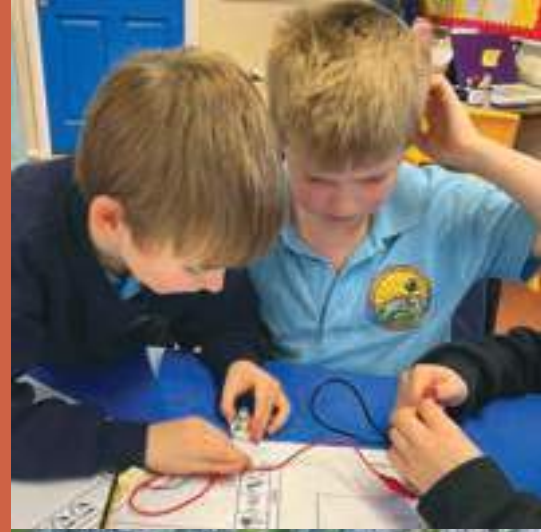


Shropshire Hills Federation

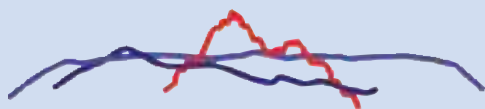
Norbury and Stiperstones
C of E Schools & Nursery

Chirbury C of E Primary School
and Busy Bees Nursery

www.shf.shropshire.sch.uk



**TAKE A RISK
TO BE
THE BEST
YOU CAN BE**



Shropshire Hills Federation





POST EXECUTIVE HEADTEACHER

Shropshire Hills Federation

Chirbury C of E Primary School & Busy Bee's Nursery
Chirbury, Montgomery SY15 6BN

Telephone: 01938 561647

Email: adminchirbury@shf.shropshire.sch.uk

Norbury Primary School, Norbury, Shropshire SY9 5EA
Stiperstones C of E Primary School, Stiperstones SY5 0LZ

Telephone: 01588 650 207

Email: adminnorbury@shf.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- the school
- primary education in Shropshire
- the post

Further information is available by contacting:

Mathew Edwards, HR Advisor, Schools HR Team 01743 251278

mathew.edwards@shropshire.gov.uk

Visits to the school are actively encouraged, and can be arranged by contacting Mrs Nikki Rodick adminnorbury@shf.shropshire.sch.uk



Introduction Shropshire Hills Federation

TAKE A RISK TO BE THE BEST YOU CAN BE

The School Introduction

Shropshire Hills Federation schools are situated in Chirbury, Norbury and Stiperstones in South Shropshire.

Village and Community

Chirbury is a village in the Vale of Montgomery, close to the Wales–England border, less than 10 miles from Norbury, a small village to the west of the Long Mynd, a heath and moorland plateau; the nearest town is Bishop's Castle. **Norbury** is 6 miles from **Stiperstones**, a small village situated on the Stiperstones ridge, which is a range of rocky hills and heath. The village is known for its breathtaking views of the surrounding countryside.

Shropshire & Local Authority



Shropshire & Local Authority Shropshire is a particularly attractive rural county which is sparsely populated and built upon an agricultural landscape.

The large market town of Shrewsbury is looped by the River Severn which cuts through the county. It is also home to the Shropshire Hills, an area designated in 1958 as an Area of Outstanding Natural Beauty and more recently a National Landscape. A mix of rolling hills and valleys with varied geology, wildlife of upland and lowland and heritage from ancient hillforts and villages to mining relics, the area offers tranquillity, cycling and gentle walking.

Shropshire offers a wide range of places to live from busy towns to small villages all within easy access of the M54, A5, M6 and rail to the rest of England, Scotland and Wales.

Local Authority

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Shropshire Hills Federation

Norbury and Stiperstones Cof E Schools & Nursery Norbury, Bishops Castle Shropshire SY9 5EA
01588 650 207 // adminnorbury@shf.shropshire.sch.uk

Chirbury C of E Primary School & Busy Bee's Nursery Chirbury, Montgomery Powys SY15 6BN
01938 561 647 // adminchirbury@shf.shropshire.sch.uk

Dear Prospective Applicant

The governors, staff, parents and children of Shropshire Hills Federation are seeking to appoint a visionary executive headteacher to lead a team dedicated to the education, wellbeing and holistic development of all of our children. Their vision will build on our federation's many strengths through the use of cohesive leadership across our three schools.

