Dear Enquirer

RECRUITMENT OF NEW HEADTEACHER

Thank you for enquiring about the post of Headteacher at Seer Green Church of England School.

We hope you will be excited by reading this recruitment information pack and will consider applying (the deadline is Friday 19th February 2016 at 12 noon). This pack contains:

- the advertisement for the post
- the job description and person specification
- a summary of the interview and assessment arrangements on Wednesday 2nd March 2016 for shortlisted candidates
- what our School is like – a description of the School and its community
- our vision, values and strategic plan to 2020
- how to find us
- an application form

Please come and visit us. We welcome potential applicants in the weeks beginning 1st and 8th February 2016. Do please get in touch with me, at michaelphipps@aol.com or on 01494 676515, to arrange a day and time, or if you have any queries about the School or the recruitment process.

This is a good school with many outstanding features. Our present Headteacher, Mrs Olwyn Davison-Oakley, is retiring in Summer 2016. We are looking for a new Headteacher who will be the driving force in taking us further towards becoming outstanding across the board, which will entail:

- securing consistently better pupil progress throughout the School and raising attainment further, particularly in mathematics & reading
- developing the quality of teaching from its good base so that even more is outstanding.

Are you our next Headteacher? We look forward to hearing from you.

Yours sincerely

MICHAEL PHIPPS
Chairman of Governors
Are you our new Headteacher?

We are seeking to appoint an enthusiastic, experienced professional as Headteacher from September 2016 to continue the development and success of our school.

Our School

<table>
<thead>
<tr>
<th>Phase</th>
<th>Primary</th>
<th>State – Academy (since February 2013)</th>
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<tbody>
<tr>
<td>Denomination</td>
<td>Church of England</td>
<td>Diocese Oxford</td>
</tr>
<tr>
<td>Gender</td>
<td>Mixed</td>
<td>Age range 4 – 11 years</td>
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<tr>
<td>Entry</td>
<td>30 pupils into Reception, 32 into Year 3: total school capacity 218 pupils</td>
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As a Church of England School we offer primary education with a distinctive ethos linked with our Christian and British values, teaching the national curriculum and religious education together with a wide range of provision especially for music and sport. Our well-maintained estate includes classrooms and support rooms, and extensive grounds featuring gardens, playing fields, an outdoor classroom and woodland. We enjoy our interaction with local churches and have an excellent reputation within our local community, with other schools and the wider area.

We are recognised by Ofsted as a good school with outstanding features, and our SIAMS inspection judged the school to be outstanding. Our new Headteacher will be the driving force behind achieving our aim of becoming outstanding across the board.

The successful candidate will have an exciting opportunity to lead and develop our school community, and will:
- be a motivated and inspiring leader, with management and interpersonal skills, energy and enthusiasm, and a clear focus on ensuring high quality education, whilst maintaining high expectations, attainment and progress
- be committed to the educational and social wellbeing of every child in the school
- have the ability to work collaboratively with a committed team of staff and Governors and nurture relationships with parents and the wider community
- have a strong visible presence throughout the school

We can offer you:
- A career-enhancing opportunity to make a difference
- enthusiastic children, who enjoy their learning, achieve well and who are proud of their school and their achievements
- a motivated, caring and dedicated staff team
- a committed and supportive Governing Body
- an attractive environment with well-maintained buildings and spacious grounds in a lively Buckinghamshire village
- strong partnerships with our local churches, village and community

The school is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Application Process

Closing date for applications: Friday 19th February 2016 at 12 noon
Interview date: Wednesday 2nd March 2016
Interview location: Seer Green CE School, School Lane, Seer Green, Bucks HP9 2QJ.

Visits to the school are warmly welcomed and encouraged. For a copy of our Recruitment Information Pack, an Application Form and to make an appointment to visit the school please apply only to:
Michael Phipps, Chair of Governors
michaeldphipps@aol.com  Telephone: 01494 676515
PERSON SPECIFICATION – HEADTEACHER

