



Caring and Achieving

All Saints' CE (VC) Primary School



Head of School Candidate Brochure



All Saints' CE (VC) School

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All Saints' CE (VC) Primary School

Welcome from CEO

Dear Candidate

Thank you for your interest in the post of Headteacher at All Saints' CE Primary School.

All Saints' will become part of St Bartholomew's CE Multi Academy Trust on 1st February 2020. The School has worked very closely with St Bartholomew's Teaching School Alliance and MAT since September 2018. This has included extensive CPD at all levels, the secondment of outstanding teachers and leaders and enhanced opportunities for all children and staff.

At St Bartholomew's CE Multi Academy Trust, the child is placed firmly at the centre of all that we do. The Trust was formed on 1st September 2016 with St Bartholomew's CE Primary School being the founding Academy. This flagship school has been judged to be Outstanding (Ofsted 2009 and 2014) and is a National Teaching School.

Along with All Saints' our growing Trust includes Woodfield Primary School (Penn) and St Benedict Biscop CE Primary School (Wombourne).

We offer multiple opportunities for professional development and further career progression across the Trust, and the successful candidate will be supported by outstanding Senior leaders including Rachael Kilmister (Head of School Improvement for the Trust) and myself, Katy Kent (CEO and a National Leader of Education).

St Benedict Biscop CE Primary School and Woodfield Primary School joined the Trust in December 2016 and September 2017 respectively. All schools in our Trust now have attainment that is significantly above the national figures at the end of KS2 and progress that is mostly above average.

The successful candidate will be joining us at a very exciting time and we are seeking an inspirational leader who has a proven ability to continue raise standards across EYFS, Key Stage 1 and Key Stage 2 whilst always keeping the child at the centre of all decisions.

All Saints' CE Primary School serves the rural village area of Trysull on the outskirts of South Staffordshire. Many children attend from the villages of Trysull, Seisdon and Wombourne. It is a happy, caring, smaller than average school with 0.5 form entry, resulting in four mixed aged classes

across the school. The behaviour for learning is consistently outstanding and the delightful children are polite, interested and courteous. The school has a lower than average percentage of disadvantaged children and a below average proportion of SEND children. Many of our children are more-able and have the potential to be working significantly above age related expectations. This is a very happy school, which is very well supported by parents.

The school was judged to be Outstanding in May 2009. I look forward to the new post-holder joining our team and working in collaboration with me and our outstanding leaders across the Trust; ensuring that each and every child at All Saints' CE Primary School receives the very best educational opportunities – as this is what all children deserve. St Bartholomew's CE MAT is a growing and successful Trust that will provide future promotional opportunities through our Teaching School Alliance status as well as potential Headship opportunities in larger schools and opportunities for Executive Headship that may arise in the future. The future is very bright for All Saints' CE Primary School and we look forward to the successful candidate joining us on this exciting and rewarding journey.

Please arrange a visit to our school so you can meet our delightful children and discuss the intricacies of this role further with me. I look forward to meeting with you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katy Kent', written in a cursive style.

Katy Kent
CEO, St Bartholomew's CE MAT



All Saints' CE (VC) Primary School

Facts and Statistics

Type of school	Primary School with Nursery
Age Range	3– 7
Location	South Staffordshire
Co-education or single sex	Co-educational
Year School established	Opening as an Academy 1 st February 2020
Number of children	102
Average class size	30 (mixed year groups, 15 pupils per year group)
Number of teacher staff	4
% of NQTs	0%
% of children on Pupil Premium	3%
% of children with SEND	2%
% of children with English as additional language	0%





All Saints' CE (VC) Primary School

Aims and Values

Our aim is to create a school where children are happy, confident and the best that they can be.

Ambition

We want to instil in our children a sense of ambition, to raise their aspirations to excellence in all areas of a broad and balanced curriculum. Instilling the right attitude to fulfil that ambition is part of our drive to raise standards.



Belief

We want our staff and children to believe that they can achieve anything they set their minds to. Discipline and hard work underpin our belief that all our children can be the best they can be.



Courage

Our children need to have the courage to try new things, the courage to care for others and the courage to attempt the difficult. We want to teach our children to have the courage to make the right choices in a safe and caring environment.





All Saints' CE (VC) Primary School

The St Bartholomew's CE Multi Academy Trust

Vision

Our vision is simple: that all teaching inspires learning and fosters enjoyment and success in its many forms so that the potential of all children within our Trust is realised regardless of their gender, race, beliefs or culture.

Mission Statement

As educators, with a focus on primary age children, it is our responsibility to ensure that all children, regardless of, but pertinent to the school that they attend, enjoy and excel.

