



*Love, Live, Learn*



St. Leonard's C.E. (VC) First School

*Love to Learn, Learn to love*

**Executive Headteacher  
Candidate Brochure**

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## Statistical Information

All Saints CE (A) Primary	
Type of School:	Primary
Age range:	4—11
Location:	All Saints CE (A) Primary School, School Lane, Bednall, Stafford, ST17 0SD
Number on roll:	77
Average Class Size	19
Date School Established	1856
% FSM	4%
% SEND	7.7%
% EAL	2%

St Leonard's CE (C) First School	
Type of School:	Primary
Age range:	3—9
Location:	St. Leonard's CE (C) First School 1 School Lane, Dunston, Stafford, ST18 9AG
Number on roll:	56
Average Class Size	19
Date School Established	1862
% FSM	11%
% SEND	29%
% EAL	2%

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## Welcome Message from the Chair of Governors

Dear Applicant,

Thank you very much for your interest in being part of the future of the schools of the Trinity Federation as Executive Headteacher for All Saints C of E (A) Primary School, Bednall and St Leonard's C of E (C) First School, Dunston. The vacancy has arisen due to the forthcoming retirement of our current Executive Headteacher at the end of December 2018.

The situations in the two schools are complex ones. All Saints school, Bednall was placed in a category by Ofsted in February 2018 and is currently the subject of an Academy order. Meanwhile St Leonard's School, Dunston received a visit from Ofsted in May 2018, as a result of which it has a letter confirming that it remains a good school.

There is much scope for moving both schools forward as both have pupils with exemplary behaviour who are keen to learn. Staff are also on a learning journey and will need encouragement and support. In particular, it is the vision of the Trinity Federation to enable the development of the Assistant Headteachers in each of the schools to take on more responsibility, enabling the Executive Headteacher to have a greater overall strategic role.

Another positive aspect of the two schools is the global link with a Church Primary School in Kenya. The current Executive Headteacher visited the school with a party of Headteachers and teachers from the Lichfield Diocese in February of this year and it is hoped that the schools of the Trinity Federation will play host to a teacher from Kenya next year.

Both schools are C of E schools and have links with their corresponding church communities; this is a particular strength of St Leonard's. We are very well supported by our Lichfield Diocesan advisors in all matters.

The Federation governing board has been in existence since November 2016 and is responsible for all three schools of the Trinity Federation. St Michael's School in Penkridge is the biggest of the three schools and has been fortunate enough to have an experienced Headteacher taking over from the retiring Headteacher in September. This means that there is another Headteacher within the Federation to offer support and be a partner with the new Executive Headteacher within the Federation. The governing board is working well together as a team and wishes to see the Federation go from strength to strength.

Although this is a challenging post, I believe it is one that, for the right candidate, will be a very fulfilling one as you take both schools forward on their journeys to offer the very best education to pupils in distinctively Christian environments.

We do hope that you will feel that you are the person to continue to lead us forward and we look forward to hearing from you and to receiving your application.

Yours faithfully

Esther Burd  
**Chair of Governors**

## About Our Schools

Trinity Federation is made up of three schools, All Saints (Bednall), St Leonard's (Dunston) and St Michael's (Penkridge). In 2017 this partnership was formed to further develop a sense of community, Christian ethos and continue to improve outcomes for our pupils. This position is for All Saints and St Leonard's, but here is an overview of our three schools.

### All Saints CE (A) Primary School

All Saints is a small, village school situated in the village of Bednall on the outskirts of Stafford. We pride ourselves on being a Christian School with family values. The School was built in 1856 and has educated children from the local area for over 150 years. We celebrate many traditions but embrace the modern world. As a church school we are part of a thriving community and aim to provide an education of the highest quality where Christian values underpin our daily lives so that the children develop a sense of spirituality and citizenship. We have a dedicated team of teaching and support staff, and governors who are committed to ensure the best outcomes for all the children. We aim that all pupils will develop a love of learning and a desire to succeed, so that they live as confident, enthusiastic learners, who are equipped to face challenges in their future lives, whilst also understanding the diversities in the everchanging world that lies before them.

