



**Come and join us...**

# **Ripon Cathedral**

**Church of England**

# **Primary School**

**Headteacher  
Applicant  
Pack**



**RIPON CATHEDRAL SCHOOL**

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# A letter from the Chair of Governors

Dear Applicant,

On behalf of the Governors, I would like to thank you for your interest in the position of Headteacher at Ripon Cathedral Church of England Primary School.

The Governors and school staff are excited by the prospect of working with a new Headteacher and are committed to supporting the successful applicant once in post. The school wishes to appoint a highly skilled Headteacher to lead our happy and hardworking team. As Headteacher, you will work closely with governors to set the school's future strategic direction and, in doing so, you will demonstrate your commitment to pursuing excellence in every aspect of the life of the school.

The school is proud of its achievements and is determined to build upon its existing high standards of teaching and learning in the future. The school is looking to appoint a Headteacher who has strong Christian values: someone who believes in a rounded education as well as securing great results. The school's new Headteacher will be a leader who is passionate about teaching and learning, an individual who is committed to achieving excellent outcomes for pupils, and someone who will champion the interests of pupils, staff and the local community.

I hope that the following information will give you a vivid picture of our school with all its possibilities. Further information is available on our school website. You are warmly invited to visit the school, to see what makes us so proud and why we are excited for the future.

Please telephone Tessa Rich, School Business Manager, on 01765 602355 to arrange a visit.

I very much look forward to meeting you and receiving your application.

Yours faithfully,

**Mrs Jean Denney**  
**Chair of Governors**





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# Ripon Cathedral School

*Pursuing excellence surrounded by faith and love*

Cathedral School has served the city of Ripon since 1812. The ancient, cathedral city of Ripon is in North Yorkshire. The Yorkshire Dales are on the doorstep and within an hour you can explore the Yorkshire Moors and coast, and the cities of York, Leeds and Newcastle.

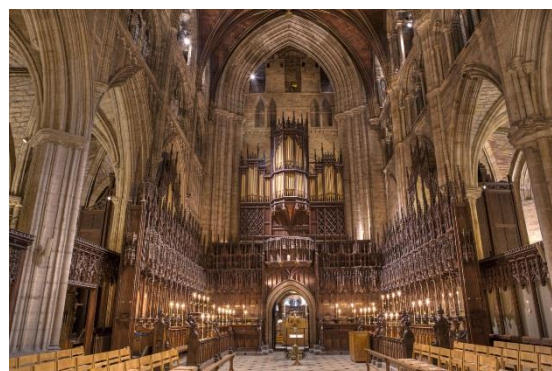
Our school stands on the site of the monastery where St Cuthbert acted as 'Guestmaster'. We proudly continue welcoming visitors to our school in the friendly manner of St Cuthbert and annually celebrate St Cuthbert's Day.



Today, learning takes place in a spacious and modern school building, opened in 2002 as part of a private finance initiative. The management of the building and facilities are the responsibility of the PFI company freeing up the headteacher to focus on learning and supporting the needs of children. The ample grounds include a wildflower meadow, woodland area, peace garden and vegetable garden.

The school is oversubscribed with 210 children on roll and has a thriving fully flexible nursery provision and wrap around care which offers breakfast, after school and holiday care. The warm, friendly and caring Christian ethos is palpable to any visitor coming to the school. We engender high expectations in everything that we do and ensure that children enjoy their learning through skilled teaching and learning and enrichment activities.

The Governing Body provides support and challenge to school leaders, comprising ten governors with an excellent skill set. They are closely involved in monitoring and evaluating all areas of the school and are committed to our school's mission statement, "pursuing excellence surrounded by faith and love".






Our focus on love stems from the greatest commandments given by Jesus:

**‘Love the Lord your God with all your heart and with all your soul and with all your mind’ and ‘Love your neighbour as yourself.’**

We are very proud of our distinctiveness as a church school and that Ripon Cathedral is our parish church. The school values its close proximity and positive working relationship with the Cathedral. Cathedral staff are known to the children and they play an active role in worship in the school. The whole school visits the Cathedral termly for the major Christian festivals. We are also delighted to have strong links with other churches locally who all help enliven and enrich worship and the Christian ethos of our school.



