



HEADTEACHER

APPLICATION PACK

Fairway Infant School
Fairway
Cophorne
Crawley
West Sussex
RH10 3QD

Telephone:
Maroulla Gibbs - 07957 578917

Email:
Governors@fairwayinfant.co.uk



Contents

- Welcome
- Key Information
- About Us & Our Vision
- Our Core Values
- Pupils Voice
- Job Description
- Person Specification
- Safeguarding & Equality
- SEN
- About Copthorne
- How to Apply
- Application Timeline

Dear Applicant,

Thank you for your interest in the post of Headteacher at Fairway Infant School, I am pleased that you are considering applying to become the next leader of our vibrant, happy school which provides good education to pupils in Copthorne, West Sussex.

The Governing Body is seeking to appoint a Headteacher who can lead school improvement whilst maintaining a commitment to the schools' values. We are looking for a candidate who is passionate about the pursuit of excellence in teaching and learning and has a love of working with children.

Fairway Infant School is a small school which serves the local village community. We can offer you happy, friendly, and hardworking children, a dedicated and committed staff team, an active PTA, and a supportive Governing Body. We are extremely proud of our school community and would like our next Headteacher to be someone who can support Fairway in its growth and development and continue to build upon the improvements made by our acting Headteacher.

We've put together this information pack to tell you about our school, we warmly encourage prospective candidates to visit the school before applying. If you would like to book a visit, please email: Governors@fairwayinfant.co.uk

You will find full details of how to apply and the selection process at the end of this pack. **Please note that the closing date for applications is 12 noon on 11th April 2023 and all applications must quote job reference number 16402.**

We shall look forward to showing you round our school.

Yours Sincerely

Jade Hawken

Chair of Governors
Fairway Infant School



Contents

- Welcome
- Key Information
 - Organisation of Classes
 - Staff Schedule
 - Map of School

Number of Pupils	Size of School: 180 Currently on roll: 173
Age Range	Age 4-7 Early Years and KS1
Number of Staff	5 F/T Teachers 2P/T Teachers 1 P/T HLTA 1 P/T SENDCo 5F/T TAs 2 P/T TAs 1 F/T Business Manager 1 P/T Admin Asst 1 P/T Premises Officer
Other Information	>Part of the East Grinstead Group of Schools >Links with Copthorne CE Junior School and Village Pre-Schools >Full and active Governing Body >Working closely with the Local Authority
% of Pupils with SEND	10%
Support (EHCP)	2 Pupils, plus 1 application pending
% of Disadvantage Pupils	16%

Reception Classes

Mrs Vikki Pond
Mrs Catherine Madigan
Mr Josh Taylor

Year 1

Mrs Sandra Sanpher
Miss Hannah Avery

Year2

Mrs Jodie Cheyney
Mr Michael Thomas

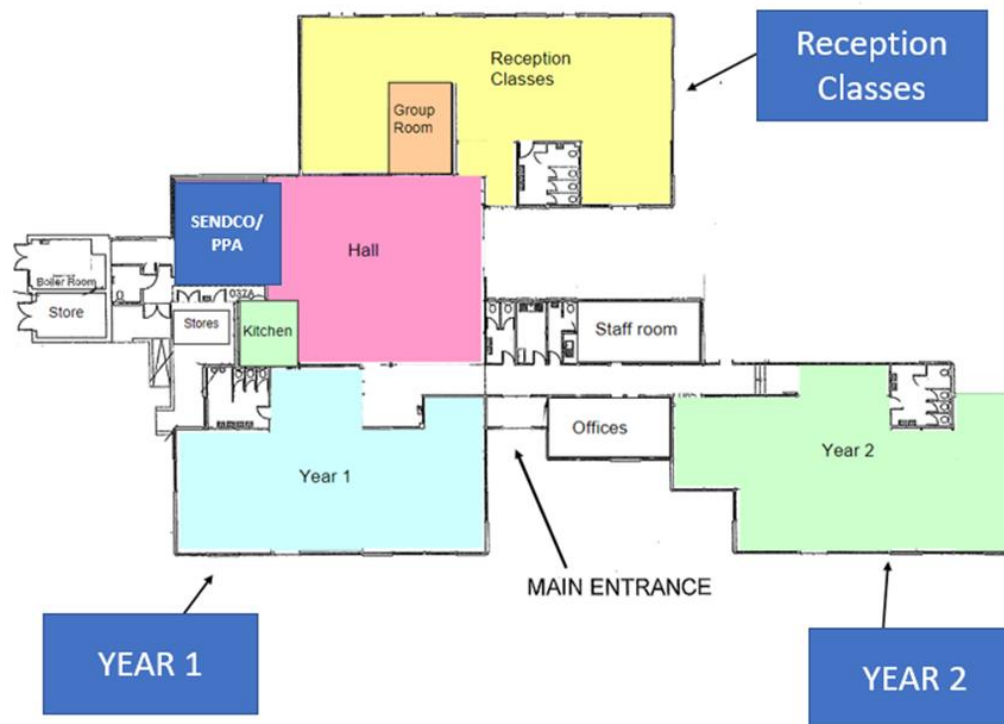
"I love learning with my teachers in Reception and enjoy my PE lessons and the outside spaces the most."

