

Deputy Headteacher



St Mary's C of E (VC) Primary School

Chanters Road

Bideford

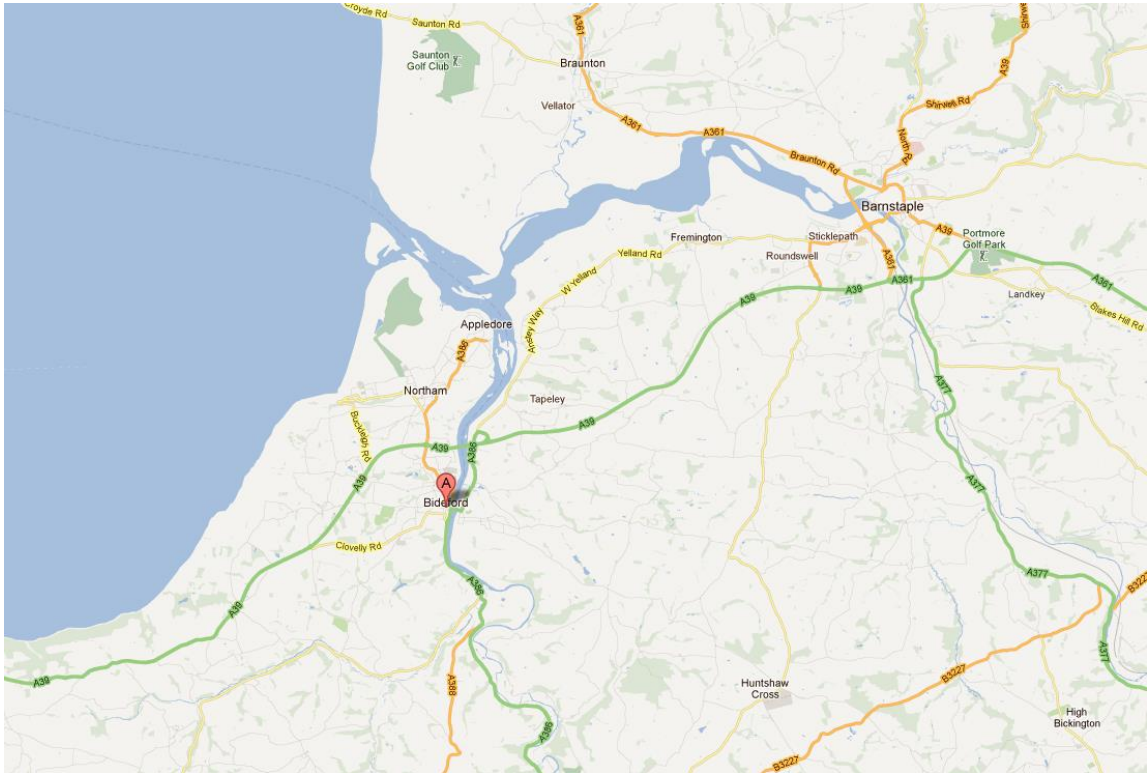
EX39 2QN

Headteacher – Miss Naomi Tottle

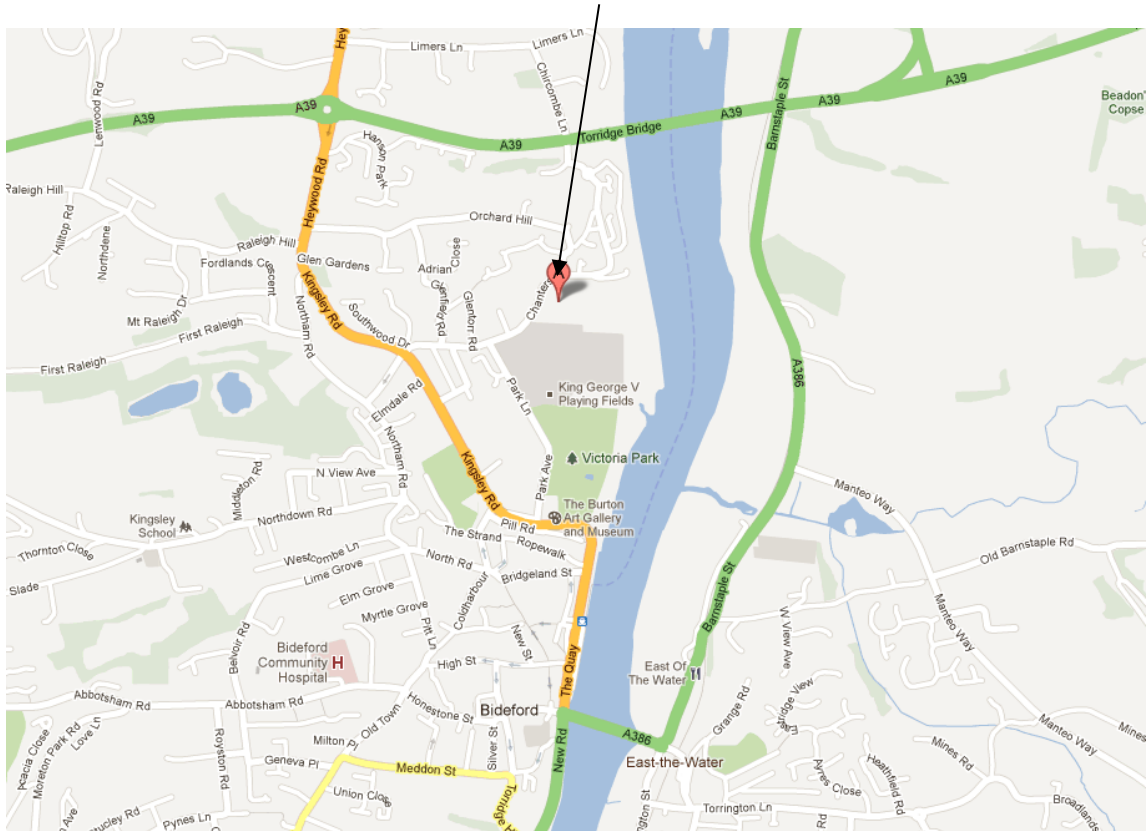
www.stmarysce.co.uk



Location of the School



St Mary’s C of E Primary School



St Mary's Church of England (VC) Primary School

Thank you for your interest in St Mary's Church of England VC Primary School.

The governors and I are excited to be able to offer this opportunity to join our large, dynamic and forward-thinking school. This vacancy arises due to a restructure of our leadership team. This role is an ideal opportunity for someone wanting to develop or further enhance their own professional development as a leader. The role is for September 2022 and there is the possibility this role will carry a teaching commitment.

This is a very well-resourced school, supported by effective leadership and governance, committed to developing the opportunities and achievements of our pupils

This information pack has been put together to introduce you to our school. We hope you will find all you need; other information is available via the school website: www.stmarysce.co.uk.

I look forward to reading your application,

Naomi Tottle
Headteacher

St Mary's CE VC Primary is housed in a mix of a modernised 1970s main building and new and refurbished out-buildings. These have benefited from significant investment that has enhanced the learning environment. The school population has increased over the last few years and it is now currently at capacity. It is a well-appointed school with extensive grounds including a number of hard surface playgrounds, an adjoining field and an environmental area.

St Mary's is located in Bideford, an historic town on the North Devon Coast. It has a rich history and is surrounded by beautiful countryside and fantastic beaches. The increased population in Bideford, due to the large amount of development around the town, is reflected in a wider social and cultural diversity within the school population. We have close relationships with the parish church, Local Community partner school in the Atlantic Coast Co-operative Trust (ACCT), along with 9 other primary schools in the Bideford area. We are also members of the South West Institute for Teaching (SWiFT)

