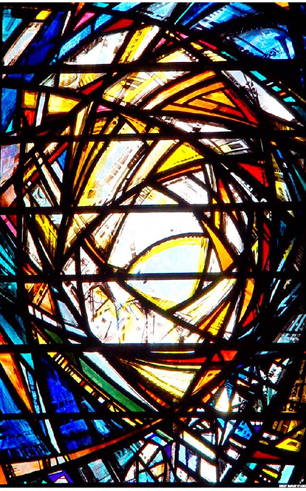


**Headteacher Recruitment Pack**



**Beverley Minster C.E. V.C. Primary School**

**St Giles Croft**

**Beverley**

**HU17 8LA**

**Tel: 01482 869947**

**Email:** [**office@beverleyminsterprimary.co.uk**](mailto:office@beverleyminsterprimary.co.uk)

[**www.beverleyminsterprimary.co.uk**](http://www.beverleyminsterprimary.co.uk)

**Beverley Minster C.E. V.C. Primary School**

**Our Christian Vision and Ethos**



We are a welcoming community.  Our distinctive Christian ethos promotes a safe, happy, healthy and nurturing environment. We strive for excellence to develop the potential of all. Together, we empower children with the confidence, independence and resilience to become life-long learners and to play a positive role in their community.

The school’s core Christian values of **Friendship, Respect** and **Perseverance** flow from this vision.

Our Christian vision is underpinned by 1 Thessalonians 5:11 *“Encourage one another and build each other up”* and summarised in our strapline ‘**Be your best at Beverley Minster’**.

**Letter from the Chair of Governors**

Dear Applicant,

Thank you for taking an interest in the position of Headteacher at Beverley Minster Church of England Voluntary Controlled Primary School. I hope you find this pack helpful and informative as well as providing a flavour of our school Christian ethos and culture that are underpinned by our values “Encourage one another and build each other up”.  Beverley Minster Primary is a happy school located on the edge of the beautiful historic market town of Beverley with direct access to Beverley’s Westwood pastures and views of our great Minster.

Our 272 amazing children arrive with us in reception and progress to year 6 having been prepared for the next step of their life journey, all classes are single age group.  In November 2021 OFSTED rated the school as “Requires Improvement” Although disappointing our dedicated Staff, Senior Leadership Team and Governors are rising to the challenge, working closely with the Local Authority on our journey to “good” and beyond by providing a broad curriculum and safe environment that caters to all our children’s needs.

We are seeking an inspirational, dynamic, innovative leader with strong leadership and management skills to inspire, challenge, motivate and empower others to reach their full potential whilst embracing our Christian ethos and build upon the improvements made to date whilst carrying the school forward on our journey to “good”.  Prospective applicants are welcome to visit our school to meet pupils and staff.  If you would like to arrange a visit, please contact Mrs Lisa Bell, School Business Manager via email.

Yours sincerely

Paul Seabourne

Chair of Governors

**Our Diocese**

York Diocesan Board of Education supports 125 Church of England schools and academies in the area from the Humber to the Tees. We have a dedicated team of professionals who offer a wide range of expertise and can help schools access further assistance.

The Education team aims to:

* Be available as a ‘one-stop shop’ for pastoral and professional support;
* Work with a range of agencies to promote school improvement;
* Promote excellence and Christian distinctiveness;
* Provide and facilitate professional development and governor training;
* Help schools and academies network, collaborate together and share best practice;
* Offer a Total Property Management scheme in association with DBE Services Ltd;
* Guide schools on matters concerning trusts;
* Work with schools exploring Academy conversion;
* Involvement in recruitment processes for new Headteachers/Heads of School;
* Support Headteacher appraisal;
* Represent Church of England education to the wider church community and more widely to the public;
* Maintain contact with the local authorities and the Regional School Commissioners.

