



# St John's Meads Church of England Primary School Headteacher Candidate Brochure



## KEY FACTS & STATISTICS

**Job Title: Head Teacher**

**Pay Scale: L12—L18 (£51,639—£59,857)**

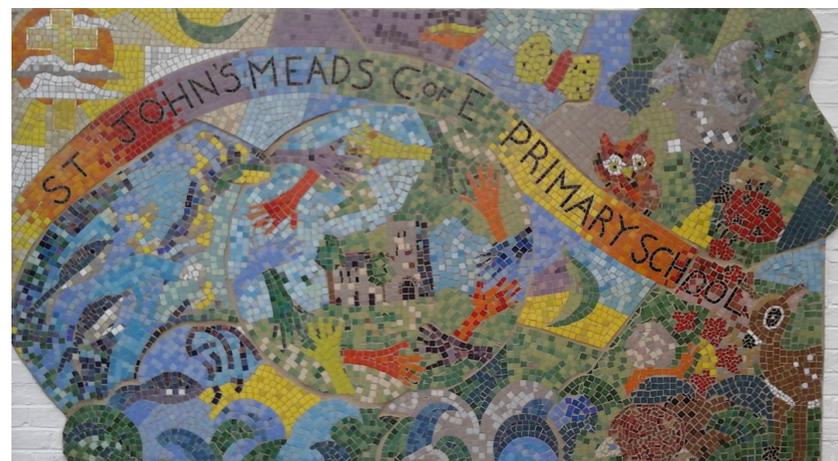
**Appointment from: September 2018**

**Closing Date: 22nd January 2018 at 12 noon**

**Shortlisting Date: 24th January 2018**

**Interview Days: 31st January and 1st February 2018**

Type of School	Voluntary Aided Primary School
Denomination	Church of England
Location	26 Rowsley Road, Eastbourne, BN20 7XS
Age Range	4 to 11
Co-educational or Single Sex	Co-educational
Number of Pupils on Roll	220
Pupils entitled to Pupil Premium	11%
Number of Pupils with SEND	8.67%
Pupils whose first language is not English	11%
Ofsted Rating	June 2016 Inspected as Good
SIAMS Rating	April 2017 Inspected as Outstanding
School Website	<a href="http://www.meads.e-sussex.sch.uk/">http://www.meads.e-sussex.sch.uk/</a>



## Welcome from the Chair of Governors

On behalf of the Board of Governors, staff and pupils, I would like to thank you for your interest in the post of Headteacher of St John's Meads CE Primary School.

Our school is situated in a wonderful location, near to the sea and the Downs. We have our own playing field a few minutes walk from the school and take advantage of every opportunity for outdoor learning. The school is popular and well established in the local community meaning that we are over-subscribed every year.



The school has strong links with the parish church, St John's. There is a strong Christian ethos throughout the school. This is evidenced through our 'Rainbow Vision'. This ethos underpins our caring and inclusive environment. Each colour of the rainbow represents a statement from our school vision.

For this academic year we have an interim Headteacher in post and continue to work with the successful Eastbourne Improvement Partnership that includes all schools in this area. Moving forward, we aim to develop strong links with the other schools in the town and work more collaboratively in order to champion and share best practice and secure excellent achievement for all our children.

We are looking to appoint a new Headteacher who has the vision, enthusiasm and resilience to lead our school forward, in order to secure excellent outcomes for all our children. Working closely with our committed Board of Governors, the successful candidate will have opportunities to guide and to influence our future ambitions and develop further an outward facing school.

As a school community, we are committed to securing excellence in learning, progress and attainment for all our children through exciting and stimulating teaching which encourages a love of learning. We want all children at St John's Meads to develop as enthusiastic, creative and positive young people who display good personal and social skills alongside their emotional and spiritual well-being and development.

Our new Headteacher must ensure the safeguarding and welfare of all the children within our nurturing and inclusive environment, where high expectations and good behaviour underpin the school's vision for all children to learn well and to achieve the highest possible standards

Our children are enthusiastic and proud of their school, describing it as 'a joyful place'. They are courteous, welcoming, lively and eager to learn – our attendance is consistently above County and national levels. The children have told me that they want our new Headteacher to be caring, fun, putting important things first, being kind but strict and someone who can say 'please and thank you.

As Governors in a Voluntary Aided school, we are looking to appoint an inspirational and forward-thinking leader who will embody and be committed to our Christian ethos, values and culture. Our Headteacher will also have a strong focus on securing a climate of continuous improvement in order to build on the school's strengths and take it forward to further success in order to secure excellent outcomes for all.