We would welcome a visit from you so that you can view our school, please contact our School Business Manager, Mrs Sally Westlake, on 01237 477288

Vision

“Together we journey to a future of opportunity.”

Our vision is to give every child the skills and experiences they need for their next step in life. At St. Mary's C of E Primary School, we aim to provide a high-quality education that develops children intellectually, socially, morally, physically and spiritually within a Christian environment. Through the school's ethos and collective worship, we use the Bible as guidance, as teaching and as our compass. In our school, children learn to respect the diversity within their community, themselves, differences of others and their surroundings. Children will leave our school on the next part of their journey in life with the confidence and the ability to make responsible and appropriate choices. They aspire to be the best they can and are valued members of the community.

“Your word is a lamp to my feet and a light to my path.”

Psalms 119 v105

About us

St Mary's C of E Primary School is set in the old port town of Bideford, where tourism is a strong factor in local employment and income.

The school has 420 pupils from varying backgrounds, most of whom live in the town area, although some children come from the outskirts of Bideford and the surrounding villages.

We have 14 classes, 2 per year group. The staff team is dedicated, hardworking and determined to do the best for the pupils in their care.

The percentage of children in receipt of the Pupil Premium Funding is 19%.

Currently, our percentage of children with Special Educational Need is 15%. We employ a range of staff to help support pupils including Pastoral Support workers on a full-time basis, so that they are able to provide a range of additional support on top of what the children receive within the classroom.

Curriculum Intent

At St. Mary's C of E Primary School our curriculum is designed to inspire enthusiasm for learning, to ensure achievement and to support pupil well-being and development. Personal development sits at the heart of all that we do with an emphasis on the curriculum and wider opportunities supporting pupils to be confident, resilient, independent and to develop strength of character.