We are very proud of each of our schools and nurseries and we aim to ensure that all children have the chance to shine in many different ways so that they can grow and thrive in a happy and nurturing environment.

Our vision of education is one of excellence, enjoyment, high expectation and inclusion of all children in a rich and diverse curriculum. We believe that children learn best through the practical application of skills and we endeavour to provide many exciting opportunities for them to do this. We aim to provide the highest standards of care to ensure that every child is able to feel safe, secure, happy and confident; allowing each to learn, thrive and enjoy their time at school in their own unique way.

We are looking for a new Executive Headteacher, who is innovative and dedicated to nurturing our schools' family and is committed to leading in a way which reflects our school's Christian ethos and values.

You will:

- actively seek and promote collaboration across the school sites
- support and lead on all three school sites by travelling between them throughout the working week
- consistently strive for excellent communication skills between all staff, children, parents and the wider community
- passionately promote outdoor and adventure and broad curriculum for all our children
- be an inspirational and innovative leader of teaching and learning
- be deeply committed to our Christian values and ethos
- have a clear vision for our schools which will build on our many strengths
- have experience of leadership in a Primary school
- have a strong commitment to outstanding classroom practice
- maintain an ethos where all staff are motivated and supported in their wellbeing enabling them to reach their full potential
- have an ability to encourage and support all children to develop enabling them to thrive and achieve their full potential
- demonstrate sound judgement in curriculum-led budget planning
- continue to build and maintain close relationships with parents and the wider community

Our staff, children, governors and whole school community will support you in your role. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

You are strongly encouraged to visit all three of our federation school sites and will be most welcome on **Monday 20th or Tuesday 21st January 2025**. To arrange a visit please contact Mrs Nikki Rodick adminnorbury@shf.shropshire.sch.uk



Rachel Ellen - Chair of Governors

Closing Date: 27 January 2025

Shortlisting: 5 February 2025

Interview: 13 February 2025

Required start date: 1 September 2025

To apply visit: <https://shropshire.gov.uk>

School Profile Shropshire Hills Federation

Norbury, Stiperstones, Chirbury and Busy Bees Nursery



Be the best that
you can be, at
all times and in
everything
that you do.



School Profile

Shropshire Hills Federation

Norbury, Stiperstones, Chirbury and Busy Bees Nursery

The Pupils

There are expected to be **88 pupils on roll at Chirbury CE Primary School by September 2025.**

There are expected to be **55 pupils on roll at Norbury Primary School and 19 pupils on roll at Stiperstones CE Primary School by September 2025.** The total number of children in each year at present, December 2024:

Chirbury C of E Primary School

Reception.....	14
Year 1.....	10
Year 2.....	16
Year 3.....	12
Year 4.....	13
Year 5.....	9
Year 6.....	9

Norbury Primary School

Reception.....	7
Year 1.....	7
Year 2.....	7
Year 3.....	9
Year 4.....	8
Year 5.....	7
Year 6.....	9

Stiperstones C of E Primary School

Reception.....	2
Year 1.....	3
Year 2.....	1
Year 3.....	7
Year 4.....	5
Year 5.....	0
Year 6.....	1



The Staff

From September 2025 there will be 4 classes due to numbers on roll across all schools.

Management and Governors

The Governing body is made up of 17 governors.

Full meetings are held each term with statutory and managerial committees as required.

Parents and Community

There is a PTA which actively supports the school by fundraising and organising a variety of social events, including a hugely successful mountain biking event 'The Batch Burner'. The school is a Voluntary Aided school and enjoys close links with the local church where the children attend special services throughout the year.

School Profile

Shropshire Hills Federation

Directions to school sites

Chirbury C of E Primary School, Chirbury, Montgomery SY15 6BN

Dropped Pin: https://maps.app.goo.gl/TJouTrEfsjVWgtMV9?g_st=iw

What 3 Words: ///airbrush.length.fabricate

<https://w3w.co/airbrush.length.fabricate>

Norbury Primary School, Norbury, Shropshire, SY9 5EA

Dropped Pin: https://maps.app.goo.gl/cNRRj38LtRvW1qZn8?g_st=iw

What 3 Words: ///booth.redeeming.symphonic

<https://w3w.co/booth.redeeming.symphonic>

Stiperstones C of E Primary School, Stiperstones, SY5 0LZ

Dropped Pin: https://maps.app.goo.gl/xK5RySVWs5eWhY4d9?g_st=iw

What 3 Words: ///gearing.benched.jumbo

<https://w3w.co/gearing.benched.jumbo>



Current position

The vacancy has arisen due to the retirement of the Headteacher.

