



**Drifffield Church of England
Voluntary Controlled Infant School**

“Learn to let your light shine.”

Matthew 5:14-16



**Drifffield Church of England
Voluntary Controlled Infant School
Headteacher Recruitment Pack
December 2020**

Drifffield Church of England
Voluntary Controlled Infant School

Our School Values

Friendship

Honesty

Peace

Perseverance

Creativity

Respect

Driffield Church of England
Voluntary Controlled Infant School
Letter from the Chair of Governors

Dear prospective Headteacher,

Welcome to Driffield C of E (VC) Infant School.

On behalf of all members of our school community, I would like to thank you for your interest in the post of Headteacher. I hope that you will find these pages helpful and encourage you to apply for this exciting, rewarding and challenging position.

The governors, staff, parents and pupils of Driffield C of E (VC) Infant School are seeking to recruit an inspirational, innovative and dynamic Headteacher who will sustain and build on the excellent work of our much valued Headteacher who retires at Easter.

We are extremely proud of our happy school, where children are valued and are at the centre of all our decisions.

Our vision is that we all 'learn to let our light shine' and 'live life in all its fullness'. We believe that in every member of our school family there is a spark just waiting for the right environment to ignite and flourish and we see providing that environment, as our purpose.

We encourage the children to develop their communication, problem-solving and enquiry skills whilst fostering a genuine love of learning and developing an understanding of the complex world around them.

We value our strong links with the local community and All Saints' Church and seek to appoint a Headteacher who will uphold the distinctive Christian ethos of the school and nurture, inspire, challenge and motivate the whole school family to realise their full potential.

If you feel you can offer the energy, commitment and passion to lead our school, we can offer the support of a capable, committed and enthusiastic team of staff and governors, who are dedicated to raising the achievement and progress of all individual children.

I hope you will find these pages helpful and that they will encourage you to apply for this post. The best way for you to see what our school has to offer is to come and visit us and see the children and staff at work. Please contact the school office to arrange a visit. I look forward to welcoming you to Driffield C of E (VC) Infant School.

Yours sincerely

Debbie Sutton
Chair of Governors
Driffield Church of England (Voluntary Controlled) Infant School



**Drifffield Church of England
Voluntary Controlled Infant School**

OUR DIOCESE

York Diocesan Board of Education supports 125 Church of England schools and academies in the area from the Humber to the Tees. We have a dedicated team of professionals who offer a wide range of expertise and can help schools access further assistance.

The Education team aims to:

- Be available as a 'one-stop shop' for pastoral and professional support;
- Work with a range of agencies to promote school improvement;
- Promote excellence and Christian distinctiveness;
- Provide and facilitate professional development and governor training;
- Help schools and academies network, collaborate together and share best practice;
- Offer a Total Property Management scheme in association with DBE Services Ltd;
- Guide schools on matters concerning trusts;
- Work with schools exploring Academy conversion;
- Advise in the appointment of staff, especially Headteachers;
- Support Headteacher appraisal;
- Represent Church of England education to the wider church community and more widely to the public;
- Maintain contact with the local authorities and the Regional Schools Commissioners.



The Rt Revd Paul Ferguson, Bishop of Whitby and Chair of the Diocesan Board of Education, said:

"Our schools and academies are a vital part of the mission of the Church of England in the Diocese of York. Staff and governors are strongly committed to their communities, and in many cases the influence of church schools can only be described as transformative. We strive to offer our young people the very best in every aspect of education, including encouraging them to mature spiritually and to understand how faith informs good relationships and responsible citizenship. We aim for our schools to be places where the love of God in Christ is truly reflected.

If these aims and values resonate with you, we hope that you will consider applying to come to Drifffield CE (VC) Infant School to lead our school into the next phase of its life".



Andrew Smith, Diocesan Director of Education, said:

"As a diocese, we are here to help celebrate and strengthen the Christian ethos in our schools. We understand that each school is unique and our aim is to get to know our schools on an individual basis in order to foster the local parish and community links as far as possible.

As such, our Education Team offers a range of support to our Headteachers from both a school distinctiveness and effectiveness point of view, as well as providing a range of training and development opportunities for staff and governors to access over the course of each year. In a rapidly changing educational landscape, we are more and more involved in wider school development, particularly as schools change from one school status to another.

I do hope that you feel able to apply for the position of Headteacher and we would look forward to welcoming you as part of our diocesan family here in the Diocese of York".



Driffield – Town Profile

Driffield is at the very centre of the rural community in East Yorkshire. Its current population is around 14,000, but this is growing steadily as a result of there being a number of live housing developments creating new homes around the town edge. It is known locally as the 'Capital of the Wolds' and is the main service centre for several surrounding villages, such as Hutton Cranswick, Nafferton, Kilham and Wetwang.

Driffield C of E Infant School is one of five schools in the town, each with their own site. Driffield Northfield Infant School is another Infant school and both schools feed into Driffield Junior School. Most children then go on to Driffield School and Sixth Form, which is a large comprehensive secondary school with children from the town and rural villages across the Yorkshire Wolds. Finally, there is Kings Mill, a community special school providing specialist support to children with a range of special educational needs.