"Young minds growing together"



Contents

- Welcome
- Key Information
 - Organisation of Classes
 - Staff Schedule
 - Map of School





Fairway Infant School is situated in the village of Copthorne, close to East Grinstead in West Sussex.

We are a two-form entry school with classes ranging from Reception to Year 2. We strive to ensure that our children are happy and enjoy coming into school each day. We aim to provide an exciting and stimulating environment where children are motivated to learn. We offer a broad and balanced curriculum with a range of activities and opportunities to support the development of curiosity and independence.

The Culture and Ethos at Fairway creates an environment in which we have:

- Care and respect by all for all.
- High expectations of behaviour
- An inclusive ethos
- Involvement of pupils in decision making - having rights and responsibilities
- A team that encourages and builds confidence
- An atmosphere where mistakes can be made
- A happy hard-working and valued team
- A place to nurture the individual and celebrate success in all areas
- Children and adults sharing ownership of rules
- Recognition of the individual and individuality

The Aims and Ethos of Our School:

- To create a happy, caring environment with learning and positive experiences for every child.
- To ensure that all children have the opportunity to achieve well.
- To offer a broad, balanced and purposeful curriculum.
- To teach children to develop an enquiring attitude, and to become independent learners.
- To encourage active participation in their learning journey.
- To develop self-awareness and sensitivity to others.
- To develop a sense of self-respect, self-confidence and achievement.
- To develop in children the ability to be contributing members of the community.
- To instil in children respect for moral values.

Contents

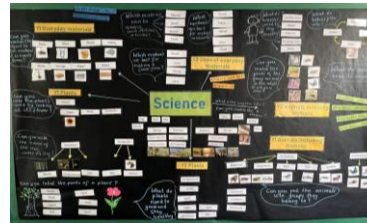
- Welcome
- Key Information
- About Us
 - Our Vision
 - Our Core Values
 - Pupils Voice
 - Parents Voice



Contents

- Welcome
- Key Information
- About Us
 - Our Vision
 - Our Core Values
 - Pupils Voice
 - Parents Voice

Fair
Ambitious
Independent Learners
Respectful and resilient
Working together
Active
Young achievers



Pupils Voice

"I enjoy Fairway and the activities we are able to take part in for our learning. I have supportive and caring teachers all the way through school."

"I love my teachers and my friends. My classroom is brilliant and the book corner is my favourite part."

"Everybody is kind, caring & respectful and you discover new things."



What our parents are looking for in a new Head

Contents

- Welcome
- Key Information
- About Us
 - Our Vision
 - Our Core Values
 - Pupils Voice
 - Parents Voice





Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality

Equality Statement

Fairway is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS. The successful candidate would also be required to sign a declaration form declaring they are not disqualified from undertaking this work under the "Childcare (Disqualification) Regulations 2009".

References, one of which should be your current Chair of Governors/Headteacher and the other your local authority, may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

Equality Statement

Fairway Infant School seeks to ensure we are committed to serving local and national teacher demand by recruiting and training the most talented people, regardless of their background and make best use of their talents.

