

All Saints' Church of England (VA) Primary School



Headteacher
Recruitment Pack
March/April 2021



"A new command I give you. Love one another. As I have loved you, so you must love one another."

John 13:34

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App. A – Application Pack

1. Letter from the Chair of Governors

25th March 2021

Dear Applicant

Thank you for responding to our advertisement for a Headteacher at All Saints Church of England (VA) Primary School. In the pack you will find information about the school which I hope you will find useful. Please also visit our school website www.allsaints.peterborough.sch.uk where you will find additional information.

The governors and staff wish to appoint a dynamic, inspirational Headteacher who accepts the Christian ethos of the school and demonstrates these qualities of care and forgiveness in their work life and in their personal lives. The Christian values that we teach are supported by a close relationship with All Saints' Church which is situated a short walk away.

The governors are very proud of the school and what it has achieved over the years. All Saints' was a two form entry Junior School until 2014 when the current school was built and the old building demolished creating a Primary education facility for 420 children. The school has a rating of 'Good' from its most recent Ofsted report in 2019 and an 'Excellent' SIAMS report in 2020.

The governors have an excellent working relationship with all the staff and see them as the most important resource that the school possesses. The new Headteacher would be expected to strengthen and develop this resource to enhance the educational provision offered to the children at All Saints' School. The wellbeing of the staff and children is a high priority on our agenda.

Financially the school is in a strong position with positive budgets and good capital reserves. This has allowed the school to invest in equipment and recently a new building for an out of hours' school provision.

If you feel you meet the criteria and wish to take the next step in your career we would welcome your application which should be sent to headship@epm.co.uk.

Please note we ask that your supporting letter should be no more than 1500 words.

I look forward to welcoming the successful candidates to interview in April.

Yours sincerely

Steve Adamson

Chair of Governors

2. Introduction, Ethos and Aims

The school was founded in 1900 by Canon Charles Ball, Vicar of All Saints' Church to educate the children of the Parish and teach the Christian faith, as it does today. All Saints' School exists to promote the Christian values of love, care, respect, acceptance, neighbourliness and redemption and to provide a quality education for all the children. The school is concerned that pupils develop their full potential and attached high priority to strong links between school and home within a multi-cultural community. All Saints' Church of England (VA) Primary School is committed both to provide a high standard of education and also to sharing the Christian faith in such a way that children recognise its worth.

To achieve these aims it is essential to establish an environment within which children, teaching and support staff, governors and parents can work together successfully. It is most important that children should want to come to school. The school needs to be a place where they feel secure and happy.

It therefore follows that the needs of each individual child are of the utmost importance, and that the school is a place where love and care, and the qualities of friendship, honesty, consideration for others and their property, politeness, tolerance, obedience, hard work and perseverance can all flourish.

We provide safe and modern facilities, motivated and professional staff, which together with parents provide the foundation for an excellent educational experience.

We are proud of the educational performance of our staff and children, with very good inspection reports and achievement by our pupils.

Christian worship is important for our school, both in school and at All Saints' Church. We also acknowledge that children from many faiths belong to our school, therefore we provide for all beliefs within our curriculum.



3. Location

The school is located near to the centre of Peterborough and within easy access of Central Park, All Saints' Church, and Cathedral.

Peterborough combines a 3000-year heritage with all the comforts and convenience of a dynamic regional centre.

A magnificent Norman Cathedral sits serenely amid peaceful precincts just a few metres from the city's exciting shopping and leisure facilities.

Inhabitants can enjoy a vast range of outdoor leisure activities amid a picturesque countryside – including 2000 acres of riverside parkland. There are plenty of attractions and events to thrill all ages and interests, such as Flag Fen Bronze Age Centre, Peterborough Museum and Art Gallery, historic houses, wildlife parks and Sacrewell Farm and Country Centre.

At night, Peterborough reveals a more vibrant character with theatres, cinema, sport venues, pubs, clubs and restaurants competing for your attention.

When it comes to shopping there is plenty from which to choose, including bright shopping centres, specialist and designer's shops and well-known street stores. Browse around colourful market stalls and enjoy serious retail therapy in a great choice of shopping centres.

Peterborough hosts a mainline railway station with Central London just a 50-minute train journey away.



4. Job Description

All Saints' Church of England (VA) Primary School Headteacher Job Description



Overview

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations and the National Standards for Headteachers. The job description is subject to annual review.

