



The Federation of Antrobus St Marks and Great Budworth CE (A) Primary School
Headteacher: Mrs S Finney

Telephone: ASM 01606 288 800
Telephone GB 01606 891 383

Headteacher

Required Date: to start 1st September 2021
L12 to L18 (£55,338 - £63,508)
Full time, permanent post

The Governing Board is seeking to appoint a new leader to the Federation of Antrobus St Mark's and Great Budworth Church of England Primaries

The successful candidate will:

Lead both our schools, building on the Federation's strong foundation, to ensure our continued success in providing an exciting curriculum that enables every pupil to reach their full potential. Our Governors are looking for an experienced leader with good financial judgement. Our Staff want someone who will inspire them to build on their strengths, supports their wellbeing and who understands the challenges of mixed aged teaching. Our pupils want a happy, friendly and fun Head who will inspire them to learn and who loves God. Our parents want someone who is approachable and communicates well and who will keep the small school family feel that both our schools currently enjoy.

Federation context:

Our Federation, which was formed a few years ago, consists of two small Church of England primaries in the heart of rural Cheshire. We have preschools at both schools, as well as wrap around care. Both schools have mixed aged classes, with PANs of 12 and 15. Our staff team works across both schools, with Deputies at each. The schools each have their own unique feel, but both are underpinned by the Christian ethos which permeates all aspects of our school life.

Application forms and further details can be obtained from and returned to: The School Governance Team, e-mail: schoolgovernance@edsential.co.uk

Closing date: 12 noon on Monday 1st February 2021

Interview dates: Monday 22nd and Tuesday 23rd February 2021

These dates are subject to change if necessary due to COVID-19 restrictions.

School visits: Subject to current restrictions, we hope to be able to show shortlisted candidates around both schools during the week beginning 8th February 2021.

The Federation of Antrobus St Mark's and Great Budworth Church of England Primary Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

**Federation of Antrobus St Mark's and Great Budworth
Church of England Primary Schools
Headteacher Job Specification**

The Core Purpose of the Headteacher of our Federated Church schools

The headteacher is the prime leader in creating, inspiring and embodying the Christian character and culture of our Federation, living out its vision statements with all members of the school communities and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential and “live life in all its fullness” (John 10:10).

You will provide professional leadership and management for the school within the context of the Trust Deed and the Church of England's vision for education. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success you must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. You must establish a culture that promotes excellence, equality and high expectations of all pupils and staff within a strong Christian ethos. In leading our church schools, you will ensure that they are educating for wisdom, knowledge and skills; for hope and aspiration; for community and living well together; and for dignity and respect (Church of England's vision for education).

You will be the leading education professional in the Federation. Accountable to the governing board, you will provide, leadership and direction for the schools and ensure that they are managed and organised to meet their aims and targets.

Working with others, you will be responsible for evaluating the Federation's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the schools' aims in accordance with their mission statements, and for the day-to-day management, organisation and administration of the Federation.

Working with and through others, you will secure the commitment of the wider community to the schools by developing and maintaining effective partnerships with, for example, local churches, local and wider diocesan schools, other services and agencies for children, the Local Authority, Diocesan officers, higher education institutions and employers. Through such partnerships and other activities, you will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Main Duties

Qualities and Knowledge

Within the Federation's Christian character the Headteacher will:

- Hold and articulate a clear Christian vision, founded on Christian values and moral purpose, focused on providing a world-class education for the pupils they serve ensuring they grow in wisdom.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parishes and members of the local communities.
- Lead by example - with integrity, creativity, resilience, clarity and spirituality - drawing on their own scholarship, expertise, skills, and wisdom 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 that reflects the needs of Church of England schools.
- Work with political and financial astuteness, within a clear set of principles centred on the Federation's Christian vision, ably translating local, Diocesan and national policy into the Federation's context.
- Secure knowledge and understanding of church school distinctiveness, keeping up with national and diocesan developments and, in particular, ensure high quality RE and collective worship.
- Communicate compellingly the church school's vision and drive the strategic leadership, empowering all pupils and staff to excel in their pursuit of wisdom.
- Lead creative Christian collective worship that engages with each school's unique Christian vision and values enabling their communities to flourish and grow spiritually.

Pupils and Staff

Within the Federation's Christian character the Headteacher will:

- 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 our Federation and other schools, drawing on and conducting relevant research and robust data analysis.
- Create a Church School character 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 within the Christian character of the school.
- Establish, promote and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups' languages and ethnic groups.
- Act as a spiritual as well as professional leader to staff and pupils.
- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.

