responsible for: All staff and pupils in the school

Our vision is that each child at St John's will:

- Develop a healthy, active and safe life
- Develop a love of learning - enjoy and achieve their best in all areas of the curriculum
- Develop their own identity, creativity, self-esteem and independence
- Value mutual respect and have an empathy towards others
- Realise their own responsible role in the home, workplace, community and wider world

Qualities and Knowledge	<p>To work with the governing body, senior leadership team, colleagues and the wider community to inspire, develop and lead the school vision and to embody the Christian ethos and values of our school.</p> <p>To work with the Senior Leadership Team to translate the school vision into a strategic improvement plan that embraces excellence and high standards, stimulates enthusiasm and provides equal opportunities and challenges for all.</p> <p>To provide operational leadership that creates a teaching and learning environment that empowers staff and children to achieve their highest potentials.</p>
Key Accountabilities:	<p>Hold and articulate clear Christian values and moral purpose, focused on providing a world class education for the pupils they serve.</p> <p>Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</p> <p>Demonstrate optimistic personal behaviour, building and maintaining positive relationships with, and attitudes towards, pupils, staff, parents, governors and members of the local community.</p> <p>Lead by example - with integrity, creativity, resilience, clarity and a caring nature - drawing on their own scholarship, expertise and skills, and that of those around them.</p> <p>Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p> <p>Work with political and financial astuteness, managing the organisation, its staff and resources to maximise their use and value, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context</p>
Pupils and Staff:	<p>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.</p> <p>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.</p>

	<p>Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p> <p>Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other and know they are valued.</p> <p>Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</p> <p>Ensure the delivery of INSET, Induction and NQT training programmes are effective and impact school outcomes.</p> <p>Respond to under-performance effectively and hold all staff to account for their professional conduct and practice.</p>
Systems and Process:	<p>Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p> <p>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.</p> <p>Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting and challenging staff to improve and valuing excellent practice, and supporting the governing body to fulfil its role and function.</p> <p>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.</p> <p>Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.</p> <p>Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.</p>
The Self-Improving School System	<p>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> <p>Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p> <p>Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.</p>

	<p>Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p> <p>Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</p> <p>Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in children's lives and to promote the value of education.</p> <p>Implement school improvement initiatives, whilst monitoring and evaluating their impact on pupils' learning, through annual Self Evaluation and School Development Plan, reporting to governors on school effectiveness and improvement.</p>
The Headteacher will also be required to undertake such reasonable other duties as requested by the Governing Body	
The appointment is subject to the current conditions of employment in the Teachers' Pay and Conditions as they relate to Headteachers and the general terms and conditions as expressed in the Burgundy Book.	
The job description may be amended at any time following a consultation between the Headteacher and Governing Body.	
We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share in this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty. We expect the Headteacher to be the lead authority on safeguarding and to ensure they keep abreast of all current legislation and changes to practice.	

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

If you are selected for interview you will be asked to undertake practical tasks to demonstrate the skills and abilities shown below. The letters in the final column indicate in which element of the recruitment and selection procedure the evidence is intended to be collected.

A Application Form

SS Supporting Statement

I Interview

Qualifications and experience		
1.	Qualified Teacher Status (UK) (with degree level education or equivalent) <i>Desirable:</i> National Professional Qualification for Headship (or working towards this) or evidence of other successful post-graduate study (e.g. MA in Education).	A
2.	Proven senior leadership experience as a Headteacher or Deputy Headteacher in a Primary School.	A
3.	Substantial experience of excellent and inspirational teaching across the primary age group in more than one school. <i>Desirable:</i> Experience of working in a VA school.	A I
4.	Relevant experience of working with children with a wide range of special needs.	A I
5.	Experience and understanding of relevant IT and its effective use in the school curriculum, assessing whole school performance and administration.	A SS I
Knowledge and skills		
A. Leadership and Management		
1.	The ability to develop and communicate a clear vision for the future development of the school in consultation with stakeholders.	I
2.	To have an up to date understanding of national policy, curriculum developments, and statutory and legal frameworks within which schools operate, including the Ofsted Inspection framework and safeguarding practices and procedures.	SS I
3.	Commitment to the ethos and values of a Church of England school and to maintaining and developing links with the Churches of St John's, Hampton Wick, and St Mark's, Teddington.	A SS I
4.	The ability to lead, motivate and inspire others and manage people to work as individuals and as part of a team. To provide professional leadership, motivate staff, set standards and engender initiative and a common purpose.	SS I
5.	The ability to initiate and manage change to meet the school's strategic objectives.	I
6.	The ability to lead the school development planning, monitoring and evaluation process.	I
7.	The ability to manage and plan strategically the use of financial and other resources to achieve the school's objectives.	SS I
8.	The ability to plan, prioritise and delegate responsibilities according to both the long term and day-to-day needs of the school, monitor their implementation and ensure feedback on their effectiveness.	SS I
9.	The ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action in the best interests of the school	SS I
10.	The ability to maintain good behaviour and discipline to support children's learning and social development	SS I
11.	The ability to communicate effectively in writing and orally in a variety of situations	SS I

B. Management of Teaching, Learning and Assessment		
1.	Demonstrate a sound understanding of child development and learning	A SS I
2.	Demonstrate an understanding of the principles of excellence in teaching, learning and assessment, competently using ICT to provide continuous monitoring	A SS I
3.	Demonstrate a thorough understanding of the teaching skills required to achieve high standards and experience of raising pupil attainment and ensuring strong pupil progress	A SS I
4.	Demonstrate an ability to monitor and evaluate the quality of teaching, learning and assessment with a demonstrable impact on improving pupils' outcomes	I
5.	Demonstrate a very good knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for all pupils, including SEND and disadvantaged children, to enable them to achieve their full potential	I
C. Building Partnerships and Developing Self and Others		
1.	The ability to lead and motivate colleagues across all areas of the school including performance management and continuous professional development (CPD)	SS I
2.	The ability to work in partnership with Governors, the Diocese, the LA, and other schools	SS I
3.	The proven ability to work in partnership with all families to involve them in the education of their children	SS I
4.	The proven ability to involve all pupils in their education and learning	SS I
5.	Up to date knowledge and understanding of current developments in education, including evidence of commitment to recent CPD	A SS
6.	The ability to effectively manage performance and support the continuous professional development of all staff	A SS I
D. Managing the School		
1.	The ability to be accountable to the Governing Body for decisions taken affecting pupils, staff and the wider community	I
2.	The ability to lead and manage the school, promoting good staff and parent relationships and dealing sensitively with people and any conflicts	SS I
3.	Undertake whole school self-evaluation and performance monitoring using all data available (including local and national standards) to rigorously analyse performance	SS I
4.	Commitment to safeguarding children and ensuring all members of the school community share that commitment	A SS I
5.	Demonstrate experience of successful budget management	SS I
E. Personal Qualities		
1.	Actively supports and lives the Christian values which are important to the school whilst also valuing the diversity of the school community	A I

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