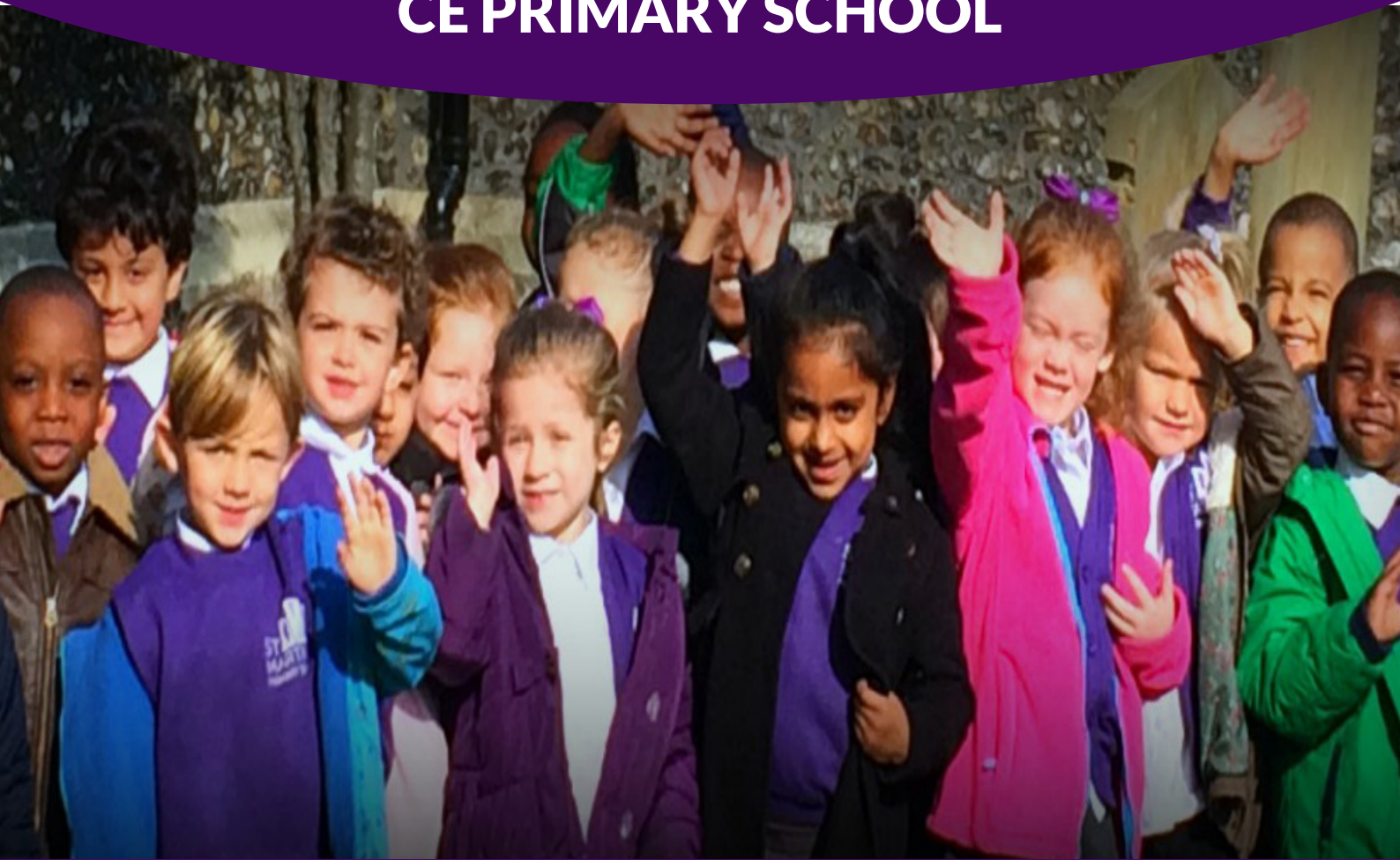




**ST MARTIN'S
CE PRIMARY SCHOOL**



**HEADTEACHER
CANDIDATE INFORMATION PACK**

Shaping Futures, Encouraging Success

A MESSAGE FROM THE EXECUTIVE HEADTEACHER

Dear Applicant,

Thank you for showing an interest in St. Martin's Church of England Primary School.