Respect everyone and everything; difference is a good thing, to be encouraged and nurtured.



Ethos & Values Shropshire Hills Federation

TAKE A RISK TO BE THE BEST YOU CAN BE



Be The Best You Can Be

Our ethos is simple and applicable to all children and adults: be the best that you can be, at all times and in everything that you do.

Maintain your individuality and opinions, whilst being part of an outstanding and supportive team. Anything worthwhile is likely to be hard work and at times you may feel that you will never achieve your aim, and be tempted to give up. Don't, anything is possible if you work hard and ask for help when you need it.

Value & Respect

Give help to anyone who asks for it, but more importantly lookout for those who don't ask for help, they may need it more. Never be afraid to make mistakes; we all learn more from trying something new or more challenging for ourselves, especially if it takes several attempts to fully succeed.

Value everyone's attempts to succeed and encourage them if things do not immediately go to plan. Respect everyone and everything; difference is a good thing, to be encouraged and nurtured. Everyone is entitled to express their own beliefs and values, as long as those views are respectful of the beliefs of all others. Outstanding learning takes place in many ways; not everything is written down and practical experiences help most people to learn well and enjoy what they do. Always be happy, help others to be happy, and enjoy what you do.

Key Skills & Attributes

What are the key skills and attributes we are teaching our children?

To be ready for life in the modern world by being able to be resilient and work hard, understanding that things don't always go to plan; to be honest, diligent, courageous citizens; and to build a community of support and kindness.

What are the key values to encompass all these key ideas?

RESILIENCE
INTEGRITY
SUPPORT
KINDNESS

What do we want as the outcome?

By working to these values, we want our Federation to be one where children are happy, have fun, feel valued, and learn through rich experiences.



Enjoy learning and perceive education as a life-long process.



The Post: Headteacher Shropshire Hills Federation

Salary and Pension



**The salary for this post is Headteacher Group L15 to L21
(£66,628 – £76,430 (2023 values)) (£70,293 – £80,634 (2024 projected values))**

For the purposes of determining the salary of the successful candidate, a newly appointed Headteacher shall not, whether in their first or a further Headship, on their appointment be paid at a point exceeding the third point above the minimum of the individual school range.

There are three options to consider for pension arrangements:

- Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations,
- a private pension scheme,
- State Earnings Related Pension Scheme.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions, Darlington, or by contacting Schools Human Resources Team, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.



The Post: Headteacher Shropshire Hills Federation

Applications

i An application form is attached which should be completed in full in **black ink or typescript**.

ii Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets.

iii Please note:

- your letter of application must be specific to this post; generalised applications are unlikely to be successful,
- you should take care at Section 13 to restrict yourself to the space available on the form or to no more than two sides of A4 if you prefer to provide the information on separate sheets of paper,
- do not include testimonials or a curriculum vitae,
- two referees should be given, one of which should be the applicant's current LA, and the other the applicant's current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named,
- the closing date is **27th January 2025**
- short-listing for this post will take place on **5 February 2025**. If you have not been contacted by 7th February 2025 please assume that your application has been unsuccessful. **Interviews will be held on 13 February 2025**,
- if you decide to apply, please note the schedule of dates above,
- application are online through the following link:

https://careers.shropshire.gov.uk/home.html#filter=p_web_site_id%3D6116%26p_published_to%3DWWW%26p_language%3DDEFAULT%26p_direct%3DY%26p_format%3DMOBILE%26p_include_exclude_from_list%3DN%26p_search%3D



Further Information for Applicants

- any canvassing in respect of this selection process will disqualify the applicant.
- the appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause,
- the Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered,
- the Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time with a Shropshire School. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post.
- candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g., driver's licence or passport,
- expenses on the Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses,
- post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.