We aim to ascertain that the potential of all children within our Trust and the communities within the wider West Midlands region are realised and that this is achieved alongside nurturing a life-long love of learning. As a Trust, it is essential that we are motivated to help facilitate and swiftly achieve changes that will lead to enriched opportunities for our young people, whatever their start point.

We strongly believe that, by working in partnership with schools both within and outside of the Trust along with the wider community, we can utilise the strengths of all those involved, to inspire children and push the boundaries of what is possible enabling them to continue on their successful and enriching educational journey.

Core Values

Through our values, we reflect a Trust that can be relied upon in all respects, and one we can be proud to work for.

These values help build our common culture and guide us in all our decisions. Established forms of co-operation between staff, children, authorities and the wider community will reflect our basic values:

- Respect
- Inclusivity
- Passion
- Integrity
- Grace



Ethos

The starting point for learning at the Trust is a positive, child-centred ethos and climate of respect and trust based upon shared values across the school community within the Trust.

Our distinctive Christian nature permeates all aspects of school life and our core values listed above are at the heart of school life and learning. This shared set of values allows us to remain child-centred and standards driven, modelling behaviour which promotes effective learning and well-being within the Trust and the wider West Midlands region.

Through a thorough analysis of all available evidence, we aim to provide interventions and CPD wherever necessary to guarantee that all children within the Trust are reaching their emotional and academic potential.

Excellent teaching and learning starts in the classroom, with driven, enthused and knowledgeable practitioners, thus leading to inspired and motivated children.



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Job Description

Grade/Salary Scale	L6 - L12 – (Potential enhancement for an exceptional candidate)
Closing Date	Monday 27 th January 2020
Interview Dates	Wednesday 12 th – Thursday 13 th February
Job Start	September 2020
Main Purpose	<p>The Headteacher will:</p> <ul style="list-style-type: none">• Promote and support the vision and direction of All Saints' CE (VC) Primary School by providing the day-to-day leadership that will enable it to build on its current success and provide high quality education for its children.• Lead and manage the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.• Be an ambassador for the school and will promote and raise its profile in the local and wider community.• Have strategic responsibility for the individual school and will support the vision and direction of the Multi Academy Trust to enable the provision of high quality education for all its pupils.• Undertake any other reasonable requests made by the CEO.
Key responsibilities	<p>The Headteacher will strive to undertake the professional duties of a Headteacher, as set out in the National Standards for Headship.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Establish high quality education by leading teaching and learning, having high aspirations and developing all staff.• Be the leading professional in the school.• Be accountable to the Local Governing Board and the CEO.• Provide vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and ambitions established by the governors and the community the school serves.• Be responsible for monitoring and evaluating the school's performance and identifying priorities for continuous improvement. Priorities will include raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices.• Deploy resources efficiently and effectively to achieve the school's aims and objectives.• Be responsible for the effective day-to-day management, organisation and administration of the school.• Secure the commitment of the wider community to the school by developing and maintaining effective partnerships.



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	<ul style="list-style-type: none">• Along with the Local Governing Board and the CEO, be responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.
Shaping the future	<p>Working with the Local Governing Board, CEO and Directors, to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Ensure the vision for the school is clearly articulated, shared, understood and effectively acted upon by all.• Demonstrate the vision and values in everyday work and practice.• Motivate and work with others to create a shared, positive culture.• Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.• Work in partnership and collaboration with other schools and early years' providers.• Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
Leading teaching and learning	<p>The Headteacher will have a central responsibility for raising the quality of teaching and learning and for pupils' achievement, setting high expectations and monitoring and evaluating learning outcomes.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.• Ensure that learning is at the centre of strategic planning and resource management.• Establish creative, responsive and effective approaches to teaching and learning which meet identified needs.• Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.• Demonstrate and articulate high expectations and set stretching targets for the whole school community.• Implement strategies that secure high standards of behaviour and attendance.• Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.• Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.• Monitor, evaluate and review classroom practice and promote improvement strategies.• Challenge under-performance at all levels and ensure effective intervention and follow-up action.



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Job Description

Developing self and working with others

The Headteacher will build a professional learning community that enables others to achieve.

The Headteacher will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Manage their own workload and that of others to allow an appropriate work/life balance.

Managing the organisation

The Headteacher will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.

The Headteacher will:

- Create an organisational structure which reflects the school's and Trust's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school, and implement successful performance management processes with all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 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.