You will provide inspiring, professional leadership for All Saints' Church of England (VA) School to ensure a high-quality education for all of its pupils.

You will be responsible for promoting and developing the strong Christian ethos of our school.

Key Roles and Responsibilities of the Headteacher

The Headteacher will:

1. Leading by example, ensure that the school vision of an inspiring supportive and aspirational environment, based on Christian Values, is clearly articulated, understood and delivered by all members of the school community.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish and members of the local community.
3. Ensure that a school plan based on robust self-evaluation is in place, is delivered, tackles weaknesses decisively and impacts positively on school improvement.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating local and national policy into the school's context.
6. Develop and communicate the church school's vision and values in your everyday work and practice to drive the strategic leadership, empowering all pupils and staff to excel.
7. Lead creative Christian collective worship that engages with the school's Christian vision and values enabling the community to flourish and grow spiritually.
8. Be willing to innovate and take on new challenges in order to grow motivated pupils, eager to support one another and take a lead in their own learning.

Pupils and Staff

The Headteacher will:

1. Expect high standards of teaching, leading to the highest standards of achievement for all pupils, regardless of needs, through high expectations and an inclusive creative curriculum.
2. Secure excellent teaching through training and development of staff and 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.
3. Demonstrate and articulate high expectations and set stretching targets for all, using data and benchmarks to monitor progress in every child's learning.
4. Create and maintain excellent partnerships with parents and carers to support and improve pupils' achievement and personal development.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs including those with English as an Additional Language, children with special educational needs and disabilities, in addition to those who have emotional and behavioural challenges.
7. To identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
8. Challenge underperformance at all levels, holding all staff to account for their professional conduct and practice.
9. Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups', languages and ethnic groups.
10. Ensure that the high standards of behaviour and attendance of the pupils are maintained.

Managing the School

The Headteacher will:

1. 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.
2. 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.
3. Ensure that high quality teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff, supporting staff to improve, holding robust staff performance management processes and valuing excellent practice.
4. Work collaboratively with the Governing Body to 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.
5. Manage and organise the school infrastructure and environment efficiently and effectively to ensure that it meets the needs of the school including all health and safety regulations.

The Self-Improving School System

The Headteacher will:

1. Ensure a collaborative culture (at all levels -within staff, between staff and pupils, staff and families, amongst all families using the school and with other schools and organisations) to secure excellent achievements for all pupils.
2. Treat people fairly, with dignity and respect, to maintain the positive school culture consistent with its Christian ethos.
3. Set an example of professional standard and leadership and lead the continuing professional development of staff.
4. Regularly review own practice and challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the school.
5. Develop the current and future quality of the teaching profession through high quality training and sustained professional development for all staff at the school.
6. Model innovative approaches to school improvement, leadership and ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and responsibilities and distributing leadership.
7. Ensure working practices promote staff wellbeing and mental health.

Accountability

The Headteacher will:

1. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
2. Provide information advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and value for money.
3. Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, parents, the Diocese, local community, OFSTED, SIAMS, the Local Authority to enable them to play their part effectively.
4. Ensure that everyone across the school community works collaboratively, shares knowledge, celebrates success and accepts responsibility for pupil outcomes and for giving every child a high-quality education.
5. Ensure that parents and pupils are well informed about their curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement.

Community

The Headteacher will, with the support of the Governing Body:

1. Maintain and future develop the strong partnership between the school, All Saints' Church and the wider church community.
2. Create and maintain an effective partnership with parents and carers to support and improve children's achievement and personal development.
3. Co-operate and work with relevant agencies to protect children.

Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

5. Person Specification

All Saints' Church of England (VA) Primary School

HEADTEACHER: PERSON SPECIFICATION				
Area	Essential	Judged	Desirable	Judged
Qualifications/Training				
Education	Qualified teacher status	AF	NPQH obtained / in progress	AF
	A degree or equivalent	AF		
Professional Development	Evidence of sustained participation in INSET linked to school management	AF	Participation in work with other schools/agencies	AF
			Experience of leading INSET activities for others	AF
Experience				
Teaching	Considerable classroom teaching experience across the primary age range	AF	Evidence of curriculum leadership across the school age range in recent years	AF
	Experience of curriculum leadership	AF	Experience of leading a significant curriculum development through to implementation	AF
Schools	Considerable experience of working in primary schools across the age range	AF	Experience of a range of schools, including church schools, and other educational establishments	AF
Management Responsibility	Successful experience of headship or senior management in a primary school	AF	Experience of headship in a church school setting	AF
	Identifying and successfully addressing under performance	AF	Evidence of managing staff performance, supporting staff to improve and valuing excellent practice	AF
Resources	Experience of managing and/or co-ordinating staff Experience of managing teaching resources Experience of setting and managing areas of the school budget	AF AF / I AF / I	Experience of appointing and inducting staff	AF
			Establishing and developing school administrative systems	AF / I
			IT systems for resource and budget management	AF / I
			Exercising strategic, curriculum-led financial planning to ensure equitable deployment of budgets and resources	AF / I

Knowledge and Understanding				
National Framework	Knowledge of the current education legislation	I	Recent experience of an OFSTED inspection and its follow up	AF / I
	Knowledge of the current OFSTED inspection framework	I		
	Awareness of current developments in education and the possible implications of these	I	Experience of a SIAMS inspection	AF / I
Teaching and Learning	Practical understanding of effective teaching and evaluation strategies	I	Evidence of the ability to secure excellent teaching standards through an analytical understanding of how pupils learn	AF / I
	Understanding of actions to be taken to promote equality	I		
	Understanding of the new RSE curriculum and its implementation within school.	I		
Standards	Involvement in successful school improvement work	I	Experience of helping a school achieve 'outstanding' standards based on OFSTED criteria	AF
	Awareness of strategies to raise pupil achievement, manage behaviour and prevent discrimination	AF / I		
	Evidence of demanding ambitious standards for pupils, overcoming disadvantage and advancing equality	AF / I		
	Knowledge of the SEND Code of Practice	I		
National Curriculum	Understanding of planning a broad and balanced curriculum, including assessment, recording and reporting	I	Experience of planning the curriculum across the age range of the school	AF / I
Parents and Community	Understanding of the role which can be played by parents, the church and the community in raising standards	I	Experience of working directly with parents to raise standards and involvement with the church and local community	AF
			Imaginative approaches to community involvement	AF / I
Governance	Understanding of the role and workings of a school Governing Body	I	Evidence of welcoming strong governance and actively supporting the governing body to function effectively	AF / I
	Experience of working with a school governing body	AF / I	Experience or awareness of the role of the Diocese (in Voluntary Aided Schools)	AF / I

Skills				
Leadership	<p>Ability to lead by example with integrity, creativity, resilience and clarity</p> <p>Provide clear vision and command respect through clear communication and empathetic listening</p> <p>Incisive and clear strategic thinker who is able to delegate responsibility</p> <p>Ability to communicate compellingly the school's Christian vision and drive the strategic leadership of the school</p>	<p>AF</p> <p>I</p> <p>AF / I</p> <p>I</p>	To recognise and encourage leadership within other members of staff and provide opportunities for their development	AF / I
Management	<p>Ability to manage change in a school, monitor and evaluate its impact</p> <p>Oversee the planning, implementation of and monitoring of a School Development Plan</p>	<p>AF</p> <p>AF / I</p>	Recent experience of management within a church school setting	AF
Personal values and qualities	<p>A selfless approach to leadership based on integrity, objectivity, accountability, openness and honesty</p> <p>A personal Christian faith</p> <p>Able to establish and develop good relationships to allow all members of the school community to flourish.</p> <p>To show commitment to, and support for, the school's wider community, the church, other schools and educational services</p>	<p>I</p> <p>I</p> <p>I</p> <p>AF / I</p>	A regular worshipper at a church linked to Churches Together in Britain and Ireland.	AF / I
Interpersonal and communication skills	<p>Ability to communicate effectively in writing and orally</p> <p>Competent in the use of ICT</p> <p>Flexible and approachable</p> <p>Resilient under pressure</p> <p>Able to deal sensitively with people and resolve conflicts</p> <p>Positive and energetic approach to work.</p> <p>Inspire and influence others within and beyond schools</p> <p>Lead by example</p>	<p>AF / I</p> <p>AF / I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>		