<table>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Qualified Teacher Status</td>
<td>• Other relevant training in teaching practice, subject specialisms, leadership and management</td>
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<td></td>
<td>• Degree Qualification</td>
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<td></td>
<td>• NPQH Qualification (or working towards it)</td>
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<td>• Evidence of continuing professional development</td>
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<td>• Safeguarding qualification and training</td>
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<td></td>
<td>• Enhanced DBS check</td>
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<tr>
<td></td>
<td>• Other relevant training in teaching practice, subject specialisms, leadership and management</td>
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<tr>
<td>Skills</td>
<td>• Ability to assess the progress, performance and development of pupils and staff</td>
<td>• Assessment of relevant new technologies, methods and ideas</td>
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<td>• Ability to resolve issues relating to progress, performance and development of pupils and staff</td>
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<td></td>
<td>• Management and team building of staff</td>
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<td>• Evidence of outstanding teaching</td>
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<td>• Ability to communicate orally and in writing</td>
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<td>• ICT literate as a management and communication tool</td>
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<td>• Other inter-personal skills in motivating people, resolving conflict, and celebrating success.</td>
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<td>• Problem solving and implementing solutions</td>
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<td>• Time management</td>
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<tr>
<td>Experience</td>
<td>• Three years leadership in an education environment</td>
<td>• Previous headship or acting headship or deputy headship</td>
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<td></td>
<td>• Proven success in raising attainment and achievement and maintaining progress and outcomes</td>
<td>• Other leadership experience at a senior level in educational, public or private sector organisations</td>
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<td></td>
<td>• Promoting and maintaining high standards of safeguarding</td>
<td>• Management of a comparable school estate</td>
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<td></td>
<td>• Promoting and maintaining high standards of behaviour and attendance</td>
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<tr>
<td>Behaviour</td>
<td>• Supportive of the Christian ethos, vision and values of the School</td>
<td>• Active member of the Anglican Church or other Christian community</td>
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<td>• Caring and supportive in leading the School staff team</td>
<td>• Willingness to engage with local and wider communities</td>
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<td>• Sets high personal example and inspires loyalty</td>
<td>• Comfortable in public speaking situations</td>
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<td>• Highly visible and spends time with pupils and staff, parents and village residents</td>
<td>• Sense of humour</td>
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<td>• Good listener</td>
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<td>• Active ambassador for the School</td>
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<td></td>
<td>• Commitment to own CPD</td>
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“I praise you because you made me in an amazing and wonderful way.” Psalm 139:14

JOB DESCRIPTION – HEADTEACHER

The Headteacher has the statutory responsibilities laid upon academy Headteachers.

Core Activities

To safeguard pupils and staff
To provide the professional leadership and management of the School
To deliver the education curriculum
To work in partnership with the Governing Body, staff and parents upholding the ethos, vision and values that underpin the School
With the Governing Body, to set the strategic direction of the School

Responsible to:
The Chair of Governors and the Governing Body

Responsible for:
Safeguarding and education of pupils
Leadership and management of teaching, support and administrative staff

Education

To ensure the effective design and delivery of the curriculum through quality teaching, learning and other related school activities
To determine, organise and implement policy for the spiritual, moral, social and cultural development of pupils
To enable a learning culture and environment reflecting the School’s vision and values, where pupils can develop to their potential and enjoy their time in the School
To secure high standards of behaviour and attendance within the School
To monitor and evaluate the performance of the School
To present a coherent and accurate account of the School’s performance in forms appropriate to the range of audiences including Governors, the local authority, the Education Funding Agency, Ofsted, the Diocese, SIAMS and others, to enable them to play their part effectively
To implement a School Development Plan that will secure continuous school improvement
To ensure that school policies and practices take account of national, local and school requirements
Church of England School

To ensure religious education and collective worship are central to school life and learning
To demonstrate, by example, high standards of personal behaviour
To build and maintain a creative partnership with local churches and with the Diocese

Leadership and Management

To work closely with the Chair of Governors and members of the Governing Body in the design and delivery of improvement plans, policies, budgets, reporting mechanisms including performance assessment and evaluation
To report early on any potential situation or situation that arises that may prejudice the delivery of the tasks above
To work effectively with the Governing Body’s committees and panels

Teaching, Support and Administration Staff

To ensure that all those involved in the School are committed to its aims, motivated to achieve them, and engaged in long, medium and short term objectives and targets that secure the educational success of the School
To secure the employment and retention of quality staff, building and maintaining an effective teaching and support team
To ensure the conduct of an effective programme of continuing performance assessment
To organise and deliver activities for self and staff to meet identified instruction, training and continuing professional development needs
To recommend and manage a fair and equitable remuneration structure
To manage employment issues effectively as and when they arise, with the support of the Governing Body

