



# ST. CYPRIAN'S

Greek Orthodox Primary Academy  
Ακαδημία Άγιος Κυπριανός



## HEADTEACHER Candidate Pack



Helping Schools / Trusts appoint the best Senior Leaders



# Letter from the Chair of Governing Board

Dear Candidate

Thank you for your interest and I am delighted that you are considering becoming our new Headteacher. St Cyprian's is a unique school, it is the only Greek Orthodox primary school in the UK, and I am proud of our strong connections to the Archdiocese of Great Britain and Thyateira.

We are a family at St Cyprian's with all stakeholders committed to achieving the best outcomes. Our ethos is one of high expectations, respect and tolerance, based on Christian values. We embrace and value diversity. Our aim is to equip our children with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for a successful transition to secondary school and future life. Every child is valued and included as an individual. We empower our children to aim high with the knowledge that they can succeed with hard work, determination and resilience. Our children are nurtured to be confident and have high aspirations, secure in the self-belief that they can positively impact on our community and the wider world.

We are looking for a dedicated leader who is passionate about education and wants to make a difference, and clearly understands what outstanding practice looks like. We are fortunate in having a very loyal and professional staff, committed to providing the best for the children in their care. Our new Headteacher will lead by example, inspiring those around to achieve by providing inspirational and effective leadership through personal example, motivating staff and pupils to achieve their potential. They will have high expectations for pupils, staff and all stakeholders and be a nurturing leader who can embrace our Christian ethos and drive the school forward on the next step of our journey.

The successful candidate needs to manage the Academy efficiently and continue to develop its unique identity through the fostering of the Greek Orthodox faith and values in everyday work and practice.

On behalf of the Governors, I do hope that the information in this pack will encourage you to apply with the confidence that the post will be a positive step in your career. I encourage you to visit our school and experience personally the wonderful warm and welcoming atmosphere.

We look forward to receiving your application and thank you once again for your interest.


Leonore Fernandes  
Chair of Governors



# Ethos & Values

The strategic direction and development of the Academy stems from the educational vision of the Church and is reflected in the Academy's mission statement, the Academy improvement plan and all policies and procedures.

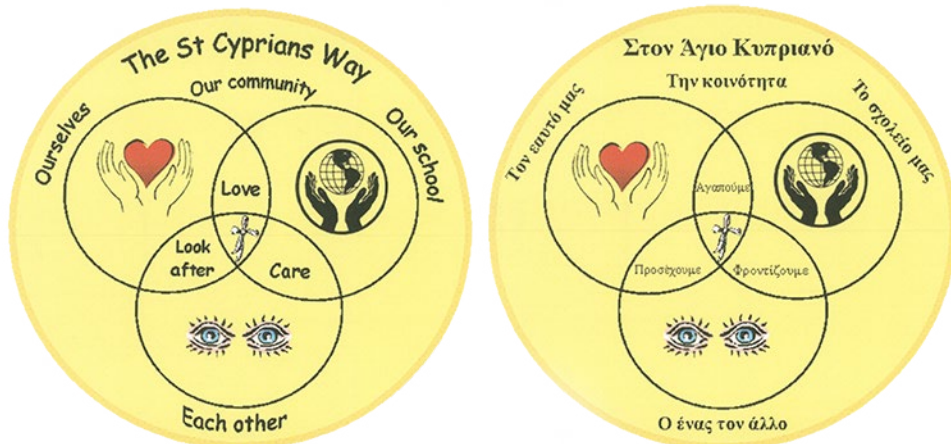
I am strong through Jesus Christ

to  the best that I can be.

The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek Language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for successful transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

As part of our daily routine, the children say the Lord's Prayer (Pater Imon) in Greek.





# Headteacher Job Description

**Position:** Headteacher of St Cyprians Greek Orthodox Primary Academy

**Reports to:** Governing Board of Directors Grade:

**Leadership Range Salary:** Competitive (Outer London Area)

This job description is subject to the general conditions of employment for Headteachers as set out in the current Teachers' Pay and Conditions Document.