Attitudes				
Educational Philosophy	An understanding and appreciation of the value of the church school ethos	AF / I	An understanding of the various ways in which schools can promote values	I
	A commitment to develop the church school vision and ethos	I		
	A commitment to raising achievement through partnership with stakeholders	I		
	A determination to progress school improvement and a desire to fulfil each child's potential	I		
Staff Development	Committed to the development and well-being of teaching and support staff	I	Able to identify emerging talents leading to clear succession planning	AF / I
Equal Opportunities	Commitment to equality of opportunity and social inclusion	I	Experience of implementing strategies for social inclusion	AF / I
			Understanding of the need to promote positive role models	I
Safeguarding	An unswerving commitment to the safeguarding of pupils as outlined in the KCSIE documentation	AF	DSP or DSL trained	AF
	An understanding of the role of a DSL within a school and the role of the Headteacher in ensuring that all aspects of safeguarding are implemented and monitored correctly	I		

Note: AF = Application Form and I = Interview/Others tasks

6. Church School Relationship

All Saints' Church and School have a long history and work together in various ways. Each values the relationship with the other and seeks to further strengthen the bonds and find ways to help bring together the life of church and school for the benefit of both communities.

There are currently 5 foundation governors including the vicar who is part of the Governing Body as an ex-officio member. The foundation governors are practising Christians who are fully committed to both school and church with some having their children in school and the church choir. Governors visit the school regularly, have their areas of responsibility and support and act as a critical friend to the staff. Governors will undertake monitoring visits and report back to the Governing Body.

Three members of the All Saints' congregation visit the school regularly and act as reading buddies, support the relationship between church and school and the ministry of the chaplain such as when the young people are preparing to be Admitted to Holy Communion whether at All Saints' Church or other churches.

During the year classes will visit the church building as part of their studies on places of worship. The children hear about how the building and its various parts are used whether for baptisms, weddings and the Eucharist. The school attends, usually by Key Stage, for services at Christmas, Harvest and Easter. Parents are invited to these services and the chaplain and vicar work together to lead and give an address. The vicar also contributes, with other staff, to the rota for leading Collective Worship in the school and observes RE lessons. During 2019 the vicar spoke and responded to questions on faith, creation, evolution and science with the KS2 children.

Another regular feature of the year is Unity Day in June where many visitors of different faiths are invited to talk to the children about how we can work together to create a fairer and united world that helps those in need. Each year representatives from the governing body, along with senior leaders and children, attend the Schools' Thanksgiving service at Peterborough Cathedral.

All Saints' Day is celebrated every November with the children in each year group creatively exploring saints of old and modern-day saints. The children enjoy finding out information about different saints and reflecting on the values of being a saint and whether we can all walk in their footsteps.

The school is seen as an important place for Christian ministry, so the decision was taken to employ a part time chaplain to support this. The chaplain and vicar work together for services in church and Collective Worship in school. The chaplain has been a visible presence at All Saints' Church through being a visiting preacher and attending events. Being in school the chaplain provides pastoral support and leads clubs for the children such as Bible Club and has developed prayer across the school for children and staff.

Church and School have supported common projects such as the Winter Night Shelter for the homeless and Peterborough Foodbank. Information is shared through Newsletters and displays in each location though there is scope for development and increased involvement of both church and school members.

7. Letter from the current Headteacher

March 2021

Dear Prospective Applicant

It is my great pleasure to write a few words about my time at All Saints' School and to give you my reflection on what it is like to be part of the All Saints' family. Over the last 16 years I have had the privilege of working alongside dedicated staff and inspirational teachers who want every child to succeed in a happy environment that reflects our motto of "Loving to learn, learning to love".

There have been many changes over the years and I have learnt much as a leader. The school is very well thought of in the community and beyond and the school has grown from strength to strength. Last year we received 'excellent' in all areas in our SIAMS inspection and it was wonderful to see that the school vision was instrumental in,

"enabling this richly diverse community to celebrate all that unites them and grow together as a family."

I have always enjoyed coming to work and there is not a day goes by when I do not get to see the talents, skills and enthusiasm of our children in some way or another. Watching young children grow and develop, achieving their potential, and becoming thoughtful caring individuals has been a great pleasure.

During my tenure at All Saints' I have been well supported by the Governing Body and the Chair of Governors. All the governors work tirelessly to help the school to be forward thinking and to ensure that every child flourishes.

