

Sir John Cass's Foundation Primary School

A unique voluntary aided Church of England primary school in the heart of the City of London



Headteacher's pack





Sir John Cass's Foundation
Primary School
Headteacher: Mr T Wilson

Dear Applicant,

Thank you for your interest in the role of Headteacher of our school. We are a unique single-form entry Church of England school, the only state-funded primary school in the City of London. We have over 300 years of history and yet we sit, physically at least, in the shadow of some of London's most iconic modern buildings.

Our children are drawn from the City and neighbouring Tower Hamlets, resulting in an incredible ethnic, cultural and socio-economic diversity. The school has a strong Christian culture of inclusivity, where children of all backgrounds are welcomed and enabled to flourish. Through exceptional teaching and an inspiring subject-based curriculum we aim for outstanding attainment and progress. Our ambition is that every child receives the very highest levels of educational practice. We expect a lot of our staff and pupils but we provide all possible resources and support to enable them to achieve their best.

The uniqueness of our location, and the longstanding support of the City of London Corporation and the Sir John Cass's Foundation bring many benefits, offering our children resources and opportunities that are not available elsewhere. Our music and performing arts provision is outstanding and our pupils regularly perform at the Guildhall or participate in historic events such as the Lord Mayor's Show.

Our position as the only maintained school in our local authority will offer a successful candidate a unique experience in education management. The role has a high profile which will suit an ambitious Headteacher keen to develop and deliver a strategic outlook for the education of the City's children. Of course, with that elevated position comes additional pressure and scrutiny. A successful applicant will need to demonstrate resilience and be comfortable working in the spotlight.

Aldgate is currently undergoing significant change: thousands of new homes are being built in the vicinity of the school and a new pedestrianised square is soon to open on our doorstep, the largest such public space in the City and the focal point for future art and cultural events. Our school needs an inspiring vision to remain at the centre of this evolving community. We work closely with other local schools and, where possible, seek to extend the benefits of the exceptional education we provide to the wider area. We have already begun to support secondments of select members of staff to other schools.

As a Governing Board we are immensely proud of our hardworking pupils and our committed staff. Our new Headteacher can be assured of our full backing, not just to maintain exceptional standards, but also to drive forward the future direction of our school. We are also fully committed to your career development, both through an initial induction process and through supporting future professional development.

Should you have any questions about our school or the application process please do not hesitate to contact me. I hope you will pay us a visit to learn more about our school and to discuss the role in person.

Yours faithfully,

Matt Piper
Chair of Governors
chair@sirjohncassprimary.org | 07980079217

Sir John Cass's Foundation Primary School
St James's Passage, Duke's Place, London, EC3A 5DE
0207 283 1147
www.sirjohncassprimary.org

A voluntary aided Church of England primary school in the heart of the City of London

Our Mission

At Sir John Cass's Foundation Primary School we aim to provide an exceptional education for every child in a safe, stimulating environment where everyone is valued and respected. We believe education is a partnership between home and school. We encourage the spiritual development of the children and the knowledge of God and the world.

We provide:

- A stimulating, broad and balanced curriculum for every child.
- A religious education according to the principles and practices of the Church of England in a context where everyone is valued and respected.
- Excellent teaching and carefully targeted support to ensure every child is challenged to excel and achievements are celebrated.
- Staff development to ensure our staff are well trained.
- A safe, disciplined environment where all members of our school community are expected to treat each other with courtesy and respect.



Code of Conduct

At our school we:

1. Respect and care for each other
2. Celebrate our unique talents, achievements and strengths.
3. Work hard every day and take responsibility for our own learning.
4. Are fair and honest in everything we do.
5. Look after our environment.
6. Move sensibly and quietly around the school.

At our school unacceptable behaviour is to:

1. Disturb the learning of others.
2. Hurt, insult or upset another person.
3. Use unkind words or actions or body language.
4. Damage, misuse or waste property.
5. Take anything that does not belong to you.
6. Interrupt or ignore adult instructions.

Safeguarding

Sir John Cass's Foundation Primary School and Cass Child and Family Centre believe in supporting all aspects of children and young people's development and learning, and keeping children safe. Staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. We are committed to referring those concerns via the Designated Child Protection Officer to the appropriate organisation, normally local authority children's social care, to contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.