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| *The Rt Revd Paul Ferguson, Bishop of Whitby and Chair of the Diocesan Board of Education, said:*  “Our schools and academies are a vital part of the mission of the Church of England in the Diocese of York. Staff and governors are strongly committed to their communities, and in many cases the influence of church schools can only be described as transformative.  We strive to offer our young people the very best in every aspect of education, including encouraging them to mature spiritually and to understand how faith informs good relationships and responsible citizenship. We aim for our schools to be places where the love of God in Christ is truly reflected.  If these aims and values resonate with you, we hope that you will consider applying to come to Beverley Minster C.E. V.C. Primary School to lead our school into the next phase of its life”. |

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| *Andrew Smith, Diocesan Director of Education, said:*  “As a diocese, we are here to help celebrate and strengthen the Christian ethos in our schools. We understand that each school is unique and our aim is to get to know our schools on an individual basis in order to foster the local parish and community links as far as possible.  As such, our Education Team offers a range of support to our headteachers from both a school distinctiveness and effectiveness point of view, as well as providing a range of training and development opportunities for staff and governors to access over the course of each year. In a rapidly changing educational landscape, we are more and more involved in wider school development, particularly as schools change from one school status to another.  I do hope that you feel able to apply for the position of Headteacher and we would look forward to welcoming you as part of our diocesan family here in the Diocese of York”. |

**About our School**



Beverley Minster C.E V.C. Primary School a friendly and happy school which sits at the heart of the community of Beverley, a historical and picturesque market town in East Yorkshire.

Our school is a welcoming community where our distinctive Christian ethos promotes a safe, happy, healthy and nurturing environment. We strive for excellence to develop the potential of all. Together, we empower children with the **confidence, independence and resilience**to become life-long learners and to play a positive role in their community.

Our school enjoys an enviable setting with generous playgrounds. We currently have 272 amazing children on roll. Our parents are active members of the school community providing us with a busy supportive PTFA who organise many events for the school whilst raising valuable funds. Governors are knowledgeable and committed to supporting the new headteacher to achieve our vision. As Headteacher, you will be very well supported by Staff, Governors, cluster schools, Local Authority School Improvement Partner, the Diocese and the wider local educational authority. You will also have the opportunity to work with our school partners including Just for Kids our on-site Before and After school club.

The school is on a positive journey from Requiring Improvement to good and beyond with a staff who are hardworking and committed to moving forward.

Our inspirational head will be a leader who will:

* Be fully committed to the Christian vision and values of the school
* Have a proven track record as an effective and innovative leader ready to take the next step.
* Have a deep understanding of pedagogy, an unwavering commitment to excellence and teaching and learning. Whilst leading the development of an exciting enrichment and challenging curriculum.
* Continue to foster a culture which encourages the talents and gifts of all to flourish in an environment of collaboration.
* Communicate effectively with the school community at all levels, pupils, staff, parents, the Diocese, and the wider school community, to bring everyone onboard the journey ahead.
* Embed a culture of high expectations to ensure the best outcomes for all.
* Be a reflective leader who is committed to their own professional development as well as empowering and developing the whole school community.

**What do the children want from in a Headteacher?**

Give everyone a fair chance

They need to be understanding of different situations and have lots of experience children.

Be respectful, kind and caring

We want you to do fun things with us

Be encouraging. Be open to new ideas and suggestions







**JOB OUTLINE/DESCRIPTION**

**Job title:** Headteacher of Beverley Minster C of E VC Primary School

**Job purpose: -**

* to provide vision, leadership and direction for the school
* with the governing board, to be responsible for creating and maintaining a productive learning environment which is engaging and fulfilling for all pupils, promoting the highest possible standards, and fostering the continuous improvement of the quality of learning offered by the school
* to preserve and develop the Christian ethos of the school.