### St Leonard's CE (C) First School

St Leonard's is a small church school situated in the small village of Dunston. The school was built in 1862 and has had several extensions over the years. The school comprises of three classrooms ranging from Nursery to Year 4. We also offer a breakfast club and a wide range of after school activities. The school prides itself that it is very much part of the community and links with the church are strong. The school draws from a wide catchment area and all are welcome. We have excellent links and work closely with Penkridge and Brewood Middle schools to ensure continuity of education for all our children.

At St. Leonard's we are very proud of all we have to offer our pupils; we expect our children to achieve a high standard across all areas of the curriculum. The school has a strong Christian ethos, although understanding and tolerance of other religions are taught. Added to this we have a commitment to developing the whole child.

### St Michael's CE (A) First School

Here at St. Michael's we are very proud of all we have to offer our pupils. We expect our children to achieve a high standard in English and Maths and across the curriculum. Added to this we have a commitment to developing the whole child. We acknowledge that children have different strengths, weaknesses and interests and we believe in giving them every opportunity to achieve and enjoy school in a way that prepares them for their future both academically and in terms of quality of life. We are a Church School – this means that our ethos is one of Christian principles and values. We have strong links with the local Church and the children are taught how to follow a Christian way of life. They are taught the importance of discipline and tolerance and are treated with the same respect and care that we would expect them to show to others. We are a happy school – Teachers, teaching assistants, office staff, cleaners, caretakers, lunchtime supervisors, kitchen staff, governors and children love coming to school and working together to make St Michael's a wonderful place to learn.

## All Saints CE (A) Primary School

***“Love, Live, Learn”***



Our vision at All Saints is that through the power of love children will reach their full potential and be able to live their lives with an open mind so they learn from the world around them.

We do this by:

- Valuing the individual
- Offering a broad, rich, challenging, skills based curriculum
- Providing a stimulating learning environment
- Setting high expectations
- Carefully monitoring pupil progress
- Close involvement with pupils, parents and carers

**Our school motto is 'Love, Live, Learn'.**

**This, along with our Anglican faith,**

**underpins everything we do at**

**All Saints.**



## St Leonard's CE (C) First School

***"Love to Learn, Learn to Love"***

### Our School Aims:

- to provide each child with the opportunity to achieve their full potential.
- to develop a sense of self respect, acceptable moral and social behaviour and the capability to live full lives
- to develop a willingness to contribute to the welfare of others.
- to acquire a reasoned set of attitudes, values and beliefs including a respect for and an understanding of other people's religions and moral values and ways of life as well as promoting investigation into Christianity.
- to communicate effectively, accurately and imaginatively, to read, write and listen, understand, question, respond and report.
- to promote skills in calculating problem solving and applying mathematical concepts to everyday life.
- to acquire knowledge, skills and practical abilities that will become a firm foundation for future learning and a resource from which further development will draw meaning, by offering a variety of learning styles and situations including investigation, trial and experimentation.
- to enable the children to use technological equipment with confidence.
- to appreciate achievement and the relationship of past events to present and future development.
- to begin to understand, explore and value their immediate environment and the wider world.
- to foster an awareness and understanding of the essential role of modern industry and commerce in their lives.

**Our school motto is**

**'Love to Learn, Learn to Love'.**

**We welcome you to come and have a look around and see what makes us special!**



## SIAMS Reports

### All Saints achieved a good report in March 2014:

Recognising that:

- the children are at the heart of the school and are given every opportunity to flourish personally, socially and academically.
- behaviour is exemplary and relationships between all members of the school community reflect Christian values.
- the staff team is well-led and the support and nurturing between staff sets a good role model to pupils.
- there is strong support from governors, the church and local community.



### St Leonard's achieved a good report in March 2016:

Recognising that:

- the Christian character of the school is very evident on entering the building and within the whole school environment.
- the behaviour and attitudes of the pupils are exemplary.
- a united and enthusiastic staff team ensure that pupils achieve well both academically and in their personal development and well-being.