## GREEK AND CHRISTIAN ORTHODOX ETHOS AND UNIQUE IDENTITY OF THE ACADEMY.

The Headteacher will:

- Provide inspirational and effective leadership and lead by personal example as a practicing Christian demonstrating vision and values in your everyday work and practice.
- Ensure that prayer and worship have a central role in the school's daily life and that the inclusion of all pupils and equality of opportunity is central to the Academy's vision.
- Ensure that the strong Greek Orthodox ethos is reflected in every aspect of the life of the academy and that the children receive an education of the highest quality that is enriched by the progressive teaching of the Greek language and Greek Orthodox religion.
- Maintain and develop the academy's unique identity and within this context to ensure that relationships within the Academy are nurtured and reflect 'The St Cyprian's Way' which fosters respect, love and care for self, each other and the community.
- Ensure the children of St Cyprian's Greek Orthodox Primary Academy will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and to prepare them to contribute positively to a diverse multi-cultural society.
- Ensure that pupils of all faith backgrounds are empowered, respected and valued.
- Work in partnership with the Archdiocese and maintain the close links with the parishes so that the input of the priests is welcomed and valued.
- Continue to foster the relationships which exist between the Academy and Greek and Cypriot missions in the UK to promote Greek cultural enrichment and the teaching of Greek as a modern foreign language.





# Headteacher Job Description

## MAIN ACCOUNTABILITIES

The Headteacher will:

- Ensure individual staff responsibilities are defined clearly, understood and agreed and are subject to review and evaluation.
- Manage the school's financial, and human resources effectively to achieve the school's educational goals and priorities.
- Have regard to the work/ life balance of individual members of staff.
- Adopt a strong, caring and flexible leadership style which will both influence and motivate staff and pupils to achieve their potential, through self- evaluation and review.
- Maintain a climate of high performance within the Academy and where each individual member of the team is encouraged, supported and developed to deliver outstanding results for our pupils.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy.
- Implement policies and procedures of the Governing Body to create an organisational structure, which reflects the school's values and enables the management systems, structures and processes to work effectively in compliance with statutory requirements.
- Develop and maintain effective strategies for recruitment, induction, professional development and appraisal of staff.
- Manage and organise the Academy and environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage the maintenance, repair and improvement of all facilities to ensure a safe, clean and welcoming environment for pupils, staff and visitors.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum.
- Ensure the use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and to secure value for money.
- Use new technology to improve the effective use of resources.
- Treat all staff equitably and with dignity and acknowledge their contributions and praising success.
- Ensure a challenging and clear programme of continuous professional development for all staff. and welcoming environment for pupils, staff and visitors;
- Ensures a challenging and clear programme of continuous professional development for all staff.





# Headteacher Job Description

## TEACHING & LEARNING

The Headteacher will:

- Have high expectations and excellence responding to the needs and aspirations of all pupils and acknowledge their individual worth and talents.
- In consultation with the Governing Body to develop curriculum policies and practices that meet statutory requirements, are relevant to the aptitude and stages of development of all pupils, including those with special needs, and provide for the spiritual, moral, cultural, social and emotional development of all pupils.
- Determine and implement a diverse and flexible curriculum and implement an effective assessment framework.
- Ensure a consistent and continuous focus on pupils' achievement and progress, using data and benchmarks to monitor in every child's learning.
- Ensure the Academy continues to develop as a pupil focused community using innovative and creative approaches to meet the needs of all pupils.
- Ensure that learning, growth mindset and faith are at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge, creativity and support where all pupils can achieve success and become engaged in their own learning.
- Develop an extended school programme providing high quality opportunities for pupils and staff to pursue learning outside of the classroom setting.
- Implement strategies which secure high standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective follow-up.
- Provide opportunities for parents to have dialogue and meetings with staff in the school to support their children's learning.

