



ST. EDWARD'S ROYAL FREE

ECUMENICAL MIDDLE SCHOOL

*Our Headteacher of
16 years is retiring
and we are seeking to
appoint an experienced,
enthusiastic and highly
motivated leader.*



St Edward's Royal Free Ecumenical Middle School is a distinctively Christian school in which we as individuals achieve and thrive with dignity, knowing we are loved by God. In our supportive and exciting environment, we are given opportunities to grow and learn; to aim for excellence in all we do and develop enquiring minds.



“The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child.”

Carl Jung



Thank you for your request for information regarding this recently advertised post. I hope you find the information in our pack, as well as the information on our website, useful. If you have any queries, please do not hesitate to contact the school.

Following the retirement of our previous Head Teacher, the school is looking to appoint to this role from September 2020. St Edward's Royal Free Ecumenical Middle School is a joint Catholic Anglican co-educational middle (9-13) school that serves the town of Windsor. We are an inclusive, supportive, happy school with a strong reputation in the local area; we are oversubscribed for entry to Year 5.

Relationships with families are extremely positive and constructive; parents and carers are keen to support the school and their children's learning. We have a highly motivated and experienced staff team which has been fundamental in achieving and maintaining our 'Good' Ofsted status and who continue to raise standards and set high expectations and ambitions for every child as a consequence of feeling part of a valued team.

We believe that the whole school community is involved in the process of learning – learning to be the best at whatever stage we are on life's journey- pupils, teachers, teaching assistants, support staff, administrators, technicians, site staff, kitchen staff, governors and leaders.

We welcome visits to the school by arrangement on:
Tuesday 11th February 11.30 am or 1.30pm or Wednesday 12th February at 9.30am or 1.30pm.
Please contact Mrs Dionne Cheyne on 01753 867809.

The closing date for applications is 9.00am Monday 24th February 2020.
We look forward to receiving your application. Your application should contain a letter no longer than 2 sides of A4 which outlines your vision for the continued development of the school. Interviews to take place on Thursday 5th March and Friday 6th March 2020.

Yvonne Conroy, Chair of Governors

AT OUR 2017 OFSTED INSPECTORS QUOTED:

'The leadership team has maintained the good quality of education in the school since the last inspection. You continue to lead a school that is very popular in the local community and has recently expanded to admit more pupils. Pupils and staff are welcoming, polite and proud of their school. Parents recognised the strength of the school's leadership team and the effectiveness of teachers. Pupils are happy to come to school'



SIAMS INSPECTION 2015

'In this high performing school pupils produce work in RE that is of a high standard and is comparable with other core subjects. The school judges the quality of teaching and learning to be at least good and often outstanding.'



PARENT VIEW

Parents appreciate that their children are 'thriving'. One parent commented, 'I feel my child has been taught well not just academically but to be a kind, thoughtful and tolerant human being.' Many parents recognise the strength of the school's leadership and the effectiveness of teachers.