***“The school has a strong identity rooted in Christian values.”***

**SIAMS inspection report**



# We asked the children what they were looking for in a new Headteacher ...

**'We want our Headteacher to be funny, kind and confident.'** (Year 1)



**'We want our new Head to be approachable, sensitive and funny.'** (Year 3)



**'Please be someone who is happy, loving and kind.'** (Year 4)



**'Our school needs someone who can make the children happy to be at school by being fair, reasonable and supportive.'** (Year 6)

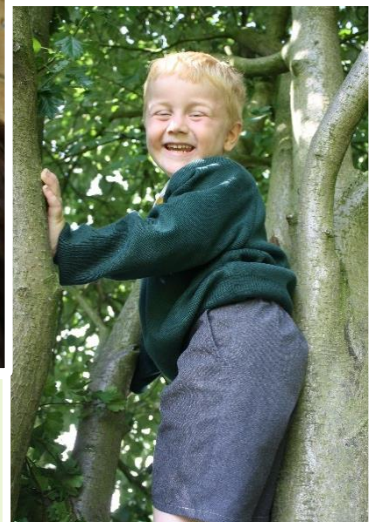


**'We want our Headteacher to be smart and brave.'** (Reception)

**'We want our Headteacher to be inspiring, approachable, understanding with a good sense of humour.'** (Year 5)



**'Can our new Headteacher be smiley, fair and helpful?'** (Year 2)



....and we asked the staff too.



**We would like to work  
with someone who has a  
vision of education for the whole child.**

**Someone who is passionate, energetic and will get stuck in. We want someone who will inspire and empower us to be the best we can be.**

We need somebody to protect the school's individuality whilst driving us forward strategically. Our new Headteacher must be approachable and promote staff well-being, be a good listener and

clear communicator. Above all  
someone who has  
high expectations  
of children, staff  
and themselves.



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# How to Apply

Further details about the work and life of the school can be found on our website.

[www.riponcathedral.org](http://www.riponcathedral.org)

We look forward to receiving your application and visits to our school are warmly welcomed.

We have set aside several dates and times for school visits

Friday 25<sup>th</sup> May 10am

Monday 4<sup>th</sup> June 1.30pm

Tuesday 5<sup>th</sup> June 10am

Wednesday 6<sup>th</sup> June 10am

Thursday 7<sup>th</sup> June 3.30pm

Please telephone Tessa Rich, School Business Manager, on 01765 602355 to arrange a visit.

**Closing Date for applications is 1pm on Monday 11<sup>th</sup> June.** Late applications will not be accepted.

Completed applications should be returned to [admin@riponcathedral.n-yorks.sch.uk](mailto:admin@riponcathedral.n-yorks.sch.uk) or by post to Mrs Tessa Rich, Ripon Cathedral School, Priest Lane, Ripon, North Yorkshire, HG4 1LT

Receipt of all applications will be confirmed via email.

Shortlisting will take place on Thursday 14<sup>th</sup> June. All applicants will be written to, either thanking them for their interest or inviting them to the interview process.

**The two day interview process will take place on Wednesday 27<sup>th</sup> June and Thursday 28<sup>th</sup> June.**

## Queries

If you have any queries on any aspect of the application process or need additional information please contact Tessa Rich, School Business Manager on 01765 602355.

We are committed to treating all applicants fairly and within safeguarding and equalities legislation. Please see statement at the end of this pack.



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# Headteacher of Ripon Cathedral School

**Leadership Scale L13 – L19     £52,930 - £61,341**

(relocation package negotiable)

Required for September 2018 or January 2019

Full Time/ Permanent

Do you have the vision, drive and passion to lead our successful and oversubscribed school?

We can offer you:

- A highly effective Senior Leadership Team
- An outstanding Governing Body who are committed to supporting the new Headteacher
- An excellent and committed staff who go the extra mile
- Engaged, happy children who demonstrate 'outstanding' behaviour every day
- A positive, optimistic and innovative atmosphere
- A modern, well-resourced and well-maintained school building

Our school is a Church of England, Voluntary Aided Primary School which has been educating the children of Ripon for over 200 years. We are committed to 'pursuing excellence surrounded by faith and love' and are rightly proud of our distinctive Christian foundation. The school enjoys an enviable reputation as a caring and inclusive place to learn, catering for a wide range of needs and abilities.

