



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Headteacher Recruitment Pack

**East Harptree C of E Primary School
&
Ubley C of E Primary School**

Spring 2021



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Message from the Local Governing Body

Dear Applicant

Thank you so much for showing interest in the position of Collaboration Headteacher at East Harptree and Ubley Church of England schools. We enclose some information about the schools and the local communities, which we hope will encourage you to proceed with your application.

The two church schools, within this collaboration, sit at the heart of their communities and play a key role in village life. East Harptree currently has 83 pupils on its roll and Ubley 84 pupils. The schools were both rated as "Good" by OFSTED in 2017 and SIAMS in 2019. In 2018 the schools became a collaboration before both joining The Lighthouse Schools Partnership (LSP) Multi-Academy Trust in 2019.

The Local Governing Body and the Lighthouse Schools Partnership are seeking to appoint a Collaboration Headteacher who is an enthusiastic and ambitious leader who will inspire our pupils and committed staff team, retain the character, vision and ethos of the two schools and build on the existing collaboration between the schools. The Collaboration Headteacher will need to drive forward the development and embedding of a rich creative curriculum, prioritise our 'recovery curriculum' following the pandemic, manage budgets and resources for long-term sustainability and be an active member of our Trust's Headteacher Network. The job description and person specification provide more details about the role.

Our COVID-19 Risk Assessments restrict visits to our schools during the working day but candidates are welcome to visit our sites after school hours to see the environment and pre-application telephone contact with our Trust Chief Executive, Gary Lewis, can be arranged by contacting his assistant on jnorris@lsp.org.uk

Your completed application form with covering letter of not more than two sides of A4 should be returned to HR@lsp.org.uk or LSP HR Department, The Lighthouse Schools Partnership, St Mary's Road, Portishead, North Somerset BS20 7QR by Friday 9 April 2021.

Your covering letter should include your reasons for applying for the role and explain how your skills and experience will equip you for this position. Thank you for your interest in the post and we look forward to receiving your application.

Yours sincerely

Lizzy Lyons and Jan Gibbs

Co-chairs of the Local Governing Body of the collaboration between East Harptree and Ubley Church of England schools



Our Schools

East Harptree and Ubley Primary Schools aim to provide an outstanding level of education for all children, striving for academic excellence, a rich creative curriculum and a wide variety of inspiring and enjoyable experiences. We want our children to feel respected and cared for as individuals as well as being part of a strong and supportive community.

We work in a collaborative way to enable our children to succeed, to celebrate their achievements and to be proud of who they are and what they can contribute to the world, now and in the future. We aim for our children to be independent, resourceful and resilient learners, who are aspirational and confident and care for others and the world around them.



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Church Schools

Celebrating 'life in all its fullness' John 10:10

Christian values are at the heart of everything we do underpinned by the four core values of '**aspiration**', '**dignity**', '**wisdom**' and '**community**'.

Rooted in Bible teachings, our twelve Christian values guide and teach our whole school community on how we can show these principles in our everyday lives. We express our Christian values in all we think, do and say, whilst always respecting people of other faiths or none.

Each term focuses on one value and links with the seasons of the church. We use Roots & Fruits which supports our 'whole school' worship and we celebrate every week with a Christian Value Award.

We invite staff, pupils, parents and the wider community to engage with our termly value through a Home School Value Fact Sheet, notifications in our newsletters, Celebration Assemblies and links with our church family.



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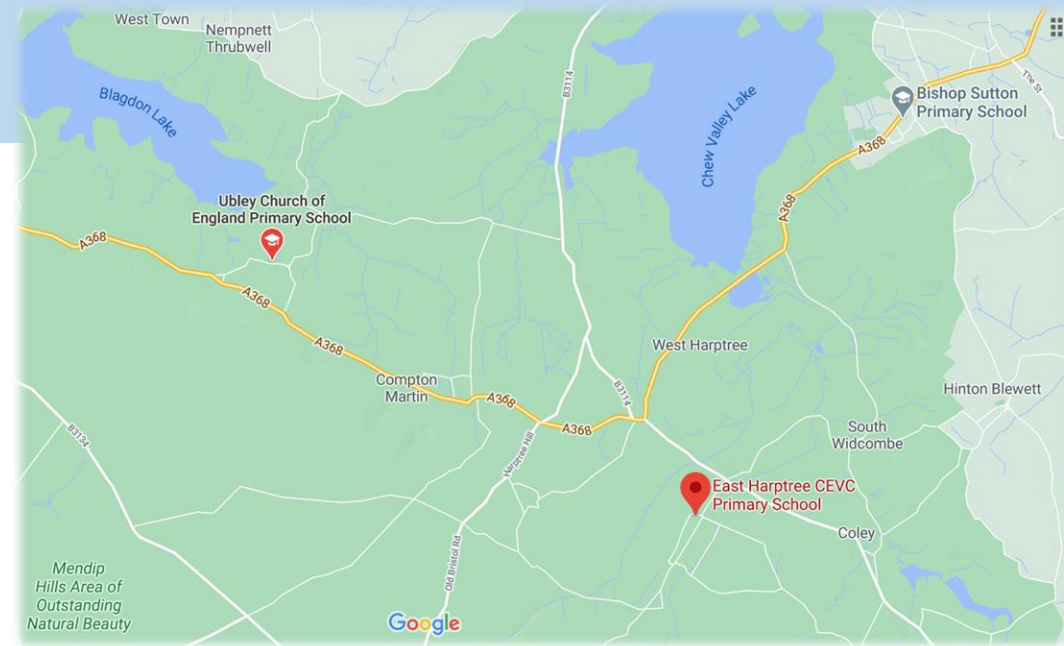
Our Area

