



Bletchingley Village  
Primary School & Nursery

# Headteacher

Information for Applicants

*Start September 2024*



Tandridge Learning Trust

A school within Tandridge Learning Trust



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## WELCOME

We are delighted that you are interested in becoming our new Headteacher, we hope that the information contained within this brochure provides you with an insight into our caring, inclusive community school and the exciting opportunity that this role will offer.

Bletchingley Village Primary School and Nursery is a one-form entry school, situated in the heart of Bletchingley in Surrey. The school was part of the original forming of Tandridge Learning Trust in May 2017 along with 4 other local schools. We all work closely together to offer the best possible education for all pupils, seeking improved outcomes through collaboration.

We are an all-through, values led Primary School with its own Nursery Class and a specialist centre for children with speech, language, and communication needs, set in beautiful and extensive grounds. We aim to provide an environment which is inclusive, caring and stimulating with high expectations of achievement and behaviour and where learners develop good self-esteem and resilience.

Our friendly school is very much about partnership, our children are full of enthusiasm and are well supported by dedicated, experienced staff. The governors and trustees are now looking to appoint an inspirational leader who will be highly visible, approachable and an excellent communicator. We are looking for someone who has a proven track record of strategic development and leading a team to deliver continuous improvement, with the vision and skills to continue the journey towards our realistic ambition to be 'Outstanding'.

If you believe you can lead our school into the future and have the right combination of experience, skills and attitudes to really drive continuous improvement, then this is a very exciting opportunity, and we look forward to receiving your application and meeting you.

*Rebecca*

Rebecca Plaskitt  
Chief Executive  
Tandridge Learning Trust

*Geoff*

Geoff Markham  
Chair of Governors  
Bletchingley Village Primary School & Nursery





## ABOUT OUR SCHOOL

### Our Aim

When children and adults join Bletchingley, we want them to feel that our school is a happy and welcoming place where individuals are valued for themselves and all that they bring to our school. We create a supportive and inclusive environment in which children are nurtured to achieve their full potential and enjoy learning as we aim for excellence. Parents are invited to join us as partners in our learning community and as part of our school family. We hope that the experiences and encouragement that we provide at Bletchingley will enable our pupils to move on to the next step in their lives confident and well-developed in body, mind, and spirit.

### Our Children

The children of Bletchingley Village Primary School & Nursery are happy and confident and come to school each day eager to learn *"Pupils love coming to school. Their enthusiasm for the wide range of opportunities on offer shines through."* - Ofsted 2020. They have good and respectful relationships with each other and the staff. Behaviour is good and visitors to the school comment on the children's courtesy and politeness as they move around between lessons and their focussed attitudes to their learning. Our children develop a confident approach to managing emotions and are respectful and empathetic towards those who find this a challenge.





## ABOUT OUR SCHOOL

### Academic Achievement

Historically, attainment at all points has been above national including that for disadvantaged pupils. Aspirational targets are set for all pupils using FFT. Children make good progress from a wide range of starting points and robust assessment ensures that this is closely monitored so that support and interventions can be planned effectively and ensure impact. Our most able pupils are well catered for within class differentiation as well as specific projects designed to challenge and stretch.

Bletchingley has a strong reputation for its work with SEND Children and has strong working relationships with a wide range of external professionals. We are successful at 'closing the gap', with our disadvantaged pupils, the majority of whom catch up with their peers during their time with us.

Our curriculum is organised to support and enhance our children's experiences and includes a wide range of visits and visitors designed to enhance this, with constant reviews regarding costs to ensure these remain accessible to all. Performance is an important aspect of life at Bletchingley which supports our aim to develop confidence and resilience as well as skills. Sport, particularly swimming and gymnastics also plays a significant role in this aim.





## ABOUT OUR SCHOOL

### Safeguarding

A strong culture of safeguarding is visible across the school and regular auditing and action plans ensure we are in line with best practice.

### Staff

Bletchingley staff are committed, hard-working and caring. We have a healthy balance between established and newly qualified teachers; the school and the Trust are committed to ensuring access to a wide range of CPD opportunities. There is a strong sense of teamwork across all staff and a genuine desire to continuously develop the skills and knowledge required to support our children.