The Estate and Finance

To ensure the effective management, finances and organisation of the School, in support of its vision and aims and complying with requirements of propriety
To manage, maintain and organise the accommodation and estate efficiently and effectively to ensure it meets the needs of the curriculum and community use, with the support of the Governing Body
To ensure that statutes and regulations relating to Health and Safety and the Environment are complied with and necessary documentation maintained

The School and Wider Communities

To build and maintain effective relationships with parents, the Parent Teachers Association, the churches, the Diocese, School providers, villagers, other schools, statutory and regulatory bodies and agencies; and to provide necessary and appropriate information to School stakeholders and the community

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS)’
INTERVIEW AND ASSESSMENT ARRANGEMENTS

2 MARCH 2016

Shortlisted candidates will be invited to a programme of interviews and assessments all day on Wednesday 2nd March 2016 at the School. These will include the following activities:

- giving a prepared presentation to the selection panel, on a theme specified to candidates in advance.
- observing a lesson and giving feedback to the teacher
- discussion with a group of pupils
- leading an assembly/collective worship
- a data analysis task followed by an oral presentation to a panel on recommended solutions
- meeting school staff
- interviews

Interviews and other activities will be conducted by members of the School’s Headteacher Appointment Panel (consisting of five Governors), assisted by two advisory observers – one from Oxford Diocesan Board of Education and the other from Buckinghamshire County Council’s Learning Trust.

Further details will be given to shortlisted candidates.

At the end of the day’s programme, the Headteacher Appointment Panel will review the outcomes and prepare its recommendation on the candidate to whom the appointment should be offered. The full Governing Body will then meet that evening to receive and ratify the recommendation. The Chairman of Governors will telephone the successful candidate that evening to offer the appointment, confirm acceptance, and make arrangements for the next steps. Unsuccessful candidates will be telephoned as soon as possible thereafter.
WHAT OUR SCHOOL IS LIKE

Seer Green CE School converted from voluntary aided to academy status on 1 February 2013. It is a one form entry primary school, set in attractive grounds in a Chilterns village, with about 218 pupils from mainly affluent homes in or near the village and a mixture of long established families and newer arrivals, some parents working locally and others commuting into London. Proportions of pupils in the 2015 census on pupil premium (5%), free school meals (0%), from ethnic minorities (5%), with EAL (3%), or with special educational needs (6%) were all well below local and national averages. The annual balanced budget is over £0.9 million, of which just over 70% is for staff costs.

Demand for places

The school is heavily over-subscribed at both entry points - Reception (30 entry places), and Year 3 (2 entry places, making a total class size of 32) where some come from feeder infant schools - and a waiting list operates for in-year admissions throughout the school. There is a degree of pupil turnover, both at the end of Key Stage 1 (with some pupils transferring to independent schools) and elsewhere; some pupils from mobile families (eg service or international company employees) join and later leave part-way through the primary phase.

Progress and attainment

Achievement is good across the school. Progress is good but not significantly above national average, partly because higher levels of achievement in Key Stage 1 make it more difficult to register further exceptional progress by the end of Key Stage 2 given the upper limit on assessment scales. Attainment is very good in each stage, with some outstanding performance, and is significantly above local and national averages and Government targets. Of Year 6 leavers in 2015, 50% went on to selective grammar schools (higher than the Buckinghamshire average), 37.5% to other secondary schools, and 12.5% to independent schools.

Other achievements

Pupils’ successes extend well beyond these academic results, through their enthusiastic engagement both within and outside the curriculum in a wide range of activities in the performing and other arts, sports and voluntary activities, many of these as part of the delivery of extended services. The school has in recent years gained a number of awards for its excellence in these and other areas, including Artsmark Gold, Activemark, Healthy Schools, Primary Geography Quality Mark, and others. Its delivery model for Modern Foreign Languages has been rated as excellent by Buckinghamshire Learning Trust, and commended to other schools. Music is an outstanding strength, with high levels of involvement in a variety of choirs, orchestras, instrumental groups and solo work, and a tradition of excellent music drama performance.
Recent inspection findings

Overall, as an Anglican school, its SIAMS inspection in December 2012 found it to be outstanding in all areas – distinctiveness and effectiveness; through its distinctive Christian ethos meeting the needs of children of all faiths and none; impact of collective worship; effectiveness of RE; and effectiveness of leadership and management as a church school. The Ofsted inspection in July 2013 judged the school to be good with outstanding features – good leadership and management, good and some outstanding teaching, good pupil progress and achievement, outstanding pupil behaviour, and a happy and harmonious place. Its recommendations for further improvement – stretching the most able pupils more, marking written work so as to show pupils what they need to do next to improve, and giving them more opportunities to write at length for different purposes – form part of the school’s action plan to become outstanding across the board.