If this sounds like you and you believe that you have the drive and vision to take us forward on the next stage of our journey, then we'd very much like to meet you and would be delighted to receive your application. Application forms must be received by Monday 22<sup>nd</sup> January at 12 noon with interviews taking place on 31<sup>st</sup> January and 1<sup>st</sup> February 2018.

I trust that this Candidate Brochure will provide an overview of the opportunities that this post offers and also supply all the information that you need. However words on a page can only provide part of the picture. We do warmly encourage you to visit St John's Meads so that I can show you our school in action. I'm always happy answer any questions that you may have prior to a visit if this would be helpful.

*Linda Caroe*

Chair of Governors

## Our School

**“A caring, Christian learning place, developing our love of God and of others, our self-respect and courtesy”.** (School Vision 2017-18)

Our school is dedicated to upholding the distinctive Christian ethos and values that are at the heart of everything we do. These values are embedded in our school practices including collective worship and our ‘Rainbow Vision’.

In our recent SIAMS report (April 2017) “The distinctiveness and effectiveness of St John's Meads as a Church of England school were rated outstanding;

- *The Christian values and ethos of the school underpin decision making and relationships in the school.*
- *All members of the school community understand that the school's values are founded in an explicit Christian ethos.*
- *Collective worship is valued by all stakeholders particularly because pupils are active participants in leading and planning collective worship.*
- *Religious education (RE) is treated as a core subject and outcomes are in-line with other core subjects. High quality learning opportunities, which challenge the pupils, are evident in the RE books.*

At St John's Meads, we recognise the historic foundations of our school. The school has strong links with St John's Church and very much wants to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. We aim to:

- Serve its community by providing an education of the highest quality within the context of Christian belief and practice;
- Encourage an understanding of the meaning and significance of faith and promote Christian values through the experience it offers to all its pupils.

Each year we hold many special services at the Church such as Harvest Festival, Service of Remembrance, Christmas celebration, Mothering Sunday, Father's Day, Education Sunday and an end of year Leavers' service. Parents, carers, governors and members of the local community are always invited to attend these events.

Revd Giles, the vicar, visits the school regularly to share stories with the children and lead assemblies. A family Communion Service is held three times a year. Our daily collective worship is mainly led by the staff with a number of local church Ministers visiting every week to take an assembly. The St John's Church ‘Youth and Family’ minister is also a TA at the school and supports RE teaching and collective worship. He organises a ‘Prayer Space’ for the children three times a year.

## Information about the Diocese of Chichester

St John's Meads is a voluntary aided school and one of many church schools in the diocese. In total there are 158 Church of England schools and academies There is also a growing number of partnership primary phase schools.

The Diocese of Chichester was founded in 681 by St Wilfrid, who converted the Kingdom of the South Saxons and established a cathedral at Selsey, which no longer exists. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes, which are served by over 500 clergy and employed lay workers.

A range of services are offered to governors and Headteachers including:

- support and training in RE and Collective Worship;
- training for Headteachers, senior staff and clergy;
- Assistance in developing a distinct Christian ethos in the school;
- advising on the appointment of Headteachers and deputy heads;
- pre and post denominational (section 48) inspection monitoring and support;
- governor training and support;
- advice in maintaining, developing and funding school buildings;
- advice in formulating and administering admissions policies.
- Mailings are sent to schools four times a year. All church schools and academies in the diocese are expected to enter into a Service Level Agreement with the Diocesan Board of Education



## Information about Eastbourne

Eastbourne is a large seaside town in East Sussex. It is located on the doorstep of England's newest national park and offers an excellent quality of life. The town is within easy reach of Brighton, Lewes and Hastings and has a direct train service to London.

Our main resort beach is located between the Pier and the Wish Tower. This beach is an award-winning beach and boasts excellent bathing water quality, first class cafes and bars. You can also take to the water for sports such as wind surfing or head for the stretch of the promenade, known as the Royal Parade, for skating, cycling and running. Eastbourne's Victorian ancestry means it is blessed with large properties and generous, tree-lined streets. Its town centre is also quite compact, making it easy to walk around and work is in progress to re-develop the centre, to include new shops and business space.



The town grew rapidly in the 1800s and much of its architecture dates from this period. Eastbourne has an attractive seafront, a seaside pleasure pier, Napoleonic fort and more than three miles of shingle beaches. Sovereign Harbour is northern Europe's largest composite marina complex with four linked harbours, a large free car park and the hugely popular Waterfront retail and restaurant development.