Our school

We are a unique and vibrant Church of England primary school set in the heart of the City of London. We are proud of our 300-year history and our record of consistently strong academic results, but still strive to ensure every child receives an exceptional education grounded in high aspiration and strong Christian values. Through outstanding teaching the school aims to produce powerful learners, in control of their own learning, with inner confidence, a growth mindset, and excellent interpersonal skills.



There are 276 children on the school roll, including those in childcare provision within the Cass Child and Family Centre. We celebrate the diversity of the backgrounds of our children and staff. Minority ethnic groups account for 77% of our pupils and 59% of our children do not have English as their first language. The proportion of our children eligible for free school meals is below the national average (21%) for the first time in many years due to the changing demographics of the Aldgate area. The number of children supported at school with special education needs and with statements or EHC plans is significantly higher than the national average. The attainment of these pupils and the use of resources to maximise their progress has been and remains a key focus for the school.

We aim to provide a challenging and rich curriculum while maintaining outstanding standards in the core subjects. Specialist teachers in PE, art, science and French augment an excellent teaching team. Every child receives lessons in musicianship, with pupils in Reception and KS1 learning rhythm through drumming and singing, and pupils in KS2 all learning to play a stringed instrument. A large number of children in years 3 to 6 take up further opportunities for singing and acting through the school's Performing Arts Club.



The school has a hardworking and ambitious team of staff committed to enhancing pedagogy through lesson study and professional debate. The Senior Leadership Team consists of Headteacher, Deputy Headteacher (not class-based), and two Assistant Headteachers, each of whom have teaching commitments. Governors support and encourage a wide-ranging scheme of professional development. Two members of staff are currently receiving funding and being allowed time for Master of Education courses. The school has recently established formal links

with the Faculty of Education at the University of Cambridge and two recent appointees have arrived at school as a result of this relationship. Two senior teachers are currently involved in secondments as advisers to other local schools. The ability to recruit outstanding teachers and to retain staff is a key focus for the leadership team.

The integrated Cass Child and Family Centre (CCFC), managed by our Deputy Headteacher, offers childcare provision for City of London families from the age of three months. It also provides children centre services as part of the core offer of the City of London Corporation. There has been a considerable improvement to the provision of service in the CCFC since its last OFSTED inspection

("good", 2012) and the Centre now provides the local community with an excellent early years service for its youngest children.

While the school is housed in a 100-year old (and Grade II* listed) building, the classrooms are spacious, and all have recently been equipped with interactive whiteboards and learning walls. The school is in the fortunate position of having a hall, a gym, and a dining hall, as well as other spaces for intervention work. In addition, there is a computer suite, a library, and a recently established science laboratory. Two separate playgrounds are generously sized though in some need of refurbishment. A rooftop garden provides a peaceful setting and space for a very popular gardening club.



The school receives extensive support from its various stakeholders. As the only maintained school in the City of London we are in a unique position. The benefits are clear: generous funding, support for extra-curricular activities, and opportunities to participate in historic events and to perform at prestigious venues. Our trustee is The Sir John Cass's Foundation. The Foundation is the landowner of the school site and has provided significant financial support for over 270 years. Today its contributions include grants towards teaching resources and helping fund the school's programme of residential trips, ensuring that children make such trips in each year throughout KS2. The London Diocesan Board for Schools provides expertise in education leadership and access to extensive training resources.



The school works in close partnership with our church, St Botolph's without Aldgate, which is on the other side of the soon-to-be-opened Aldgate Square. Children attend collective worship weekly in the church and several whole-school events (Harvest Festival, Carol Service, Founder's Day) are held there. Both the Rector, until recently Chair of Governors, and the Chaplain are very much part of the community and lead regular acts of worship in school. Space is kept in the curriculum for

prayer and spiritual development. RE lessons take place weekly in every class.

Our culture

A strong Christian ethos is evident throughout the school and forms the basis for the school's values. The embodiment of these values is rewarded throughout school life. Visitors to the school often comment on how the school feels like a family. Both staff and pupils know everyone, and there is a culture of inclusiveness and care for each other. Parents are deeply involved in their children's education and there is a strong partnership between home and school.

What our pupils say

"I love being at Sir John Cass. The staff are friendly and understanding, I also have loads of friends who come here and we have super cool technology to help us learn. I also love the cool school trips staff prepare for us!"

"I think the school is fun and safe."

"The teachers are soooo friendly and cool so I love that."

"If you need help it's there. There are amazing opportunities."

