



# WHITCHURCH COMBINED SCHOOL

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Whitchurch  
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Buckinghamshire  
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Headteacher: Mrs R Mobbs

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July 2021

Dear Applicant,

## Recruitment of Interim Headteacher

On behalf of the Governing Body of Whitchurch Combined School I thank you for taking the time to consider our vacancy. We hope you find the information useful and that it encourages you to consider us if you desire a new and exciting opportunity as an Interim Headteacher. This vacancy arises due to our current Headteacher taking maternity leave. We seek a leader who is ready to build on the good foundations we have established and continue to take the school forward; a leader who wants to make a difference in our children's lives.

**Growing Today, Ready for Tomorrow** - Whitchurch is an inclusive primary school and we are proud of each and every one of our pupils. Our values, **Be Kind, Be Respectful, Be Proud, Be Resilient and Be Curious** support our vision that every child attending our school will have the opportunity to develop their full academic and personal potential in a caring and stimulating environment. Our aim is that all pupils should develop as independent learners, have excellent social and emotional skills and fulfil their potential.

As Chair of Governors, I am exceptionally proud of Whitchurch Combined School, the strong outcomes we achieve for our pupils, the talented and dedicated staff we employ, the committed team of governors supporting us, and the creative and stimulating environment for those who come here. The governors wish to appoint an exceptional leader with a genuine passion for developing the full potential of all our children, who will continue to enrich our primary school, whilst the current Headteacher is on maternity leave.

As such, I would like to draw your attention to three documents; all of which can also be found on the school website at [www.whitchurchcombined.co.uk](http://www.whitchurchcombined.co.uk):

- **Information for Candidates** (included below) – which includes the job description, person specification and full details of the application process. Your application should address the requirements and criteria of the Job Description and Person Specification.
- **The School Handbook** - which provides an overview of the school, our aims, vision and ethos, our standards and expectations, current views from our stakeholders and links to other relevant information.
- **Bucks CC Teaching Application Form** – all sections of which must be completed. Your first reference must be from your current post.

We are committed to continue building upon the excellent practice at Whitchurch and seeing the school evolve still further. The role of Interim Headteacher will be professionally rewarding and offer the opportunity to deliver on the established positive trajectory the school is on. I warmly encourage you to visit the school to see the pupils and staff at work. We would be very happy to show you around



(between Monday 12<sup>th</sup> July and Wednesday 28<sup>th</sup> July) and answer any questions you may have. Please contact the school office on 01296 641418 or [office@whitchurch.bucks.sch.uk](mailto:office@whitchurch.bucks.sch.uk) to make an appointment. Site visits will be conducted in accordance with COVID19 safety requirements.

Completed applications should be emailed to Charlotte Beadle, Chair of Governors, at [cbeadle@whitchurch.bucks.sch.uk](mailto:cbeadle@whitchurch.bucks.sch.uk), to arrive by noon on Friday 13<sup>th</sup> August 2021. Interviews will be held on Friday 10<sup>th</sup> September 2021.

Yours faithfully,

Mrs Charlotte Beadle  
Chair of Governors

## **Interim Headteacher Job Description**

### **Purpose of the role**

The Interim Headteacher at Whitchurch Combined School will provide vision, ambition, leadership and direction, working strategically with the staff, parents, governors and the Local Authority, striving to deliver outstanding provision, which will maximise the outcomes and enable every child to reach their full potential.

The School Teacher's Pay and Conditions Document gives details of the role and professional responsibilities of the headteacher. Within that framework, the governing body and LA are seeking to emphasise the following:

### **QUALITIES AND KNOWLEDGE**

- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
- Lead by example, drawing on your own scholarship, expertise and skills, and that of those around you
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Implement local and national policy, integrating these thoughtfully into our vision for the school

### **PUPILS AND STAFF**

- Ensure appropriate safeguarding policies and procedures are in place and rigorously implemented to secure the safety and wellbeing of all pupils
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Foster excellent practice by monitoring, evaluating and providing feedback on teaching and learning across the school
- Promote equality and the care and wellbeing of all pupils to ensure diverse educational needs are met and every individual is valued
- Continue to support the strong team culture enabling all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement
- Continue to support the educational culture of 'open classrooms' as a basis for sharing best practice drawing on and conducting relevant research and robust data analysis
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard

### **SYSTEMS AND PROCESS**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm and well-ordered environment for all pupils and staff, developing their exemplary behaviour in school and in the wider society
- Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability

#### THE SELF-IMPROVING SCHOOL SYSTEM

- Maintain an outward-facing school, working with other schools and organisations to champion best practice and secure excellent achievement for all pupils
- Forge and develop supportive relationships and positive liaison with pupils, staff, governors and parents
- Actively support the governing body, working together to set school strategy and to ensure that the Interim Headteacher is held to account for pupil, staff and financial performance
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

#### **Additionally**

The Interim Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Board and Local Authority.

**Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).**

## Person Specification

The governors wish to appoint an exceptional leader with a genuine passion for developing the full potential of all our children, who will continue to enrich this (Ofsted-graded) good school, during the current Headteacher's maternity leave.