Where we are now

Our current SEF shows that now

- pupils make generally good progress and good to outstanding attainment
- pupils benefit from teaching that is consistently good and often outstanding, with sharing of best practice and a drive for continuous improvement – leading to substantial progress in pupils’ knowledge, skills and understanding; positive attitudes to learning; and good achievement, throughout the early years and in Key Stages 1 and 2
- pupils enjoy positive experiences at the School and are well-prepared for secondary education and beyond
- literacy and numeracy are generally well taught and achieved, and any pupils at risk of falling behind are identified and helped to make good progress and achievement appropriate to their age and capabilities
- the School has high expectations and aspirations for its pupils, and takes effective action to enable all – including the most able, the disadvantaged and those with disabilities or special educational needs – to make expected or better progress
- the broad and balanced curriculum and extra-curricular activities also promote excellence in music, drama and sport
- pupils’ outstanding behaviour in and outside lessons supports effective learning and excellent relationships throughout the School
- a cohesive learning community is created through the thoughtful and wide-ranging promotion of the School’s Christian ethos, vision and values; British values; pupils’ spiritual, moral, social and cultural development; and their safety and physical well-being

All this is underpinned by outstanding leadership, management and governance.
THE SCHOOL’S VISION AND VALUES AND STRATEGIC PLAN

Our Vision and Values

We have an overarching visionary theme:
“I praise you because you made me in an amazing and wonderful way”
(Psalm 139 v 14, ICB)

A statement of our core values:

As a Church of England School we will strive to uphold this by creating a happy and caring community, developing a love of learning and nurturing our core Christian values of Thoughtfulness ♦️ Respect ♦️ Responsibility ♦️ Honesty ♦️ Perseverance

We have an approach to living these values in the teaching and learning of the School illustrated in our document "Embedding Values in the Teaching and Learning of the School".

Our strategic plan to 2020

Over the next five years, we will endeavour to:

• live out our vision for and values of the School to the fullest possible extent, creating a happy, caring and safe Christian school community
• become outstanding in all areas, including the progress and attainment of our pupils and the quality of teaching
• secure the future and reputation of the School, continuing to serve the needs of children in the local community
• manage our finances effectively within a broadly balanced budget
• recruit and retain an effective Governing Body and staff with the right skills and experience, checked by appropriate evaluation
• maintain good links with the local community and other stakeholders
"I praise you because you made me in an amazing and wonderful way.” Psalm 139:14

HOW TO FIND US

Seer Green Church of England School
School Lane
Seer Green
HP9 2QJ

By road:
Leave M40 at junction 2 (Beaconsfield). From slip road and roundabout, take A355 towards Beaconsfield. At A40 roundabout turn left onto A40 towards Beaconsfield. At next roundabout turn right onto A355 towards Amersham. After 1 mile, take right turn into Longbottom Lane signposted towards Seer Green and Jordans. Do not take the first left turn (Bottom Lane) into Seer Green, but instead continue along Longbottom Lane until 1 mile after leaving the A355, then turn left (sign posted Seer Green) then bear right up short hill into School Lane. Seer Green CE School is at the top of the hill, on the left. Go down the entrance drive (School buildings are on your left) to the Jubilee Hall, where there is limited parking in front of the Hall entrance – if it is full, you can park on School Lane. The School entrance gate is a few yards back up the drive from the Hall, by the zebra crossing.

By rail:
Chiltern Railways line from London Marylebone to High Wycombe and Birmingham. Alight at Seer Green & Jordans Station (25 minutes from Marylebone on fastest trains; trains every hour off-peak). Take footpath from far side of car park, outside the main station buildings at platform 2 (10 minutes’ walk to School): at bottom of hill, cross Longbottom Lane and continue up path until it joins School Lane next to the School. Turn left into School Lane, then left down entrance drive to School and Jubilee Hall, then left into School gate at zebra crossing.

Taxis may be ordered from Seer Green & Jordans station to School, or from adjacent Chiltern line stations Beaconsfield (2 miles away) or Gerrards Cross (5 miles away) which are served by more frequent trains.