Systems and Process

Within the Federation's Christian character the Headteacher will:

- 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 within a Christian context.
- 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 as they develop self-worth and an understanding of the worth of others.
- 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 the Federation's strategy and hold the head teacher 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 Federation's sustainability and its Christian character.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities, are given the opportunity to innovate and who hold each other to account for their decision-making.

The Self-Improving School System

Within the Federation's Christian character the Headteacher will:

- Create an outward-facing church school which works with other schools and organisations, including the Diocesan Education team and Diocesan schools- 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, parents/carers and the church community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well-evidenced research to self-regulate and improve the schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development appropriate to the church school context for all staff at within the Federation.
- 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 the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education in human flourishing.

Accountability

The Headteacher will:

- Provide information advice and support to the governing board to enable it to meet its responsibility for securing the church school foundation, effective teaching and learning, improved standards of achievement and value for money.

- Lead on compliance and regularity changes such as GDPR or other statutes.
- Present an account of the school's performance in a form appropriate to a range of audiences – governors, parents, Diocese, local community, OFSTED, the Local Authority.
- Ensure that parents and pupils are well informed about the wider curriculum and targets for Improvement.

Community

The Headteacher will, with the support of the governing body:

- Promote a close relationship with local churches and facilitate appropriate use of school premises.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.
- Work closely with the Governing Body to promote both schools within the local area, attracting new families to join our schools whilst retaining their unique identities and appeal as small schools.

Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence for Headteachers, but does not exclude other duties which may be undertaken to ensure the efficient operation of the Federation. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

**Person Specification
Headteacher**

Federation of Antrobus St Mark's and Great Budworth Church of England Primary Schools

The Person Specification is a picture of the skills, knowledge and experiences needed to carry out the job.
Evidence will be assessed in the shortlisting and interview process for this post.

Requirements	Essential	Desirable
Faith Commitment	<ul style="list-style-type: none"> Fully committed to leading the Federation's Christian values and able to promote and further develop links between the parish churches and schools Has an understanding of the importance of collective worship and RE in church schools Experience that can be used to bring strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the Federation, whilst maintaining the unique identity of each school 	<ul style="list-style-type: none"> A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland A committed Christian who is an active member of the church he/she attends Has an understanding of how relationships should be fostered and developed between the schools, local Churches and their communities and the Diocese
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Evidence of recent personal and professional developments. NPQH and/or CEPQH
Experience	<ul style="list-style-type: none"> Substantial and successful experience in a senior leadership role including curriculum development, monitoring and assessment Experience of working effectively and in partnership with Governors, parents and the wider community 	<ul style="list-style-type: none"> Successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils Evidence of managing or making a substantial contribution to the effective management of change. Experience of developing further systems for school self-evaluation, effective monitoring and inspection.

Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school • Knowledge of the statutory requirements and other relevant legislation relating to school leadership, management and governance • Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding. • Ability to work under pressure, determine priorities and meet deadlines, communicating effectively to all stakeholders • Ability to help create and maintain a school that ensures the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils 	<ul style="list-style-type: none"> • Ability to inspire and motivate others leading with optimism, continually building and developing positive relationships, whilst working under pressure • Ability to manage and monitor budgets and deploy human resources. • Ability to access and analyse relevant data and to use this information to set priorities and determine school action
Leading Learning & Teaching	<ul style="list-style-type: none"> • In-depth knowledge of EYFS and Key Stages 1 & 2. • Ability to motivate and engage pupils to maximise learning opportunities and outcomes, ensuring equal opportunities for all • Ability to secure excellent pastoral care, behaviour and good attendance for all • Understanding of effective financial management across all aspects of school life 	<ul style="list-style-type: none"> • An outstanding classroom practitioner, who will lead by example and inspire and challenge staff to improve and develop. • Knowledge of how assessment strategies, data analysis and target-setting are used to inform learning in order to help all pupils make progress • Engaged in the use of performance appraisal, performance related pay and managing effective professional development
Leadership & Accountability	<ul style="list-style-type: none"> • An excellent communicator, diplomatic, confident and able to quickly build trust with all stakeholders 	<ul style="list-style-type: none"> • Ability to deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict • Plan, organise and exercise sound judgement and communicate and delegate effectively • Committed to working with the Governing Body, LA and Diocese to enable it to meet its statutory responsibilities

Safeguarding	<ul style="list-style-type: none"> • An understanding of and commitment to safeguarding and promoting the welfare of children • Ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection 	
Personal attributes	<ul style="list-style-type: none"> • Ability to prioritise and manage time appropriately, being able to work under pressure and in changing circumstances • Demonstrates enthusiasm for, and commitment to, the role; along with reliability, integrity and a passion for education. • A highly visible role model who inspires confidence and trust through a diplomatic approach to all stakeholders • Able to present an accurate and understandable account of the school's performance to stakeholders, including governors, the Diocese, parents and external bodies such as Ofsted and SIAMs 	<ul style="list-style-type: none"> • Commitment to participate in school and community activities • Is self-motivating, able to delegate and achieves challenging professional goals.



