Headteacher recruitment pack

St John’s Primary School
Spring 2014
Letter from the Governors

Dear Prospective Applicant

St John’s Primary School is an ambitious learning community united in its vision to provide an innovative, evolving and child-led creative curriculum where all are supported to achieve their best within a school-led system.

Our Governing Body acts on the belief that every child here deserves to leave as an inquisitive, independent and confident life-long learner. We have a strong Senior Leadership Team and committed, reflective staff keen to learn from one another to consistently deliver excellent teaching. A mantra is to teach the children what they don’t know.

The use of rigorous data analysis and targeted interventions, combined with the creative curriculum - which goes way beyond the four walls of the traditional classroom - has produced improving rates of progress. The school has a focus on developing resilient children and nurturing the more vulnerable. An emphasis on behaviour for learning and our underlying values has led to children taking increasing responsibility for their progress.

We chose to become an academy in 2013, given the uncertain future of maintained schools in our LA, allowing us more control to develop our vision, more curriculum freedom and financial autonomy. Since converting, as co-founders of the Oxfordshire Primary Education Network (OPEN) Umbrella Trust, we are building stronger mutual relationships so that all of the school benefits from supportive, constructive and challenging interaction with OPEN’s four other local schools.

In 2013 OFSTED rated us ‘good’ and encouraged us to believe that ‘outstanding’ was within our grasp in the near future.

Our current Head has been promoted to a larger school in Special Measures. We now plan to work with an ambitious leader to embed our ethic of excellence at St John’s. We expect the Head to take well-considered risks and to be at the forefront of providing a truly whole-child-focused education.

If you are excited by the idea of leading collaborative working in a school with supportive OPEN Heads, great teachers, children who love to learn and forward-thinking governors, please apply to join us. As a first step, we would be delighted for you to experience St John’s first hand – come visit!

Yours faithfully

James Barlow
Chair of Governors
A flavour of St John’s

Our pupils experience, and learn from, a wide variety of activities during their time at St John’s. To give you a flavour, we started this year with a “bang” with all children involved in a whole school topic on the story of the Universe – the Big Bang led us to big questions and deep thinking! As part of the topic the KS2 classes visited the Planetarium in London and pupils are currently making a film about their learning that will be presented at a local film festival. Recent educational visits have included trips to museums in Oxford, Wallingford Library and Sulgrave Manor (where the children enjoyed dressing up as Tudor characters). Year 6 pupils wore World War Two outfits and were “evacuated” by steam train to Cholsey, a local village several miles away. There they wrote (and posted!) poignant letters home. In school, we regularly welcome visitors such as storytellers, authors, scientists, sportspersons, theatre companies, local clergy and recently the “Lego Man” who helped KS1 pupils create an impressive Lego sculpture.

Forest Schools and other outdoor learning are important at all stages of the school. After school clubs and residential trips provide different learning opportunities for all pupils. All Year 3 pupils learn the recorder and Year 5 pupils learn a second instrument. Pupils regularly take part in a range of inter-school sports tournaments. Recently the whole school “took over” our local secondary school, which was closed for INSET. Our pupils loved using the science, art, cookery, sport and music facilities and having a taste of life at secondary school!

We have a Breakfast Club & an After School Care Programme. A recent and much-loved addition to the school are the 2 guinea pigs, Oreo and Fudge.

“A place where the children are supported, valued, challenged and achieve.”
OPEN Umbrella Trust

St John’s converted to become an academy in June 2013 forming the OPEN (Oxfordshire Primary Education Network) Umbrella Trust with four other local primary schools; Ladygrove Park, Willowcroft and Manor in Didcot and Cholsey Primary. The decision to convert was founded in a belief in the “School Led System”. Within the Trust, each school retains its autonomy and its own budget but has signed a partnership agreement with the other schools which states that the schools will "work together and support each other by establishing the Trust to raise standards across the Schools and improve achievement levels." Each OPEN school is accountable to its own Governing Body but also to the Trust itself.

The timetable of activities for the first year of operation includes peer inspections (one day monitoring visits by OPEN headteachers and senior leaders to each other’s schools following the Ofsted schedule), peer to peer headteacher support for headteacher appraisal, termly joint staff meetings, SLT, SENCo and EYFS meetings and the opportunity for all teachers to observe teaching in another OPEN school. Headteachers from OPEN will be involved in advising the Governing Body on the recruitment process for the new headteacher of St John’s.

The five headteachers of OPEN have formed a very productive professional relationship based on openness and trust. For the newly appointed headteacher, OPEN will be the most important source of both support and challenge outside the school.