Driffield lies within easy reach of the towns of Beverley, Bridlington, Scarborough and the cities of York to the west and Kingston-Upon-Hull to the south. It is a market town, with a weekly market held every Thursday and has a good mix of cafes and shops, offering a range of local food and drink.

The area is popular with tourists, especially walkers and cyclists, due to its proximity to the Yorkshire Wolds Way and other public trails into the countryside. Near the train station is the historic Driffield Navigation Canal, which when opened in 1770, provided the local mills with the supplies they needed for the town to become a significant commercial centre for the area.

The town also has a great range of leisure and sports facilities, including a leisure centre with swimming pool and gym, a rugby union club, a golf club, a grass tennis club and several football teams. Driffield Recreation Ground is home to the town's cricket club and has facilities for lawn bowls and snooker.



Drifffield Church of England
Voluntary Controlled Infant School

What our children like about Drifffield C of E (VC) Infant School

"At our school we are always looking for ways to let our light shine- helping other people, being kind, getting better at our work"

"I love maths as we are really getting good at our times tables and that helps me solve problems"

"I love doing the Young Leaders Award we have practised lots of different skills to make us good leaders like kindness, perseverance and teamwork. At the moment we are doing our social action project, making a video to share with the residential homes in Drifffield."

"We have lots of dress-up days. They are great fun and we laugh a lot"

"The trips are the best thing- I love it when we go to Elmswell and ride on Farmer John's tractor."

"DT is brilliant, at the moment we are making animal shelters. First we learnt the skills and now we are making them"

"I like being a collective worship leader it is a really important job, like when we go to Church but I am sad at the moment because we can't go because of the virus."

Drifffield Church of England Voluntary Controlled Infant School

Welcome to our school



Enjoying learning



Loving learning outdoors



Drifffield Church of England
Voluntary Controlled Infant School
What our staff value in a good Headteacher

"To embrace the vision of our church school and the drivers that underpin what we are about."

"Be ready to smile, laugh and lead with endless positivity."

"To understand the importance of staff wellbeing, morale and motivation."

"Be keen to foster and develop positive relationships with all our school families."

"Work together and play together to make our school a happy place to be."

"To continue the school's high expectations for learning and ability to rise to challenges."

"A team player who consults readily but is decisive and able to take bold action when necessary."

"Understand the value of, and encourage outdoor learning."



Drifffield Church of England

Voluntary Controlled Infant School

Headteacher Job Description

Job title: Headteacher – Drifffield Infant School

Job purpose: -

- To provide vision, leadership and direction for the school.
- With the Governing Body, to be responsible for creating and maintaining a productive learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continuous improvement of the quality of learning offered by the school.
- To preserve and develop the Christian ethos of the school.

Accountable to:

The governing body

Accountable for:

The standards, progress and well-being of all pupils and all staff and for all resources

Key tasks

Overall:

- To treat everyone fairly and equitably, with dignity and respect so as to create and maintain a shared school culture and positive climate that motivates pupils, staff and all other members of the school community.
- To nurture and challenge all children so that they reach their full potential.
- To promote effective relationships with all pupils, staff, governors, parents, other schools, the local community, the Local Authority, the Diocese and other external bodies to enhance the positive image of the school and the development of the education system as a whole.
- To create a culture of high expectations and aspirations that lead to excellent learning.

Leadership and management:

- To be responsible for the day-to-day management, organisation and administration of the school, modelling effective work-life balance and managing the workload of others.
- Allocate and control school budgets and finances in consultation with the school business manager and finance and personnel committee.
- To ensure the rigorous implementation of well-focused improvement plans based on robust self-evaluation.
- Working with other staff and Governors, ensure the consistent application of policies and procedures that raise standards.
- To monitor and evaluate standards of teaching and learning.

- To ensure that assessment information is well used by leaders and governors to improve teaching and the curriculum.
- To lead and manage change effectively.

Governance:

- To work with the Governing Body to enable it to meet its responsibilities and present to it, on a regular basis, an accurate account of the school's performance.
- To provide Governors with all the information that they need to do their job well.

The curriculum:

- To ensure that statutory requirements for the curriculum are met, that curriculum provision is appropriate and relevant to the needs of all pupils and provides equality of opportunity for all.
- To ensure that the curriculum promotes and sustains a thirst for knowledge and understanding and a love of learning.
- To ensure that good teaching within a broad and balanced curriculum, accompanied by effective provision for spiritual, moral, social and cultural development, assists all pupils to prepare for their life ahead.
- To provide a curriculum that promotes high levels of achievement and good behaviour.

Behaviour and safety:

- To establish, implement and maintain the appropriate processes and policies that secure the safeguarding and welfare of every child and ensure the safety of all pupils, staff members and visitors to the site.
- To establish a positive ethos throughout the school so that pupils take pride in their school, their work and their behaviour, minimising behavioural disruptions and promoting an environment of mutual respect.