<b>Closing Date</b>	<b>Monday 17th September 2018 by 12noon</b>
<b>Shortlisting Date</b>	<b>Wednesday 19th September 2018</b>
<b>Interviews</b>	<b>Thursday 27th September 2018</b>
<b>Salary</b>	<b>Leadership: L12 — 18</b>
<b>Title</b>	<b>Executive Headteacher for All Saints and St Leonard's</b>
<b>Reports to</b>	<b>Governing Board of Trinity Federation</b>
<b>Status</b>	<b>Permanent, Full time</b>

## Job Description

<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>To assume overall responsibilities for the day to day running of the two schools</li> <li>To be accountable and responsible to the Governing board of The Trinity Federation for the effective administration, management and performance of the schools</li> <li>To lead the drive for outstanding provision, so that all pupils are able to progress well and achieve their potential</li> <li>To promote and maintain a positive and effective caring ethos, based upon Christian distinctiveness, the values of the schools and the vision of bringing 'life in all its fullness' to all members of the school community</li> <li>To lead and inspire a lively, welcoming and effective teaching and learning atmosphere that recognises the value of the pupils' backgrounds and helps raise achievement and aspiration</li> <li>To ensure that the schools' systems and procedures promote excellence</li> </ul>
<b>PASTORAL / CURRICULUM</b>	<ul style="list-style-type: none"> <li>To plan a curriculum appropriate to the needs of all pupils within the school irrespective of background</li> <li>To promote an appropriate learning environment in order to enable effective curriculum delivery</li> <li>To promote an ethos of inclusion for all pupils in the school</li> <li>To manage resources in order to assist in the meeting of the educational needs of each pupil</li> <li>To continue the development of whole school procedures for regular review and assessment of children's progress as a way to enhance the quality of education, raise standards and meet statutory requirements</li> <li>To monitor and evaluate standards of teaching and learning in the school, and to use data strategically in order to identify issues and make appropriate interventions</li> <li>To be responsible for the development of in-service training and staff development</li> <li>To liaise with local clusters of primary and secondary and first, middle and high schools to develop curriculum and pastoral links</li> <li>To foster collective worship and spiritual development in partnership with the local churches in a way which is open, inclusive and respectful of diversity</li> </ul>

## Job Description (cont'd)

<p><b>LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• To use the processes of School Development Planning and Post Ofsted Action Planning as a means of giving clear direction to the school's future strategic development and the drive to become an Outstanding Federation</li> <li>• To motivate pupils and staff</li> <li>• To use effective channels of communication with pupils, staff, Governors, parents and the community at large</li> <li>• To be responsible for the full range of Professional Development and Performance Management in line with national and local initiatives</li> <li>• To be responsible for leadership of extended schools activities</li> <li>• To work with the Governing Body and attend Governors' meetings, providing relevant information on school performance, finance, staffing, and other matters</li> <li>• To carry out the role with full regard for Equal Opportunities</li> <li>• To be responsible for all aspects of safeguarding</li> <li>• To Lead the school in embracing the new SIAMS framework, based on the Church of England's Vision for education</li> </ul>
<p><b>EXTERNAL LINKS</b></p>	<ul style="list-style-type: none"> <li>• To develop whole school strategies for working with parents as partners</li> <li>• To present the school in a positive manner within the local community</li> <li>• To continue to foster links between the school and local industry and community</li> <li>• Work with outside agencies in the promotion and delivery of school and community initiatives</li> <li>• Continue to foster links with churches associated with each school</li> </ul>
<p><b>GENERAL ADMINISTRATION</b></p>	<ul style="list-style-type: none"> <li>• To advise and work with the Governors of the Trinity Federation on issues surrounding the leadership and strategic management of the schools, including the allocation of budget and resources</li> <li>• To work with partners and consultants on various aspects of federation finance, HR, and school improvement provision</li> <li>• To produce, maintain and review job descriptions and personnel specifications for all staff as part of the ongoing reform of the School's workforce</li> <li>• To complete returns and keep records required by Governing body, LA (where appropriate) and the DofE and/or other government agencies</li> <li>• To establish sound procedures for supervision, security and maintenance of buildings and grounds including Health and Safety</li> </ul>

