



Churchstanton Primary School

HEADTEACHER RECRUITMENT INFORMATION PACK



Building respectful, responsible, resilient, risk-takers

KEY DATES & SCHOOL LOCATION

Applications

Close 20th April

Shortlisting 21st-22nd April

Interviews 29th April

School Visit: You are warmly welcomed and encouraged to visit the school. To arrange a visit please contact the school on please telephone 01823 601534 or email SCH.105@educ.somerset.gov.uk



School Address

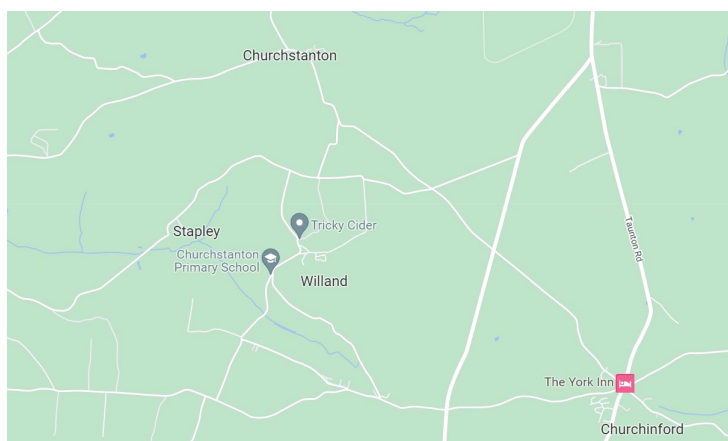
Churchstanton Primary School

Churchstanton

TA3 7RL

What3words – passes.eyelashes.lectures

Website - www.churchstanton.somerset.sch.uk



LETTER

From The Chair of Governors

Dear Candidate,

I am delighted you are interested in learning more about our school.

We are looking for a leader with a clear vision of excellence who aims to continue to secure engaging, inclusive, and irresistible learning for all our pupils.

We are a small, unique community school in the heart of the Blackdown Hills. We pride ourselves on putting the children at the centre of everything we do, and our aim is to build respectful, responsible, resilient, risk-takers

Churchstanton is a good school, with a reputation for being a welcoming school. The pupils and staff make it an exciting, creative and vibrant place in which to learn.

Can you nurture and support this culture? If so perhaps we are the ideal school for you.

We are proud of our school. The pupils at Churchstanton are positive enthusiastic learners. The staff are highly motivated, with a real ambition for all children to succeed and for their own professional development. Pastoral care is a strength, and the schools commitment to accelerate children's progress and achievement has been successful.

We are grateful for the support of our current parents.

Please take time to read through the job description and person specification to support you in completing your application.

I encourage you to visit our school, as our children are our very best advert.

To arrange a visit please contact the school office on SCH.105@educ.somerset.gov.uk

I look forward to receiving your application and to meeting you.

Yours sincerely,

Jon Wood, Chair of Governors

Our School



Churchstanton Primary School is an attractive village school set in an area of outstanding natural beauty on the Blackdown Hills. The school has an enviable reputation for having an inspiring and creative curriculum which makes the most of our stunning outdoor facilities and grounds. Forest school and Outdoor Education are at the core of our curriculum.

We are extremely proud that we have been awarded the following awards and accolades – Green Tree School Gold Award, Bronze Eco School Award, School Games Gold Award, RSPB Wild Challenge, Healthy School and The Artsmark from the Arts Council.

We currently have 66 children on register across 3 classes Hedgehogs (Reception, Years 1 & 2), Squirrels (Years 3 & 4) and Badgers (Years 5 & 6).

We have 2 full time and 2 part time teachers plus a further 10 support staff.

We have close links with the nearby villages, church, and pre-school.

We also have a fantastic PTA that support the school by fundraising through a variety of events throughout the year that help fund many of the school's projects and activities

IN THE CHILDREN'S WORDS

What should the new Head Teacher be like

Kind

Good Listener

Welcoming

Positive

Good Manners



Gets strict when absolutely necessary

Likes Sports

Likes Animals

Supportive



Lead The School

Sense of Humour

Job Description

Headteacher at Churchstanton Primary School

ISR L7-L13

The post will comprise 0.8 designated Head Teacher time

Responsible to

The Governing Body and the Local Authority.



Purpose of the job

The headteacher will provide dedicated, inspirational, professional and effective leadership of Churchstanton Primary School so as to secure an outstanding education for children living in the local community. Strategic planning will be informed by rigorous self-evaluation which enables the school to improve leadership, teaching and learning, curriculum and standards of achievement. They will work in partnership with the governing body, the community, the local authority and all other stakeholders to fulfil the aims of the school.

Context

This job description should be read in conjunction with the duties of the headteacher as set out in the 2020 Head Teacher Standards document

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>



Key Duties and Responsibilities

Leadership

The headteacher, working with the governing body, will develop a strategic view for Churchstanton Primary School, analysing and planning for future needs and development within the local, national and international context.

The headship is about building a professional learning community that enables others to achieve.

Through effective leadership, performance management and continuing professional development, the headteacher will support all staff to achieve high standards.