The following article in Headteacher Update gives some further background information on the formation of OPEN: http://bit.do/stjohns-open.

NATIONAL EDUCATION TRUST ADVOCACY SCHOOLS

St John’s is a NET Advocacy School. NET enables schools to learn from one another and thereby “form a body of knowledge about teaching and learning which consistently produce excellent results for the pupils that attend them.”

www.nationaleducationtrust.net/AdvocacySchools.php
Children’s and Parents’ wishes
for our new headteacher...

Focused on developing children who can think for themselves, solve problems and be confident learners

Visits our classes

Someone who shows the values

Help children learn

Encourage everyone

Keep the pink and green marking

Keep the guinea pigs

Help the teachers to get better

Strict but fair

Comes out with surprises

More interested in what the children are getting from the school than in league tables, SATS

Passionate, energetic, risk-taking

Experimental

Brave

Fun

Someone who spends time in the classroom getting to know the staff and children before making changes

Oxfordshire Primary Education Network

Working together to provide an outstanding education for all our children
Staff’s wishes for our new headteacher...

- To listen and value the input of the whole school team.
- To lead by example.
- A good sense of humour! Patience, loyalty, a good listener, problem-solver and a realist but with high expectations of all.
- To be fair, to listen and to be approachable.
- Not be too prescriptive: Trust staff to plan as best suits them and their class.
- Believes in providing for the whole child.
- Commitment to recognising the importance of CPD and time to plan with TA regularly.
- Must believe in our values and be prepared to continue with our values teaching.
- To have a creative vision of how the school will move forward.

“A school team dedicated to realising the potential of the children”

“A school team dedicated to realising the potential of the children”
Job description

The Headteacher is the leader of our school. Working with the Governors, they have the responsibility to build an ethic of excellence and shared accountability throughout the school community. This will ensure we develop inquisitive, independent and confident young people who are equipped with all the skills they need for their lifelong learning journey.

The Headteacher is our leader of learning. They:
• Set the overall learning strategy for the school, working with the Governing Body;
• Deliver the overall learning strategy in collaboration with the staff;
• Ensure our Raising Achievement Plan is based on robust self-evaluation, and then ensure it is delivered, with clear impact on school improvement;
• Take ownership of the school’s core purpose of developing inquisitive, independent and confident young people who are equipped with the skills they need for their lifelong learning journey;
• Know what outstanding teaching and learning looks like for St John’s;
• Lead development of our creative and innovative curriculum;
• Collaborate widely, bringing external ideas and challenges to the school to aid in development, with the aim of enabling every child to reach their full potential;
• Draw on a broad range of assessment information to monitor progress and improve attainment;
• Are the external face of the school in our community, ensuring good communication between the school and everyone with whom we work.

The Headteacher is responsible for running an effective academy. They:
• Have responsibility for promoting and safeguarding the welfare of pupils at the school;
• Share responsibility with the Governing Body for the sustainability of the school, and take the lead in financial control, working with the Business Manager and other staff;
• Set and monitor the school’s financial framework to support our educational aims and maintain high standards of probity, ensuring the school remains in compliance with the Education Funding Agency’s financial regulations and our Funding Agreement;
• Fulfil the role of Director of St John’s Academy Trust, as well as a member of the Governing Body;
• Are responsible for the development of a high quality team of staff. This includes inspiring all staff to investigate and execute new ideas and share their expertise for the improvement of the school;
• Ensure the school manages staff performance effectively;
• Review teaching and learning methodology with staff, encouraging and enabling staff to meet the demands of curriculum development and their own performance management targets;
• Demonstrate a strong commitment to their own professional development;
• Ensure compliance with all statutory requirements.

The Headteacher contributes to the success of every school in our umbrella trust. They:
• Are a Director of the OPEN Umbrella Trust working with other Headteachers and Chairs of Governors. They share accountability for performance across the whole Trust;
• Offer support and challenge across the Trust as part of our school-led approach to improvement, based on peer review;
• Undertake collaborative annual school improvement assessment with each school in the Umbrella Trust;
• Support other schools in the Trust with Headteacher Performance Management;
• Build staff networks across all schools in the Trust for peer support and development;
• Undertake any other reasonable duties requested by the Governing Body and Directors of the Trust.