Our curriculum enables us to build strong relationships, celebrate diversity, encourage respect and build a sense of community. It provides and acknowledges success for all children, in all aspects of their development and it recognises, encourages and celebrates all types of talent. All pupils, including the disadvantaged and most vulnerable, are given opportunities to engage with a full curriculum that provides essential knowledge to become educated citizens and succeed in life.

Teamwork and responsibility are an essential part of our curriculum and we enable children to take on key roles and become involved in the community through wider opportunities such as Head Boy/ Head Girl, Rota Kids, Eco Club and School Council. Pupils are supported to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

The National Curriculum objectives are followed as a progression to ensure that children know more, remember more and can do more as they move through the school.

Children leave St. Mary's Primary School with a sense of belonging and are proud that they have developed the confidence and skills needed to be learners for life.

We believe in establishing a safe environment in which children can learn and develop; to provide them with a range of activities and experiences that will enable them to achieve their true potential and to become well rounded life-long learners.

Ofsted Inspection / SIAMS

Following our last inspection, in October 2016, in which St Mary's was judged to be 'Good', in all aspects and moving towards 'outstanding' in some areas. Our Foundation Stage was judged to be Outstanding and 100% of teaching was judged as good or better, across the school.

The school was last inspected under SIAMS in March 2022 and was judged good in all areas, a number of strengths were identified in this at all levels; leadership, school improvement, curriculum, pupil behaviour and pastoral support.

These reports can be downloaded by following the link from the home page of the school's website.

This role may carry a teaching commitment, this will be allocated in conjunction with the successful candidate. You will be expected to deputise for the Headteacher, and be in charge in her absence.

Experience	Essential	Desirable
Experience as a senior or middle leadership role in the primary phase.	✓	
A proven commitment to develop the whole child and safeguard the welfare of all children across the school.	✓	
Good experience of leading, managing and coaching staff to evoke change or excellence.	✓	
Recent experience of school inspection (either OFSTED/ SIAMS)	✓	
Experience of teaching across a range of key stages and schools	✓	
Experience of interpretation of statistical information.	✓	
Experience of leading performance management and development of staff	✓	
Be experienced in evaluating and supporting the development of a school strategically.	✓	
Curriculum planning; implementation; assessing and recording across the curriculum.	✓	
Ability to develop further the Christian Distinctiveness of the school		✓
Be dedicated to raising standards and removing barriers to learning for pupils with the ability to challenge each pupil from whatever their starting point;	✓	
Qualifications/Training		
Qualified teacher status.	✓	
Evidence of further study, action research or significant levels of curriculum development and/or significant school improvement.		✓
Practical skills		
Understand, analyse and interpret school performance data for EYFS, KS1 and KS2.	✓	
Relates well to children and cares about their individual needs.	✓	
Excellent communication skills and the ability to set and communicate a clear vision.	✓	
Excellent organisational skills and ability to manage workload effectively.	✓	
Ability to inspire, lead and motivate children and staff.	✓	
Ability to demonstrate recent performance achievement within a scope of leadership.	✓	

Ability to set clear targets and to monitor, evaluate and assess specific aspects of school life.	✓	
ICT literate with experience of use of ICT in management and use in teaching and learning.	✓	
Understand outstanding classroom practice and possess the ability to influence the quality of teaching and learning across a school.	✓	
Flexibility to adapt to the changing landscape of the primary school setting.	✓	
Desire to work collaboratively to support the progress of staff and children across the school	✓	



The Council for work with Children and Young People
Incorporating the Diocesan Board of Education

The Old Deanery,
The Cloisters, Exeter EX1 1HS

01392 294950
(Fax) 01392 294966

Sue Lockwood
Director of Education

**Information for Applicants to Church of England (Voluntary Controlled) Schools
in the Exeter Diocesan Board of Education**

Dear Applicant,

The Diocesan Board of Education welcomes your interest in the important position of Deputy Headteacher in a Voluntary Controlled Church of England school in the Diocese of Exeter and trusts that the following information will assist your consideration of the post.

Geographically, the Diocesan boundaries are commensurate with the boundaries to the County of Devon. The Diocesan Board of Education is administered from the Diocesan Education Office in central Exeter from where the Diocesan Education Team offers support service to all Church of England Schools in the Diocese. Officers advise Voluntary Controlled Schools on all aspects of Denominational Education: in particular Collective Worship and Religious Education; Statutory Inspection of Anglican and Methodist Schools (SIAMS); Church School governance, headship and management appointments.