**Accountable to:** The governing board

**Accountable for:** The standards, progress and well-being of all pupils and all staff and for all resources

**Key tasks**

**Ethics and Professional Conduct**

* To uphold public trust in school leadership and maintain high standards of ethics and behaviour.
* To promote effective relationships with all pupils, staff, governors, parents, other schools, the local community, the Local Authority and other external bodies to enhance the positive image of the school and the development of the education system as a whole.
* To treat everyone fairly and equitably, with dignity and respect so as to create and maintain a shared school culture and positive climate which motivate pupils, staff and all other members of the school community.
* To demonstrate an uncompromising drive for excellence in all aspects of the school’s life so that all pupils achieve the highest levels of learning and personal development.
* To ensure that parents, pupils, staff and governors are committed to the school’s vision of excellence.
* Establish effective curriculum leadership, developing subject leaders with high levels of relevant expertise with access to networks and communities.
* To continue to uphold the highest standards of pupil behaviour through the modelling of courteous behaviour and teaching pupils the behaviour expected of an exemplary citizen.
* To provide support, professional development, guidance and challenge to all staff, embracing opportunities to engage critically with educational research in order to provide the very best for all pupils.

**Curriculum, Teaching and Assessment**

* To ensure that the curriculum is ambitious, promotes and sustains a thirst for knowledge and understanding and a love of learning.
* To ensure that statutory requirements of the curriculum are met, that curriculum provision is relevant to the needs of all pupils and provides equality of opportunity for all.
* To understand what good and outstanding teaching and learning looks like and to be able to communicate this effectively to all staff and governors.

**Behaviour and Safeguarding**

* To be responsible for establishing and maintaining the processes and policy that secure the safeguarding and welfare of every child.
* To establish the highest expectations for social behaviour so that respect for others and courtesy are the norm.

**Additional and Special Educational Needs and Disabilities**

* To ensure that teachers and adults have the appropriate knowledge and skills to ensure that pupils with Additional Needs and Special Educational Needs and Disabilities access an inclusive curriculum that enables them to learn effectively.
* To ensure that the schools meets all requirements and statutory duties outlined in the SEN Code of Practice.

**Professional Development**

* To develop systems to identify the professional development needs of all staff and promote a culture of coaching and mentoring to achieve these.
* To ensure that staff have access to high-quality professional development opportunities that align to individual needs and that of the whole school development planning process.
* To ensure that professional development helps to build capacity and sustain school succession planning.
* To keep up to date with developments within education.
* To regularly review their own practice, sets personal targets and takes responsibility for own personal development.

**Organisational Management**

* To be responsible for the day-to-day management, organisation and administration of the school, modelling effective work-life balance and managing the workload of others.
* To ensure the rigorous implementation of well-focused improvement plans, based on robust self-evaluation.
* To ensure that parents and carers are regularly provided with effective information to understand how well their children are doing and what they can do to participate in the life of the school.
* To lead and manage effectively, through both strategic and agile leadership, responding to need.
* To treat staff fairly, equitably and with dignity managing systems to ensure their well-being and their workload is well managed.

**Continuous School Improvement**

* To monitor and evaluate standards of teaching, learning resource usage and management effectiveness and implement appropriate strategies for change.
* To work mutually with external organisations and schools welcoming support and challenge to facilitate continuous school improvement.

**Governance and Accountability:**

* To establish and maintain professional working relationships with the governing board so that they understand their strategic role enabling them to support, challenge and effectively hold leaders to account for school improvement.

**Early Years Provision:**

* To continue to ensure that teaching nurtures, engages and motivates children and is based on accurate assessment of children’s learning needs and development so that activities and experiences meet their needs.
* To ensure that all children are well prepared for Year 1 and subsequent education.

**As the Leader of a Church School:**

* To confidently articulate, live out and promote a Christian vision for the school rooted in distinctively Christian values.
* To articulate an explicitly Christian vision that impacts positively upon standards of achievement, the distinctively Christian character of the school and the well-being of the whole school community.
* To ensure that arrangements for religious education and collective worship meet statutory requirements.
* To continue to work closely with the local Churches and the Diocese to promote an understanding of the Christian faith and respect for other faiths and cultures.



**PERSON SPECIFICATION - Headteacher of Beverley Minster C.E. V.C. Primary School**

The selection panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria

**Called**

Leaders who are called can articulate a strong sense of personal vocation to their role, and demonstrate this through their words, actions and decision making, exemplifying a strong moral purpose, confident vision, and ambitious trajectory of improvement. They show integrity, honesty and a deep sense of resilience, underpinned by their personal sense of vocation as a leader.

