



Headteacher's Recruitment Pack



Englefield
CE Primary

Creating, inspiring and achieving

Welcome



Englefield
CE PRIMARY SCHOOL

A letter from the Chair of Governors

The Street, Englefield, Berks RG7 5ER Tel: 0118
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Email: office@englefield.w-berks.sch.uk Web:
www.englefield.w-berks.sch.uk

Dear Applicant

Thank you for your interest in our school and the vacancy we will have in January 2018 for a Headteacher. On behalf of the Governors, I do hope that this information pack will encourage you to apply with the confidence that the post will be a step forward in your career, and that you have the personal qualities we are looking for in a successful applicant. You will be following in the footsteps of Andrew Ind, our talented current Head, who is promoted to lead a larger school closer to his home.

Our school is known for its happy, friendly and creative atmosphere where every child is valued and included as an individual. We do our very best to nurture the wellbeing of our children so that each child grows cognitively, socially, emotionally and spiritually and enjoys learning to the best of their ability.

We are looking for a caring and creative person who shares our Christian values and has the leadership qualities needed to build on and enhance the many strengths of our school. Having sought the views of children, parents and staff, the whole school community agrees that we need a friendly, approachable leader who cares passionately about the continual educational growth of each child.

In these changing times for the national education system, the position of our school and its relationship with its community is under review by the Governors. We are looking forward to appointing a Headteacher who will work with us to maximise the benefits to the education of our children that result from the unique relationship the school has with the Englefield Estate and its wider community.

We are immensely proud and full of admiration for our staff who work very closely together and are professional, supportive and committed to providing the best for the children in their care. Consequently, our children are generally recognised for their enthusiasm and positive learning behaviour.

We are a happy school but not a complacent one, and I would encourage you to visit us and feel for yourself the positive atmosphere and see the engagement in learning of both the children and the staff. I am confident that you will appreciate the great attractions this post offers for a school leader who will be well supported in taking us forward to further achievements and to the next stage in our development as a learning community.

With all best wishes,

Chairman of Governors



“Across the school, pupils are enthusiastic about solving problems. One pupil said ‘My favourite subject is Maths. I like it tricky!’” (Ofsted Report 2016)

Application Process

We are looking for a primary school head teacher to start on the 1 January 2018, or as soon as possible thereafter. This is a full-time position and the salary will be in the range L9 – L15 (£47,491 - £55,058, pay increase pending September 2017) dependent upon the skills and experience of the successful candidate.

The school has an *Equal Opportunities Policy* for selection and recruitment.

What can we offer you?

- An inclusive happy school with a strong tradition of care for the wellbeing of every child
- A talented and very committed team of staff.
- Supportive and highly experienced governors.
- A strong tradition of partnership with parents and a brilliant PTA
- Opportunities to grow the school and create opportunities for personal career enhancement.

Timetable

Closing date for applications: 15 September 2017, 9am.

Short-listing and interview invitations: 15 September 2017

Interviews: 20 September 2017

Candidates selected for interview will be informed by email immediately after short-listing. Full details of the tasks and activities that will make up the selection process will then be provided to those short-listed candidates.

Visiting the school

Visits to the school are warmly welcomed and encouraged. To arrange an appointment, please contact Mrs. Julia Kidd, our School Business Manager.

Tel: 0118 9302337

Email: office@englefield.w-berks.sch.uk

Safeguarding

In accordance with our Child Protection Policy, the successful candidate will be required to have an enhanced DBS check along with other relevant employment checks.

Applications

Please complete the application form that is available online at

<https://teachwestberkshire.com> or via the school website www.englefieldprimary.co.uk

Your application must include:

- a) A letter of application outlining your suitability against the Person Specification
- b) Completed Equal Opportunities Monitoring section.

Once completed, please upload your form online. The link to do this is included in your application form e-mail message.





About our school

Englefield Church of England Voluntary Aided Primary School is a small popular rural church school within West Berkshire Local Education Authority. Originally built in 1863 for the children of workers on the Englefield Estate, it became a church school in the 1950s. The school expanded in size in the late 1960s to take in the children from the neighbouring parishes of Tidmarsh and Sulham. We are extremely proud of our achievements over the years serving our local area as an integral part of the education provision in West Berkshire.

We are a school with a strong tradition of partnerships which bring great benefit to the education we offer. West Berkshire Council, The Oxford Diocese, The Englefield Estate, The Kennet & Theale Rural Schools Federation, 3 Education Centres and a thriving PTA are some of the organisations which together with a small army of individual supporters contribute to an extended education for our children.