The town also has four theatres, the Towner Art Gallery and many other venues for arts and music. Devonshire Park is currently undergoing restoration work, and the area has been earmarked as a new cultural and tennis destination. State-of-the-art facilities will be built and the existing listed buildings will be re-vamped. There are many major attractions held in Eastbourne each year, such as the Aegon International women's tennis at Devonshire Park and the Eastbourne Air show

(held on the seafront), which is free to attend and includes a live music stage and fireworks display.

Eastbourne borders the beautiful countryside of the South Downs National Park, which includes the famous white cliffs of Beachy Head and the Seven Sisters. You can venture from the seafront to the top of the 530-foot-high cliffs to get stunning views over the English Channel. For more information see <http://www.visiteastbourne.com/>



## Candidate Job Description

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation between the Headteacher and the Governing Board in the future.

The Headteacher will be:

- Employed under School Teachers' Pay and Conditions 2016 and to work towards meeting the requirements of the National Standards of Excellence for Headteachers (2016-2017) and will be appraised with those standards in mind.
- Professional development, mentoring and other support will be put in place according to the needs of the Headteacher.

### **Vision and Core Purpose**

- As leader of the school, the Headteacher will embody and promote its Christian ethos, values and culture.
- The Headteacher will provide the school with clear vision, strong leadership and coherent strategic direction, securing a climate of continuous improvement in order to build on the school's strengths and take it forward to further success.
- The Headteacher will work with governors to ensure that all safeguarding duties are complied with under the relevant legislation and ensure the welfare of all the children within a nurturing and inclusive environment.
- The Headteacher will ensure high expectations and good behaviour underpin the school's vision for all children to learn well and to achieve the highest possible standards and make progress against all core curriculum areas.

### **Qualities and Knowledge**

- Hold and communicate a clear Christian vision for the school, ensuring this vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate Christian vision and values in everyday work and practice ensuring a sharp focus on the provision of an excellent education for all the children.
- Work with the Board of 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.
- 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 Christian values, 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.

## Candidate Job Description

### **Pupils & 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 alongside 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,
- Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.
- Create a workplace ethos of loyalty, trust and mutual respect within which all staff are motivated and supported in developing their knowledge and skills and in supporting each other.
- 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.
- Report to the Board of Governors annually on the professional development of all staff at the school and advise the governing board on the adoption of effective procedures to deal with any underperformance.
- 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.

### **Systems & Processes**

- 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 schools resources efficiently and effectively as follows:
  - ◆ Human Resources, including recruiting, retaining and deploying staff appropriately to achieve the school's goals and priorities
  - ◆ Financial Resources, including effective administration and control in line with budget plan
  - ◆ Accommodation and other resources, taking account of curriculum needs and health and safety requirements
- Work with governors to recruit and retain staff of the highest quality.
- 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 and carers, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively.
- Provide information, objective advice and support to the Board of Governors 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.
- Produce and implement clear, evidence based improvement plans and policies.
- Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
- Promote and safeguard the welfare of children and young people the Headteacher is responsible for or comes into contact with.

## Candidate Job Description

### **The Self-Improving School System - Deployment of Staff and Resources**

- Create an outward-facing school, working with other schools, the Teaching Alliance 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 Headteacher performance.
- Promote the school and develop effective relationships with the wider community, including the local church.
- 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, carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
- To promote and enhance an effective relationship between home and school, ensuring that parents / carers are fully informed about all matters relating to the education and well being of their children and to recognise their own responsibilities.

**Other Duties:** The Headteacher will also be required to undertake any other such reasonable duties as deemed necessary by the Board of Governors.

### **Keeping Children Safe in Education**

St John's Meads CE Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) certificate will be required for this post.

This appointment is subject to the current conditions of employment set out in the Teachers Pay and Conditions as they relate to Headteachers and to the general terms and conditions. The post will be subject to enhanced checks as part of the school's Prevent duty. The Headteacher will be the lead authority on safeguarding and will therefore be required to keep fully acquainted with the relevant legislation and of any changes that may come about in safeguarding practice.

The Headteacher will:

- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the school as set out in the statutory guidance "Keeping Children Safe in Education", DfE, September 2016, and "Working Together to Safeguard Children", DfE, March 2015 are effective and comply with the law at all times.
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices.

## Headteacher Person Specification

These selection criteria show the key abilities and skills required for this leadership opportunity. The selection panel will assess each candidate against the criteria listed below, expecting them to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a primary school context. If you are selected for interview, you will be asked to undertake various practical tasks relating to items in the person specification.