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A letter from the Chair of Governors

Thank you for your interest in applying to the position of Headteacher for our Federation. We are two small Church of England schools based just over 2 miles apart in the heart of rural Cheshire. Our current head is leaving to retire, following a period of exceptional service to our school communities. We are now looking for someone who will excel in leading us forward. You will be building on strong foundations – we are in a good position financially, we have a committed staff team and have been judged Outstanding and Good by SIAMs and Ofsted respectively. Our governing body is experienced and supportive and we believe wholeheartedly in living out both schools' Christian mottos in the way that we guide, challenge and encourage the Head, the staff, the pupils and their families.

This is an exciting and unique opportunity for an individual who would like to progress their career, heading up two schools. Whilst our Federation underpins our strategic planning, each school has its own identity and our pupils, along with their families, feel a strong attachment to their particular school community. Many of our parents have chosen our schools over and above a school closer to their home. They see the appeal of our picturesque rural settings, our close links with the parish churches, our high staff to pupil ratios and our strong family feel, as very attractive. Our parents are engaged in their child's learning and have high expectations.

Our pupils are friendly, articulate and keen to learn. They thrive on the varied curriculum and additional experiences that our staff team work so hard to provide. The children are keen to live out their understanding of the Christian faith. They respect each other, the staff and their immediate and wider environment. We are particularly proud of how well they make the extra effort to welcome new pupils, including them straight away without question. They are thoughtful when mistakes are made and quick to say sorry and forgive. We are not the most diverse of schools, but our children are keen to learn about the wider world and to see other people in the light of Jesus' words to "love your neighbour".

Each school has its own strengths, but also has areas that would benefit from a fresh pair of eyes. We hope that you will be able to lead, motivate and challenge with gentleness to bring out the best in every member of staff and to help each pupil

achieve to their full potential in as wide a range of subjects as possible. Our current Head has led with a grace filled heart when dealing with staff, pupils and parents and we value the opportunity that has been given for each child and staff member to learn and develop through their experiences.

If you feel that you can balance the demands of managing and growing two schools, building on the strengths of the Federation and keeping everyone safe, whilst not losing sight of the unique feel that each school has, then we would really like to hear from you. Please complete the application form and covering letter, which should be no more than three sides of A4, in Arial point 12. As it is not currently possible to visit our school buildings, we hope that we have provided sufficient information for you. However, if you have any questions, we would be happy for you to contact us. All candidates who are shortlisted for interview will, subject to restrictions at the time, be able to visit both schools prior to the interview days.

We look forward to hearing from you,

Mrs Teresa Nixon
Chair of Governors



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A letter from the current Headteacher

“Do not go where the path may lead, go instead where there is no path and leave a trail.” Ralph Waldo Emerson

This sums up my role as Headteacher, setting up this new Federation some four and a half years ago now. I can't lie, it is a challenge and many is the time you have to think 'outside the box.' But with that challenge comes huge fulfilment and satisfaction.

I have had to be highly organised but willing to change all my plans at short notice. Forward thinking and planning allows you to appear to be in 2 places at once, eating 2 Christmas lunches, attending all Church services, plays, meetings and events! All important in their own way for building up and cementing your relationship with the stakeholders. Walking the Daily Mile every day keeps me in touch with so many things: the children and through them, their families, general behaviour, grounds maintenance, drainage, tree surgery and all the other jobs that you will become an expert in over time.

We have built up a strong team across the 2 schools. Staff are loyal, hardworking, and willing to come on the journey of new ways of working. The children are delightful, the Governors supportive, strong and experienced.

The schools are highly regarded by both the Diocese and the Local Authority and they are close working partners.

In summary, if you like to be challenged, have lots of stamina, are creative and bold with your ideas, this is a perfect opportunity for you. The Federation is established but full of potential for moving forward onto the next stage. There will be many blessings ahead for the successful candidate.

Mrs Sandra Finney
Headteacher



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A letter from the Vicar

The association with, and connections between, the two schools and their respective parish churches go back for some considerable time and, since the Federation of the two schools, these relationships have been strengthened and deepened.

Both schools are regular visitors to the churches, not just for formal occasions such as Easter and Christmas Services and end of year services, but also for more informal visits in classes and so on. In Great Budworth the younger pupils have over the last few years been regular attenders at the bi-monthly "Play and Praise" Services, and of course collective acts of worship are held regularly in each school during term time. They are led by members of the Ministry Teams of both churches and also by members of the Governing Body. Regular all age services are held at both churches and school families are warmly encouraged to attend.

