



# Headteacher for St Mark's Cold Ash CE School

Recruitment Pack

Autumn 2018



Our children:

Believing in their future  
Achieving for their future

Cold Ash Hill, Cold Ash, Thatcham, Berkshire. RG18 9PT

01635 862600; [office@coldash.w-berks.sch.uk](mailto:office@coldash.w-berks.sch.uk); [www.coldash.w-berks.sch.uk](http://www.coldash.w-berks.sch.uk)



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## Message from our Chair of Governors

Dear Applicant

Thank you for your interest in this important post at our school. We are a thriving, vibrant and happy school with great ambitions for our children's future. We hope that you will find more in this information pack to encourage you to apply for the key post of headteacher at Cold Ash St Mark's CE Primary School and for your next career move.

The purpose of the pack is to give you a feel for our school: its ethos, our ambitions for our children's future and what we are looking for in our next leader. Our vision puts our learners at the heart of what we do and we are looking for a headteacher who has the personal qualities, passion and drive to take us to the next phase of our development putting children first and building on the strong leadership foundation of the school.

This school community is at the heart of the community it serves. Our children, their parents and carers, staff and governors place great value on high personal achievements that must lie alongside strong academic progress and development for every child. Our pupils are encouraged, supported and challenged to learn more about themselves spiritually and intellectually and to grow up as well-rounded individuals. Our work encourages them to engage in taking responsibility for themselves and their actions and to make a positive contribution to the community in which they live.

We are a village school with a *village school* ethos. We are situated to the close-by towns of Thatcham and Newbury. As a Church of England primary school, we welcome children from all faiths and of no faith. Our work is based on Christian and British values; we promote a strong sense of belonging and belief, respect and enjoyment and, generosity and kindness for all members of our school, children and adults alike.

Further information is available on our school website, including our last Ofsted and SIAMS reports, the School Prospectus, information for parents and much more. The best way to find out more about our school is to come to visit us when we are happy to answer questions and fill in any information gaps you may have.

Finally, we are looking to recruit a headteacher whose personal ambitions meet our high aspirations for the children we serve. We look forward to meeting you!

Sincerely,

Rod King, Chair: Governing Board

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# About the application process

## Key dates

Closing date for applications: Midnight, 28<sup>th</sup> September 2018. Interview dates: w/c 15<sup>th</sup> October 2018. Candidates short-listed for interview will be notified by: 8<sup>th</sup> October 2018.

## References

References will be requested for short-listed candidates prior to interview. To prevent delays, it is essential that you have informed your referees that we will be contacting them and provide their details in full on the application form.

## Filling in your application form

Applications should be filled in online using the following link: [www.teachwestberkshire.com](http://www.teachwestberkshire.com). We ask that application forms are completed in full. Please ensure that all the criteria outlined in the person specification have been addressed.

We would specifically like you to tell us what excites you about the prospect of working at Cold Ash St Mark's CE School.

## Arrange a visit

We are extremely proud of our school. This pack will give you a flavour but is no substitute for experiencing our unique character first-hand. To arrange a visit please telephone 01635 862600 or email: office@coldash.w-berks.sch.uk.



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# Headteacher job description

## Shaping the future

1. Working together with the Governing Board and other key stakeholders develop and embed:
  - a. a shared vision, core values and a strategic plan to inspire and motivate each pupil, and every member of staff
  - b. preserve and develop the faith characteristics of the school
2. Lead by example, providing inspiring and purposeful leadership leading to the highest levels of achievement
3. Maintain and develop a culture and ethos of challenge and support in which each individual thrives and has a passion for success
4. Create and implement a programme of school improvement which is underpinned by rigorous and robust school evaluation and self-review, based on sound financial planning
5. Monitor, evaluate and review the performance of the school, underpinned by pupil performance data and evidence of pupils' personal development, and report to the Governing Board together with actions for improvement where indicated
6. Cooperate with the Local Authority, Diocesan Board of Education and other agencies to safeguard our children and promote the well-being of all members of the school community

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# Headteacher job description cont'd