St Martin's Primary School was opened in September 2015 as part of the 'Basic Need' for the Local Authority. The school is a sponsored academy, part of LDBS Frays Academy Trust and currently serves just short of 300 pupils. Built next door to Laurel Lane Primary School (also part of the Trust), the school serves a wider community and pupils travel far and wide.

As a Church School with a distinctive Christian character, the school has 100% of 'open' places and serves a wide community of pupils from all faiths. With the school in its final stages of 'growth', there has never been a more exciting time to come and join the school as their new Headteacher.

St Martin's was originally built to serve 630 pupils and so there is ample space to enable a strong, creative and challenging curriculum. A significant feature of the school is the support for pupils with complex ASD and there is a specialist resource provision attached to the school to support the individual needs of these pupils. Overall, the school currently has 41% of pupils with Special Educational Needs and Disabilities; as the new Headteacher, you would need to have a passion and desire to see these pupils achieve their very best.

There is a team of talented leaders and teachers in St Martin's and your role as new Headteacher will help to galvanise a team that has been growing into a successful and committed team of educationalists who help pupils to achieve very well.

As a new Headteacher, you will work alongside governors and experienced Trust leaders to ensure that pupils are kept safe, that the curriculum is well developed and that pupils achieve high expectations. As part of Frays, you will have the opportunity to work with a talented group of exceptional leaders. You will have the opportunity to visit other schools in the Trust as well as work with members of the central team. You will be offered an exceptional package of professional development to support you in becoming an excellent Headteacher.

The pupils of St Martin's are well-behaved and eager to learn. The school has a strong focus on sport provided by the Director of Sport for the Trust and very strong links with St Martin's Church in West Drayton.

I look forward to receiving your application form.

Yours sincerely,

Mr C B Cole
Chief Executive / Executive Headteacher

ABOUT OUR SCHOOL

St Martin's CE Primary School is set within extensive grounds, located at the heart of West Drayton, in the southern part of the London Borough of Hillingdon.

Since opening in September 2015, the school has gone from strength to strength and in June 2018 was awarded "Good" status by Ofsted. The inspection report noted that those children who have special educational needs (SEN) and/or disabilities achieve well.



St Martin's School is a place where children thrive socially, emotionally and academically. We are an inclusive school; we welcome and celebrate diversity. All staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring and understanding team looking after our children who feel safe, happy and valued as individuals.

The Oasis is our SRP (Special Resource Provision), which provides support for children with complex Autism/ASD. With a current allocation of 12 places, children in The Oasis have EHCP's and are supported by our specialist team to ensure that they make the very best progress possible, depending on their needs. Children who attend St Martin's and are a part of The Oasis will be taught an individualised curriculum, focusing on: Learning and life skills, Communication, Social Skills, Interaction, Interpersonal Skills and Behaviour Expectations. The children will also access differentiated mainstream school curriculum opportunities including, Literacy, Numeracy and Science. At St Martin's we set high expectations of all pupils and track and monitor progress to ensure these standards are met. More information about The SRP can be found on our website by clicking [here](#).



OUR CHRISTIAN VALUES



St Martin's Church of England Primary School has eight values that are the foundation of all we do. The values are vital in shaping our decisions about how to behave. They are the principles that guide our lives. Our values are rooted in the fact that we are a church school with a Christian foundation.

At our SIAMS Inspection in 2018, where we received a Good grade, inspectors commented; St Martin's school is completely committed to being a school which is distinctively Christian, whilst ensuring that it is open and inclusive to all. Parents and pupils of all faiths and none say they feel welcome and included, whilst also valuing what the Christian character and the school's Christian values bring to their lives.