Contacting the School: Shropshire Hills Federation

Norbury Primary School, Norbury, Shropshire SY9 5EA
 Stiperstones C of E Primary School, Stiperstones SY5 0LZ
Telephone: 01588 650 207
Email: adminnorbury@shf.shropshire.sch.uk

Chirbury C of E Primary School & Busy Bee's Nursery
 Chirbury, Montgomery SY15 6BN
Telephone: 01938 561647
Email: adminchirbury@shf.shropshire.sch.uk

Primary Education in Shropshire

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire, and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland, and Wales.



The Administrative Centre of the Council and support to Schools is based at the Shirehall, located within Shrewsbury town centre. The Executive Director for People, Tanya Miles, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, governors, and staff in line with Development Plans.

The Local Authority's policy is that the school curriculum should help all pupils to:

- enjoy learning and perceive education as a life-long process,
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society,
- to fully involve pupils in each of the following areas of learning and experience in all years:

- > aesthetic and creative
- > human and social
- > linguistic and literacy

- > mathematical
- > moral
- > physical

- > scientific
- > spiritual
- > technical

- develop lively, enquiring minds and the ability to:
 - find and use information
 - question and debate rationally
 - apply understanding and skills in order to address issues, solve problems and carry out practical tasks.

- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures,

- understand the world in which they live and the interdependence of individuals, groups and nations,

- develop appreciation and concern for the environment,

- work co-operatively with others, including developing confidence and respect in relating to adults,

- develop self-reliance and the ability to learn independently.

The Local Authority has 74 maintained primary schools, and several general and specialist teachers' centres. Schools are supported by a strong Education Improvement Team, which includes both subject specialists and primary generalist area advisers who have themselves been Headteachers of primary schools. Each school has an allocation of area adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies, which can be purchased to support particular development needs.

Shropshire Council gives support to schools in financial, personnel and management matters. Newly appointed Headteachers, whether in their first or a further Headship, can expect particular support from their Attached Adviser and to be invited to take part in an induction programme.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support roles. Shropshire advisers carry out inspection contracts under the Ofsted framework so that they continue to blend both evaluative and advisory functions, to the benefit of the schools.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.

Standards in Shropshire schools are high and there is a tradition of continuous development and improvement.



Job Description

THE POST: Headteacher, full-time, permanent

Shropshire Hills Federation: Chirbury CofE Primary School and Busy Bees Nursery, Norbury Primary School and Nursery and Stiperstones CofE Primary School.

Description of Post:

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the Federation. Please note that this job description 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.

Responsible to: The Governing Body of Shropshire Hills Federation	Reporting to: The Chair of Governors
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Job Purpose:

The role of the Headteacher is to provide strategic and professional leadership to this Federation. The Headteacher will develop a vision and ethos which is shared by the whole federation, and secures Christian values and high-quality education for all its pupils. The Headteacher will also effectively and efficiently manage the resources across sites to create an environment where pupils and staff can achieve their full potential.

Key responsibilities of the Headteacher:

- Establish and articulate a strategic vision, aims and objectives of the Federation in collaboration with the staff and governing body
- Maintain and develop Christian ethos and values
- To lead the development of teaching and learning within the Federation
- Lead the development of the Federation through effective planning, communication and implementation of improvement strategies, resulting in high quality provision for all pupils
- Create policies for the monitoring and evaluation of the success of the Federation, to promote continuous improvement
- Organise the appointment of staff, establish professional development for teaching and non-teaching members of staff and to define and monitor roles and responsibilities across the Federation
- Monitor and maintain all aspects of the Federation budget and financial management
- Keep up to date with developments in education and have knowledge of education systems locally and nationally
- Develop and deepen links and communications between the schools, their networks and the communities that they serve
- Represent the Federation in the outside world professionally, including the promotion of the school's vision, intention and impact
- Prepare the schools for inspection by OFSTED and SIAMS and aim for excellence in all areas.



Job Description

THE POST: Headteacher, full-time, permanent

Shropshire Hills Federation: Chirbury CofE Primary School and Busy Bees Nursery, Norbury Primary School and Nursery and Stiperstones CofE Primary School.

Safeguarding

The successful candidate will be expected to carry out the role of Designated Safeguarding Lead guided by two important principles. First, following The Children Act 1989, the principle that the welfare of the child should be paramount. Second, the principle that confidentiality should be respected as far as possible (without compromising the first principle).

The Designated Lead must be familiar with all the key documents relating to this role and will be confident in procedures involving the referral of individual cases of suspected abuse to the relevant Local Authority (LA) Children Services area (following SSP guidelines) and to liaise with them and other agencies on individual cases and on general issues relating to Child Protection.