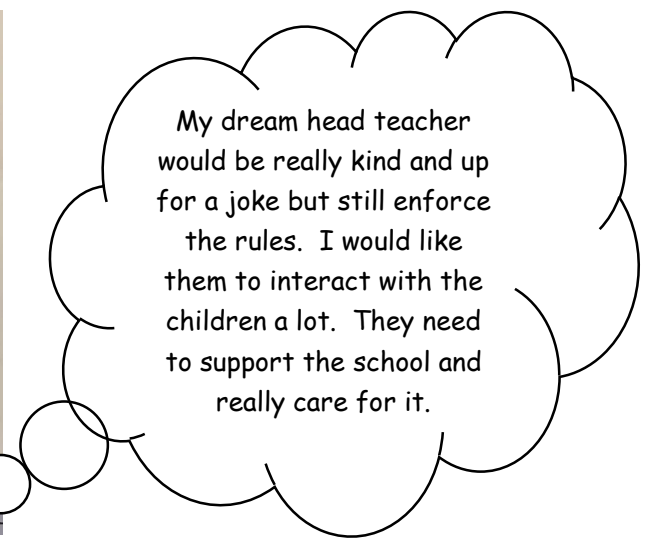
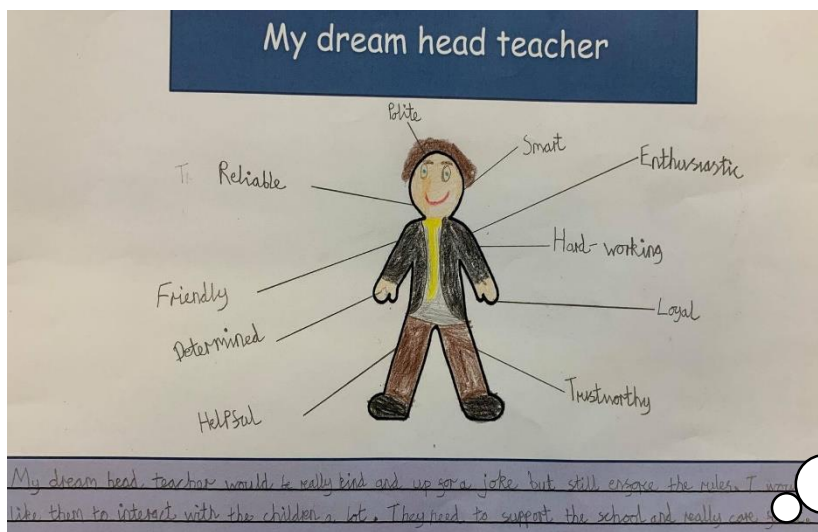
I know that the new Headteacher will receive a very warm welcome from the children, staff and community. All Saints' is a very special place and I encourage you to visit the school.