THE ST MARTIN'S CURRICULUM

“EVERY MOMENT MATTERS”

Our curriculum is planned to be not only educational, but also enjoyable for both pupils and staff. The school day is carefully planned to ensure children gain maximum benefit through an exciting curriculum and other extra curricular activities. Our staff have a wealth of experience and knowledge and lessons are alive with challenge and involvement for all. Children demonstrate an interest and a keen approach to learning and this is encouraged through the carefully planned curriculum for all.

The foundation stones to a successful education lie in the acquisition of basic skills. Without these skills, children will not make the educational progress that is expected of them. At St. Martin's C.E. Primary School, we place great emphasis on learning basic skills. We hold the Basic Skills Quality Mark award for recognition of the school's work in Basic Skills.



Children will be taught and expected to learn number bonds and times tables, as well as calculation methods for the four rules of number. In addition, children will be taught phonics, through the use of the Read Write Inc. programme, basic spelling rules and reading skills. Our reading scheme is 'Big Cat' which provides a variety of texts to challenge the pupils. Our aim is that when pupils leave Year Six, they will be highly numerate and literate, with a real joy for learning.

We are developing ICT to become central to the curriculum. The school is well resourced with Interactive Whiteboards in all teaching rooms, which allows us to create visually stimulating lessons and greater opportunities for interactive learning. In addition, the school has a Learning Resource Centre which we are currently developing.

Embedded in our curriculum as a way of nurturing children to access basic skills through different learning styles as well as challenging themselves further in different areas, are the Arts. We value the Arts for their intrinsic quality, promoting self-esteem, leadership opportunities and providing an interesting stimulus for all areas. Aside from regular PE/dance, art, technology and music lessons, many art forms, including drama are used in other areas – facilitated by our creative curriculum. In addition to this, we organise a number of themed weeks throughout the year which enable children to work alongside professional artists or organisations. A range of extra-curricular clubs and activities are also offered at lunchtimes and after school all year round.

HEADTEACHER JOB DESCRIPTION

Post Title: Headteacher - St Martin's Church of England Primary School

Responsible To: Executive Headteacher / Chief Executive Officer

Salary: L16 - L20; inc. Outer London Weighting

Terms and Conditions: School Teachers Pay and Conditions

KEY AREAS OF RESPONSIBILITY

The Headteacher is directly responsible for the day to day management of St Martin's Primary School. The Headteacher will work alongside the Chief Executive (CEO) to improve the quality of teaching and learning and outcomes for pupils in the school as determined the schemes of delegation.

In addition to the core tasks, the Headteacher will be willing to undertake specific tasks in the Trust and work with other Heads and senior members of the Trust.

Specifically, the role will be:

- A. To establish a vision for the school with the CEO which promotes excellence and success and underpins the Christian distinctiveness of the school, developing effective partnerships with pupils, parent, the wider community and other key stakeholders
- B. To develop highly effective leadership in the school
- C. To ensure efficient management of all resources and services
- D. To lead and motivate the staff, setting clear goals and aspirations
- E. To establish and monitor clear lines of accountability and responsibility
- F. To establish clear performance measures for the school and the staff
- G. To ensure the effective day to day management of the school
- H. To ensure excellent pastoral support and care for all pupils, staff and members of the community
- I. To work with the CEO and other Heads within the Frays Academy Trust to ensure that there is a consistent approach and the implementation of high standards

CHRISTIAN CHARACTER

1. Develop and improve the Christian distinctiveness and character of the school to support all pupils in their educational and spiritual development
2. Establish a strong partnership with St Martin's Church in developing and promoting the Christian vision of the school
3. To develop a strong partnership with the London Diocesan Board for Schools
4. Implement and develop collective worship in the school.

VISION AND VALUES

1. Work with the CEO to articulate a clear Christian vision and values for the school community. Work with the CEO in ensuring that the values of the Trust are embedded in the operational life of the school.
2. Work with all stakeholders in the school community to engage and develop the vision of the school as a growing school community.

