

St. Thomas' C of E Primary School Headteacher Application Pack



At St Thomas' education is about children experiencing the joy of discovery, solving problems, being creative in writing, art and music, developing their self-confidence as learners and maturing socially and emotionally in a safe, secure environment with an ethos based firmly on British, Christian values. St Thomas' will combine high standards with a broad and rich curriculum. Education will be the fusion of excellence and enjoyment. Children learn better when they are excited and engaged, when there is joy in what they are doing, they learn to love learning

Position: Headteacher
Required for: September 2020
Location: St. Thomas' CofE Primary School
Salary Range: £56,434 - £64,736

The successful candidate will be required to commence on 1st January 2020 as a Headteacher Designate to work in conjunction with the current Headteacher until they leave on 31st August 2020. The commencing salary for the Headteacher Designate will be £56,434.00.

As a result of our exceptional Headteacher's wish to retire in August 2020, the Governors of St. Thomas' Church of England Primary School are seeking to appoint an inspirational Headteacher that has the drive to deliver our school's vision to provide an excellent academic, social and spiritual education.

We are looking for a Headteacher who:

- Is a confident leader, committed to sustained improvement within a growing school
- Is passionate about teaching and learning and believes in developing the true potential for each of our children
- Is an exemplary role model with strong leadership and organisational skills
- Has the ambition, desire and dedication to maintain and strengthen relationships with parents and other agencies in the wider community
- Understands the Christian ethos on which the school is built and is committed to building strong links with St. Thomas' Church
- Can nurture, inspire, challenge and motivate pupils and staff alike

A visit to the school will be included as part of the process for shortlisted candidates. If you would like to pay an informal visit to the school before submitting your application, please contact the Headteacher on 0161 480 4742 to arrange this.

Visit our website: www.st-thomas.stockport.sch.uk

Applications must be completed on the form provided and submitted electronically to hrclientrelations@stockport.gov.uk. Please note applications / supporting documents should not be in PDF format.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be expected to complete a Disqualification Declaration.

The successful applicant's appointment will be subject to satisfactory pre - clearance including a Disclosure and Barring Service check.

Closing Date: Monday 17th June 2019 (9am)
Shortlisting: Tuesday 18th June 2019
Interviews: Monday 24th and Tuesday 25th June 2019

APPLICATION PACK CONTENTS



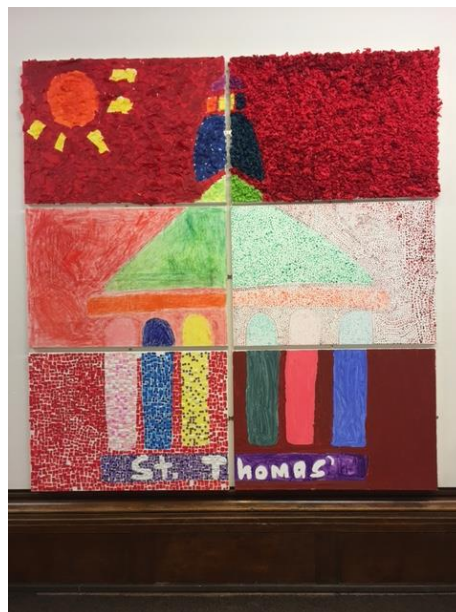
Letter from Chair of Governors



Job Description



Person Specification



Letter from the Chair of Governors

May 2019

Dear Applicant,

On behalf of the pupils, staff, parents and governors I would like to thank you for your interest in the post of Headteacher at St Thomas' C of E Primary School. The vacancy has arisen due to our current Headteacher, Jill Gray, retiring in August 2020.

The Governing Body is now seeking to appoint someone to initially be a Headteacher Designate for two terms from January 2020 to August 2020 before taking up position as Headteacher in September 2020. The Governors are seeking someone who can build on the good practice and improved standards achieved in recent years, whilst bringing a fresh perspective to take the school forward in the years ahead.

At St Thomas' we create a happy, positive atmosphere in which the children feel confident, secure and challenged. We are an inclusive school and welcome children from all backgrounds regardless of race, nationality, gender, sexual orientation, social background, disability and academic ability. We celebrate all of our children's achievements and place equal value on the social and emotional development of our children as we do their academic achievements. We are looking to appoint someone who has a strong commitment to the Christian faith and will continue to promote and develop Christian values and the school's links with St Thomas' Church and Chester diocese.

We have a dedicated staff who are committed to providing a broad and rich curriculum that facilitates children experiencing the joy of discovery, problem-solving, being creative in writing, art and music, developing their self-confidence as learners and maturing socially and emotionally in a safe, secure environment.