Yours sincerely,

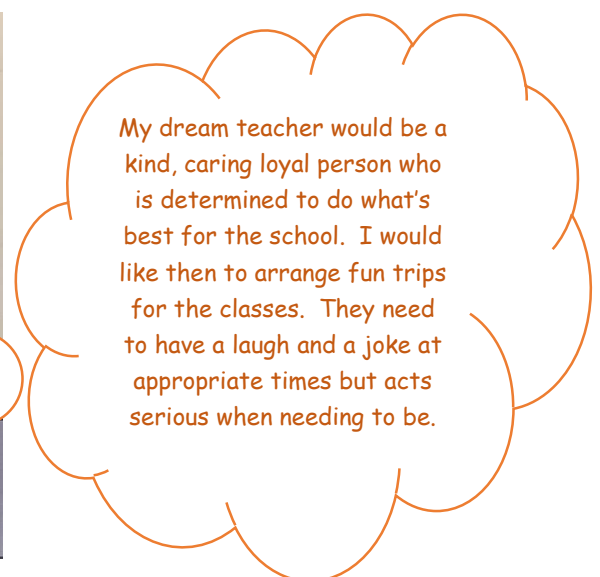
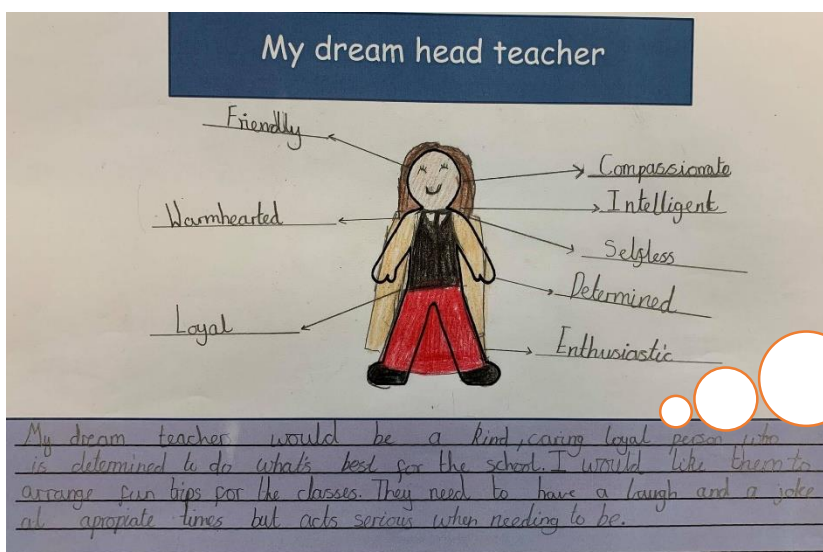
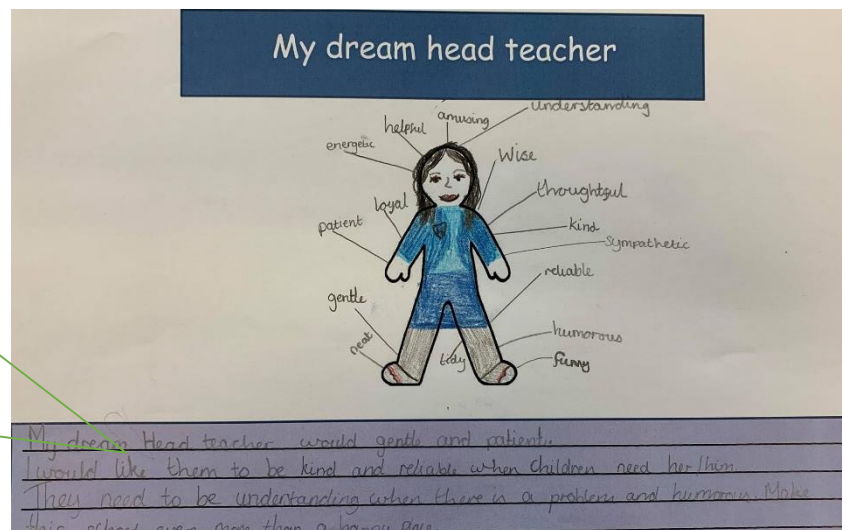
Rachael Hutchinson

Headteacher

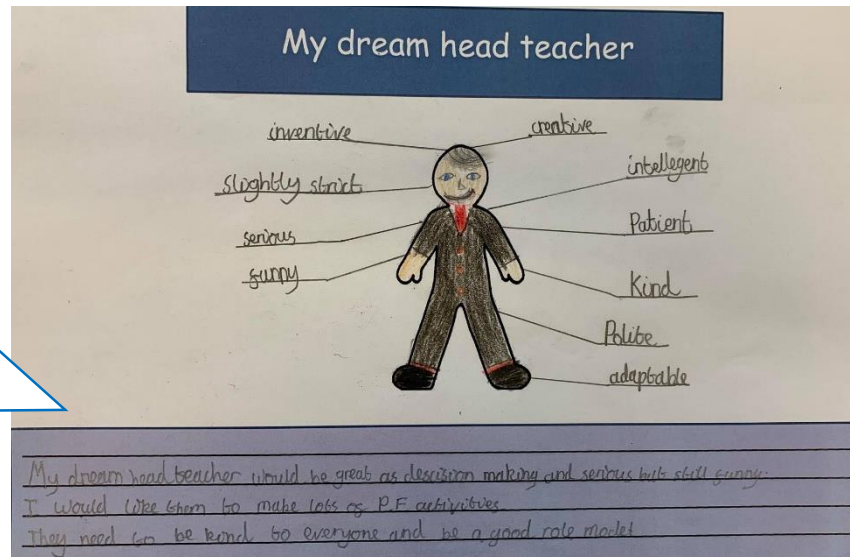
8. What would our children like in a new Headteacher?