## Leading learning and teaching

1. Monitor and evaluate the quality and impact of teaching and its impact on pupils' learning and progress, set aspirational targets for improvement, celebrate success and challenge under-performance and intervene to secure success
2. Work collaboratively with the Governing Board to ensure that policies are rooted in the learning needs of pupils, are kept up to date and adhered to
3. Determine, organise, implement a curriculum which meets national expectations together with the learning needs, attributes and interests of our children
4. Ensure that learners and their learning are central to strategic planning and resources management
5. Actively foster a learning environment which secures and promotes teaching of the highest quality leading to at least good levels of progress and achievement in pupils' personal development, attitudes and behaviour
6. Work with the SENCO to monitor the impact of all SEND interventions in order to ensure that all children receive appropriate teaching to meet their learning needs
7. Maintain and develop the focus on personal, social, emotional, health and moral development as a context for learning
8. Strengthen the effective partnership with parents and carers so that all pupils benefit in their personal and academic development
9. Ensure that collective worship is active and inspires and promotes the core Christian values of the school
10. Participate in the teaching programme of the school as appropriate whilst having due regard to discharging the key functions of leading and managing a successful school

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# Headteacher job description cont'd

## Securing accountability

1. Continue to develop and monitor the impact of the school's ethos and vision which are rooted in Christian values and beliefs
2. Ensure that parents and carers are well-informed about their children's progress so that they are able to be active partners in supporting sustained achievement for every child
3. Keep parents and carers up to date with changes in the school, canvass their view and take appropriate action
4. Ensure that staff accountabilities are clearly defined, understood and agreed and that annual objectives are set and used for annual appraisal and performance management
5. Be accountable to the Governing Board by providing clear and reliable information together with objective evidence-based advice so that it is able to meet its statutory duties in securing high quality teaching and learning, improved standards of attainment and by providing value for money
6. Ensure that the school's activities are accordingly planned and directed to achieve affirmed targets and standards for financial performance
7. Ensure that systems and judgements demonstrate clearly the school's performance to a range of statutory bodies, including the Governing Board, the Local Authority, Ofsted, SIAMS as well as pupils, parents, carers and staff
8. To carry out systems of monitoring, evaluation and review which may be reasonably required from time-to-time by the Governing Board

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# Headteacher job description cont'd

## Strengthening Community

1. Build and sustain positive relationships with pupils, staff, parents/carers, governors, the parish church, diocese, local and statutory authorities and the wider community
2. Build and sustain strong links and continue to develop joint working, planning and strategic direction across the school
3. Continue to build a culture and curriculum which recognises British Values, the wider community and global awareness
4. Seek to make the school an integral part of the community by inviting parents/carers, community figures, representatives of business and other organisations into the school to enrich the school and the part it plays in the wider community
5. Promote positive strategies for challenging prejudices based on social background, race, gender, sexual orientation, religion and disability
6. Collaborate with other schools and agencies in providing for the academic, spiritual, moral, social, emotional, physical and cultural wellbeing of our children and their families



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# Headteacher job description cont'd

## Leading and managing the organisation

1. Generate commitment to the shared vision and values of the school
2. Lead, motivate, challenge, support and develop staff, deploy people and resources efficiently and effectively
3. Implement rigorous systems for leading and managing staff performance, incorporating appraisal, which ensure that all professional duties are fulfilled successfully
4. The Headteacher shall ensure that the school's activities are accordingly planned and directed to achieve affirmed targets and standards for financial performance
5. Provide relevant continuous professional development and training for all staff
6. Ensure that learning for all is at the heart of strategic planning and resource management
7. Cultivate high standards of achievement and attainment, incorporating good behaviour and discipline

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## Headteacher person specification

Job Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Headteacher or experienced Deputy</li><li>• Demonstrate appropriate qualifications and/or relevant training for school leadership</li></ul>	<ul style="list-style-type: none"><li>• Recent and relevant in-service training</li></ul>
<b>Shaping the future</b>  Experience, skills and knowledge	<ul style="list-style-type: none"><li>• Develop and secure a commitment to a clear vision for an effective school</li><li>• Plan strategically with a sense of priorities</li><li>• Initiate and manage change and improvement</li><li>• Ability and willingness to support maintain and develop the Christian ethos of the school</li><li>• Communicate effectively and confidently to a wide audience both orally and in writing</li><li>• Secure commitment to the core purpose and aims of the school</li></ul>	<ul style="list-style-type: none"><li>• Person with clearly articulated values for the future development of a distinctive and effective CE school</li><li>• Experience of writing and working with a School Development Plan</li></ul>