Throughout its history our school has sought to adapt and improve to incorporate new opportunities to enhance the education of our children and reinforce the values and traditions at the heart of the school.

Our ideal candidate will be excited at the challenge of taking our school forward to further achievements whilst maintaining the partnerships, character and feel of our traditional village primary school.

Our Staff

Our staffing consists of the following:

Headteacher, full time

Key Stage 2 Teaching Staff

Y5/6 – full time. Y3/4 & Senior Teacher – full time.

Key Stage 2 Support Staff

1 full time LSA. Currently recruiting for 1 full time LSA
1 part time LSA casual cover (both key stages)

Key Stage 1 Teaching Staff

Y2/1 – full time. F/Y1 – full time

Key Stage 1 Support Staff

2 part time LSAs: 1 full time LSA & 1 full time LSA

School Office

School Business Manager – 3 days per week, CSBM qualified

School Secretary – full time

Lunchtime

1 part time lunchtime assistant. All LSAs have a lunchtime supervision element in their contract of employment

“Pupils spiritual, moral, social and cultural development is nourished effectively through a broad range of educational experiences within the varied and stimulating curriculum, as well as through a wide variety of extra-curricular activities and clubs.” (SIAMS Report, 2015)

Other Key School Information

The school operates a single point of entry in September with a planned admissions no. of 16. We aim, wherever possible, to keep year groups to this size.

Every year some pupils leave us at age 8 to go to private schools and it may take some time for these places to be replaced by children moving into the area. We have been consistently oversubscribed in the past although recent changes in school demography and the rising popularity of other local schools means that we should never be complacent. The school has recently started a recruitment drive to ensure numbers are maintained.

The school operates seven year groups: Foundation Stage, Years 1/2, 3/4 and 5/6.

Budget - in surplus

Ofsted overall rating - "Good" (April 2016)

Number of children on roll - 104

PAN - 16

Overall attendance - 96.2%

Children with SEN - 13%

Pupils in receipt of PPG - 3%

2017 Foundation Stage results

Y1 Phonics 88%

Y2 Phonics 100%

2017 KSI ARE results / Working at greater depth

Reading 82% / 35%

Writing 71% / 12%

Maths 82% / 29%

Science 94% / n/a



What our pupils tell us

Best things about Englefield

Good resources
If we're sad the teachers will help us
The freedom we have being in the countryside
The PE coaches teaching new sports
The teachers
No bullying problems
We are able to learn
We go on great residential trips
The adventure playgrounds
The music
All the support we get

What would we like

A caretaker
More teaching assistants and helpers
A minibus
Do more cooking
A working pond
More instrumental teachers

Our new Headteacher will be

Not too strict but firm if needed
A good sense of humour
Be ready to take a class if no one is in
Nice! Kind! Calm!
Able to take us on school trips and residential
Organised
Don't drag the assemblies on!
Clever! Sporty! Helpful!
Smartly dressed

"Expectations of middle leaders are high and they have risen well to the challenge." (Ofsted Report, 2016.)

Job Description

This is an extract (the full job description is available on request and will be sent to candidates selected for interview.)

General

Englefield CE (Aided) Primary School

The Street, Englefield, Reading, Berks, RG7 5ER

West Berkshire Local Authority

Indicative salary range: L9 – L15 £47491 — £55,048 (Increase in all scales due September 2017)

Reporting to:

The Governing Body and working with them, and other colleagues in relation to the key areas.

Working with:

- the governors, and all staff to maintain and build on the ambitious and happy working atmosphere within the school;
- professional colleagues, particularly other local headteachers, and officers of the local authority and Oxford Diocese;
- parents, the wider school community and the Englefield Estate to build and sustain strong relationships.