*We are seeking to appoint an experienced,
enthusiastic and highly motivated:*

HEAD TEACHER

For September 2020

Contract Type: ——— **Full Time**

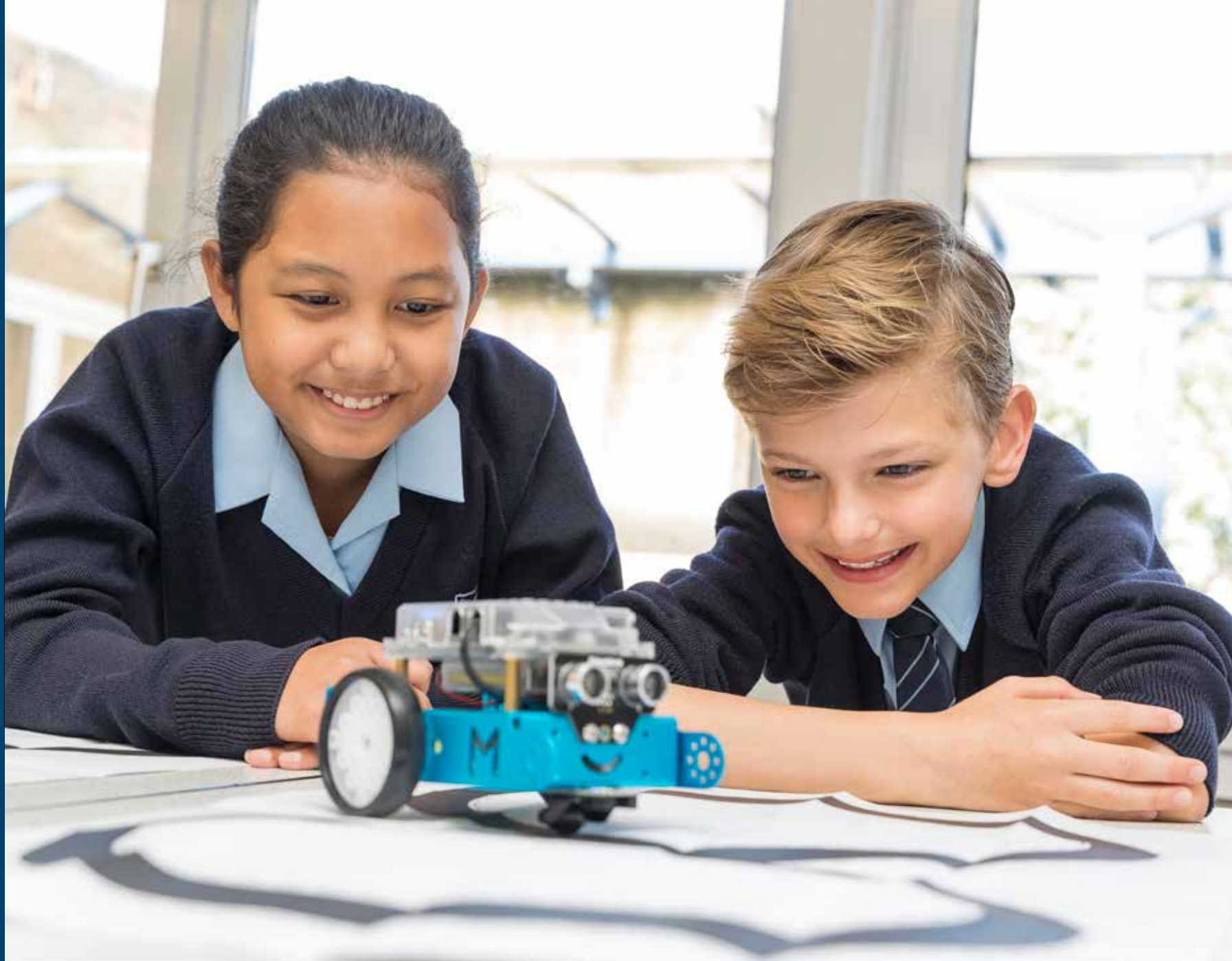
Contract Term: ——— **Permanent**

Leadership Group 4: — **L20 £66,698 – L27 £78,169**

Closing date: ——— **9.00am Monday 24th February 2020**

Interviews: ——— **5th and 6th March 2020**

**St Edward's Royal Free
Ecumenical Middle School
Windsor**



Can you ...

- Offer inspirational leadership skills.
- Provide the drive and ability to bring our vision to fruition.
- Empower us to become the learning hub at the centre of our community.
- Help us become an innovative place to learn.
- Maintain and grow our strong Christian ethos.

We will offer ...

- A competitive salary.
- Opportunities to work flexibly.
- Access to rich and diverse CPD opportunities.
- A relocation package for exceptional candidates.
- A dedicated team of talented, caring and conscientious staff.
- Thoughtful, charitable and supportive families who enjoy being part of school life.
- Supportive partnerships within the community.
- Opportunities to work alongside local cluster groups on various projects and represent other schools as well as us at school's forum.

We have ...

- A thought-provoking, knowledgeable and supportive governing body.
- Well-maintained buildings and grounds, providing a safe, calm and well-ordered and resourced environment for pupils and staff.
- A well-managed, balanced budget.
- 94% of our pupils think they are taught well.
- A fantastic group of children who are polite, work hard and are a delight to teach.
- A caring and happy environment, with a strong ethos and values that reflect our Christian ethos.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. If you would like more information please visit our website: www.sterf.org.uk or call 01753 867809. Applications to be submitted to Mrs Nav Amar-Choi - Business Manager headteacher-vacancy@sterf.org.uk

HEADTEACHER JOB DESCRIPTION

Shaping the Future

- Ensure the Ecumenical vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Shows clear commitment to live out the gospel values and enable the pupils to grow in their faith, achieve their potential and be prepared to make a difference to the world in which they live.
- Work within the school community to translate the St Edward's Royal Free Ecumenical Middle School vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Through their own work and through working with others creates a vibrant culture and positive climate.
- Drives excellence through creativity, innovation and the use of appropriate new technologies.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
- Demonstrate high regard for environmental issues and their implementation in the school
- Lead robust self-evaluation and school improvement planning, based on accurate analysis and review, taking account of the agreed priorities of the school.
- Foster a culture of teamwork and collaboration and promote ambition for the learning and achievement of all pupils, celebrating each child with the spirit of inclusivity.
- Motivating and working with others to create a shared culture and positive climate.