The panel will use the following assessment throughout the recruitment process:

- Application form (A)
- The Supporting Statement (SS)
- Assessment Day/s activities including interviews (I)

Characteristics		Desirable	Essential	*
<b>Qualifications and experience</b>	Qualified Teacher Status at first degree level or equivalent		✓	A
	National Professional Qualification for Headteachers	✓		A
	Senior leadership experience in a primary school (preferably a CE school) at Headteacher or Deputy Headteacher level		✓	A
	Substantial and successful teaching experience across the primary age-range in more than one school		✓	A
<b>Qualities and Knowledge</b>	<b>Our Headteacher will:</b>			
	Be able to lead, motivate and inspire others, and to support colleagues in their work as individuals and as part of a team		✓	SS
	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and the local community		✓	SS, I
	Have the ability and vision to lead whole school change through the intelligent use of data to improve outcomes		✓	SS, I
	Demonstrate a commitment to personal, continuing professional development		✓	A, SS

### Person Specification

Characteristics		Desirable	Essential	*
Pupils and Staff	<b>Our Headteacher will demonstrate:</b>			
	An understanding of what constitutes effective strategic financial planning aimed at ensuring the equitable deployment of budgets and resources in the best interests of children's achievements and the school's sustainability		✓	SS, I
	An understanding of the characteristics of effective classroom practice and curriculum design, and of how teachers and teaching assistants can best be supported to further improve their work		✓	SS, I
	Creativity and innovation in curriculum development which excites pupils and members of staff and delivers engaging and stimulating learning		✓	SS, I
	Commitment to aspirational targets for all pupils and staff and of how to instill in staff a strong sense of accountability for the impact of their work on children's achievements		✓	SS, I
	The ability to create an ethos where all staff are motivated and supported to develop their own skills and subject knowledge and continuing professional development (CPD)		✓	SS, I
	<b>Our Headteacher will be able to:</b>			
Systems and Process	Demonstrate an understanding of how rigorous performance management systems can be used positively to promote excellence both in the quality of teaching and in the standards achieved by the children		✓	SS, I
	Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding and promoting high standards of behaviour both in school and in the wider community		✓	SS, I
	Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively –in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance		✓	SS, I
	Demonstrate what constitutes effective, needs/curriculum led, strategic financial planning aimed at ensuring the equitable deployment of budgets and resources in the best interests of children's achievements and the school's sustainability	✓		SS, I
	Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils		✓	SS, I

### Person Specification

Characteristics		Desirable	Essential	*
<b>The Self-Improving School System</b>	<b>Our Headteacher will:</b>			
	Promote a culture of ‘openness’ as an outward facing school, which works collaboratively with other schools and organisations to secure excellent achievements for all pupils and to promote best practice, informed by relevant research and robust data analysis		✓	SS, I
	Be able to provide dynamic and imaginative leadership for strategic school improvement planning, ensuring the involvement of all stakeholders in the process		✓	SS
	Be able to identify and evaluate data critical to the assessment of the school’s performance and to take appropriate action based on the findings in the best interests of the school		✓	SS, I
	Be able to utilise the rich and diverse resources within our locality and local community	✓		SS, I
<b>Safeguarding Children</b>	<b>Our Headteacher will:</b>			
	Have recently undertaken safeguarding training and be fully aware of the statutory duties articulated in ‘Keeping Children Safe in Education” (September 2016).		✓	A,SS, I
	Demonstrate a commitment to the highest standards of safeguarding and promotion of the welfare of children and staff		✓	SS, I
<b>The Christian Character of the School</b>	<b>The Christian Character of the School</b>			
	We have an Anglican Christian foundation as a school and it is a requirement that the Headteacher would be fully supportive of moving the Christian ethos forward and developing this further. The Headteacher will be responsible for leading all aspects of the SIAMS process and inspection		✓	SS, I
	Our Headteacher will be able to demonstrate a commitment to partnership with governors, the church, parents and the wider community		✓	SS
	Our Headteacher will know and understand the roles and responsibilities of the Headteacher and governors in a Voluntary Aided school	✓		SS, I
	Our Headteacher will be able to lead engaging and inspirational school worship		✓	I
	Our Headteacher will be a committed Christian, who is a member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance. It is essential that the candidate, from whichever church they come, will be happy to work with and foster the long established and clear Anglican ethos and practice of the school and community		✓	SS, I



# St John's Meads C of E Primary School

If you would like further information or to arrange a school visit please contact Kate Wright on:  
DDI: 01223-907-973 | M: 07901-585-959 | E: [kwright@academicis.co.uk](mailto:kwright@academicis.co.uk)

All applications to be emailed by 22nd January 2018 at 12 noon to [kwright@academicis.co.uk](mailto:kwright@academicis.co.uk)



St John's Meads CE Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) certificate will be required for this post.

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.