

Spring  
2019

# Headteacher Recruitment Pack

All Saints CE VC Primary School



# Letter from the Governors



Dear Prospective Applicant,

I am delighted that you are considering applying for the role of Headteacher of All Saints CEVC Primary School.

This application pack should provide you with all the relevant information you need, but if you have any questions please do not hesitate to visit the school website or to contact me directly at [office@bishopscaundle.dorset.sch.uk](mailto:office@bishopscaundle.dorset.sch.uk) or on 07769 730585.

The governors are looking to appoint an inspiring, nurturing and motivational leader, to take on the development and continual improvement of our primary school; support the development of the staff and ensure every one of our children reaches their full potential. We want someone who can build on our recognised strengths and help us continue to move forward whilst maintaining our Christian ethos and values.

All Saints CEVC Primary School is a Local Authority maintained school located in Bishops Caundle, outside Sherborne, in a very supportive West Dorset community. Our last 2 Ofsted inspections were both 'Good', the last being undertaken in November 2017, and our SIAMS rating is 'Outstanding'.

We are working hard to ensure our primary school gives outstanding opportunities for all of our children to make best progress during their time with us by a comprehensive approach to blended learning and activities.

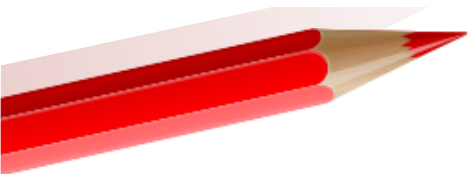
The Governors welcome ideas and we look forward to hearing your vision of the future for our school and how you think we can work better together to achieve this. All our children are enthusiastic, happy, eager to learn, and are excellent ambassadors for our school. The school provides a positive and safe learning environment with highly motivated and talented staff and a supportive, professional and dedicated Governing Body. All Saints is a very special little school that has to be experienced to appreciate the energising, purposeful and positive atmosphere.

When completing your application form and supporting statement please specifically address the criteria in the person specification (described in this pack) and return your application by **12 noon on Tuesday 29<sup>th</sup> January 2019**.

We look forward to meeting you.

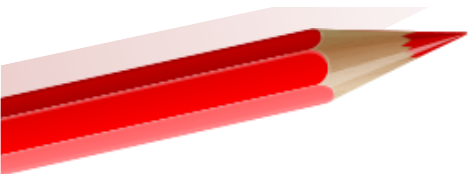
Kind regards,

James Smyth  
Chair of Governors





# Nurturing Hearts; Inspiring Minds





# Welcome to All Saints Primary School

Welcome to All Saints Primary School - *Christian values and spirituality are at the heart of school life.*

***'Pupils agree this is a happy school where they feel valued and respected.'*** Ofsted 2017

***'Leaders and Governors ensure that pupils continue to enjoy school and make good progress by creating a positive and supportive culture reflecting the core principle of 'Nurturing hearts; inspiring minds'. The overwhelming majority of pupils and parents recognise this and are proud to be a part of the school.'*** Ofsted 2017

***'There is always a welcoming, friendly and nurturing atmosphere here with a great learning ethos'*** Ofsted 2017



# All Saints Primary School is...

...a place where **LEARNING** is at the heart of everything and is believed to be a lifelong process.

We learn how to learn and make decisions about our own learning. We develop curiosity, make connections, and feel safe with challenge. We understand the need to achieve well in key skills and are supported towards this whilst developing all our talents within a stimulating curriculum.

...a place where **EVERYONE IS SPECIAL** and valued as unique human beings.

We seek to be inspired and set ourselves aspiring personal goals which motivate us to learn. We celebrate achievement at every opportunity. This develops self-confidence and the determination to be the best we can be in a bright future.

...a place where **SPIRITUALITY IS NURTURED**.

We learn within the context of Christian belief and practice in partnership with the Church. We encourage an understanding of the meaning and significance of faith and promote Christian values through our learning experiences.

...a place where **positive partnerships create our COMMUNITY**.

We value our relationships as key to our success. We develop the values of family friendship with our parents and carers, governors and the local community. The talented and creative staff team ensure that together they provide a safe and welcoming learning environment.

...a place where we learn how to create a **just and peaceful SOCIETY based on respect**.

We learn the importance of teamwork, how to understand others and how to forgive so that we can build successful relationships. We respect the rights of all to have a point of view and learn a sense of responsibility for our actions. We find out about other cultures and value the differences and learn to respect our world. We begin to understand our global responsibilities.





## Key Information

At All Saints a love of learning is promoted within a safe and happy environment in which every person matters. A family atmosphere is fostered within which children feel confident to express their individuality, their talents and know that success in any aspect of their lives will be rewarded and celebrated. We are passionate that the school is able to flourish by providing a positive and stimulating learning environment created by caring and dedicated staff, which results in excellent progress for all our learners. It is our vision that children who leave All Saints are happy, successful, articulate, aspirational and empathetic young people, eager for the next stage of learning and ready to make a valued contribution to society.