Under the Schools Standards and Framework Act 1998, Section Voluntary Controlled School Governing Bodies are required to be satisfied regarding the professional ability and willingness of a candidate to promote and develop the Christian character and ethos of the school.

The Governing Body of a Voluntary Controlled School is responsible for Collective Worship in consultation with the headteacher. The incumbent of the Parish is usually the Ex Officio Governor. Foundation Governors are nominated by the Parochial Church Council and the appointments ratified by the Diocesan Board of Education.

Should you have any queries about this post, please do not hesitate to contact this office.

With prayers and good wishes as you further consider your application,

Sue Lockwood
Director of Education

How to apply:

Your application form must be completed in full.

An incomplete application form, or form containing gaps in the information produced, may be returned for completion before it can be considered. You must give details of **all** employment, training and unemployment since leaving secondary education to the present day. Any additional information which you wish to bring to the notice of the School Governors should be included in the letter of application. Canvassing of any member of the appointing panel will result in disqualification.

References must cover the previous five years of employment. If there has been a gap in employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. You would be wise to inform your referees when you apply that they may be contacted. This will enable them to prepare your reference in good time. References are normally requested following short listing and sometimes with only a few days' notice.

If you have any queries regarding completion of the application form, please contact the school by email at NTottle@stmarysce.co.uk.

You may submit your application, diversity form and any declaration forms either by email or by posting a hard copy to the address given below.

Application sent by email. Your application should be sent to NTottle@stmarysce.co.uk. Please send as a Microsoft Word Document (.doc or .docx) or PDF. It will be acknowledged by email.

Application by post. You should print a copy of your completed form and send it to:

Miss Naomi Tottle
St Mary's C of E Primary School
Chanters Road
Bideford
EX39 2QN

Its arrival will be acknowledged only if you enclose a stamped-addressed envelope with your application.

All applicants will be contacted as to whether they have been successful in gaining an interview shortly after the short listing date.

Applicants who are short listed and who have submitted their application by email will be required to sign their application on arrival at interview.

Important for this Appointment

Applications close at 9am on Wednesday 18th May 2022

Short listing meeting – 18th May

Interviews – Week of 23rd May 2022

Appointment for 1st September 2022

Salary – Leadership Scale L9 – 12

Safeguarding Children

This post is one the Authority has deemed to involve substantial access to children and the governors will require a satisfactory **Disclosure and Barring Service (DBS) enhanced disclosure check completed** for the successful candidate before the appointment is confirmed. Applicants are advised that they should disclose at the time of application, on the declaration form enclosed with the application form, the details of any convictions, cautions, bind-overs, outstanding cases, disqualification from working with children or inclusion on the children's barred list and any allegations concerning behaviour towards children, whether or not the allegations were investigated. Any declarations will be treated in confidence and only seen by the Headteacher and Chair of Governors who, if necessary, will seek advice from HR.

Terms and Conditions

The following terms and conditions apply to teacher appointments:

- The receipt of at least two satisfactory references
- Verification of identity
- Verification of qualifications
- Verification of professional status (GTC registration)
- A satisfactory enhanced DBS disclosure
- Verification of medical fitness
- Verification required by Immigration and Asylum Act

Further Guidance for Applicants

Short listing and interview procedure

Only applicants fulfilling the person specification will be short listed. The essential criteria of the person specification must be met in full.

References must be received before the interview. As well as being asked about your suitability for the post, relating to the person specification, the reference proforma will ask for:

- comment on your performance history and conduct, including performance management issues, disciplinary investigations and any proven disciplinary offences, whether time expired or not; for any specific concerns that the referees might have or be aware of in regard to your suitability to work with children.

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up with candidates at interview.

Candidates will be questioned about safeguarding children.

Interview Expenses

Applicants invited to interview will be provided with a form on which to reclaim essential travelling and subsistence expenses in accordance with the County scale. Expenses will not be allowed to any candidate withdrawing, or refusing the post for reasons considered to be inadequate, and they will not be paid to the successful candidate until after the appointment has been taken up. There is no scheme in operation for the reimbursement of legal, removal or any other expenses connected with the change of home by the successful candidate.

Completed expenses forms should be sent directly to:

Mrs Sally Westlake
School Business Manager
St Marys C of E Primary School
Bideford
EX39 2QN

Equal Opportunities Statement

Devon County Council recognises its responsibilities as an employer for setting standards of fair treatment. The County Council provides equal opportunities to any employee or job applicant and does not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, gender, religions (except where a specific requirement exists in a Church school), marital status, sexuality or disability. The County Council also offers its commitment to treat part-time staff as equitably as full-time staff having regard to national and local conditions of service and statute. DCC also has a 'Positive about Disabled People' policy and guarantees to interview all applicants with a disability who meet the essential elements of the person specification.