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## Headteacher person specification cont'd

Job Requirements	Essential	Desirable
<b>Strengthening the community</b>  Experience, skills and knowledge	<ul style="list-style-type: none"><li>• Ability to build and maintain effective relationships with all members of the school community</li><li>• Work constructively with governors</li><li>• Work constructively with the local community, Diocese and the Local Authority</li><li>• Commit to developing partnerships with other educational providers</li></ul>	<ul style="list-style-type: none"><li>• Experience of being a governor</li></ul>

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## Headteacher person specification cont'd

Job Requirements	Essential	Desirable
<b>Leading learning &amp; teaching</b>  Experience, skills and knowledge	<ul style="list-style-type: none"><li>• Skilled primary classroom practitioner</li><li>• Experience of core subject leadership</li><li>• Promote and secure the success of pupils of all abilities and needs</li><li>• Understanding of special needs issues and practice with a commitment to a culture of inclusion, diversity and access and positive strategies to promote these</li><li>• Experience of raising standards through assessment</li><li>• Strong understanding of Early years, Foundation Stage, KS1 and KS2 Curriculum</li><li>• Highly developed understanding of how children learn and a keen interest in the development of teaching methods</li><li>• A clear understanding of current curriculum and management initiatives</li><li>• Strong commitment to lead and promote pupils' spiritual, social, moral and cultural development</li><li>• Manage pupil behaviour effectively through a caring, supportive and positive approach</li><li>• Recognise and promote effective teaching</li><li>• Ability to monitor, evaluate and develop teaching for learning</li><li>• Willingness and ability to lead Christian collective worship, promoting the Christian ethos of the school</li><li>• Thorough understanding of ICT and experience in its use in management and educational contexts</li></ul>	<ul style="list-style-type: none"><li>• ICT co-ordinator</li><li>• SENCO experience</li><li>• Experience of teaching mixed age classes</li></ul>

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## Headteacher person specification cont'd

Job Requirements	Essential	Desirable
<b>Managing the organisation</b>  Experience, skills and knowledge	<ul style="list-style-type: none"><li>• Excellent leadership and management skills</li><li>• Demonstrate high level skills of personal efficiency and effectiveness</li><li>• The ability to work in a team with shared accountability</li><li>• Experience of leading robust school self-evaluation</li><li>• Experience of school budget management</li><li>• Ability to analyse performance data, establish benchmarks and set targets for improvement</li><li>• Leading Performance Management and staff development</li><li>• Delegate responsibilities and monitor practice to see they are being carried out</li><li>• Deal sensitively with people and resolve conflict</li><li>• Ability to ensure that resources are efficiently and effectively used to achieve school's aims and objectives</li></ul>	<ul style="list-style-type: none"><li>• Three years' senior management experience</li><li>• Experience of leading, developing and managing a high-performing team</li><li>• Demonstrate the use of appropriate leadership styles in different situations</li><li>• The ability to investigate, solve problems and make decisions</li></ul>



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## Headteacher person specification cont'd

Job Requirements	Essential	Desirable
<b>Secure accountability</b>  Experience, skills and knowledge	<ul style="list-style-type: none"><li>• Understand the Headteacher's responsibilities and accountabilities to pupils, governors, parents, LA, Diocese and wider community</li><li>• Have a thorough understanding of the statutory framework for education and statutory requirements that underpin school leadership and management</li><li>• Demonstrate experience of working with a governing body to enable it to meet its statutory responsibilities</li><li>• Understand the principles of Ofsted and SIAMS Inspections</li><li>• Understand and implement safeguarding policies</li></ul>	<ul style="list-style-type: none"><li>• Management experience of preparing for Ofsted and SIAMS Inspections</li></ul>

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## Headteacher person specification cont'd

Job Requirements	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Value and have high expectations of each child</li><li>• A positive role model for staff and pupils</li><li>• Enthusiasm and sense of humour</li><li>• Personal impact and presence which inspires confidence and trust</li><li>• A good, sensitive listener who demonstrates integrity, diplomacy and confidence</li><li>• Commitment to provide an appropriate work/life balance for self and others</li><li>• Integrity</li><li>• Self-confidence</li><li>• Energy, vigour and perseverance</li><li>• Adaptability to changing circumstance and new ideas</li><li>• Ability to foster an open and fair culture</li><li>• A commitment to own personal development</li></ul>	

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## About our school

St Mark's is a Co-educational Church of England (Controlled) Primary School, serving the village and parish of Cold Ash. "Controlled" refers to the Local Education Authority having full responsibility and control of the School.