Main Purpose

To provide vision, leadership and direction for the school and to ensure that it is managed and organised to meet its aims and targets. The Headteacher, working with staff and governors, is responsible for:

- providing a safe and conducive teaching and learning environment for the staff and pupils of the school;
- evaluating the school's performance to identify the priorities for continuous improvement, raising standards; and delivering on agreed targets;
- leading the school in accordance with the National Standards of Excellence for Headteachers;
- ensuring equality of value for all;
- developing appropriate policies and practices;
- ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

Strategic direction and development of the school

The Headteacher, working with the Governing Body and the Oxford Diocese, will develop a strategic view for the school in its community within the local, national and international context, and will meet the following requirements:

Leading Teaching and Learning

The Headteacher, working with the Governing Body will aim to secure and sustain good to outstanding teaching and learning throughout the school

Leadership and management

The Headteacher will lead, motivate, support, challenge and develop staff to secure improvement:

Efficient and effective deployment of staff and resources

The Headteacher will deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context and will set appropriate priorities for expenditure, allocation of funds and effective administration and control by:

- effective management of the school's budget;
- rational allocation and monitoring of time, space and material resources;
- ensuring effective and safe arrangements for the siting and storage of material and equipment

Managing the Organisation

The Headteacher will create 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.

Accountability

The Headteacher will account for the efficiency and effectiveness of the school to the community, and will:

- create and develop an organisation in which all the staff recognise that they are accountable for the success of the school;
- present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED, and others to enable them to play their part effectively;
- ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement;
- provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- carry out any such duties as may be reasonably required by the Governing Body;
- maintain and develop effective links with the community, to extend the curriculum and enhance teaching and learning;
- create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.
- ensure an effective partnership with the Englefield Estate
- ensure the school is committed to safeguarding and promoting the welfare of children and young people and ensuring all the school practices, policies and procedures reflect this commitment.



Person Specification

Note: E = Essential D = Desirable

Qualifications & training

Qualified Teacher Status E

Degree Qualification E

NPQH Qualification D

Other relevant training qualifications D

Experience

Leadership experience, e.g. Senior teacher E

At least three years in a senior leadership role (SLT) D

Evidence of attainment of and commitment to the

National Standards of Excellence for Headteachers E

Previous headship experience or acting headship D

Knowledge and Understanding

Have an excellent understanding of the primary curriculum across all Key Stages including Foundation Stage E

Have an excellent understanding of the effective use of ICT across the curriculum E

Proven financial and budget management skills E

Have a clear understanding of what it means to lead a Church School E

Know how links with the community can improve pupil outcomes and promote community cohesion E

Skills (required of a Headteacher of a small school)

To be an outstanding teacher with a clear understanding of how to promote effective learning across the school for all learners, including those in disadvantaged groups, and how to use data to assess and help improve pupil progress. E

Able to create a shared, inclusive vision and strategic plan, based on ambitious but achievable levels of expectation and effective self-evaluation, and to deliver school improvement. E

Able to lead and to work as part of a high performing team E

To be an excellent communicator with strong interpersonal skills E

Able to use ICT effectively as a management and an educational tool E

Able to identify appropriate professional development for staff and self E

Able to work constructively and effectively with the school's Governing Body E

Able to develop and sustain established links with the Oxford Diocese, Local Authority and Englefield Estate E

Able to effectively use assessment to monitor & evaluate the effectiveness of teaching and learning outcomes E

Able to lead impactful collective worship E

Strong organisational, management and subject co-ordinator's skills E

Able to use a range of appropriate leadership styles E

Able to create a fully inclusive environment E

Able to manage time and workplace pressure by prioritising E

Behaviours (displayed by the Headteacher)

Able to lead both through the leadership team and by personal example E

Spends time with staff and pupils and is highly visible E

Ability and willingness to interact and engage proactively and constructively with all stakeholders E

Acts as an ambassador for the school and the community E

Caring and supportive of pupils and staff E

Demonstrates and inspires loyalty E

Demonstrates and 'shares' their values by example (care, compassion, valuing individuals, integrity, honesty) and understands how these can impact on the school community E

Committed to the teaching role in a small school E

Able to cope with the demands of the role E

Actively promotes inclusion E

Actively demonstrate commitment to the Christian ethos of the school D

Willingness and ability to travel as required D



Voluntary Aided Status

Englefield School is a Voluntary Aided School and as such benefits from advice from the Oxford Diocesan Board of Education. Children and parents take part in regular end of term services at St Mark's Church, Englefield (recently famed as the venue for Pippa Middleton's wedding) and our local Priest takes weekly assemblies at school. We also welcome visiting clergy from other parishes.

As a church school, we aim to encourage learning by providing a welcoming, happy and supportive environment in which Christian values are central to the ethos of the School and its teaching. We maintain strong partnerships between the School, the families of our pupils, the parishes of Englefield, Sulham & Tidmarsh, and our local community.