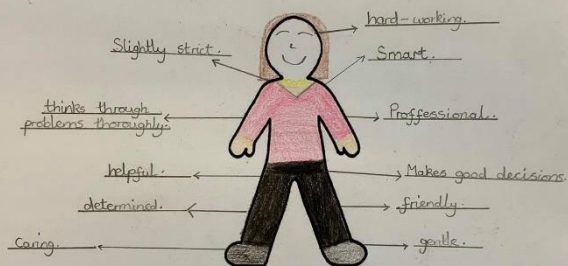
My dream Head teacher would be gentle and patient. I would like them to be kind and reliable when children need her/him. They need to be understanding when there is a problem and humorous. Make this school even more than a happy place.



My dream Headteacher would be great at decision making and serious but still funny. I would like them to make lots of P.E. activities. They need to be kind to everyone and be a role model.

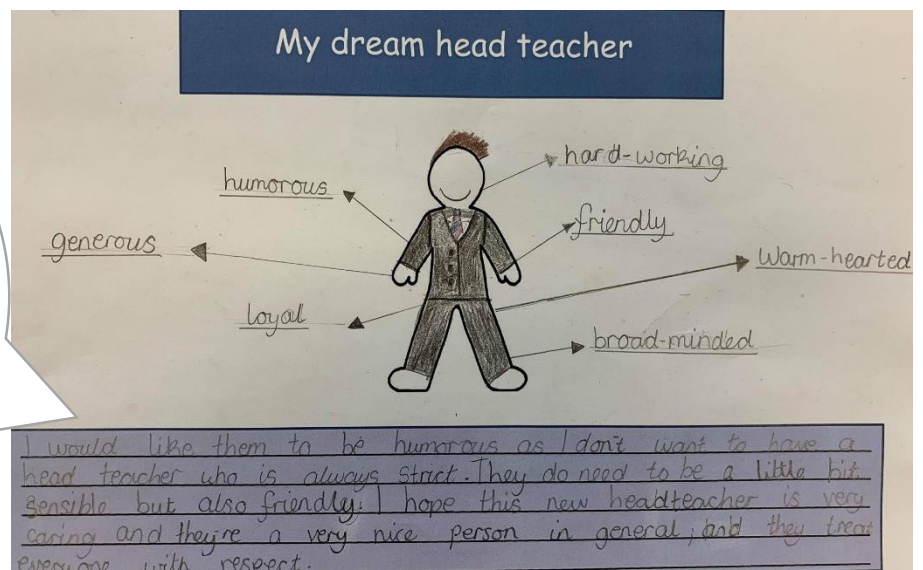


My dream head teacher



My dream teacher would be understanding and make good decisions. I would like them to be professional and patient. If there would be any problem, I would like them to think if through carefully. They need to know what is wrong and right. I would like them to make exciting competitions, assemblies and prizes.

I would like them to be humorous as I don't want to have a head teacher who is strict. They do need to be a little bit sensible but also friendly. I hope this new head teacher is very caring and they're a very nice person in general and they treat everyone with respect.



9. What would our staff like in a new Headteacher?

I would like someone who listens, who has pastoral skills and sees teachers and all members of staff as human beings who may at times need support. I would like someone who checks in to make sure we are all okay. I would like someone who instilled high expectations across the school and can challenge us if standards slip. I would like someone who upholds Christian values and is trustworthy. I would like someone who I can look up to as a role model, who can lead our team whilst also having a laugh and keeping our 'All Saints' vibe that is so unique and special. I would like someone who can treat us like family.

Christian; this is paramount as we have a deep Christian ethos and that must continue. We need a young dynamic inspirational leader with proven successful leadership or managerial skills. Someone who can communicate effectively at all levels. Not necessarily from a classroom background but someone who can lead from the front and encourage leadership across the board.

Excellent leader, teacher & communicator, someone who is approachable. Good sense of humour.

A person with Christian beliefs who is going to maintain the high standards we are accustomed to. A person who is approachable and caring on all levels.

A leader who has proven management skills, who will support and communicate at all levels and focus on progress. A leader who will embrace new technologies and teaching/learning methods to meet modern needs. Someone who can demonstrate a connection to Christian ethos/values and will maintain our Church of England heritage.

'-embodies the school's main ethos and values
-encourages staff and pupils alike

Someone who is approachable, kind and fair. A good leader who wants the best for our school. Someone who cares about the whole child, not just their academic achievements.

Someone who views the current school visions and continues to push and develop staff. Someone who is open minded to new changes but also understands how to maintain the high quality and standards of working that the school has. And personally someone who you are able to have conversations with the reassurance that it will remain in confidence and you will receive continued support.

Able to Laugh
Approachable
Big Heart