Leading Learning & Teaching

- 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.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure 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.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum with an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

Working with Others and Developing Self

- Support and develop an Ecumenical Roman Catholic and Anglican school ethos which acknowledges the distinctiveness of the Christian foundation and welcomes and respects those of Christian persuasion, no faith and other faith backgrounds.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure that Safeguarding Arrangements are always a key priority within the school.
- Engage effectively with children of all ages.



Managing the Organisation

- 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.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Always promote equality of opportunity for pupils and staff.
- Lead by example and maintain a positive school ethos in which every individual is valued, feels safe, and can grow in confidence and self-esteem.

Securing Accountability

- Fulfil commitments arising from contractual accountability to the governing body.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.



- Reflect on personal contribution to school achievements and take account of feedback from others.
- Ensure there is a clear understanding across the school community about the safeguarding of pupils and the processes for reporting concerns.
- Lead regular monitoring and review of the quality of teaching, learning and assessment to provide effective challenge and support to school staff to raise pupil achievement.
- Ensure that parents and pupils are well-informed about the curriculum and pupils' learning, and that the channels of communication are used effectively within the school.

Strengthening Community

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Throughout the school promote the values of the Roman Catholic Church and The Church of England, to enhance the life of the school through the ethos of a Voluntary Aided Ecumenical School.
- Create and promote positive strategies for challenging all forms of prejudice and dealing with racial harassment.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Create and maintain an effective partnership with the Portsmouth Catholic Diocese and the Oxford Church of England Diocese.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children, with special regard to Safeguarding and Child Protection agencies.

General

- Any specific actions from the above areas may be delegated wholly or in part as appropriate, as recorded in the job descriptions of other staff in the school.

Additional Information

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks will necessarily have been identified. This job description is current at the date shown but will be reviewed annually as part of the performance review process or at other appropriate times as determined by the Governing Body.

Not all the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.

HEADTEACHER PERSON SPECIFICATION

St Edward’s Royal Free Ecumenical Middle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicant.

THESE CRITERIA WILL BE THE BASIS FOR THE SHORT-LISTING AND INTERVIEW PROCESS. APPLICANTS ARE REQUESTED TO TAKE ACCOUNT OF THEM WHEN APPLYING.

A = APPLICATION
I = INTERVIEW
T = TASK
R = REFERENCE

QUALIFICATION AND EXPERIENCE	EVIDENCE	METHOD OF ASSESSMENT
<div>You will be:</div> <div><ul style="list-style-type: none">A committed Catholic or Anglican</div>	<div><ul style="list-style-type: none">Reference from their Parish Priest</div>	<div>A/R</div>
<div>You will have:</div> <div><ul style="list-style-type: none">A Degree and Qualified Teacher Status (with graduate or postgraduate study relevant to primary or secondary education). NPQH - desirableA significant period of primary, middle or secondary teaching, and experience with a breadth of successful senior leadership.Effective senior leadership experience with the ability to demonstrate tangible improvements.A record of recent professional development that prepares for this post. Have had or undertaking further study relevant to headship (e.g. diploma or Higher Degree)Desirable to hold a Certificate in Religious Studies or equivalent, be engaged in a course or study to achieve it or be willing to undertake it.</div>	<div><ul style="list-style-type: none">Relevant certificatesReferences from Headteacher and/or other education professionals</div>	<div>A/R A/R A/I/R A/R A/T/R</div>