**“The school provides a warm and caring environment for learning, underpinned by Christian values where children are happy and achieve well.”
(SIAMS Report, 2015)**

West Berkshire Local Education Authority

West Berkshire is a Unitary Authority; the Education Department is based in West Street, Newbury. Each primary school is part of a link group with a designated member of the Advisory Service who acts as a School Improvement Partner.

The Englefield Estate and Community

Our unique position at the heart of an Estate community brings enormous value to the education we offer. It is not only the rural setting but also the experience of being an intimate part of a local community with access to the people and facilities it provides that enhance education for our children.

The Englefield Estate provides practical support for our school through a Sponsor Governor on our Governing Body, local influence, access to a huge array of resources, advice, building and grounds maintenance and financial support through the regular applications we make to the Englefield Charitable Trust.

We liaise closely with them over many matters from building concerns to car parking and school traffic. We also co-operate with other organisations in the village as part of a village forum. A combined School and Village Fete and Flower Show is the highlight of the village calendar and takes place on the school playing field every July.



Our School Community

We are fortunate to have a large number of parents who come and help in school to support a wide range of activities.

We have a very active Parent Teacher Association who have raised funds over the years to help the school, most particularly to help finance the new school buildings, our purpose-built ICT suite and, this summer, the redesign of outdoor play areas.

We have a highly supportive and proactive Governing Body, many of whom (including the Chair) are parents or former parents. They meet at least five times per year and operate through a committee structure covering the following areas:

- Finance, Buildings & Staffing
- Pay
- Admissions
- Development
- Foundation

“Governors share an accurate understanding of the school’s effectiveness, and use their skills astutely to ensure that they provide the right level of challenge and support.” (Ofsted Report, 2016.)

School Liaison

Englefield School works within a link group of local schools, led by a school improvement adviser.

We are also a member of the Kennet & Theale Rural Schools Federation, which encompasses 12 local similar sized schools. Headteachers within both groups meet on a regular basis to exchange ideas. The schools join together for sporting and musical events which enable our children to take part within a much larger group of children.

Our pupils transfer to a wide range of schools including Theale Green, The Downs, Kennet School, Denefield and Little Heath, and a minority go to private schools such as Bradfield College, Pangbourne College, The Abbey School and Abingdon School.

We have established working relationships with three local private schools – Bradfield College, Pangbourne College and The Oratory. This close liaison offers our pupils additional opportunities for extending the curriculum in areas such as drama, arts, music, sports and gifted and talented areas. We also have a working relationship with Elstree Preparatory School, with whom we have collaborated on both sporting and academic fronts.



“The school is a small and friendly community. Some pupils describe it as ‘cosy’ because they know everyone and try to look out for each other. When pupils join the school late they say that it is easy to make friends of all ages.” (Ofsted Report, 2016.)

Our Location

Englefield village is 7 miles west of Reading, between Theale and Pangbourne, and is a 5-minute drive from Junction 12 of the M4 motorway. The catchment area includes the villages of Englefield, Sulham and Tidmarsh. Englefield is a village of approximately 130 people, whose land and houses are privately owned by a Trust administered by The Englefield Estate. It is listed and protected from development which gives it a uniquely unspoilt feel.

The school is at the foot of the tree-lined drive leading to Englefield House, with its deer park and magnificent gardens. Between the school and the house is a thriving church which is part of the benefice of Englefield and Theale.

The village also has a Social Club, sited next to the school, a Village Store and Tea Rooms, a Garden Centre and the educational '5-a-day' Market Garden and an Estate Yard. Within the Estate, nearby Ufton Court is a residential school education centre sited in an Elizabethan Manor; also nearby is Rushall Farm, one of 30 farms on the Estate, which also provides rural education for day visits by school parties.



Our Buildings and Site

The school setting is a rural idyll, with one side facing the small village street and the other side backing on to fields and parkland.

There is a large grass playing field, a hard play area, an environmental area, pond, and a netball court/hard play area to the rear of the main building with two adventure playgrounds.

The school is in two buildings, one being the original Victorian hall, converted to a large, well-appointed games hall (also used for school meals), a kitchen, kiln room, storeroom and cloakrooms. The modern main school building has recently been extended and now provides four large, sunny classrooms, two group rooms, an ICT suite, newly created kitchen cookery area, staff room, large library area, offices and cloakrooms. Our Foundation/ Year 1 classroom has a covered area and enclosed outdoor play area.



Contact Details

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