The teaching staff are well supported by a range of experienced TA's and support staff. In addition, we work closely with the MAT Shared Services team who provide centralised expertise and support to all our schools.

### Facilities

Bletchingley has well-equipped facilities and spacious premises, with extensive areas of outside space and outdoor classrooms for all year groups, providing good access to a variety of learning opportunities. Set in a beautiful country village, we are lucky to enjoy a woodland area, environmental spaces and play areas, which we make the most of through our Forest School provision.





## ABOUT OUR SCHOOL

Inside, we have developed our learning spaces over time to respond to the changing needs of our children. We have dedicated SLCN classrooms, music room, psychotherapy room, Nurture room and a sensory room. Our Nursery is well resourced with fun activities for our younger pupils and a beautiful lodge houses our after-school club. As the school once served as a middle school, we also benefit from a full stage with lighting and sound system which is used by all children regularly from Nursery onwards.

### Extra-curricular Activities

Children can participate in numerous activities and are encouraged to try new things. Clubs take place before, during and after school and are run by both staff and outside agencies. We run a very successful Breakfast and After School Club and are part of the National Schools Breakfast Programme, all which help us to support some of our most vulnerable children.

Music and drama are also a focus, with active choirs, and calendar of opportunities for performance both within the school and the wider community. Sport is a strong part of school life with teams representing the school in local competitions and teachers supported by fully qualified coaches.

### Community

We consider it vital that our school serves the community both locally and on a more global basis. We encourage children to take part in fundraising for a number of charities, deepening their understanding of the needs of others and their ability to make a real difference. Our children also regularly take part in several local community events, and we welcome visits from members of the local community including the fire brigade, community police and a range of local religious leaders.





## JOB DESCRIPTION

Job Title	Headteacher
School / Phase	Bletchingley Village Primary School & Nursery / Primary Phase
Accountable to	Chief Executive, Tandridge Learning Trust
Responsible for	School Staff
Grade / Scale / TLR	Leadership Scale - L15-L21 (London Fringe)

### Job Purpose

To provide effective and inspirational leadership and management of the school, ensuring the focus on continuous improvement. To continue to ensure that the positive and caring ethos of the school is maintained whilst achieving improved standards in provision and outcomes for every child.

To create a learning environment which is in line with the vision and aims shared across Tandridge Learning Trust for high aspirations, effective learning and exceptional personal development for all children.

To champion, extend and enhance relationships across the Trust and between the school and the local community.





## JOB DESCRIPTION

### Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school. Professional duties are to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DfE and the Headteachers' standards. This job profile should be read alongside the range of duties and responsibilities of Headeachers described in those documents and nothing in this job profile should be regarded as detracting from those.

### Strategic Planning and Responsibility

- Provide vision, leadership and a clear direction for the School with the support of the CEO, Trustees and local governors
- Keep abreast of and critically appraise educational developments, national agendas and new legislation, synthesising the information to support the understanding of others and to develop evidence-based improvement strategies
- Ensure that learning is at the centre of the School's strategic planning and resource management
- Lead by example in demonstrating the vision and values in everyday practice
- Commit to collaborative working and learning development across the Trust
- Present a coherent and accurate account of the School's performance to a range of relevant audiences

### Teaching and Learning

- Promote and secure outstanding teaching, effective learning and the highest standards of achievement for every child, including those with additional and special educational needs and disabilities
- Ensure high expectations for positive behaviour for learning
- Determine, organise, implement and monitor the curriculum and its assessment reliably, in order to identify and act on areas for improvement





## JOB DESCRIPTION

- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet challenging, realistic individual targets for every pupil
- Promote a broad, exciting and challenging curriculum that inspires children to develop their own learning and reach their full potential
- Take a strategic role in the development of new technologies to enhance and extend the learning experience of pupils and staff

### Pastoral

- Establish, sustain and role model positive behaviour management, ensuring pupils adhere to the school code of conduct and deal with any concerns appropriately
- Create and promote positive strategies for challenging under-performance of any groups of learners, challenging prejudice, bullying and discrimination and dealing with it appropriately and effectively
- Promote extra-curricular and personal development opportunities to pupils
- Liaise with parents and external professional agencies as appropriate regarding educational and pastoral intervention
- Support other staff in the management of pastoral support