"I think everything is perfect except that WE NEED MORE BURGERS."



What our staff say

"We have a balanced curriculum, the educational visits are excellent, there is creative teaching and the children are given the opportunity to develop socially, emotionally and academically. We value diversity. The staff have a very good relationship with the parents and carers. We support children with SEND beyond the ordinary and we have very high expectations of all children."



"We provide exceptional music and sport activities during and after school. Year 6 children are well prepared for a good start in their secondary schools. We celebrate every child's achievements."

"(We have a) shared vision and commitment to providing children with the very best opportunities we can offer academically, in the arts, performance and sport. (There is an) excellent sense of school community cohesion across cultures, faiths, ethnicity, ages etc. We have the capacity to, and do nurture and develop staff and children."

What our parents say

"The school is very well managed and led and there is a humanity and warmth within the teaching team at a senior level. The impression is given that the children are known and liked while being supported and challenged."

"The provision is excellent - children know and understand what they are learning and this is communicated effectively."

"Carry on as you are. You're doing a great job. Really proud to be a part of SJC."

Headteacher

Sir John Cass's Foundation Primary School
St James's Passage, Duke's Place, London, EC3A 5DE



Start date: September 2018
Location: Aldgate, City of London
Contract: Full time, permanent
Salary: L15-L21, Group 2, Inner London
(negotiable in exceptional circumstances)

The governors are seeking to appoint an inspirational leader to develop an ambitious vision for the school and to build on exceptional pupil outcomes.

We are pleased to offer you:

- A unique opportunity to lead a highly successful, well-funded, single-form entry school in the heart of the City of London;
- The chance to work closely with the City of London Corporation to build on the excellent record of its only maintained school;
- Generous support from the local authority, the Sir John Cass's Foundation, and the LDBS;
- An exceptional environment for children to learn and reach their full potential and a culture where excellence and ambition is coupled with inclusiveness and care for one another;
- A hardworking and enthusiastic staff body and a supportive leadership team, all committed to providing an exceptional education for every child;
- A close relationship with a friendly and inclusive church, deeply committed to the school;
- A highly effective governing board, supportive of you and your future professional development.

We are looking for a leader who:

- Demonstrates a passion for teaching and learning and is committed to providing an exceptional education for every child;
- Has the vision to further develop and deliver a subject-based curriculum that is both challenging and broad, building on excellence in art, sport, and the performing arts;
- Understands the importance of quality first teaching and relentlessly pursues excellence in the classroom through modelling, coaching and evaluation;
- Will inspire colleagues through leading by example and demonstrates a strategic approach to all aspects of school life including teaching, staffing, and financial planning;
- Has excellent communication skills and the ability to build effective working relationships with children, colleagues, parents, governors, and external bodies;
- Demonstrates resilience when under pressure and relishes the challenge of working in a unique inner-city environment;
- Is committed to nurturing a distinctive Christian ethos in a multi-cultural community, working in close partnership with the local church and its clergy.

Please come and visit us – we would be delighted to show you around our school.

Closing date for applications: 23rd February 2018 (noon)

Interviews: 14th/15th March 2018

Sir John Cass's Foundation Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Application process

Key dates

23rd February 2018 (noon)	Closing date for applications
27th February 2018	Shortlisting
14th / 15th March 2018	Interviews

To apply

Please complete the following documents and send them by email to Matt Piper, Chair of Governors, (chair@sirjohncassprimary.org):

- LDBS application form,
- Supporting statement addressing the Person Specification,
- A personal statement describing your philosophy of education, of leadership, and of your understanding of the special character of church schools (1000 words maximum).

We would like to invite all potential applicants to come and visit us at Sir John Cass's Foundation Primary School. Please email the Chair of Governors to arrange this.

We would like to visit all shortlisted candidates in their schools during the week 5th-9th March 2018. This visit will form part of the assessment process.

References for shortlisted candidates will be taken up prior to the interview.



The School Council

Dear Applicant,

Welcome to our school. Good luck with your application to be our Headteacher. We have written a person specification and a job description below. If you become our new Headteacher we look forward to seeing you next year and to getting to know you better.

Yours faithfully,

The School Council



Person specification

We would like our new Headteacher to:

- be approachable and friendly,
- be a positive person,
- be firm but also have a good sense of humour,
- be patient and fair,
- deliver great assemblies,
- be well organised and run the school smoothly,
- support good causes,
- help us stay fit and healthy,
- be somebody who will help put plasters on when we fall over.