### QUALIFICATIONS

- Qualified teacher status
- NPQH qualification, or currently working towards it (Desirable)
- Safeguarding qualification

### QUALITIES AND KNOWLEDGE

- Experience of headship, deputy/assistant headship in a Primary School setting.
- Able and committed to promote and develop the school's distinctive ethos.
- Child-centred in approach, committed to achieving the best for every child.
- A people person who is approachable, empathetic and who understands and fosters the well-being of staff and pupils.
- Self-motivated and committed to achieving the highest standards
- Able to lead by example with integrity, creativity, resilience, humour and clarity
- Effective communicator with the ability to listen and reflect
- Commitment to being a visible presence within the school
- Aware of the need to employ different leadership styles depending on the situation
- Strategic and innovative approach to anticipating and solving problems
- Evidence of substantial successful teaching, as well as experience in developing the practice of others.
- Experience of leading curriculum development with specific regard to the range of children's learning styles
- Knowledge and understanding of the National Standards of Excellence for Headteachers
- Knowledge and understanding of current educational legislation and its impact on schools and their wider communities

### PUPILS AND STAFF

- Desire to ensure the whole school works effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils
- Ability to empathise with children across different ages, abilities and cultures and to always be firm, fair and consistent
- Experience of successfully organising, managing, motivating and developing all staff
- Commitment to involving and motivating all staff in a shared vision
- Ability to maintain an appropriate balance of strong leadership and control with confidence in staff to get the job done
- Possess an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design
- Experience of managing personnel issues and appropriate procedures

#### **Safeguarding:**

- Evidence of being strongly committed to the safeguarding of all individuals and promoting the welfare of children.
- Either holding a DSL qualification or having the expectation of completing or updating training.
- A commitment to maintain and further develop a culture of vigilance relating to safeguarding and child protection.

### SYSTEMS AND PROCESS

- Well organised with an ability to prioritise and time manage effectively
- Able to distribute leadership throughout the school, championing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- A sound knowledge and understanding of the primary curriculum and its assessment at all relevant Key Stages including Early Years.
- A sound knowledge of how to use comparative data together with information about pupils' prior attainment and feedback to establish benchmarks and set ambitious targets for improvement
- Understanding of the use of IT to aid and promote the quality of teaching and learning
- Evidence of managing budgets and strategic financial planning

### THE SELF-IMPROVING SCHOOL SYSTEM

- Evidence of successful collaborative working and the development of partnerships including the local community, church, local authority and fellow professionals in public services to improve academic and social outcomes for all pupils
- Understanding of the role of the governing body and desire to form a strong partnership to critically evaluate and improve school standards in an open and mutually respectful environment
- Possess commercial awareness creating opportunities to forge business links to aid school improvement



*Growing Today, Ready for Tomorrow*

## Application Details

### Visiting the school

Whitchurch Combined School, which opened on its present site in 1974, is situated in a quiet area on the outskirts of the attractive Buckinghamshire village of Whitchurch, approximately five miles north of Aylesbury. The primary school has seven classrooms, c.210 pupils, c.30 staff, a library, a suite for delivering the Computing curriculum, multi-purpose hall, a large playing field including MUGA, an environmental studies area and an outdoor activity area for Early Years' pupils.

To truly appreciate what we have to offer please visit us in person, the opportunity for this is available between Monday 12th July and Wednesday 28th July. Please contact the school office on 01296 641418 or [office@whitchurch.bucks.sch.uk](mailto:office@whitchurch.bucks.sch.uk) to make an appointment. Site visits will be conducted in accordance with COVID19 safety requirements.

### Interview and assessment arrangements

To apply for the position, you must include:

- **Application form** which is available from the school website ([www.whitchurchcombined.co.uk](http://www.whitchurchcombined.co.uk)). All sections of the application form must be completed and submitted.
- **A covering letter to the Chair of Governors**, outlining what you believe you can bring to the school and details of experience that may be relevant to this position.

Completed application forms and supporting documents should be emailed to Charlotte Beadle, Chair of Governors at [cbeadle@whitchurch.bucks.sch.uk](mailto:cbeadle@whitchurch.bucks.sch.uk), by the closing date.

**Closing date:** Friday 13<sup>th</sup> August 2021 (12 noon)

**Shortlisting:** Friday 20<sup>th</sup> August 2021

**Interview date:** Friday 10<sup>th</sup> September 2021

The interview date will include a series of panel interviews and assessments, lasting a full day. References will be requested prior to interview. We will contact all candidates with the outcome as soon as possible thereafter.

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to an enhanced Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

We are also committed to equal opportunities and applications are welcomed from suitably-qualified individuals irrespective of race, ethnic or national origin, nationality, gender, gender identity, disability, age, sexual orientation, religion, beliefs, marital status or preferred working patterns.

### How to find us

Whitchurch Combined School  
North Marston Lane  
Whitchurch  
Aylesbury  
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HP22 4JG