



All Saints' and St Richard's Church of England Primary School



Learning, Loving, Living

Head of School
Candidate Information Pack

Welcome

Dear applicant,

Thank you for your interest in the position of Head of School at All Saints' and St Richard's Church of England Primary School (ASSR). We are looking to make an appointment with effect from 1st September 2024.

ASSR is a one form entry school located in Old Heathfield. We have a beautiful Victorian school frontage, with wonderful, far sweeping views of the South Coast from the playground and field. We enjoy outdoor learning areas and an excellent forest school area.

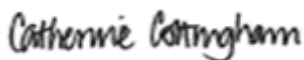
The school had a successful OFSTED inspection in May 2021, recognising the hard work and achievements over the past few years. We are looking for someone who is committed and enthusiastic to lead the school to achieve exceptional performance. The successful candidate will share our passion and ambitions, they will bring creativity and enthusiasm to the role.

The children are enthusiastic and proud of their school. We are well supported by the PTA and our local community.

Old Heathfield is a small rural village on the outskirts of Heathfield Town, in the High Weald Area of Outstanding Natural Beauty. There are far reaching views – the best are from our school site! Heathfield is equidistant between Tunbridge Wells and Eastbourne (16km). Local towns such as Hailsham, Lewes, Uckfield, Crowborough, Battle and Bexhill are all within easy reach.

I hope you will visit our school and see for yourself what a wonderful opportunity this position has to offer.

Yours faithfully,



Catherine Cottingham
Executive Head Teacher

'Strong relationships between staff and pupils mean that pupils feel safe and well cared for'

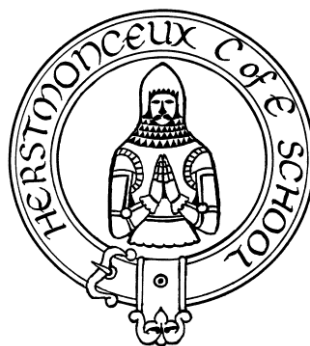
OFSTED report May 2021

Stronger Together in Faith



All Saints' and St Richard's CE Primary School is proudly part of the Sussex Spires Federation, alongside Herstmonceux CE Primary School.

Through our distinctly Christian ethos we work together to provide the best care and education for the children in our schools. The strategic vision of Sussex Spires Federation is that our two schools are committed to working together and separately for the benefit of all our children so that we are stronger together through the faith that is central to our foundation and all that we do. We aspire to enable both schools to provide our children with an outstanding education so that they move on with a love of life and learning, knowing how to be responsible and valued members of society.



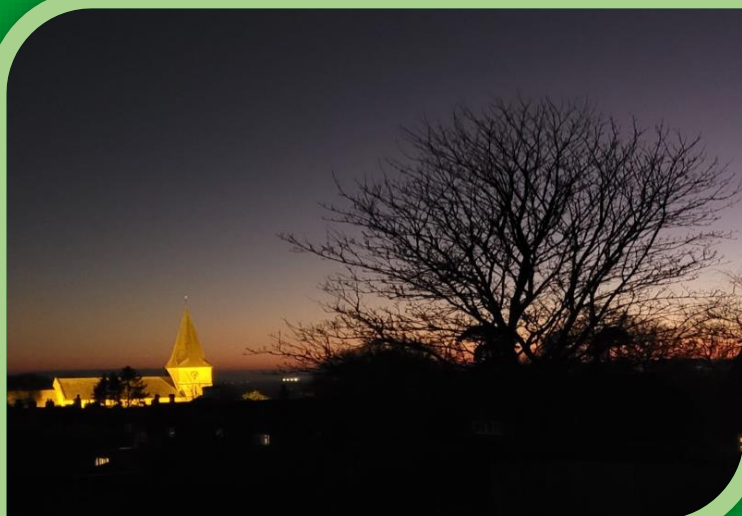
'I love that I can play and make friends from every single class, not just my own, we are all friends'

Pupil Voice



*Learning to
be the best
we can*

*Loving all
God's
kingdom*



*Living life
to the full*

Vacancy Advert

Head of School

Salary: Leadership L3 to L7 (£49,574 to £54,816)

Closing date: 9am Wednesday 17th April

Interview date: Wednesday 24th April

We are keen to appoint an excellent and inspiring leader to join our team as Head of School from September 2024.

All Saints' and St Richard's Church of England Primary School (ASSR) is a small rural school with excellent facilities including exceptional views of the Sussex Weald and grounds that include outstanding outdoor learning and Forest School facilities. As a small school we enjoy a caring and nurturing family ethos that is evident in our Ofsted inspection report from May 2021. ASSR is in federation with Herstmonceux Church of England Primary School as Sussex Spires Federation so you will have the opportunity to be a part of this wider leadership team. As Head of School you will have the opportunity to lead change and make a difference to the lives of the children and the school community. You will have responsibility for the day to day leadership and management of our school working closely with the Executive Headteacher in shaping our strategic vision.