They will also be willing to undertake "Prevent" awareness training and lead on this within the school and must assume responsibility for organising training on all aspects of Child Protection within school and to act as a school-based resource on Child Protection issues for staff.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

Shropshire Hills Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and references.

Salary and Pension

The salary for this post is L15 to L21 (£66,628 – £76,430 (2023 values)) (£70,293 – £80,634(2024 projected values)). The salary of the successful candidate will be determined in accordance with the Schools' Leadership Pay Policy and will be dependent upon experience and confirmed once an offer is made. Details about the Teachers' Scheme may be obtained from **Teachers' Pensions** www.teacherspensions.co.uk. Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Equal Opportunities

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Person Specification

Shropshire Hills Federation

THE POST: Executive Headteacher

In making this appointment, the Governors will be seeking a candidate who will demonstrate the following essential skills and experience, personal qualities and managerial strategies:

Criteria	Essential Requirements	Desirable
Qualifications	<ul style="list-style-type: none"> ● Qualified Teacher status ● Degree ● National Professional Qualification for Headship 	
Teaching & Learning	<ul style="list-style-type: none"> ● Teaching experience with a strong commitment to outstanding classroom practice ● Demonstrable knowledge of how children learn across EYFS, KS1 and KS2 and what good teaching looks like ● Excellent communication, listening and interpersonal skills ● Experience of high-quality provision for pupils with SEND including those with complex needs 	<ul style="list-style-type: none"> ● Has taught across EYFS, KS1 and KS2 ● Knowledge of online learning and developing blended approaches to teaching
Leadership & Management	<ul style="list-style-type: none"> ● Commitment to Christian ethos and values ● Experience of leadership in a Primary school ● Is an inspirational and innovative leader of teaching and learning ● Experience of line and/or performance management ● Experience of supporting staff development and team building ● Able to delegate management tasks and monitor their delivery ● Familiarity with school budgets and effective management of financial resources including staff and LA support ● Experience of working with other professional agencies, learning networks and partnerships e.g. EHCP ● Secure knowledge of the current Ofsted and Statutory Inspection of CofE Schools frameworks 	<ul style="list-style-type: none"> ● Experience of reporting to Governors ● Experience of leading a school through Ofsted and/or SIAMS inspection(s)

Person Specification

Shropshire Hills Federation THE POST: Executive Headteacher

Criteria	Essential Requirements	Desirable
Strategic Development	<ul style="list-style-type: none"> ● Organisational and planning skills, being flexible and responding to external demands ● Experience in school self- evaluation and development planning ● Ability to gather a variety of key insights into school performance across the spectrum of activity and translate this into development activity ● Ability to implement a strategic approach to pupil assessments and adapt curriculum and frameworks to meet individual needs 	<ul style="list-style-type: none"> ● Experience of using ASP
Personal Attributes	<ul style="list-style-type: none"> ● Passionate about children's learning using a broad curriculum including the outdoors. ● An excellent communicator ● Ability to build relationships with the wider partners of the school e.g. the local church, governors, parents, LA, ITE partnerships, arts partnerships ● Ability to multi-task across multiple sites ● A team player, inclusive, reliable and supportive ● Evidence of a commitment to continuous development. 	<ul style="list-style-type: none"> ● A commitment to keeping abreast of current knowledge in education research



Directions to school sites

Chirbury C of E Primary School, Chirbury, Montgomery SY15 6BN

Dropped Pin: https://maps.app.goo.gl/TJouTrEfsiVWgtMV9?g_st=iw

What 3 Words: ///airbrush.length.fabricate

<https://w3w.co/airbrush.length.fabricate>

Norbury Primary School, Norbury, Shropshire, SY9 5EA

Dropped Pin: https://maps.app.goo.gl/cNRRj38LtRvW1qZn8?g_st=iw

What 3 Words: ///booth.redeeming.symphonic

<https://w3w.co/booth.redeeming.symphonic>

Stiperstones C of E Primary School, Stiperstones, SY5 0LZ

Dropped Pin: https://maps.app.goo.gl/xK5RySVW5eWhY4d9?g_st=iw

What 3 Words: ///gearing.benched.jumbo

<https://w3w.co/gearing.benched.jumbo>



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