Our students come from different cultures, perspectives and experiences. We want staff who act as role models for our next generations, reflecting and celebrating diversity and promoting inclusion.

We are committed to being a diverse and inclusive employer, and to upholding the values of equality, diversity and inclusion in our recruitment in line with the Equality Act 2010.

We seek to have a community where we treat all employees as individuals, removing unnecessary barriers to teaching and working with us. We require all our trainees and staff to contribute to the elimination of discrimination, to promote a culture of respect and dignity, to actively challenge discrimination and celebration of diversity.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village

SEND Statement

Fairway operates a policy of inclusion for pupils with special educational needs and provides every pupil with opportunities for achievement and excellence.

Every pupil is valued for the individual contribution they make to the school. The SENDCo ensures that students needs are met by coordinating these needs with the relevant teaching staff and parents.

All staff involved in teaching the National Curriculum or Early Years Foundation Stage Curriculum take into consideration the special educational needs of individual pupils. This school is committed to offering a broad, balanced and differentiated curriculum.



Contents

- Welcome
- Key Information
- About Us
 - Our Vision
 - Our Core Values
 - Pupils Voice
 - About Copthorne Village

Copthorne is a village situated on the Surrey/Sussex border, midway between Crawley and East Grinstead and halfway between London and Brighton.

Although close to the conurbation of Crawley, it has retained a distinctive character helped by having a wide area of "green" land all around it.

West Sussex County Council has a model of using primary schools to meet the needs of pupils aged 4 to 11.

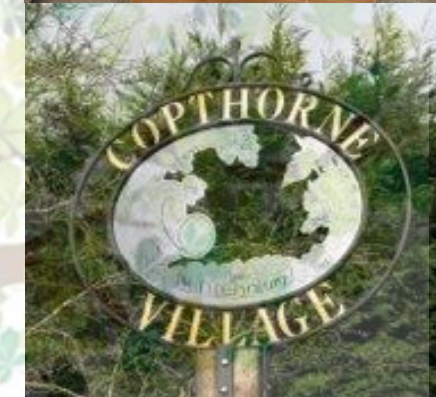
By contrast, Copthorne Village has a different model at present with pupils attending Fairway Infant School and then Copthorne CE Junior School.

We have an excellent relationship with Copthorne Junior school with regular visits to the site, this supports the smooth transition for the pupils between the two schools along with the close working relationship between the headteachers.

Copthorne has a strong sense of community and a good sense of history.

The village has an annual Carnival which brings the community together with colourful floats, stalls, games and the local silver band.

The village is a hive of activities, societies and clubs for all ages.





Applicants must submit an Application Form and Supporting Statement (no more than two sides of A4 when typed) addressing the criteria outlined in the job description and person specification.

Make sure you use your application and Supporting Statement an opportunity to reflect your personality, leadership style, strengths, and creativity.

**Closing
Date
11th April
2023**

All applications should be submitted by email to:

HRSchoolAdverts@westsussex.gov.uk

using the **reference 16402** and must be received by **Midday on Tuesday 11th April 2023.**

Application Timeline



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description

School: Fairway Infant School

Position: Headteacher

Pay range: L10 – L16 (£55,360 - £64,225)

Responsible to: The Governing Body and the Local Authority

Number on Roll: 173 pupils

Start Date: Sept '23

Main Purposes of the Job

To provide visionary and professional leadership for the school, which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management, and control of the school, consulting appropriately with stakeholders.

To promote and safeguard the welfare of children and young people for whom s/he is responsible or comes into contact with.

Ensure the school operates within agreed Local Authority guidelines and that effective liaison exists between the school and the Local Authority.

To carry out the duties set out in the School Teachers' Pay and Conditions Doc

Qualities and Knowledge

Ensure that the vision of the school is clearly articulated, shared, understood, and acted upon effectively by all.

Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation.

Ensure that all members of the school community are committed to its aims, motivated to achieve them, and involved in meeting objectives and targets to secure success.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description

Qualities and Knowledge continued

Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.

Ensure that strategic planning is rooted in the school's vision, including those of diversity and equality reflecting the experience of the school and community at large.

Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.

Pupils and Staff

Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

Ensure that learning is at the centre of strategic planning and resource management.

Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

Demonstrate and articulate high expectations and set stretching targets for the whole school community.

Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.

Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement.

Challenge underperformance at all levels and ensure effective corrective action and follow-up.

Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description

Pupils and Staff continued

Determine, organise and implement a policy for the care, personal development, and well-being of pupils.

Create and promote strategies for developing equal opportunities and inclusion for all members of the school community

Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.

Ensure individual staff accountabilities are clearly defined, understood, and agreed and are regularly reviewed and evaluated.

Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.

Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.

Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

Report to the chair of governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers.

Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance.

Manage own and others workload to allow an appropriate work/life balance.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description

Systems and Process

Create and develop an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.

Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory.

Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed.

Manage the school's resources efficiently and effectively as follows:

- ☑ Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
- ☑ Financial Resources, including effective administration & control in line with budget plan.
- ☑ Accommodation & other resources, taking account of curriculum needs & health & safety requirements.

Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.

Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the local community and OFSTED to enable them to play their part collaboratively and effectively.

Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.

Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.

Work with governors to recruit and retain staff of the highest quality.

Produce and implement clear, evidence-based improvement plans and policies.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description

Systems and Process continued

Ensure the school operates within agreed Local Authority guidelines and that effective liaison exists between the school and the Local Authority.

Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact.

The self-improving school system-deployment of staff and resources.

Create an outward-facing school, working with other schools, the Teaching Alliance, Locality Schools and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.

Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Head Teacher performance.

Promote the school and develop effective relationships with parents and the wider community, including the parish churches.

Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.

Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description
- Personal Specification

Qualifications and Experience

Criteria	Essential	Desirable
Qualified Teacher Status	X	
Degree Qualification	X	
NPQH or other relevant Leadership qualification		X
Experience as a Headteacher/Deputy Head or Assistant Head Level	X	
Recent experience of working in an environment with an OFSTED judgement of Good or Outstanding.	X	
A track record of managing and delivering plans to achieve and sustain school improvement.	X	

Qualities and Knowledge

Criteria	Essential	Desirable
Hold and communicate clear values for the school, inspiring others to share this vision, and ensuring a sharp focus on the provision of an excellent education for all the children.	X	
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	X	
Lead by example, with integrity, creativity, resilience, and clarity -drawing on his/her own scholarship, expertise and skills, and that of those around them.	X	
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	X	
Work with careful judgement and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.		X
Communicate compellingly the school's vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.	X	
Must have an excellent understanding and experience of the primary curriculum, including EYFS.	X	



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description
- Personal Specification

Pupils and Staff

Criteria	Essential	Desirable
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	X	
Secure excellent teaching through 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.	X	
Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.	X	
Create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	X	
Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	X	
Hold all staff to account for their professional conduct and practice.	X	
Establish and promote the safeguarding and welfare of children in accordance with child protection and safeguarding legislation.	X	
Ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs, special educational needs, and disabilities of pupils, providing support and adaptations where appropriate.	X	
Ensure the school fulfils its statutory duties with regard to the SEND code of practice.	X	



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description
- Personal Specification

Systems and Process

Criteria	Essential	Desirable
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.	X	
Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular, Its functions in relation to the school’s improvement strategy and hold the headteacher to account for pupil, staff and financial performance.	X	
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.		X
Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	X	
Ensure that key policies are current, accessible and understood by relevant staff and governors, taking action to address any oversights or weaknesses where these occur.	X	
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.	X	

The Self-Improving School System

Criteria	Essential	Desirable
Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.		X
Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	X	
Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.		X



Contents

- Welcome
- Key Information
- About Us
- Key Stats
- Safeguarding & Equality
- SEND
- About Copthorne Village
- How to Apply
 - Application Timeline
- Job Description
- Personal Specification

The self-improving school system continued

Criteria	Essential	Desirable
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.	X	
Model innovative approaches to school improvement, leadership and governance, acting upon the vital contribution of internal and external accountability	X	
Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.	X	



Fairway Infant School
Fairway
Cophorne
Crawley
West Sussex
RH10 3QD

Telephone:
Maroulla Gibbs - 07957 578917

Email:
Governors@fairwayinfant.co.uk

Thank You For
Your Interest!