ECUMENICAL PURPOSE AND IDENTITY OF THE SCHOOL	EXPERIENCE	METHOD OF ASSESSMENT
<div><ul style="list-style-type: none">Be able to articulate the distinctive nature and purpose of Anglican or Catholic education and be committed to developing the Ecumenical ethos of the school.</div>	<div>BACKGROUND IN ANGLICAN OR CATHOLIC EDUCATION<ul style="list-style-type: none">Understanding of the Anglican or Catholic curriculum. Desirable if been involved in SIAMS inspection.Leadership and Curriculum development responsibility in a subjectSuccessful and relevant experience of teaching with a proven track record of achieving high standardsSenior or whole-school management at Headteacher or Deputy Headteacher levelSuccessful leadership of a teamExperience of working with children who present challenging behaviourBe aware of the requirements of the RE CurriculumHas experience in leading Acts of Worship</div>	<div>A A/I/R A/I/R A/R A/R A/I A/I A/I</div>
QUALITIES, SKILLS AND CAPABILITIES		METHOD OF ASSESSMENT
<div>You should have:</div> <div><ul style="list-style-type: none">A passionate and informed commitment to children’s development and their engagement with schooling, and to the development of inclusive practice for all members of the school community.The drive and ability to take up the role of leader, provide clear direction, manage development and change, take positive risks, and enthuse and motivate others, inspiring continual improvement.The ability to develop a strong sense of community and vision for the school and its facilities, involving partnership with parents, the local community and other bodies.The ability to identify, prioritise, monitor, evaluate and manage financial and human resources to achieve educational and pastoral goals.Excellence interpersonal skills and be approachable for all members of the school community, skilled in listening to views and ideas, sharing these and enabling decision-making, to provide the best for the children, staff and parents.An approach that is respectful and in sympathy with the Ecumenical Christian foundation of the school and the skills to lead a church school.</div>		<div>A/I/T A/I/R A/T/I A/T/I A/I/R A/T/I/R</div>

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KNOWLEDGE AND UNDERSTANDING	METHOD OF ASSESSMENT
<p>You should possess:</p> <ul style="list-style-type: none">• The ability to communicate a clear vision and how it will develop over the the next five years.• A well-informed understanding of children’s learning, how teachers can best teach, and ways to enhance high standards, enabled through careful monitoring, evaluation and target setting with staff and Governors.• A good knowledge and understanding of the nature and teaching of the primary or secondary curriculum, with a clear sense of the role, value and vitality of extra-curricular activities.• Knowledge and understanding of the context of a Roman Catholic or Church of England primary and/or Secondary school and of Christianity alongside awareness of and respect for other faiths.• Knowledge and the ability to create and implement a Strategic Development Plan based on effective self and team review, which identifies priorities and sets targets, ensuring that all children are included, achieve high standards and make progress, increasing teachers’ effectiveness, and securing continuing school improvement.• Understanding and the ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development.• Knowledge and the ability to provide objective support and advice to the Local Governing Body, to enable it to meet its responsibilities.• Understanding and the ability to ensure that parents and children are well informed about the curriculum, progress and attainment, and about the contribution they can make to achieve their children’s and the school’s goals and targets for improvement and development.• Understand the strategic importance and use of computing in teaching, learning, management and communications, including the appropriate use of social media platforms.	<p>A/I</p> <p>A/I/T/R</p> <p>A/I/R</p> <p>A/R/T/I</p> <p>A/I/R</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/I/T</p> <p>A/I</p>



DEAR FUTURE HEADTEACHER

We are looking forward to meeting you
and welcoming you to our community.
We would like you to have these qualities:

- Christian faith to help us to live and love God and the teachings of Jesus, as our visions statement and motto say
- Someone who demonstrates and models our school values of Service, Excellence, Respect and Faith
- A caring, kind and sympathetic person who will listen and take into account the views of all in our community; adults and pupils
- A person to continue to make our school as safe and exciting place to be and that we, as the school community, want to be in and part of
- Someone who is interested in us as individuals, takes care and pride in our achievements and who encourages and supports us to succeed in being the best that we can be
- A person who understands that we all make mistakes but the important thing is that we learn and grow from them; a person who can forgive and help us to learn to forgive.

'Happy are those whose wrongs are forgiven' (Romans 4:7)

If you think you are the person we are looking for, please visit us as we would love to meet you.

From, StERF Pupils



"Our school is a lovely place to be, a caring community built up over time by our previous headteacher who enabled us to flourish through our Middle School journey. We hope you can continue his work."

StERF Pupils

Excellence Energetic
Experienced Faith Resilience Organisation
Listener Inventive Kind Responsible
Can Take a Joke Perfect
Speaker
Confident Neat Handwriting
Encouraging Loyal
Humour
Clever
Brave
Initiative
Smart
Prepared
Good Public Speaker
Affectionate
Jolly
Nice
Dedicated
Communication
Friendly
Caring
Disciplined
Connect
Easy To Talk To
Fun
Leader
Respect
Effort
Service
Motivational
Presentable
Fair
Trustworthy
Resourceful
Understands Children's feelings
Understanding
Understand



St. Edward's Royal Free
Ecumenical Middle School
Parsonage Lane
Windsor
Berkshire
SL4 5EN

Telephone: 01753 867 809

Fax: 01753 869 001

E-mail: headteacher-vacancy@sterf.org.uk

www.sterf.org.uk



Healthy Schools