LEADERSHIP

1. Coach and model excellent leadership behaviours
2. Develop leaders at all levels to ensure pupils make strong progress the school and in all subject areas
3. Carefully plan school improvement activities that develops staff at all levels and maximises skills and expertise
4. Ensure that there are effective lines of accountability in the school and that pupils make strong progress as a result of effective appraisal and professional development
5. Plan effectively for development of the curriculum as the school expands
6. Work with the Chief Executive to monitor the effectiveness of provision and the impact on pupil outcomes
7. Develop effective school improvement activities and develop the vision of the school in improving outcomes for pupils
8. Develop an effective model of succession planning where staff are empowered to take greater responsibility for pupil outcomes
9. Through regular appraisal, ensure all staff are enabled to meet the expectations of professional standards set in the school.
10. Through professional development opportunities across the school, appraisal and effective working relationships, enable all staff to make a greater impact on pupil outcomes.

TEACHING, CURRICULUM AND ASSESSMENT

1. Establish and sustain high-quality teaching across all subjects and phases, based on evidence by:
 - A. Ensuring that professional development is effective in improving the quality of teaching and learning across the school
 - B. Ensuring that all support is well managed and developed in partnership with senior leaders in the Trust
 - C. Developing an ethos where staff are regularly reviewing and developing provision and where staff are keen to receive feedback and develop their own practice
 - D. Establishing an enriched curriculum framework across the school, which inspires and motivates all pupils to achieve exceptionally well and is in line with the vision of the Trust
 - E. Developing the effectiveness of the curriculum and its impact on pupil outcomes
2. Ensure teaching is underpinned by subject expertise
3. Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
4. Establish an ethos that enables pupils to develop confidence and resilience and which enables them to become engaged, aspirational learners
5. Ensure that all pupils make strong progress across the school including pupils with additional educational needs
6. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
7. Effectively use formative assessment to inform strategy and decisions.

ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

1. Promote a culture and practices that enables all pupils to access the curriculum
2. Have ambitious expectations for all pupils with SEN and disabilities
3. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
4. Make sure the school fulfils statutory duties regarding the SEND Code of Practice
5. Ensure that pupils in the Specialist Resource Provision make strong progress and have good access to the mainstream curriculum
6. Agree, implement and monitor performance targets for the Specialist Resource Provision in partnership with Hillingdon Local Authority.

MANAGEMENT OF THE SCHOOL

1. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
2. Manage staff well with due attention to workload
3. Ensure rigorous approaches to identifying, managing and mitigating risk
4. Establish effective levels of communication with staff, governors, parents, wider community and the Trust
5. Develop effective systems and processes to improve the overall effectiveness of the school and the quality of education
6. Establish a strong reputation within the school community with all stakeholders.

GOVERNANCE, ACCOUNTABILITY AND PARTNERSHIP

1. Understand and welcome the role of effective governance
2. Ensure that staff understand their professional responsibilities and are held to account
3. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
4. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
5. Establish a strong partnership with all schools in the Trust and senior leaders
6. Provide opportunities to share effective practice
7. Ensure that staff attend relevant Trust training and development
8. Ensure that leaders moderate standards with other schools in the Trust following the cycle of monitoring and evaluation
9. Establish partnerships with schools outside the Trust and provide school to school support as directed by the Trust.

MANAGE RESOURCES EFFECTIVELY IN THE SCHOOL

1. Work with Trust leaders to establish, implement and monitor a three-year balanced budget plan
2. Ensure that effective deployment and recruitment of staff helps all pupils to make strong progress
3. Ensure that curriculum resources are used effectively to support learning
4. Work with site staff to ensure that the physical environment is well maintained and is an inspirational learning environment.

SAFEGUARDING

1. Implement and monitor the Trust's Safeguarding Policy, ensuring that all the statutory requirements are met and that the highest value is placed on pupil safety
2. To be responsible for ensuring compliance with the Trust's statutory health and safety policies
3. To ensure compliance with the Equalities Act 2010.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the CEO.