Our ideal candidate will:

- Confidently articulate, promote and enhance the distinctive Christian values and ethos of the school.
- Lead by example and demonstrate an uncompromising and relentless drive for school improvement.
- Inspire, influence and empower others to secure excellent teaching and rich learning opportunities.
- Be ambitious for all pupils: overcoming disadvantage and advancing equality.
- Focus on pupil well-being, demonstrate positive attitudes and high expectations of behaviour.

A recent visiting headteacher described our school as 'inspiring', so come and visit us as we know you will be excited by the opportunities we have to offer.



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# Job Description

## Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. To work within the National Standards for of Excellence for Headteachers.
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

## **The School's Governing Body wish a particular emphasis to be placed upon the following:**

1. To further enhance the inclusive, distinctive Christian ethos of the school, whilst promoting an understanding of, and respect for, other faiths and cultures.
2. To raise standards across the school, especially in academic performance so that all pupils achieve to the very best of their ability.
3. To lead in the provision and delivery of excellent learning and teaching.
4. To be accountable to the School's Governing Body on progress made against School Improvement Plan objectives, making recommendations as to future priorities and actions.
5. To further develop and extend partnership working with a variety of stakeholders and other bodies, including Ripon Cathedral, local churches and the Diocese through co-operation and collaboration.
6. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
7. To develop, inspire and motivate effective staff working practices, in order to deliver high quality education and thereby raise standards across the school.

*This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.*

# Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

<b>QUALIFICATIONS AND TRAINING</b>	Essential or Desirable (E,D)	Application (A), Interview (I), Reference (R)
1. Qualified Teacher status	E	A
2. Graduate or equivalent	E	A
3. Evidence of recent professional development relevant to headship	E	A
<b>CHRISTIAN ETHOS AND VALUES</b>	Essential or Desirable (E,D)	
4. A practising Christian, who will actively live out and embed the Christian vision and core Christian values of the school, in accordance with the tenets of the religious denomination of the school	D	A, I, R
5. Confidently articulate, promote and enhance the distinctive Christian values and ethos of the school.	E	
6. A commitment to work closely with Ripon Cathedral, local churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths.	E	A, I, R
<b>EXPERIENCE AND SKILLS</b>		
7. Recent successful experience of headship in a primary setting	D	A, I, R
8. Recent successful experience of senior leadership in a primary setting	E	A, I, R
9. Evidence of successful impact on raising standards and continuously improving pupil progress and outcomes	E	A, I, R
10. Evidence of successful leadership in a distinctive, church school context	D	A, I, R



<b>The Selection Panel will require evidence that you work within the whole of the National Standards of Excellence for Headteachers.</b> There will be a particular focus on the following key competencies;		
<b>KEY COMPETENCIES</b>		
11. Lead by example and demonstrate an uncompromising and relentless drive for school improvement.	E	A, I, R
12. Inspire, influence and empower others to secure excellent teaching and rich learning opportunities.	E	A, I, R
13. Be ambitious for all pupils: overcoming disadvantage and advancing equality.	E	A, I, R
14. Focus on pupil well-being, demonstrate positive attitudes and high expectations of behaviour.	E	A, I, R
<b>SAFEGUARDING:</b> These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure		
15. Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people	E	I, R
16. Ability to form and maintain appropriate relationships and personal boundaries	E	I, R
17. Emotional resilience in working with challenging behaviours	E	I, R
18. Appropriate use of authority and discipline	E	I, R
<b>PERSONAL ATTRIBUTES</b>		
19. Share a passion for teaching and learning	E	I, R
20. Demonstrate optimistic personal behaviours and attitudes	E	I, R
21. Evidence of active listening skills to build relationships	E	I, R
22. Lead by example with openness, honesty and integrity	E	I, R

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## Safeguarding Statement

1. The Governing Body is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. The following pre-employment checks will be required where applicable to the role and settling:
  - receipt of satisfactory references\*
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
  - verification that you are not prohibited from teaching
  - verification of medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK

NB It is illegal for anyone who is barred from working with children to apply for, or undertake, Regulated Activity.



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*\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.*

5. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
6. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).
7. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.
8. The Governing Body is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).
9. Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:
  - The seriousness/level of the disclosed information eg was it a caution or a conviction.
  - How long ago did the incident(s) occur?
  - Whether it was a one-off incident or part of a repeat history/pattern.
  - The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
  - The country where the offence/caution occurred.
  - Whether the individual shows or has shown genuine remorse.
  - If the offences were self-disclosed on the ROA1 form or not (non- disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).