More information can be found on our website www.st-thomas.stockport.sch.uk. You are also warmly invited to visit our school prior to applying. Appointments can be made by contacting the Headteacher on 0161 480 4742.

I would like to thank you again for your interest in the post and look forward to receiving your application.

Yours sincerely,

Roger Salt
Chair of Governors

Job Description

Job Title: Headteacher
Department: St. Thomas' CofE Primary School

Directorate: Services to People
Salary Grade: £56,434 - £64,736

Post Reports to: Stockport's Director of Education Services and to the **St. Thomas' CofE Primary School** Governing Body in matters within their responsibility.

The Headteacher will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Department for Education and Skills and the Governors may make.

Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

Headteachers:

- Effectively manage teaching and learning
- Promote excellence, equality and high expectation for all pupils
- Provide vision, leadership and direction
- Evaluate school performance and identify priorities for continuous improvement
- Deploy resources to achieve the school's aims
- Carry out day-to-day management, organisation and administration
- Secure the commitment of the wider community
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils
- Work effectively with the school's Governing Body

Qualities and Knowledge:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

Pupils and Staff:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice

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, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish 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.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- 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.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The Self-improving School System:

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Person Specification

Job Title: Headteacher – St Thomas' CofE Primary School

Directorate: Services to People

Attributes	Competency	SCORE				Essential or Desirable	Selection Method App or Int
		0	1	2	3		
RELEVANT EXPERIENCE	Record of successful Headship, Deputy Headship or Assistant Headship experience within the primary phase					Essential	A & I
	Teaching experience in all Primary Key Stages					Desirable	A & I
	Excellent classroom practitioner					Essential	A & I
	Proven track record of raising educational standards					Essential	A & I
	Experience of development of effective relationships with children					Essential	A & I
	Experience of leadership in school development planning, self-evaluation and monitoring					Essential	A & I
	Experience of building links and working with parents and the wider community					Essential	A & I
	Experience of financial budgeting and expenditure					Essential	A & I
	Experience of promoting the professional development of school staff					Essential	A & I
	Experience of recruitment and selection					Essential	A & I
	Experience in the use of a range of tools and evidence including performance data to support, monitor, evaluate and improve all aspects of school life					Essential	A & I
EDUCATION & TRAINING	Qualified Teacher Status					Essential	A
	Evidence of recent training including leadership, management skills and other Continuous Professional Development					Essential	A

Attributes	Competency	SCORE				Essential or Desirable	Selection Method App or Int
		0	1	2	3		
KNOWLEDGE OF:	All Key Stages within primary education					Essential	A & I
	The principles of effective teaching and assessment for learning					Essential	A & I
	The principles of funding within a Primary School					Essential	A & I
	Primary and Curriculum Development					Essential	A & I
	Current trends in primary education					Essential	A & I
	The legislation and requirements relating to the safeguarding of children and other legal issues					Essential	A & I
UNDERSTANDING OF:	How to deliver a creative and personalised learning experience					Essential	A & I
	Effective school governance					Essential	A & I
	The benefits of working with other agencies for the well-being of all pupils					Essential	A & I
	The use of appraisal in promoting and sustaining whole school improvement					Essential	A & I
SKILLS:	Proven leadership and management skills					Essential	A & I
	Effective communication and delegation skills					Essential	A & I
	Competent in the use of IT communication technologies					Essential	A & I
	Promotion and development of distributed leadership					Essential	A & I
	Excellent working knowledge of performance data relating to primary schools					Essential	A & I
	Strong inter-personal skills					Essential	A & I
ADDITIONAL FACTORS	A commitment to maintain and develop effective relationships with parents, carers, governors and the wider community					Essential	A & I
	The capacity to provide the vision to inspire, challenge and motivate the whole school					Essential	A & I

Attributes	Competency	SCORE				Essential or Desirable	Selection Method App or Int
		0	1	2	3		
ADDITIONAL FACTORS CONT'D	Promote and develop the Christian character of the school and its links with St. Thomas' Church and the Chester Diocese					Essential	A & I
	A commitment to support extra-curricular activities					Essential	A & I
	A commitment to be a member of the Governing body					Essential	A & I
	A commitment to working within the local cluster of schools					Essential	A & I
	Recognition of the potential of the whole school workforce					Essential	A & I
	A commitment to promoting the school					Essential	A & I
	To understand and support Stockport Council's diversity policy					Essential	A & I
	To meet Stockport Council's standard of attendance					Essential	A & I

St. Thomas' C of E Primary School