<b>Type of School</b>	A maintained School – Church of England Voluntary Controlled
<b>Number on Roll</b>	95
<b>Number of Classes</b>	4
<b>Average Class Size</b>	24
<b>Attendance Sept- Dec 2018</b>	97.2%
<b>% of children with SEN</b>	24%
<b>% of children eligible for FSM</b>	20%
<b>% of children with EAL</b>	6%
<b>% of children in receipt of Pupil Premium</b>	20%
<b>Staffing Statistic</b>	Teaching Staff: 3.1 FTE HLTA: 0.52 FTE Teaching Assistants: 3.86 FTE Childcare Assistant: 0.25 FTE Administrator: 0.95 FTE
<b>Financial Position</b>	In Surplus
<b>Number of Governors</b>	12
<b>Last SIAMs Report</b>	<a href="https://bishopscaundle.eschools.co.uk/website/outstanding_church_inspection/61717">https://bishopscaundle.eschools.co.uk/website/outstanding_church_inspection/61717</a>
<b>Latest Ofsted Report</b>	<a href="https://files.api.ofsted.gov.uk/v1/file/2747449">https://files.api.ofsted.gov.uk/v1/file/2747449</a>

# Person Specification



Criteria	Requirement	Criteria	Requirement
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Recent and relevant continuous professional development and training including Safeguarding</li> <li>• NPQH or evidence of equivalent level of learning achieved through senior leadership role within a school</li> <li>• Ability to maintain and develop the Christian ethos of the school</li> </ul>	<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Lead, manage and motivate the whole school</li> <li>• Have experience of using performance management along with the professional development of all staff to bring about school improvement</li> <li>• Give praise and challenge underperformance</li> <li>• Develop and empower individuals and teams</li> <li>• Deal sensitively with people and resolve conflict</li> <li>• Be visible to parents, children and staff</li> <li>• Create and maintain effective partnerships with parents, local schools and the community</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant senior leadership and management experience as Headteacher or Deputy Head</li> <li>• Knowledge of best practice and procedures for safeguarding children and an up to date knowledge of Child Protection procedures</li> <li>• Evidence of improving teaching and learning and raising achievement for all pupils including those with special educational needs and disadvantaged children</li> <li>• Experience of monitoring and evaluating teaching and learning across year groups and across the whole primary range</li> <li>• Awareness and understanding of current Ofsted and SIAMS processes and framework</li> <li>• Experience of setting, interpreting, monitoring and managing a budget</li> <li>• Experience of selection, recruitment and deployment of staff</li> <li>• Ability to maintain high standards of progress and teaching and learning</li> <li>• Knowledge of current educational issues including their implications and potential impact</li> </ul>	<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Understand and promote the principles and practice of effective teaching and learning</li> <li>• Provide inspirational, enthusiastic and innovative educational leadership</li> <li>• Understand and promote the engagement of children through a rich curriculum</li> <li>• Have experience in observing, assessing, monitoring and evaluating to improve the quality of teaching and learning</li> </ul>
		<b>Ethos and Inclusion</b>	<ul style="list-style-type: none"> <li>• Articulate and communicate a vision for the future development of All Saints Voluntary Controlled Primary School as a distinctive and effective church school and demonstrate a commitment to upholding and developing its values</li> <li>• Create and maintain an environment which promotes good behaviour and high expectations and which celebrates success</li> <li>• how relationships should be fostered and developed between the school, local churches and the Diocese of Salisbury</li> <li>• Be committed to promoting inclusion and equality of access and monitoring procedures and the ability to implement these</li> </ul>
<b>Strategic Management</b>	<ul style="list-style-type: none"> <li>• Provide clear educational vision and direction and lead by example</li> <li>• Formulate aims, policies and plans and monitor, evaluate and review their impact</li> <li>• Introduce effective strategies for improvement</li> <li>• Think creatively to anticipate and solve problems and to lead/manage change</li> <li>• Effectively collect, analyse and use pupil progress and performance data to raise standards</li> <li>• Work in partnership with the Governing Body</li> </ul>	<b>Personal Qualities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication, organisational and ICT skills</li> <li>• The ability to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>• A calm, positive and enthusiastic attitude</li> <li>• Approachable and a good listener</li> <li>• Kind and caring</li> <li>• A good sense of humour</li> <li>• Actively promote staff wellbeing</li> <li>• Actively support extra-curricular activities</li> <li>• Work constructively with parents</li> </ul>

# Job Description



## Purpose of the post:

To develop and implement strategic direction and overall vision for All Saints Primary School to ensure all pupils receive an outstanding education that develops their full potential in their academic, spiritual and moral life, whilst maintaining the school's deep links with the parish and local community

### 1. Shaping the future

Ensure the Vision and Values of the school, including its Christian character, are clearly articulated, shared, understood and acted upon effectively by all. Values are 'lived-out' in everyday work and practice.  
Work within the school community to translate the School Values into agreed objectives and operational plans which will promote and sustain school improvement.  
Motivate and work with others to create a shared culture and positive climate.  
Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.  
Ensure that strategic planning takes account of the diversity and experience of the school and the wider community.  
Be aware of, and plan around, funding, education policy and demographic developments, and anticipate trends.  
Create and maintain a positive school culture by ensuring people are treated fairly, equitably and with dignity.

