

Chilmark and Fonthill Bishop

Church of England Voluntary Aided

Primary School



Head Teacher Application Pack

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20th October 2015

Dear Applicant,

On behalf of the pupils, staff and governors of Chilmark & Fonthill Bishop CofE (VA) Primary School I would like to thank you for showing interest in the post of Head Teacher at our school. The vacancy has arisen due to the resignation of our Head Teacher at the end of the academic year.

The Governors are seeking to appoint an innovative, forward thinking and self-motivated leader with a proven record of raising standards either as an aspiring or current Head Teacher. We would like a hands-on practitioner who has high expectations and can provide a vibrant curriculum that will motivate those who teach and genuinely engage with those who learn. The successful applicant will be able to inspire and develop the outstanding team of teaching and support staff, whilst upholding the Christian distinctiveness and ethos of the school. It is highly desirable that candidates provide an additional referee who is able to vouch for their ability to fulfil the elements in the Christian Distinctiveness section of the Person Specification.

We offer our Head Teacher a welcoming environment with pupils who are confident & love to learn, staff who believe passionately in every child's right to the highest quality education, a supportive Governing Body, enthusiastic parents and a proactive 'Friends of Chilmark School'.

The method of application is online at www.jobs.wiltshire.gov.uk. In your supporting statement please specifically address the criteria in the person specification as this will be used for shortlisting. Applicants are warmly invited and strongly encouraged to visit our school, we are sure you will like what you see. Please make an appointment by contacting Wendy Rooke, School Administrative Manager, on 01722 716348. If you have any further enquiries regarding your application please contact Sarah Fraser, Senior Recruitment Practitioner, on 01225 713164 or email sarah.fraser@wiltshire.gov.uk

Yours faithfully

Nigel Anstey BEM

Chair of Governors

HISTORY OF OUR SCHOOL

Chilmark School was founded in 1860 when the Earl of Pembroke granted a piece of land in Chilmark upon trust to the Rector and Churchwardens for the purpose of establishing a school for the children of the village. The Trust Deed states that the school is to be conducted in accordance with the principles and teachings of the Church of England. The main school building is of Chilmark stone and is set in a quiet conservation area.

In 1971 Fonthill Bishop School was closed and merged with Chilmark School. To allow for increased numbers, an additional strip of land was acquired (by the County Council) and the School Hall was built. Building projects in 1997, 1998, 2001 and 2004 have further improved the school's facilities. The school now has a comfortable working mix of historic Victorian and attractive modern buildings. Overall the site includes four class teaching areas, a large hall, a recently refurbished library, three intervention/group work learning rooms, a music room, meeting room and resource areas. Outside the school has front and rear playgrounds, a grassed playing area with play trail, and access to a large sports field a short walk away. The school also has access to cricket pitches and a tennis court in the village for occasional use. There are excellent IT facilities including whiteboards and desktop PCs in the classrooms, laptops and iPads.



MISSION STATEMENT

"With God we live and learn"

VISION

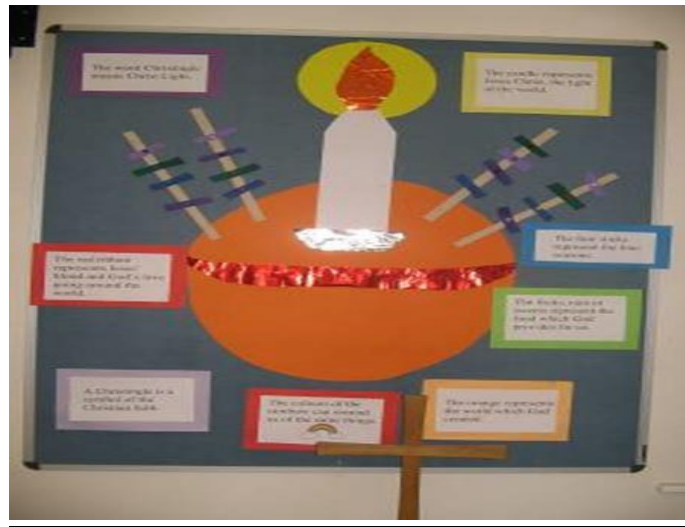
Our shared vision is that every child who leaves this school will have had a high quality education and gained the skills to become a life-long learner; they will have developed values, based on Christian ethics, which will inspire them to play a valuable part in their personal, family and community life.

SCHOOL AIM

To be an outstanding school at the heart of the community, promoting Christian values and providing high quality education where the needs of the children are always the primary concern. These are the school objectives in order to meet the aim:

- To provide our children with high quality teaching and for the Senior Management Team and Governors to have a commitment to staff development.
- To be a united team where all members care for each other, have a sense of belonging and have mutual respect.
- To foster positive attitudes and to encourage children to be honest, forgiving, responsible for their own behaviour and caring for the wider community.
- To provide well planned, purposeful and exciting learning opportunities, in a safe, stimulating and well maintained environment, utilising current technology, to prepare children for their future.
- To develop each child's individual talents to their full potential and to nurture the spiritual, moral, social, cultural, academic, creative and physical development of all pupils.
- To allow the time for high quality learning and to reward and celebrate, effort, progress and achievement.
- To be a happy school where we value trying your best, a willingness to learn and learning from our mistakes.





ETHOS

We create a safe and happy learning environment in which children and adults are able to realise their full potential for growth. The school is a community in which everyone interacts in a caring way, irrespective of age, gender or other divisions.