HEADTEACHER PERSON SPECIFICATION

AREA	REQUIRED	ASSESSED
PERSONAL ATTRIBUTES AND QUALIFICATIONS		
Qualified Teacher Status	Essential	Application
Degree or equivalent	Essential	Application
NPQH	Desirable	Application
Evidence of other further professional development in preparation for senior management	Essential	Application
Committed Christian	Desirable	Application
Sympathy with the ethos of a Church of England School	Essential	Interview
EXPERIENCE		
At least eight years successful teaching in the Primary year age range and a minimum of three years senior leadership experience	Essential	Application
Successful experience as a Deputy or Assistant Head in improving outcomes of all pupils across the ability range.	Essential	Application
Successful experience of the promotion of high standards of behaviour and safety and a positive ethos in a school.	Essential	Application/ Interview
Successful experience of developing, monitoring and evaluating the curriculum so it is matched to pupil needs and leads to improved outcomes.	Essential	Application/ Interview
Experience of working in collaboration with a group of schools or in a multi academy trust.	Desirable	Application
Experience working with leaders and members of the clergy in a Church School to develop and promote the school's Christian distinctiveness	Essential	Application/ Interview
QUALITIES AND KNOWLEDGE		
Ability to articulate values and moral purpose, focused on providing high quality education for all pupils.	Essential	Application/ Interview
Demonstrates optimistic behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.	Essential	Application/ Interview
Lead by example with integrity, creativity, resilience and clarity drawing experience and expertise and skills of others.	Essential	Interview
Understand the current educational landscape and development and pursue professional development.	Essential	Application
Have a clear understanding of budget creation and monitoring.	Desirable	Application

Data analysis skills, and the ability to use data to set targets and identify weaknesses	Essential	Application/ Interview
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	Essential	Application/ Interview
PUPILS AND STAFF		
Set high expectations for pupils and staff through effective levels of accountability	Essential	Application/ Interview
Secure strong teaching and learning	Essential	Application/ Interview
Create a supportive working ethos	Essential	Application
Develop leaders through succession planning	Desirable	Application
A strong understanding of pedagogy and curriculum design which supports the learning needs of all pupils, including those with additional educational needs.	Essential	Application/ Interview
SYSTEMS AND PROCESSES		
Systems and processes are effective in ensuring that the school is well organised and enables effective communication.	Desirable	Application
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	Essential	Application/ Interview
Developing strong governance	Desirable	Application/ Interview
Effective in developing curriculum led planning that enables strong pupil outcomes	Essential	Application
Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	Essential	Application/ Interview
THE SELF-IMPROVING SCHOOL SYSTEM		
Create an outward-facing school which works with other schools and organisations to champion best practice and secure excellent outcomes for all pupils.	Desirable	Application
Develop effective relationships with professionals and colleagues in other public services to improve academic and social outcomes for all pupils.	Essential	Application/ Interview
Challenge educational practices in the best interests of achieving excellence.	Essential	Application/ Interview
Shape the quality of the teaching profession through high quality training and sustained professional development for all staff.	Essential	Application
Model innovative approaches to school improvement and leadership.	Desirable	Application
Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.	Essential	Application/ Interview

SKILLS

Understanding of school finances and financial management	Essential	Application/ Interview
Effective communication and interpersonal skills	Essential	Application/ Interview
Ability to communicate a vision and inspire others	Essential	Application/ Interview
Ability to build effective working relationships	Essential	Application/ Interview

PERSONAL QUALITIES

Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	Essential	Application/ Interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential	Application/ Interview
Ability to work under pressure and prioritise effectively	Essential	Application/ Interview
Commitment to maintaining confidentiality at all times	Essential	Application/ Interview
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	Essential	Application/ Interview
Passion for pupils for ensuring the best provision for pupils with Special Educational Needs and Disabilities	Essential	Application/ Interview

St Martin's CE Primary School and The Frays Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check, Children's Barred List check, pre-employment medical questionnaire, satisfactory reference checks and other pre-employment checks.





St Martin's CE Primary School

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Call: 01895 462 350

St Martins Church of England Primary School is a part of The LDBS Frays Academy Trust. For more information about the trust, please visit our website by clicking here.