## FINANCE, ACCOUNTABILITY & GOVERNANCE

The Headteacher will:

- Take responsibility for overseeing the production of the annual budget and financial strategy for approval by the Governing Board.
- Work with the Governing Body in forming educational aims and objectives, targets, outcomes and policies for their implementation.
- Fulfil contractual commitments in relation to the Governing Body including attendance at Governing Body meetings, reporting to the Governing Body as required and assisting it in its work as needed.





# Headteacher Job Description

- Effectively manage the application of resources to ensure compliance with the annual budget.
- Provide a clear and accurate account of Academy performance to all audiences, including the Governing Board, parents/carers and OFSTED.
- Ensure compliance with child protection, safeguarding, health and safety and other statutory requirements.
- Ensure that all those who have specific responsibilities regarding the operation of the Academy in all aspects, including of teaching and learning, legal compliance, safeguarding, are clear of their responsibilities.
- Embrace strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – its functions to set Academy strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Prioritise and allocate financial resources appropriately, ensuring efficiency effectiveness and probity of the use of public funds

## WIDER STAKEHOLDER & COMMUNITY MANAGEMENT

The Headteacher will:

- Maintain a culture and curriculum which takes account of the richness and diversity of the Academy community.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents, past pupils, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing good practice, working in partnership with other schools and promoting innovative initiatives.
- Create and promote positive strategies for challenging all types of prejudices and discrimination.
- Promote and develop the good reputation of the school within the local and wider communities.
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Orthodox Christian faith.
- Liaise where appropriate, with offsite learning providers to ensure an appropriate curriculum relevant to individual needs and aspirations.





# Headteacher Job Description

## CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Trustees & Governors.

## SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with Academy procedure in relation to relevant safeguards.

## DIVERSITY & INCLUSION

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.





# Person Specification for the Headteacher Post of St Cyprians Greek Orthodox Primary Academy

Key: (E) is essential criteria and (D) is desirable criteria.

FAITH COMMITMENT	QUALIFICATIONS
Preferably a practicing Greek Orthodox or Christian Orthodox or other Christian (E)	Qualified teacher status (E)
	Honours graduate or equivalent (E)
	Evidence of continuing professional development including leadership (E)
	Evidence of ability to lead quality professional development opportunities (E)
	NPQH or Equivalent (D)
PROFESSIONAL DEVELOPMENT	
Evidence of regular, recent and appropriate professional development relevant to the role of Headteacher (E)	
Evidence of recent and relevant professional development for leadership and management of a primary setting through knowledge and understanding of current educational issues (E)	
Has successfully undertaken the Secretary of State's (NCSL, CWDC or local authority) approved "safer recruitment" training or has a commitment to do so before taking up post/ within 12 months of taking up the post (E)	
Has successfully undertaken appropriate Child Protection training/ Designated Senior Person training or has a commitment to do so within 12 months (E)	
ACADEMY LEADERSHIP & MANAGEMENT EXPERIENCE	
Recent successful leadership as such as Headteacher, Deputy Headteacher or Assistant Headteacher in a primary setting (E)	
Effective leadership of a school team. Demonstrable evidence of leading and managing self-evaluation and development planning, building up effective teams. (E)	
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement (E)	
To have implemented and developed a whole school initiative. Demonstrable evidence of managing some aspect of the school finances. (E)	
To have a successful track record of reviewing and/or developing the curriculum. To have had responsibility for policy development and implementation. (E)	
To have had experience of and ability to contribute to professional development across the primary range. (e.g. coaching, mentoring, CPD for staff). (E)	
Ability to inspire and motivate all in the school community (E)	
Ability to develop policies and procedures that demonstrate the ethos of the school and a commitment to equal opportunities for all (E)	
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement (E)	
Understanding of the role of the Governing Body in the school (E)	
Experience of working with Governors in strategic areas (D)	
Involvement in staff recruitment, appointment and induction (D)	
An ability to develop and maintain a positive culture of high expectation and performance (E)	
Understanding of and commitment to promoting the safeguarding and welfare of pupils (E)	



# Person Specification for the Headteacher Post of St Cyprians Greek Orthodox Primary Academy

Key: (E) is essential criteria and (D) is desirable criteria.