## Person Specification

Essential	Desirable
<b>Qualifications and Professional Development</b>	
Qualified teacher status, Degree	Higher degree or other post-graduate qualification, National Professional Qualification for Headship
Evidence of Continuous Professional Development	Professional Development Qualifications
<b>Employment Experience</b>	
Senior leadership experience in education and proven ability to lead a team	
Experience of a range of primary education settings	
Deputy Headteacher or Headteacher experience	With a small school or federation with mixed age groups
Successful personal leadership in raising of student outcomes	
Innovation in curriculum development, teaching and learning, monitoring and evaluation strategies and translation into effective operational outputs	Personal record as an outstanding teacher
Knowledge and experience of managing school resources: financial, human and facilities	Particular success with implementing best value and value for money principles
Clear grasp of financial/accounting principles and large complex budgets	
Productive partnership working with other schools and organisations	
<b>Personal Qualities</b>	
Highest standards of integrity and a positive role model for students and staff	Range of external interests
Strong leader, underpinned by skills in motivating effective team working whilst being open to challenge	
Committed to comprehensive and inclusive education; energetic and passionate in the pursuit of the vision, challenges and opportunities. Committed to close home/school partnerships as key to effective education	
Excellent oral and written communication and presentation skills	
Effective relationship builder with a variety of internal and external stakeholders	
Professionalism at all times and an ability to remain calm under pressure; reliability, good task prioritisation and time management	
Good strategic thinker, informed and shaped by operational experience	
Resilience, dedication and energy whilst valuing a successful work life balance for self and colleagues	
Outgoing personality, sense of humour and good communication skills	
To be willing to work and continue the Christian characters of both schools, maintaining good relationships with the local parishes and diocese	
continued on next page	

## Person Specification (cont.)

Essential	Desirable
<b>Professional Knowledge and skills</b>	
An inspiring and convincing educational vision and an ability to lead with a 'can-do' attitude to generate high expectations, enthusiasm and commitment	
Expert knowledge and understanding of current curriculum development, educational policies and practices relating to education of children	
Experiential knowledge of detailed data collection and analysis and its application in setting challenging individual targets, intervention planning and curriculum delivery within the classroom	
Knowledge and understanding of the development and performance management of teaching and support staff	
Able to challenge underperformance	Knowledge and understanding of current curriculum development, educational policies and practices relating to education and training primary-aged children
To be willing to work and continue the Christian characters of both schools, maintaining good relationships with the local parishes and diocese	Have a personal Christian faith
Clear understanding of and commitment to the role of schools within the local community	
Expert knowledge and understanding of the objective evaluation of whole school effectiveness	
Knowledge of the statutory requirements and relevant legislation relating to school leadership and management including equal opportunities employment, health and safety, data protection and child protection and safeguarding	
To have a clear understanding of the expectations of both Ofsted and SIAMS to evaluate the school's performance	
To be committed to working as a partner within the Trinity Federation, extending and maintaining strong links with other schools	





# Trinity Federation



If you would like further information, or to arrange a school visit,  
please contact Richard Lucas at Academicis on:

Switchboard: 01223 907 979 DD: 01223 907 971

Email Richard Lucas' PA Charlotte Adams at  
[cadams@academicis.co.uk](mailto:cadams@academicis.co.uk)

All applications are to be emailed to  
Charlotte Adams no later than  
Monday 17th of September 2018 at 12:00 midday

Shortlisting will take place on Wednesday 19th of September 2018

Interviews will be held on Thursday 27th of September 2018

We reserve the right to research applicants on social media platforms and the internet,  
and the Board of Governors may take this information into consideration during  
the recruitment process.