“Produce children who want to go to school and have a strong ethos to learn”

This job description should be read alongside the requirements of the DfE’s School Teachers’ Pay and Conditions Document 2013, which sets out in greater detail the general requirements for headteachers and the standard terms of their employment.
# Person specification

**Personal** General attributes that underpin a candidate’s ability to lead St John’s Primary School

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<td>Qualified Teacher Status.</td>
<td>NPQH qualification.</td>
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<td>Degree-level qualification.</td>
<td>A strong commitment to teamwork and collaboration in the development of the school. Record of effective delegation.</td>
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<td>Senior leadership experience in a primary environment that demonstrates ability to raise performance.</td>
<td>Strong commitment to personal and staff development as a route to improving the school as well as their own career.</td>
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<td>Excellent communication, presentation and interpersonal skills that allow them to interact with a wide range of people.</td>
<td>Experience of multiple approaches to raising pupil attainment and progress.</td>
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<td>Able to evaluate complex data.</td>
<td>Involvement in the wider debate about effective primary education.</td>
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<td>Shares a vision of school-led development through an innovative curriculum that delivers both academic performance and a love of learning.</td>
<td>Commitment to work-life balance.</td>
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<td>Demonstrates high levels of integrity and tact in their work.</td>
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**Leader of learning / Contributing to the wider trust**

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<td>Can clearly articulate their vision of what outstanding learning and teaching looks like.</td>
<td>Ability to use the whole school to drive development.</td>
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<td>Demonstrable record of raising attainment.</td>
<td>Not held back by a fear of failure.</td>
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<td>Evidence of commitment to school-led development, including an ability to engage in critical self-analysis.</td>
<td>Willingness to harness new and emerging theories and technologies to improve the school.</td>
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<td>Ability to develop curriculum strategy for the school – and support staff to deliver it.</td>
<td>Sound understanding of corporate governance and the role of Governing Bodies.</td>
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<td>Understanding of the importance of nurturing activities in underpinning the development of children.</td>
<td>Experience of teaching in more than one key stage.</td>
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<td>Ability to focus and motivate a group of staff around a shared goal.</td>
<td>Understanding/experience of the challenges of supporting specific groups.</td>
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<td>Has demonstrated the ability to be open, collaborative and participatory with peers, which is important to achieving the best from our umbrella trust.</td>
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**Running an effective academy**

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<td>A strong commitment to the welfare of every child and staff member, with a particular focus on the protection of vulnerable individuals.</td>
<td>Experience of taking a lead role on safeguarding.</td>
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<td>Understanding of the budget process and aligning the school’s budget with educational goals.</td>
<td>Record of strong time management.</td>
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<td>Experience of managing and developing a range of teaching and non-teaching staff.</td>
<td>Familiarity with the position of academy schools, and the freedoms and challenges they face.</td>
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<td>Commitment to rigorous, honest and supportive performance review.</td>
<td>Can use resources creatively to achieve the aims of the Raising Achievement Plan.</td>
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<td>Understanding of, and commitment to, high-quality learning behaviour throughout the school.</td>
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Selection process

Safeguarding
St John’s 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 interview.

School visit
We encourage all applicants to make a school visit, which can be arranged by contacting Mrs Katie Hall, School Business Manager.

Applications
Please complete the application form which is available online or contact the school office for a copy.

Closing date
Applications must be received by 4pm on Monday 17th March. Emailed applications should be sent to office.2567@ocnmail.net
Shortlisted applicants will be informed by Thursday 20th March.

Interviews
These will take place over 2 days on 1st and 2nd April. 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 taking up her new appointment after Easter. We are in the process of appointing an Acting Head for the remainder of this academic year. Our intention is that our new Headteacher will take up the post by September 2014.

Pay scale
The pay scale for this post is L14 to L20.

Contact information
Mrs Katie Hall
(School Business Manager)
St John’s Primary School
St John’s Road
Wallingford
OX10 9AG
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office.2567@ocnmail.net
www.stjohnswallingford.org.uk

“The children have a voice – in their topics, learning and progress”

“A place where as a parent I am welcome and invited to participate”
Wallingford is a small market town on the Thames between Oxford & Reading. It has a growing population of about 10,000 with more homes due to be built in the near future. With its ancient history, open spaces and regular community events, it is a desirable place for families to bring up their children. The annual Bunkfest, a folk music festival, draws increasing numbers to the town each year. There are also other community events throughout the year, usually based around the Market Place or Kinecroft in the centre of Wallingford. The Hithercroft Sports Park, river, Castle Meadows and outdoor swimming pool (summertime only) provide a wide range of sporting and recreational opportunities.

St John’s is the oldest primary school in Wallingford. We celebrated our centenary in 2010. There is also an infant school and junior school in the town and Wallingford School, the secondary school where most of our children will continue their education. In addition to our role as a founder member of OPEN, St John’s continues to be part of the local Wallingford partnership of schools that connects Wallingford School and the seven feeder primary schools.

For more information on Wallingford: http://www.wallingford.co.uk/

“Strong sense of community and being part of a team”