The villages of East Harptree & Ubley are both situated in the Chew Valley area of Bath and North East Somerset.

East Harptree:

East Harptree is a village and parish with a population of approximately 650 people and is a vibrant, friendly community. It nestles in the Chew Valley, an Area of Outstanding Natural Beauty. Within the parish alongside the school there is a church, community shop, hairdresser, theatre and village hall, pre-school nursery, transport business, sports field and clubhouse, playground and public house. There are also a number of small businesses and self-employed practitioners as well as many community interest groups.

The parish also contains the ruins of Richmond Castle, which lie in Harptree Combe, a Site of Special Scientific Interest. The castle was besieged in 1138, visited by King John in 1205 and later demolished by Sir Henry Newton during the reign of Henry VIII. Harptree Combe is regularly used by the school for Forest School and general 'outdoor learning' activities.



Ubley

Ubley is a small village and civil parish within the Chew Valley in Bath and North East Somerset about 9 miles south of Bristol. It is just south-east of Blagdon Lake, just off the A368 between Compton Martin and Blagdon.

Ubley Parish sits in the Yeo Valley at the west end of the Chew Valley. It is bordered to the north and south with ridges of hills, most significantly the Mendips to the south. It sits within the Mendip Hills Area of Outstanding Natural Beauty (AONB) and close to Blagdon Lake. Ubley is an attractive village with a population of 331. The centre of the village is The Cross, outside the 13th century St Bartholomew's Church. This is a conservation area, with charming houses and gardens and a view up to the Mendip Hills. Alongside the school the village has a large village hall with a grass amenity area.

Key School Information

	East Harptree C of E VC Primary School	Ubley C of E Primary School
Location	Church Lane, East Harptree, Bristol, BS40 6BD	The Street, Ubley, Bristol BS40 8NJ
Number of children on role	83	84
PAN	15	15
School Overall Attendance rate 2018/19	96.5%	96.92%
% of children with SEN	14%	12%
% of children on FSM	12%	4%
% of pupils in receipt of Pupil Premium	13%	4%
Latest OFSTED Report	https://reports.ofsted.gov.uk/provider/21/109190	https://reports.ofsted.gov.uk/provider/21/109209



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Lighthouse Schools Partnership

The [Lighthouse Schools Partnership \(LSP\)](#) is a high-performing multi-academy trust of 24 schools clustered in North Somerset and Bath and North East Somerset (BANES). The Trust's 21 primary-phase schools and three secondary schools perform strongly in both local and national comparisons. They offer local children and families a rounded education, a broad and balanced curriculum and consistently high standards of teaching and learning.

The Trust emphasises an 'all-through' educational journey and it is hoped that the vast majority of pupils will undertake all their school education within the Trust. This culture means that transition between key stages is a top priority and Trust leaders and managers focus on ensuring that teachers and staff have strong working knowledge of future and previous provision so that they can prepare or follow up in a way that makes education continuous.

Enshrined within the Scheme of Delegation is responsibility and decision making at a local level. The Trust gives a significant measure of delegated power to its Heads and Governors in the belief that local leaders are best placed to match their schools to local needs. It is also the view of the Trust Board that ownership of their work is essential to attract, motivate and retain the best leaders. Where there are concerns about standards, performance, management or safety the Trust will intervene immediately. The LSP is a Partnership. The Trust's Board and leaders regard that as both a key value and a meaningful advantage

In Spring and Summer 2021 the Trust is working with its smaller schools to review how we can work together to increase cost effectiveness and reduce administrative burdens on small schools. The Trust remains highly committed to the culture and value of small schools and we aim to work together to ensure their long-term success.



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Further information & selection process

School website: www.eastharptreeandubley.org.uk

Trust website: www.lsp.org.uk

Our COVID-19 Risk Assessments restrict visits to our schools during the working day but candidates are welcome to visit our sites after school hours to see the environment and pre-application telephone contact with our Trust Chief Executive, Gary Lewis, can be arranged by contacting his assistant Jane Norris on jnorris@lsp.org.uk.

Application and Interview Process

- Closing date: Friday 9 April 2021
- Shortlisting: 12 – 13 April 2021
- Interviews: 21 and 22 April 2021

References for shortlisted applicants will be sought prior to the interview.