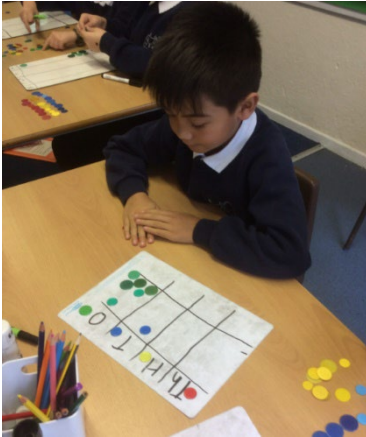
They will:

- articulate a clear vision for high quality education which underpins the shared long term strategic direction for the school
- educationally inspire and motivate staff, children, parents, governors and others in the wider community
- create and maintain a vibrant, positive and caring ethos which ensures a culture of challenge and support where all pupils can achieve success and become engaged in their own learning
- inspire trust and confidence in the school
- lead and deploy all staff, defining task and job specifications, in order to ensure that proper standards of professional competence are maintained.
- identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children
- cultivate a happy, healthy and successful school by fostering a high level of morale while ensuring appropriate work-life balance
- promote a wide range of extra-curricular and, where appropriate, extended day activities which can be accessed by all children

Management

The headteacher will need to provide effective organisation and management of the school, seeking ways of improving organisational structures and functions based on rigorous self-evaluation.

The headteacher will ensure that the school is organised and managed to provide an efficient, effective and safe learning environment.



The management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The headteacher should also seek to build a successful organisation through effective collaboration with others.

They will:

- maintain positive, constructive working relationships with staff, children, governors, other local schools and headteachers, cluster schools and the local authority
- maintain effective relationships with parents, encouraging parents to take an active part in their child's education
- effectively represent the school and maintain positive links with other institutions
- participate in the recruitment, selection and appointment of high quality staff ensuring that safer recruitment procedures are followed
- develop and support a highly effective management team which will promote school improvement
- identify and establish an effective and realistic staff structure, including arrangements to deputise for the headteacher in his/her absence
- ensure appropriate cover for absent teachers, employing temporary contract cover if necessary, which maintains the high standards of the school
- in partnership with the governing body, lead the creation and implementation of strategic planning, underpinned by sound self-evaluation and financial planning, which secures school improvement and maximises on the opportunities presented
- manage the school budget according to the terms of reference provided by the governing body
- lead and manage a regular and effective pattern of staff performance management and undertake any appropriate threshold assessments
- lead, implement, manage, monitor and evaluate the health and safety policy and procedures to safeguard the welfare of all authorised persons on the school premises
- positively encourage care of the school buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment
- ensure that all policies and practices are informed by relevant research and inspection advice
- implement all policies of the governing body and support their regular review and updating
- monitor and evaluate the effects of policies and improvement strategies being pursued and take appropriate action where necessary to ensure that the aims of the school are fulfilled.

Professional

The headteacher will work alongside members of staff and the governing body to secure and sustain learning opportunities that are both challenging and exciting for children. The headteacher together with the Senior Teacher will set high expectations for professional practice and will regularly monitor and evaluate the effectiveness of teaching and its impact upon learning.

The headteacher will foster a successful learning culture that enables children to become respectful, responsible, resilient, risk-takers.



They will:

- provide a rich, broad and balanced curriculum while meeting the requirements of the National Curriculum and current educational initiatives
- maintain a regular pattern of monitoring, assessment, recording and reporting of children's progress which informs planning and ensures children make excellent progress in relation to their ability
- ensure that children and their parents are regularly informed of the progress being made and steps that need to be taken to support further development
- ensure that children develop study skills in order to learn more effectively and with increasing independence
- monitor and evaluate the quality of teaching and standards of learning, progress and achievement of all children
- remain familiar with all legal requirements which relate to the school and to keep governors informed of these
- keep up to date with educational developments and disseminate information as needed
- ensure robust child safeguarding and protection procedures are followed
- ensure the safety and general pastoral care of all children, act as the school's Child Protection Liaison Officer and designated teacher for "looked-after" children and liaise with external agencies as necessary.
- develop effective links with the community to extend the curriculum and enhance teaching and learning
- create and promote positive strategies for implementing all aspects of the equality agenda
- maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities
- foster and maintain strong links with secondary schools to ensure that effective transition arrangements are put in place between establishments

Administrative

The headteacher is the lead professional and will be accountable to the governing body and the local authority. They will provide vision, leadership and direction for the school and ensure that they are managed and organised to meet their aims and targets.

The headteacher, working with others, is responsible for evaluating the performance of the school. They will identify the priorities for continuous improvement and raising standards by ensuring equality of opportunity for all. Policies and practices should be developed to ensure that resources are efficiently and effectively used to achieve the aims and objectives for the day-to-day management, organisation and administration of the school.



They will:

- ensure that up-to-date records of all children and staff are maintained in an appropriate manner
- ensure office processes are both accessible and helpful to children, parents, staff, governors and other visitors to the schools
- ensure efficient and accurate budgeting procedures and ensure accurate financial records are maintained
- arrange for the security and effective supervision of the school buildings, their contents and grounds, notifying the responsible authority of any maintenance requirements
- maintain regular communications with parents and governors
- prepare and submit to governors regular and informative reports as may be necessary for the governing body to discharge its responsibilities
- ensure procedures and systems enabling the efficient storage, retrieval and return of information whilst observing the law on data protection and freedom of information
- efficiently deploy administrative ICT resources
- ensure that the management, finance, organisation and administration of the school support the vision and aims of the school
- delegate responsibilities as appropriate



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