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	<ul style="list-style-type: none">• Use and integrate a range of technologies effectively and efficiently to manage the school.• Provide support to other schools within and beyond the Trust, as appropriate.
Securing accountability	<p>The Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, the CEO and the MAT. The Headteacher is legally and contractually accountable to the Local Governing Board/ Directors for the school, its environment and all its work.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Fulfil commitments arising from contractual accountability to the Local Governing Board/Directors.• Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.• Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.• Work with the Local Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities.• Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents, carers and the MAT.• Reflect on personal contribution to school achievements and take account of feedback from others.
Safeguarding children and safer recruitment	<p>All Saints' School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.</p> <p>The Headteacher will:</p> <ul style="list-style-type: none">• Ensure that the policies and procedures adopted by the Local Governing Board/Directors are fully implemented and followed by all staff.• Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.• Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.• Co-operate and work with relevant agencies to protect children.



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Person specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent 	<ul style="list-style-type: none"> • Evidence of further study • NPQH • Management or leadership training 	Application Form
Training and Experience	<ul style="list-style-type: none"> • Successful previous experience as a Deputy head teacher or AHT • Successful previous experience of raising standards with measurable outcomes • Proven track record as a good teacher in EYFS, KS1 and KS2 • Successful previous experience of supporting other members of staff to improve the quality of teaching, learning and assessment • Extensive understanding and expertise in assessment, tracking, recording and reporting • Knowledge and successful experience of how the effective use of data and target setting can raise standards • Understanding of data analysis including ASP, ISDR and FFT • Knowledge of curriculum and assessment for the Primary age range. • Successful experience as a leader of improving the quality of education and outcomes in a school • In-depth knowledge of curriculum development and effective pedagogy • Understanding of successful strategies for school improvement • Up-to-date knowledge and understanding of current educational issues • Proven experience of raising standards. • Responsibility for developing, monitoring and evaluating an aspect of school provision • Experience of leading and managing people and holding staff to account 	<ul style="list-style-type: none"> • Successful previous experience as a Headteacher or Headteacher • Proven track record as an outstanding teacher in EYFS, KS1 and KS2 • Thorough knowledge of the curriculum for EYFS, Key Stage 1 and 2 • Experience of working with a wide range of agencies to develop a full range of Community support • Successful experience of significantly improving the quality of education and outcomes in a school • Experience of working with governors, parents and the wider community • Experience of managing change in schools • Experience as safeguarding lead or senior designated professional • Experience as SENDCo or working closely with the SENDCo. 	Selection Procedure



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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none">• Experience of contributing to self-evaluation and school improvement• Experience of successfully leading training and other staff development activities.		



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Person specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Demonstrate an ambitious vision for the school empowering all pupils and staff to excel • Demonstrate leadership that has decisive impact on the quality of teaching and pupils' achievements • Lead by example – with integrity, creativity, resilience, and clarity • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards children and staff, and towards parents, governors and members of the local community • 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. • 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. • Create an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils. 		<p>Selection Procedure</p>



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Person specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Personal qualities	<ul style="list-style-type: none"> • Positive, enthusiastic and highly motivated • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Integrity, commitment, enthusiasm, energy to persevere and succeed. 		Selection Procedure
Commitment	<p>Must have a commitment to:</p> <ul style="list-style-type: none"> • Supporting the distinctive Christian character of the school and Trust. • Nurture and develop our caring and supportive ethos, in view of our Christian beliefs and practice. • Encourage every child to become self-reliant, responsible, well-motivated and to develop socially, spiritually, morally and spiritually to their full potential. • Prepare and encourage our pupils to take their place in our society whilst appreciating and respecting differences within the world • Preserve and develop, with support from All Saints' Church and Lichfield Diocese, the distinctive Christian character of the school. • Continuing the relentless process of raising standards. • Ensuring children of all abilities reach their full potential. • Have a genuine commitment to equal opportunities. • Involving parents in the life of the school. • Working with School Governors. • Contributing to a self-evaluating school. • Undertaking the demands and challenging workload which a Headteacher post inevitably entails (preferably with a smile). • Working with all Headteachers across the Trust 	A committed Christian	Selection Procedure



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Person specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none">Upholding the Christian nature of the Trust		



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Application Process

For further information or to arrange a School visit please contact:

Katy Kent (CEO) at All Saints CE Primary School:

Office telephone: 01902 894452

kkent@stbartsmat.co.uk

Mobile: 07876 560125



All Saints' CE Primary School, an Academy within St Bartholomew's CE Multi Academy Trust which is a private company limited by guarantee, with charitable status, registered in England and Wales (company number: 10312858) and whose registered office address is at St Bartholomew's Church of England Primary School, Sedgley Road, Penn, Wolverhampton WV4 5LG