There is a strong Christian ethos in each school, and this is at the core of the values and vision of each school. Each of the schools has in addition a very strong link with the local community, including other local churches, and this is part and parcel of that ethos and vision.

The last year has of course been extremely challenging, but new and innovative ways of engaging with the schools, mostly through online resources, have been undertaken, and the contact between schools and churches has been maintained, albeit in a slightly different form.

The mottos of the two schools sum things up rather well:
"By God's grace, we learn to love and love to learn" and
"Hand in hand with God, we live, love and learn together."

The Revd Alec Brown
Vicar of Great Budworth and Priest-in-Charge of Antrobus
Ex-officio member of the Governing Body.



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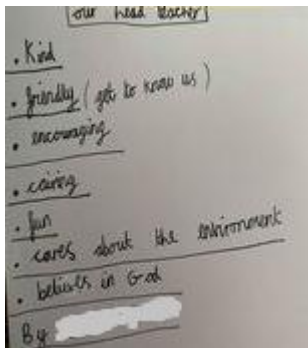
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We asked our stakeholders what they were looking for from our new Headteacher. These are the responses that we had.

Thoughts from our pupils

- "I would like our school traditions to be kept, like the church services, the maypole dancing and the elf days."
- "I would like someone who is nice, kind and helpful, who likes saying hello and chatting to the children."
- "Someone who loves Jesus."
- "I would want them to be kind, respectful, keep me safe and be helpful and caring."
- "Someone who is enthusiastic about learning."



- "I would like someone musical, helpful and happy. I think they should care about God."
- "I would like someone who is quite sporty and likes art. I think they should be kind and like to have a laugh. I think they should be firm but fair with everyone."
- "They should be fun, kind and hears all sides of the story before shouting. They should like drama lessons but doesn't cause drama."

Thoughts from our staff

- "Willingness to embrace the 'family' ethos and unique character of our Federation"
- "Knows the staff and plays to our strengths."
- "Forward thinking, creative approach to problem solving – e.g., how to deal with huge variation in cohort sizes."
- "Best interests of the children at the heart of everything."

- "Knowledge and/or experience of mixed age classes and the associated challenges for teachers."
- "Supports the wellbeing of staff wherever possible - no 'work for work's sake' or 'box ticking'."

Thoughts from our parents

- "The head must show a warmth and desire to get to know the children. Our school has a family feel which is at the heart of what makes it so unique – neither children nor parents would wish for that to change."
- "The head must have good lines of communication with parents."
- "A head that listens, has empathy and understanding. They must be approachable for both the children and parents."
- "The head must believe in and lead the process that allows the children to feel happy, safe and confident."
- "They should have faith in the team around them and know that all staff buy into and take forward the ethos and vision of the school".
- "Someone who is able to lead and support the current team, with a good clear vision, and when needed makes the necessary changes to ensure the school continues to go from strength to strength."
- "The head must be seen regularly around the school, whether it be welcoming the children in the morning, or simply asking them if they have had an enjoyable weekend. Time is very precious and seeing a head taking the time to talk to pupils is a positive sight."
- "A primary school environment is very important as this is the basis for a child's grounding in life. They need to feel loved, supported and challenged, but not pushed. Results are important, but it is more important that my child wants to attend school every day. They need to learn basic skills like friendship, respect and believing in themselves."
- "The Head must believe in the Christian ethos of the school and be able to personally live this out in order for the Christian message to be seen as genuine, accessible and accepting."
- "Approachable, understands a village school, good listening, and prompt responses to issues as they arise. Communication between school and home is vital especially during difficult times. Pre-empting and planning for challenges ahead i.e. showing initiative! Understanding and experience with mixed aged classes and rigorous monitoring of progress."
- "Communication is really the key and dedication to making the most of a small school environment. Making sure the strength and weakness every individual child is recognised and that they are encouraged and motivated to achieve their full potential."
- "For me what makes the school special is its Christian ethos and caring family feel that cares about the whole child not just the SATs although academics is important as are sporting opportunities. The head needs to live the Christian ethos, not bring politics into the classroom, value more than just the academics but still ensure that each child finds the challenge that they need. A character who is very kind and understanding but also firm to ensure children learn the right values."
- "I value a head that really wants to support the children in their mental health, look after their needs and their staffs needs and wants the staff to work well as a team ensuring they are happy and therefore happy to work at the school in their team. Someone who is approachable and able to be spoken to by parents not just lock themselves in their room."