## JOB DESCRIPTION

### Leadership

- Effectively manage school finances and human resources to achieve educational goals and priorities in partnership with the MAT Shared Services team
- Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control thereby demonstrating effective financial management
- Develop and manage the school and facilities efficiently and effectively to ensure it meets the needs of the curriculum and all compliance, health and safety regulations
- Ensure all relevant policies and procedures are implemented, reviewed, meet statutory and organisational requirements and contribute to continuous school improvement
- Be innovative in recruiting, retaining and deploying staff to achieve the vision and aims of the school, recognising achievement and dealing with performance concerns as they arise
- Provide creative and visionary leadership in order to build effective teams and provide strategic direction
- Implement and sustain effective systems for the management of staff performance and development, drawing from internal and external resources
- Guarantee that outstanding teaching and professionalism remains a core focus and that all staff recognise their role in the success of the school
- Provide information, advice and support to the members of the Local Governing Committee and Trust Board to enable them to meet their responsibilities to the school





## JOB DESCRIPTION

### School Community

- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development, ensuring they are well informed regarding the contribution they can make
- Support the development of the school within the Trust and the wider community, strengthening partnerships, promoting community cohesion and establishing a range of inclusive and consultative links with internal and external partners
- Identify opportunities for pupil learning, engagement and enrichment in community activities

### Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy





## PERSON SPECIFICATION

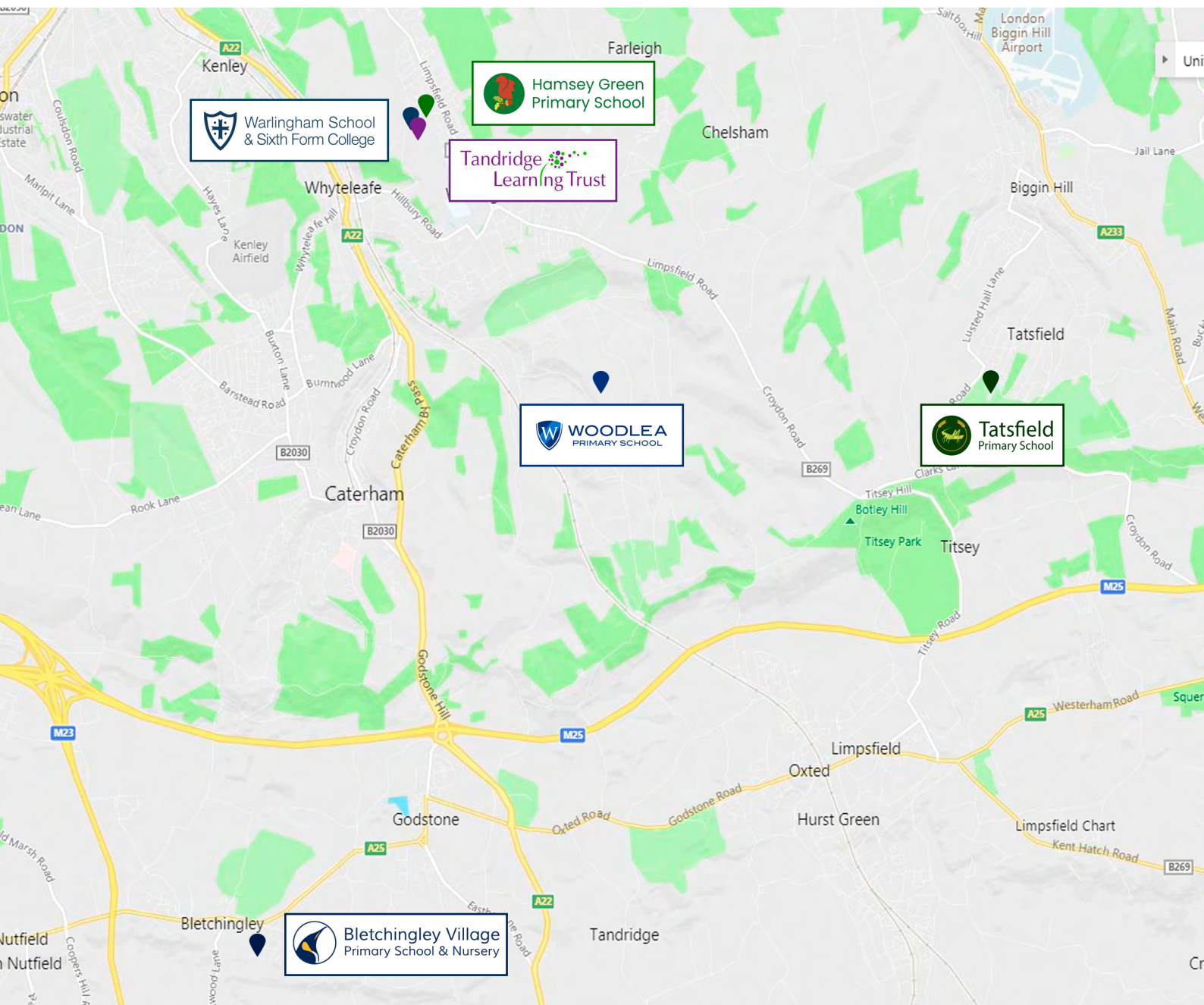
	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Experience in a successful senior leadership role and has made a significant and sustained contribution to primary school development</li> <li>• Experience of managing others to support children with special education needs</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant leadership qualification e.g. NPQH</li> </ul>
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of current educational issues and their application in a primary school context</li> <li>• Excellent subject and curriculum knowledge across all key stages</li> <li>• Health and Safety regulations within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Financial control and budgeting</li> </ul>
SKILLS & APTITUDES	<ul style="list-style-type: none"> <li>• Able to raise standards, with high expectations of others</li> <li>• Able to inspire pupils and colleagues</li> <li>• Team player</li> <li>• Excellent organisational, communication, presentation and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical aptitude</li> <li>• High level of IT skills</li> <li>• Good time management</li> </ul>
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> <li>• Able to lead, motivate, enable, manage and inspire others to give their best and achieve results</li> <li>• Creates a positive, innovative and friendly workplace where everyone aims high and achieves their best</li> <li>• Encourages others to communicate positively, have ideas and formulate new options and solutions</li> <li>• Listens to views and permits debate whilst enjoying the authority to take decisions</li> <li>• Alert and responsive to changing situations with flexibility and adaptability</li> </ul>	<ul style="list-style-type: none"> <li>• Ambition and drive to succeed</li> <li>• Project Management</li> </ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Confident with a positive outlook</li> <li>• Challenges the status quo in order to achieve a culture dedicated to continuous improvement and best practice</li> <li>• Integrity, trustworthy and transparent</li> <li>• Independent thinker, reflective, innovative and willing to challenge established practices</li> <li>• Demonstrates core values of kindness, honesty, respect and commitment</li> <li>• Combines authority with compassion</li> </ul>	<ul style="list-style-type: none"> <li>• Prefers to work at pace and maintain a high work rate</li> <li>• Flexible and adaptable</li> </ul>
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct</li> <li>• Safer Recruitment knowledge and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead experience</li> </ul>



## TANDRIDGE LEARNING TRUST SCHOOLS

Tandridge Learning Trust currently comprises four primary schools and one secondary school. Our schools are all within a ten mile radius but despite the proximity they are all quite different in their own context. We celebrate the individuality of each school, whilst benefiting from the support and benefits of being part of a multi-academy trust.

To find out more about each of our schools please visit their websites. If you are viewing this document electronically, you can click directly on the logos below for a direct link to these.





## APPLICATION AND INTERVIEW INFORMATION

Applicants must complete a Tandridge Learning Trust application form and submit it to the HR Team at the Trust ([HR@TandridgeLearningTrust.co.uk](mailto:HR@TandridgeLearningTrust.co.uk)) by **10am on Thursday 25th January 2024**. Any additional supporting information provided with your application, must not exceed two sides of A4.

Please contact Judith Standen, HR Manager, if you would like further information, to arrange a pre-application tour of the school or an informal discussion with the Chief Executive.

Email: [J.Standen@TandridgeLearningTrust.co.uk](mailto:J.Standen@TandridgeLearningTrust.co.uk) Tel: 01883 776677 Ext. 2014.

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. The successful candidate will be required to undergo safer recruitment checks, including an enhanced DBS.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure.



# Tandridge Learning Trust



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