Job description

We would like our new Headteacher to preserve:

- the friendly culture of our school,
- the range of different lessons,
- after-school clubs,
- the roof garden and gardening club,
- school trips and residential trips,
- Golden Time,
- RE discussions,
- Sports Day, and the Christmas and Summer Fairs.

We would like our new Headteacher to improve:

- the cleanliness of the toilets,
- the tidiness of the sandpits,
- the number of tennis balls in the playground.

Thank you.

Job description

Job title: Headteacher

Salary range: L15-21, Group 2, Inner London Area (negotiable in exceptional circumstances)

Job purpose: To lead and develop the academic and pastoral life of Sir John Cass's Foundation Primary School and the Cass Child and Family Centre; to plan and administer the school budget; to promote and uphold the Christian ethos of the school.

Responsible for: all teaching and support staff.

Responsible to: The Governing Board of Sir John Cass's Foundation Primary School.



This document should be read in conjunction with the current School Teacher's Pay and Conditions document, published by the Department for Education, which describes the general duties and requirements for a Headteacher. In addition, the Governors have identified the following specific responsibilities.

Whole school organisation, strategy and development

- Relentlessly drive teaching standards to ensure every pupil receives an exceptional education.
- Deliver powerful learners in control of their own learning, achieving outstanding levels of progress and attainment.
- Maintain highest possible standards of behaviour and levels of attendance.
- Take overall responsibility for the pastoral care of all pupils.
- Develop and deliver the strategic vision of the school, working with the Governing Board.
- Promote the distinctive Church of England ethos of a school with Christian values and a clear moral purpose, representing the aspirations and intentions of the Sir John Cass's Foundation.
- Administer the school's admissions policy, overseeing the production of the school prospectus and maintaining an effective system for the admission and induction of new pupils.
- Deliver the childcare provision and the extended children's services of the Cass Child and Family Centre.

Teaching

- Relentlessly drive the highest standards of quality first teaching through observation, coaching, mentoring and modelling.
- Deliver a subject-based curriculum that is inspiring, rich and challenging with a scope that is broader than the minimum requirements laid out in the National Curriculum.
- Evaluate curriculum, classroom practice, and classroom design, to ensure outstanding outcomes for pupil achievement and progress.
- Analyse pupil data to measure progress, identify strategic interventions, and evaluate the effectiveness of those interventions.
- Promote an inclusive culture of learning throughout the school.

Safeguarding and child protection

- Commit to the safety of every child in the school, ensuring that all safeguarding and child protection policies comply with legal requirements and best practice, are regularly reviewed, and are implemented in full.

- Ensure the Designated Safeguarding Lead has appropriate resources to fully discharge their responsibilities.
- Cooperate with all relevant agencies and authorities with respect to child safety and protection.



Management of staff and resources

- Motivate the whole school community by building positive relationships with staff, pupils and parents.
- Set high expectations and challenging targets throughout school life, leading by example, monitoring effectiveness and challenging outcomes where appropriate.
- Maintain and develop effective strategies for the induction of new appointees and the performance review and appraisal of existing staff.
- Apply and review processes for performance management with clear links to pay progression.
- Develop a strategy for the recruitment of outstanding teachers and the retention of key members of staff.
- Identify emerging talents within the staff body and continuously evaluate the effectiveness of the allocation of roles.
- Take overall responsibility for the school budget, financial planning, and monitoring of accounts, ensuring that the resources required to deliver the curriculum are efficiently employed.
- Oversee the physical environment of the school, its maintenance and the stewardship of the Grade II* listed buildings.
- Demonstrate political and financial astuteness in challenging and changing times.
- Through universal and targeted services ensure the Children's Centre provides opportunities for families with young children to access support, advice and guidance and assists transition into school.

Professional development

- Promote a culture of self-evaluation and improvement by leading through example.
- Maintain a programme of continuous professional development for all staff, and encourage participation by all.
- Take responsibility for personal professional development so as to be well equipped for the role.
- Continue to develop innovative methods of providing career development and positions of responsibility for key staff.

Communication

- Create a culture of an outward-facing school, working in collaboration with other local schools, Headteachers, and Children's Centre service partners.
- Work with the Governing Board to develop a strategic vision for the school and communicate this to all stakeholders
- Actively support the Governing Board, enabling it to deliver its key functions effectively.
- Develop effective working relationships with the City of London Corporation, Sir John Cass's Foundation, and the London Diocesan Board for Schools and be the main channel for liaison between the school and each of these organisations.