### 2. Leading Teaching and Learning

Ensure a consistent and continuous school-wide focus on pupils' achievement, with learning at the centre of strategic planning and resource management.  
Ensure a culture and ethos of challenge and support where all pupils can achieve success and are engaged in their own learning, with high expectations for the whole school community.  
Manage, determine, organise and implement a diverse, flexible and creative curriculum and implement an effective assessment framework.  
Challenge underperformance at all levels and ensure effective intervention and follow-up.  
Support and encourage the school's culture of wide-ranging visits and experiences to give children the widest possible opportunities to grow and excel.  
Implement strategies which secure high standards of behaviour and attendance.  
Be aware of the needs of pupils in transferring to secondary education.  
Take a strategic role in the use of new and emerging technologies to enhance and extend the learning experience of pupils.

### 3. Developing self and working with others

Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.  
Ensure parents, carers and pupils themselves are well informed about the curriculum, attainment and progress and the contribution each can make to support the child's learning.  
Develop and then 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, motivation of staff, and devolution of responsibilities.  
Work collaboratively with the Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities.  
Manage own workload and that of others to allow an appropriate work/life balance.

### 4. Special Educational Needs

Promote equality and inclusion in all aspects of school life and ensure that children with Special Educational Needs and Disabilities are fully welcomed into and included in the school.  
Actively work to fulfil the school's mission to ensure that each child in our school gains self-belief and achieves their full potential, with particular respect to children with Special Educational Needs and Disabilities and children eligible for the Pupil Premium.  
Ensure that objective identification procedures are maintained so that all pupils are appropriately provided for and that special educational needs provision is made throughout the school.

### Special Educational Needs cont...

Ensure that the Code of Practice requirements are met, including identification of needs, individual education plans and records, reviews and full assessment as necessary.  
Implement the school's SEN plans to ensure that pupils' needs are fully met and that resources are targeted, monitored and evaluated for best value.  
Continuously assess and improve the accessibility of premises, curriculum and information to all pupils.

### 5. Strengthening Community

Commit to safeguarding and the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.  
Embrace the Christian ethos and the deep links to the Diocese, the local parish and wider community.  
Ensure learning experiences for pupils are linked into and integrated with the wider community, including community-based learning experiences.  
Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils and their families.  
Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.  
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.

### 6. Managing the organisation

Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.  
Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities setting appropriate priorities in partnership with the Governing Body.  
Create an organisational structure which reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.  
Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.  
Ensure individual staff accountabilities are clearly defined, understood and agreed and subject to rigorous review and evaluation in an appraisal process.  
Develop and maintain the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations and maximises the usefulness of each resource both indoors and out.  
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.  
Ensure the school places, reviews and uses contracts effectively.  
Actively seek to implement the school's equal opportunity policy and the objective to promote equality of opportunity in relation to the duties of the post.  
Work in compliance with all relevant legal practises, including new legislation.



# Selection Process



## **Safeguarding:**

All Saints Primary is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to the interview

## **School Visit:**

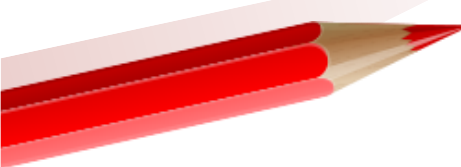
We encourage all applicants to make a school visit, which can be arranged by contacting Mrs Louise Wookey in the School Office

## **Applications:**

Please complete the application form online with Dorset County Council

## **Closing date:**

Applications must be received by 12 noon on Tuesday 29<sup>th</sup> January 2019.



## **Interviews:**

These will take place over 2 days on Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> February 2019. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process. Please confirm your availability to attend both days

## **Appointment timescales:**

Our current Headteacher is retiring at the end of 2018/19 academic year. Our intention is that the new Headteacher will take up the post on 1<sup>st</sup> September 2019

## **Pay Scales:**

The pay scale is L8 to L14

## **Contact Information:**

All Saints Primary School  
Giles Lane  
Bishops Caundle  
Dorset DT9 5NQ  
01963 23450  
[office@bishopscaundle.dorset.sch.uk](mailto:office@bishopscaundle.dorset.sch.uk)  
[www.bishopscaundle.dorset.sch.uk](http://www.bishopscaundle.dorset.sch.uk)

## Children & Staff Wishes

**We would like our new Headteacher to be....**

*"Supporting & Understanding"*

*"Passionate about teaching & learning"*

*"Caring & kind"*

*"Focused on developing Active Learners"*

*"Fun and lovely"*

*"Encouraging so everyone can be the best they can be"*





# All Saints Primary School

We look forward to receiving your application and welcoming you to our school.