The first evidence of a school in Cold Ash was in the Thatched Cottage in Collaroy Road, but the original brick building next to the church was established as an Infant (Dame) School in 1873. As numbers increased, a gabled extension was built sixteen years later to house the 50 pupils. Junior girls were admitted and two extra wooden classrooms added. In 1944, in accordance with national educational policy, St Mark's became a Primary School for 5-11 year old children as indeed it is today.

In 1969 the land was purchased where the school is now sited. In 1981 the decision was taken to close the old school and concentrate available resources on developing the new site.

Since that time the school has grown to include a large hall, seven class areas, a library, a computer "suite" and withdrawal areas for small group work. All meals are cooked on site.

Set in exceptionally pleasant wooded grounds the school has a large playing area, football pitch, netball court, wildlife areas and a car park.





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## About and teaching within our community

Cold Ash parish is made up of Cold Ash village, Ashmore Green and parts of Manor Park and Manor fields, it lies some four miles north east of Newbury and about three miles from the M4 interchange at Chieveley (Junction 13).

The village enjoys excellent communications with Newbury, Reading, London, Oxford and Southampton via the A4, A34, and M4 and by rail from Thatcham Station 2 miles away. Cold Ash was originally part of Thatcham Parish but in 1894 it broke away to form its own civil parish.

West Berkshire is more than a place to live; it is a place to stay. We benefit from the perfect balance between beautiful countryside and metropolitan town centres. Culture, sports, shopping and nightlife opportunities are all on our doorstep, which means whatever you are looking for you will find it and more. From almost everywhere in the village of Cold Ash there are fine views across open countryside. Much of the large area of the neighbouring woodland, although mainly privately owned, is open for the public to enjoy, and the school has regular woodland walks, as illustrated.

The Church of England Parish Church of St Mark was designed by the architect C. N. Beasley and built in 1864-65. It is very close to the school and extremely well resourced.

We believe in excellence and provide our teachers with the training and collaboration opportunities to achieve this, and to develop the skills to inspire in the classroom and receive recognition through exceptional career development.

We will help you advance your career.

More general information on teaching in West Berkshire can also be found here: [www.teachwestberkshire.com](http://www.teachwestberkshire.com).



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## Facts and figures

Type of school	Church of England Voluntary Controlled
Age range	4-11 including Breakfast Club 7:45 – 8:45am
Location	Cold Ash, Thatcham
Number of children on roll	180
Current management structure	Head, Deputy, SBM
Leadership Team	Head, Deputy, Leader of Learning, SENCO and EYFS Co-ordinator
Classes	7
Attendance	97.2%
% children with SEND	12%
% children in receipt of PPG	5%
2018 EYFS GLD	77.3%
2018 KS1 Results	Reading: 82%; Writing: 74%; Maths: 79%; Combined: 70%; Phonics: 74% (Year 1)
2018 KS2 Results	Reading: 90%; Writing: 83%; GPS: 80%; Maths: 81%; Combined: 77%;
Latest Ofsted report	Good (November 2014)
Latest SIAMS report	Good (December 2014)





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## What our parents say

The school  
feels a safe  
and friendly  
place for my  
children

Respecting  
each other –  
adult and  
children alike

Great hall!

Friendly and  
welcoming to  
all new  
parents and  
children

PTA events  
are wonderful

Having the  
7.45am  
breakfast club  
really helps  
family life and  
work/life  
balance

Excellent  
SEN support  
for literacy

Nice friendly  
environment for the  
children

Great teaching and support  
staff

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## What our children say

Everybody's  
unique

All the  
subjects are  
really good

I love the  
climbing  
frame and I  
like school  
dinners

There are two  
climbing  
frames so that  
two classes  
can use them  
at the same  
time

The staff are  
really friendly

We have  
exciting clubs  
to join

Everybody  
respects the  
school rules

Everyone has an  
opportunity to shine

We have the opportunity to  
take part in sporting  
competitions