We have a firm Christian foundation of moral and spiritual values. We seek to encourage respect for self and others, and provide a framework for mutual trust between learners, teachers, parents and the wider community. We set a high standard of achievement and quality of work, and have high expectations of both the children and ourselves. We help children to ENJOY learning and to feel a sense of achievement.

The School continues to be of great significance in the life of the parishes it serves. The connection with the Church remains a close one, and a source of mutual strength. There is a School Service in Chilmark Parish Church at least once a term, to which parents, governors and members of the local community are invited. Our Harvest Festival, Carol Service, Easter and Leavers' Services are all held in the Church at Chilmark.

Owing to the small size of the school we are able to give pupils much individual attention.

Our Christian Values

Friendship
Thankfulness
Kindness
Forgiveness
Trust

Job Description

For the Post of Head Teacher at Chilmark & Fonthill Bishop CofE (VA) Primary School

This Job Description is in addition to the Statutory Conditions of Employment for Head Teachers included within the “School Teachers’ Pay and Conditions” document.

Responsible to: The Governing Body, Wiltshire Local Authority & Salisbury Diocesan Board of Education

Responsible for: All staff and pupils within the school

Core Purpose of the Head Teacher

The core purpose is to:

- Enable a shared culture and positive climate for teaching and learning that empowers both staff and pupils
- Provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the School’s work
- Inspire, sustain and embody the Christian ethos and values of this Church school

Key Areas of Responsibility

Shaping the Future

- Ensure that learning is at the centre of strategic planning
- Ensure that the strategic direction of the school is central to the agenda of the Governing Body
- Ensure that the school’s vision is clearly and effectively articulated, shared and understood by all members of the school community
- Promote a culture of encouragement, support and challenge to achieve each child’s full potential and excellent educational standards

Leading Teaching and Learning

- Lead in the continuing implementation of a creative and challenging curriculum, which inspires and engages all pupils and is personalised to meet individual needs
- Ensure a consistent and continuous focus on pupil assessment and achievement using appropriate data and benchmarks to set, monitor, track and evaluate
- Monitor, evaluate and review classroom practice and promote improvement strategies aiming for outstanding standards of learning and teaching at all times
- Challenge performance at all levels and ensure supportive responses are in place to continue an environment for improvement

Christian Distinctiveness

- Articulate an explicit Christian vision which has impact on standards of achievement and on the personal and spiritual development and wellbeing of both pupils and staff.
- Ensure Christian values are embedded in every area of school life.
- Lead regular acts of Christian worship and ensure the development of every child's spirituality.
- Maintain and enhance the high quality religious education within the school.

Developing Team and Self

- Work with staff to develop creative, responsive and effective approaches to learning and teaching through a diverse and flexible curriculum.
- Recruit staff that will successfully contribute to the shared vision and Christian ethos of the school.
- Manage own personal professional development and that of colleagues to ensure a good work/life balance and the general well-being of all.

Managing the Organisation

- Provide information, advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching & learning, improving standards of achievement and value for money.
- Be accountable for the management and quality control of budgets in partnership with the Governing Body.
- Maintain proper procedures for the security, supervision and upkeep of the school buildings & grounds and all matters relating to Health and Safety

This post is for a non-teaching Head Teacher

Person Specification

For the Post of Head Teacher at Chilmark & Fonthill Bishop CofE (VA) Primary School

Essential Professional qualifications and experience

- Qualified Teacher Status.
- NPQH or evidence of leadership professional development.
- Senior Leadership and management in a primary school
- Recent evidence of bringing about school improvement
- Relevant professional training including Safeguarding.

1. Shaping the future

Ability to:

- a. Lead and respond effectively to change and challenge.
- b. Understand local and national issues in education with an ability to respond effectively and appropriately to them.
- c. Model and communicate vision and values within and beyond the school.
- d. Awareness and understanding of current OFSTED and SIAMS frameworks and ability to interpret these and implement school improvement.

2. Leading Teaching and Learning

- a. Proven ability in securing high standards and high quality teaching for all pupils.
- b. Senior leadership experience with a proven track record of achievement in Primary education.
- c. An innovative approach to learning and the ability to foster a culture where teaching is inspirational and learning is fun.
- d. Experience of interpreting and using assessment data and other evaluation tools to raise achievement and secure School improvement.
- e. A commitment to inclusion and an enabling climate which allows all children to achieve the best they can.

3. Developing the Team and Self

- a. Excellent leadership and decision making skills, with the ability to enthuse and motivate pupils, staff, parents and Governors.
- b. Successful experience of using performance management along with the professional development of all staff to bring about school improvement.
- c. An understanding of the Head Teacher's responsibilities and accountability to pupils, governors, parents, the LA and Church and the wider community.

4. Developing the Christian Distinctiveness

- a. Ability to develop a broad, balanced and creative curriculum which promotes pupils' spiritual, moral, social and cultural development.
- b. Able to demonstrate commitment to the essential role of Religious Education and collective worship.
- c. Ability and commitment to promote and develop the distinctive Christian character of our Voluntary Aided School in order to encourage and challenge the development of pupils and staff.

5. Organisational Skills

- a. Experience of carrying out strategic financial planning and budgetary management.
- b. Ability to prioritise, plan, delegate and deploy resources appropriately and effectively.
- c. A demonstrable understanding of the processes of safeguarding and safer recruitment - ensuring a safe, secure and healthy school

6. Personal Aptitudes, Qualities and Skills

- a. Ability to motivate, inspire and lead.
- b. Excellent listening and communication skills with the ability to empathise with and understand the views and needs of others.
- c. Demonstrate a commitment to a personal work-life balance whilst retaining the ability to work under pressure and meet deadlines.