## EXPERIENCE AND KNOWLEDGE OF TEACHING

Experience of teaching across the age range in a primary setting. (E)

Proven successful track record of teaching in at least two key stage areas (E)

Experience of effective monitoring and evaluation of learning and teaching (E)

A secure understanding of the statutory requirements for the curriculum and assessment(E)

Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes (E)

To have a current knowledge and understanding of a range of successful learning and teaching strategies to meet pupils' needs (E)

Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour (E)

The ability to role model excellent teaching (D)

To be able to effectively use data, assessment and target setting to raise standards and address weaknesses (E)

To be able to exemplify how the needs of SEN, EAL and more able have been met and addressed (D)

## ACCOUNTABILITY

An understanding of the relationship between the Headteacher and the Governing Body (E)

Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media (E)

Ability to produce clear reports, information and advice to staff and governors (E)

Ability to set clear targets and the means in which to achieve them (E)

Ability to present the school at its best in the wider communities and in the media. (E)

## PROFESSIONAL ATTRIBUTES

Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Cyprians Primary Academy and how these could be met (E)

Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies (E)

Excellent interpersonal verbal and written communication skills (E)

To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice (E)

A competent user of new technology (E)

Show a good commitment to sustained attendance at work (E)



# Person Specification for the Headteacher Post of St Cyprians Greek Orthodox Primary Academy

Key: (E) is essential criteria and (D) is desirable criteria.

## PROFESSIONAL SKILLS

Candidates are required to demonstrate their knowledge and understanding of the following in the context of a Greek Orthodox Academy. Therefore, please ensure that your application addresses the following: -

Greek and Christian Orthodox Ethos and Unique Identity of the Academy (E)

Main Accountabilities (E)

Leadership and Management of Staff and The Organisation (E)

Teaching and Learning (E)

Finance, Accountability and Governance (E)

Wider Stakeholder and Community Management (E)

## PERSONAL QUALITIES

Continue to promote St Cyprian's strong educational philosophy and values (E)

Inspire, challenge, motivate and empower teams and individuals to achieve high goals (E)

Be a positive role model at all times, demonstrating personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils (E)

Be approachable, person centred with a strong visible presence in all areas of Academy (E)

Build and maintain quality relationships through interpersonal skills and effective communication (E)

Demonstrate personal and professional integrity, including modelling values and vision (E)

Inspire trust and confidence across the school and community (E)

Be creative, dynamic, manage and resolve conflict whilst demonstrating empathy. (E)

Prioritise, plan and organise themselves and others (E)

Think analytically and creatively and demonstrate initiative in solving problems. Demonstrate the ability to listen, reflect and constructively act upon feedback from others (E)

Demonstrate a capacity for sustained hard work with energy and rigour with the required levels of resilience and optimism (E)

Demonstrate impact and presence (E)

Demonstrate a capacity for sustained hard work with energy and rigour with the required levels of resilience and optimism. (E)

Demonstrate impact and presence. (E)

# ACADEMICIS

## How to apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Ross Laird:  
rlaird@academicis.co.uk or 01223 907979 / 07901 585959

Please email your application to:  
rlaird@academicis.co.uk

Closing date: 15th October 2024

Shortlisting date: 17th October 2024

Interviews: 29th & 30th October 2024



ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ - I AM STRONG THROUGH JESUS CHRIST TO BE THE BEST THAT I CAN BE

St Cyprian's Greek Orthodox Primary Academy, Springfield Road, Thornton Heath, Surrey, CR7 8DZ. Tel: 020 8771 5425