**Connected**

Leaders who are connected operate deliberately within communities of practice, positioning themselves within positive relationships that sustain and encourage all parties. They embrace interdependence, demonstrate compassion and embody service to others humbly. They create shared identity within their teams and draw colleagues around a common purpose.

**Committed**

Leaders who are committed exude energy and passion in all they do, inspiring confidence and faithfulness in their teams. They are clear about their purpose and resilient in the face of challenge. They take long-term decisions and are not easily swayed by short-term changes of policy or procedure. They articulate a sense of mission in their approach to education to which they draw others and are committed to the flourishing of their pupils and colleagues.

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| **Beverley Minster C.E V.C. Primary School**  **Person Specification** | Essential on appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) | How identified -  Application  Interview  References  Exercise |
| **Qualifications and Training** |  |  |  |
| Qualified Teacher status | x |  | A |
| Evidence of gaining or working towards NPQH or CEPQH qualification |  | x | A |
| Evidence of continuous professional development including recent leadership training | x |  | A |
| **Experience and Skills** |  |  |  |
| Knowledge and understanding of the National Headteacher Standards October 2020 and how these can be applied in practice | x |  | A/I |
| Understanding of the statutory duties and regulatory frameworks which govern a CE school including supporting the governing body in discharging these duties | x |  | A/I |
| Teaching experience across the appropriate age range and in a primary school | x |  | A |
| Up to date knowledge and understanding of the National Curriculum and experience of curriculum design at primary level | x |  | A/I/R |
| A proven track record for improvement, using evidence relevant to the school and community context | x |  | A/I/R |
| Ability to effectively analyse data to evaluate school performance | x |  | A/I/E |
| The ability to challenge in a respectful and positive manner to maintain and develop relationships and improve outcomes | x |  | I/R/E |
| Experience of maintaining school systems and processes which are fit for purpose | X |  | A/I/R |
| Experience of implementing coaching and mentoring systems | X |  | A/I/R |
| Experience of financial management or making budgetary decisions | X |  | A/I/R |
| Experience of setting challenging goals for staff and pupils and effectively monitoring progress towards them | X |  | A/I/R |
| **Beverley Minster C.E V.C. Primary School**  **Person Specification** | Essential on appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) | How identified -  Application  Interview  References  Exercise |
| Experience of working with Governors effectively | x |  | A/I/R |
| Up to date knowledge and understanding of Ofsted and SIAMs expectations |  | x | A/I/R |
| Ability to promote and maintain an open, fair and equitable culture | X |  | A/I/R |
| Ability to reflect and develop the Christian ethos of our school whilst promoting and understanding other faiths and cultures | X |  | A/I/R/E |
| Demonstrate a commitment to safeguarding and the welfare of children | X |  | A/I/R/E |
| Experience of engaging and working in partnership with parents at whole school level |  | x | A/I/R |
| Emotional resilience in working with challenging behaviours | X |  | A/I/R |
| Appropriate use of authority and discipline | X |  | A/I/R/E |



**Key information**

Beverley Minster C.E. V.C. Primary School

St Giles Croft

Beverley

HU17 8LA

Telephone number: 01482 869947

Email: [office@beverleyminsterprimary.co.uk](mailto:office@beverleyminsterprimary.co.uk)

Website: [www.beverleyminsterprimary.co.uk](http://www.beverleyminsterprimary.co.uk)

Number on Roll: 272

**The Post**

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| --- | --- |
| Headteacher Payscale | L13-L19 |
| Post: | Full time, permanent |

**The Recruitment Process**

Applications available from [www.eastriding.gov.uk/jobs](http://www.eastriding.gov.uk/jobs)

|  |  |
| --- | --- |
| Closing Date: | 31st August 2022 |
| Shortlisting: | 7th September 2022 |
| Interviews: | 19th and 20th September 2022 |
| Start Date: | January 2023 |

To arrange visits, please contact via email [office@beverleyminsterprimary.co.uk](mailto:office@beverleyminsterprimary.co.uk)

Mrs Lisa Bell (School Business Manager)

All visits must be pre-arranged.