The quality of teaching and learning:

- To undertake a regular teaching commitment when appropriate.
- To understand what good/outstanding teaching and learning looks like and be able to communicate this effectively to all staff and Governors.
- To ensure that effective monitoring and evaluation of the quality of teaching, attainment and progress are used to improve learning.
- To develop the school's planning processes to ensure that teaching is appropriate to the age and ability of all pupils and provides challenge, progression and high expectations to enable every pupil to achieve at the highest level.
- To ensure that disadvantaged pupils and those with Special Educational Needs and Disabilities achieve well.

The achievement of pupils:

- To ensure that the school achieves its curriculum and pastoral aims through the effective implementation of the school's improvement plans, ensuring all pupils achieve well so that the proportions making or exceeding expected progress are close to, or above, national figures.
- To ensure that parents and carers are regularly provided with sufficient information to understand how well their children are doing and what they can do to help improve learning, developing successful strategies to engage with all parents.

Early Years provision:

- To ensure that children in the Early Years are safe and happy and achieve well.
- To ensure that good provision contributes well to children's emotional health, safety and well-being.

- To ensure that teaching nurtures, engages and motivates children and is based on accurate assessment of children's learning and development so that activities and experiences meet their needs.
- To ensure that all children are well prepared for Year 1.

As a Church school:

- To confidently articulate, live out and promote a vision for the school rooted in distinctively Christian values.
- To ensure that arrangements for religious education and collective worship meet statutory requirements.



Driffield Church of England Voluntary Controlled Infant School

Headteacher Person Specification

Headteacher Specification	Essential	Desirable	Application	Reference	Interview
Qualifications and Experience					
Qualified Teacher Status	E		A		
Has NPQH qualification		D	A		
Recent experience of successful senior leadership	E		A	R	I
Experience of managing change successfully, encouraging innovation and empowering others		D	A	R	I
Successful teaching experience in early years and KS1	E		A	R	I
Qualities and Knowledge					
Knowledge and understanding of early years and KS1 curriculum	E		A		I
Commitment to maintaining and developing the Christian vision and ethos of the school and promoting and understanding of other faiths and cultures	E		A		I
Demonstrate excellent communication skills with pupils, staff, families and Governors, whilst developing strong liaisons with the local community for the benefit of the children	E		A	R	I
Lead by example driving the strategic leadership, empowering all pupils and staff to flourish	E		A		I
Ability to deal with all stakeholders sensitively in a wide range of situations	E		A	R	I
Pupils and Staff					
To develop and maintain a culture of high expectations	E		A		I
Create an outstanding learning culture within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other	E		A		I
Demonstrate a proven track record of improving teaching and learning	E		A	R	I
Develop pupils' learning, independence and resilience recognising the need for all pupils to enjoy school in order to become confident and enquiring learners	E		A		I
Encourage 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	E		A		I
Systems and processes					
Maintain a safe, caring and well-ordered environment for all pupils and staff, and developing their exemplary behaviour and relationships	E		A	R	I

Embrace strong governance and actively work with the Governing Body so it continues to be highly effective	E		A		I
Managing the school's educational, financial and human resources effectively and efficiently to achieve the school's educational goals and priorities	E		A		I
Creating and maintaining an effective partnership with parents, carers and the community to support and improve pupils' achievement and personal development	E		A	R	I
Self-improving Systems					
Provide the innovative leadership required to maintain a vibrant outward-looking school where all children can flourish	E		A		I
Develop and maintain positive relationships with the local church, community, school cluster, Diocese and Local Authority	E		A		I
Shape the current and future quality of the teaching profession through the highest quality training and continuous professional development for all staff		D	A		I
Safeguarding					
Demonstrate a commitment to safeguarding and the welfare of children and young people	E		A	R	I
Ability to form and maintain appropriate relationships and personal boundaries	E		A	R	I
Emotional resilience in working with challenging behaviours	E		A		I
Appropriate use of effective behaviour management	E		A	R	I

This school is committed to safeguarding and promoting the welfare of all children and staff.

The appointment is subject to the receipt of a satisfactory DBS disclosure



Driffield Church of England Voluntary Controlled Infant School

Key Information

Driffield C.E (VC) Infant School
St Johns Road
Driffield
YO25 6RS

Phone: 01377 253094

Email: driffield.infants@eastriding.gov.uk

Website: www.driffieldinfantschool.co.uk

Number on Roll: 175

The Post

Headteacher Group:	Group 2
Post:	Full time, permanent
Pay scale:	L9-L15

The Recruitment Process

Applications are available from: www.eastriding.gov.uk/jobs

Closing date:	3 rd January 2021 (online) 4 th January 2021 (school)
Shortlisting:	8 th January 2021
Interviews:	19 th and 20 th January 2021
Start date:	April 2021

To arrange visits, please contact Mrs Amanda Day or Mrs Jo Thompson (01377 253094)

Visits are to be made on Friday 11th December or Tuesday 15th December only.
All visits must be pre-arranged.