Appointment Timescales

Position commences September 2021



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Job description: Collaboration Headteacher

Main purpose

The Headteacher will:

- Establish and sustain the ethos and strategic direction of both schools together with the local governing body and through consultation with the school communities.
- Work in partnership with the schools and central team of the Trust to ensure that East Harptree and Ubley CE Primary Schools benefit from and contribute to the shared activities of the Partnership.
- Establish and oversee systems, processes, and policies so the schools can operate effectively.
- Working with the Education Team of the Trust, identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the context of both schools.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the aims and objectives of both schools.
- Allocate financial resources appropriately, efficiently, and effectively.
- Working with the Chief Financial and Operating officer of the Trust, lead the overall management of the schools including management of personnel, site, budget, business and strategic planning, ensuring procurement demonstrates value for money and resources are effectively and efficiently used.
- Be responsible for management admissions at the schools, ensuring all processes and procedures are compliant with the Admissions and Appeals Code.
- To undertake any duty or responsibility that the school or Chief Executive asks relevant to the needs of the school as required and are commensurate with the grade.
- To promote and safeguard the welfare of all children and young people within the school collaboration, by ensuring that the schools' policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- Drawing on the strengths of all the schools communities to develop a broad, balanced, rich and exciting curriculum with high quality teaching and learning at its heart

As Headteacher across two Church of England schools, the Headteacher will be responsible for developing and maintaining the Christian ethos of the schools and will:

- Build on the partnership with the local worshipping community, the incumbents of the parishes and the Education Department of the Diocese of Bath & Wells
- Contribute to and ensure the schools are prepared for their Church School inspection (SIAMS)
- Fulfil the responsibilities of the schools' Trust Deed in celebrating and sustaining the church school status.



Qualities

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the school communities.
- Serve in the best interests of the schools' pupils.
- To lead the schools through rigorous self-evaluation, including quality assurance and performance management at all levels
- Oversee an appropriate staffing structure reflecting the evolving needs of the schools and support all staff to achieve high standards.
- Promote a collaborative learning culture to secure outstanding progress and levels of attainment for all pupils.



Duties and responsibilities

School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the schools' behaviour policy.

Teaching, curriculum, and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.
- Engage positively with colleagues in the Trust to contribute to and deploy shared approaches to teaching, curriculum and assessment.

Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the schools work effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#) and the LSP's SEND Policy.

Duties and responsibilities

Managing the school

The Headteacher will:

- Providing the vision, leadership and direction to ensure all schools' aims and targets are met.
- Manage the day to day management, organisation and administration of the schools.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing, and mitigating risk in accordance with the Trust's policies.

Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- To provide leadership and management for the schools to the highest possible professional standards
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the schools effectively and efficiently operate within the required regulatory frameworks and meet all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



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Person Specification

Qualifications & Training

Essential

- Qualified Teacher Status
- Degree level qualification

Desirable

- NPQ qualification such as NPQSL or equivalent.

Experience

Essential

- Senior leadership experience in a primary education environment – proven ability to raise children's attainment and school's performance.
- Demonstrable record of raising pupil attainment
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development
- Understanding/experience of the challenges of supporting specific groups including SEND.

Desirable

- Experience of working within a Church of England School and actively contributed towards its distinctive Christian character and ethos.
- Recent experience of Section 48 SIAMS inspection at a leadership level
- SEND / DSL experience
- Experience of multiple approaches to raising pupil attainment and progress.
- Record of effective delegation.
- Experience of managing and developing a range of teaching and non-teaching staff.

Skills and Knowledge

Essential

- Ability to evaluate and use complex data to continually improve standards.
- Excellent communication, presentation and interpersonal skills – ability to interact with a wide range of people.
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve.
- Understanding of school finances and financial management
- Ability to communicate a vision and inspire others.
- Ability to build effective working relationships.
- Able to demonstrate and articulate church school distinctiveness.
- Able to model good collective worship.
- Sound understanding of corporate governance and the role of governing bodies

Desirable

- Ability to manage day to day operational demands and think long-term/strategically.
- Up-to-date knowledge of relevant Government legislation and educational trends.

Personal Qualities

Essential

- Strong commitment to continuous improvement.
- Be fully supportive of and committed to the aims and ethos of a Church of England school and be able to demonstrate the ability to maintain and develop the religious character of such a school
- Willingness to promote and embed the school's Christian vision and values in an inclusive way
- A clear vision of school-led development through delivery of an innovative curriculum that promotes academic achievement and fosters a love of learning.
- Ability to be open and collaborate effectively with partnership schools, the LSP and wider community of local schools.
- A strong commitment to the welfare of every pupil and staff member, with a particular focus on the protection of vulnerable individuals.
- Ability to manage change positively.

Desirable

- Forward thinking mind-set with the ability to identify and apply relevant new ideas.
- Strong commitment to teamwork and collaboration.
- Willingness to harness new and emerging theories and technologies to improve the school.
- Imaginative approach to parental and other community involvement.