Person specification

Headteacher at Sir John Cass's Foundation Primary School

Please address this specification in your supporting statement as requested on the LDBS application form.

Qualifications	Essential	Desirable
Qualified teacher status	✓	
Evidence of continuing and relevant professional development in school leadership and management	✓	
National Professional Qualification for Headteachers. A successful applicant will be given the opportunity to gain this qualification if not already held.		✓
Key skills and experiences		
Proven successful experience as a Headteacher or Deputy Headteacher or equivalent in a primary school	✓	
A highly effective teacher with proven consistent high-quality teaching in the classroom	✓	
A highly effective manager with strategic vision, drive and commitment	✓	
Experience of teaching in more than one school across the whole primary age		✓
Experience of teaching in a Voluntary Aided church school		✓
Experience of leading in a school which serves a disadvantaged urban community		✓
Experience of working in a multi-cultural and diverse community		✓
Experience of leading change effectively		✓
Proven ability to manage budgets and experience in financial planning		✓
A distinctive church school		
Commitment to and understanding of the distinctive ethos of a Voluntary Aided CE school	✓	
Commitment to and enthusiasm for collective worship firmly at the heart of the school community	✓	
Safeguarding and promoting the welfare of pupils		
Absolute commitment to ensuring the safety and well-being of pupils	✓	
Proven ability to build a culture where children feel confident that their concerns will be listened to and acted on	✓	
Qualities and knowledge		
Evidence of an ability to build, communicate and implement a coherent vision for a school in consultation with stakeholders	✓	
Ability to demonstrate personal behaviour that leads by example, forges positive relationships and attitudes with and between pupils and staff, and encourages those positive relationships with and between parents, governors, and the local community	✓	
Proven ability to lead by example and create a shared commitment and responsibility to a school through teamwork, distributed leadership and professional reflection	✓	
Evidence of clear values and moral purpose which put children first in decision-making	✓	
Ability to exercise creativity and emotional intelligence in leadership	✓	
Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of strategies that might be effective for achieving this	✓	
Commitment to inclusion and equal opportunities for all	✓	
Evidence of a commitment to continuous professional development so as to sustain up-to-date knowledge and understanding of education	✓	
Knowledge of legal requirements affecting schools	✓	
Knowledge of how new technologies can be used to support learning and teaching	✓	
Willingness to be transparent and accountable to parents, governors, relevant external bodies and the local community	✓	

Systems, processes and resources		
Excellent organisational skills which maintain the smooth running of a school whilst keeping the long-term vision in focus	✓	
Knowledge and experience of a range of mechanisms for working productively with a governing board and an understanding of its statutory responsibilities	✓	
Proven experience of managing people, including staff performance reviews, acting on any associated issues and valuing excellent practice		✓
Proven experience of prioritising, setting, and managing a range of processes to contribute to school improvement (data, finance)		✓
Leading teaching and learning and developing self and others		
Experience of setting and achieving challenging goals and targets for staff and pupils so as to impact positively on pupil outcomes	✓	
Knowledge and understanding of how to maintain and improve the quality of teaching and learning across a school and a proven track record for doing so	✓	
Experience of analysing pupil performance information to identify trends to inform teaching and learning outcomes	✓	
Experience of developing a consistently high quality of teaching through rigorous assessment, monitoring, evaluation, and feedback	✓	
Ability to develop all staff professionally into effective and motivated practitioners	✓	
Ability to self-evaluate, receive constructive feedback and learn from other experienced practitioners	✓	
Confidence to challenge underperformance in teaching and support improvement in performance	✓	
Proven commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their wellbeing	✓	
Ability to encourage parents to play a part in their child's learning, both in and out of school	✓	
Leading school self-improvement		
Proven experience of building mutually beneficial and supportive relationships with other schools, agencies, and groups to enhance opportunities for staff and pupils so as to secure excellent outcomes for every pupil	✓	
A willingness to accept support from others including colleagues, governors, Local Authority and LDBS	✓	
Proven ability to adapt to change, in particular the ability to assess new ideas and embrace them if they improve children's learning	✓	
Evidence of a current knowledge and understanding of local, national, and global education, and a proven commitment to high quality training and ongoing professional development for all staff	✓	