The successful candidate will be able to show evidence of leading learning to secure best possible learning outcomes and will be able to demonstrate an ability to lead and develop others to achieve exceptional performance.

We can offer you:

- The support of an experienced leadership team committed to the best possible outcomes for children in our school and federation
- Support to develop and grow your skills in leadership and management
- A knowledgeable, active and supportive federation Governing Board
- Opportunities to lead strategic initiatives and have an impact on the school community
- Training and development to support your role as Head of School and career progression

Visits to the school are warmly welcomed and encouraged. Please email recruitment@assr.e-sussex.sch.uk or call the school office on 01435 863466.

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. This post is subject to an Enhanced DBS check with the Disclosure & Barring Services. For further information about what is required in this process please go to <https://www.gov.uk/government/organisations/disclosure-and-barring-service> We give high priority to promoting diversity throughout the school.

Job Description

Job title: Head of School

Whole school area of accountability: To lead the school inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

The range of duties and responsibilities for the post of Head of School is contained in the School Teachers' Pay and Conditions Document.

Grade: ISR (L3-7)

Responsible to: The Executive Headteacher and the Governing Board

Supervisory responsibility: Responsibility for day to day line management of staff

Job Purpose

- To be responsible for the day to day professional leadership and management of the school; within the context of local and national guidance and legislation; and in consultation with the Executive Headteacher and Governing Board.
- To act as Designated Safeguarding Lead, being responsible for training staff, attending meetings/training, and co-ordinating responses to safeguarding issues.
- To promote an environment that achieves high standards in all areas of the school's work.
- To manage and organise the school to meet its aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards.
- To support and uphold the underpinning Christian values and ethos of the school
- To help secure the commitment of the wider community to the school.

Major Tasks

Shaping the Future

To work with the Executive Headteacher and Governors in reviewing and developing a School Development Plan that aims to raise levels of achievement and expectation for all pupils and that creates the conditions necessary for all children to learn, make progress and feel proud of their achievements in line with the current school aims.

Leading Learning and Teaching

- To provide inspiration and strong strategic leadership to the teaching team and to ensure that the school continues to deliver the highest standards of learning across all areas.
- To support curriculum development, within the context of statutory requirements, appropriate to the needs and aptitudes of all the pupils.
- To ensure the curriculum is delivered with high standards that maximises achievement of pupils whilst minimising all forms of educational disadvantage.
- To lead and advise Curriculum Leaders in line with agreed school practice and new developments.
- To provide an environment where all pupils achieve their best, and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin.
- To monitor the progress of pupils regularly and provide reports for parents and governors.
- To review standards of achievement constantly, ensuring targets for pupil attainment are met.

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Developing Self and Working with Others

- To be a leading teacher and an exemplary role model throughout the school.
- To supervise and participate in any arrangements for the performance appraisal of teaching and non-teaching staff, within agreed national and local frameworks.
- To ensure that all staff in the school have access to advice, training and induction appropriate for their needs.
- To brief and update colleagues on relevant policy and practice through meetings and workshops.
- To advise on, and lead, relevant training.
- To motivate, support and direct the staff team to achieve the highest possible standards.
- To review own practice regularly, set personal targets and take responsibility for own development seeking advice and support from other agencies (such as the Local Authority and Governing Board).
- To be an effective member of the Senior Leadership Team of the Federation.
- To foster good working relationships with other Head of School in the Federation.
- To maintain a continuous dialogue with Executive Headteacher on all aspects of school work.

Managing the Organisation

- Within the framework of the Local Authority's Equal Opportunities Policy and in partnership with the Executive Headteacher, to participate in the selection and appointment of the teaching and non-teaching staff of the school.
- To manage and deploy all teaching and non-teaching staff resources effectively; allocating duties, in accordance with conditions of employment.
- To be responsible for school timetables, rotas, diaries and day to day organisation.
- To ensure as far as possible that staff absence is covered and to delegate duties of the Head of School to other members of staff as appropriate.
- To have due consideration for staff well-being.
- To advise and assist the Governing Board of the school in exercising its function, including attending meetings of the Governing Board, as appropriate. To provide regular reports to the Governing Board, in partnership with the Executive Headteacher, on all aspects of the school's performance as required or specified.
- To support the Executive Headteacher to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To manage the day to day security and effective supervision of the school buildings, their contents and of the school grounds. To ensure day to day arrangements for out of hours security are in place and implemented. To liaise with other site users.
- To ensure, in the absence of Head of School, that a senior member of staff assumes responsibility for the school and that this is communicated to all.
- To exercise responsibilities under the Health and Safety at work legislation and associated guidance as laid down or amended by National, Council or school procedures.
- To ensure that all members of the school community feel safe and able to fulfil their potential.
- To ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring all staff deploy best practice.

Securing Accountability

- To collect and use a rich set of data to understand the strengths and weaknesses of the school, this will include formal opportunities for teaching staff to moderate outcomes across schools in the Federation.
- To monitor, evaluate and track pupils' learning to ensure pupils across the school make the necessary progress.
- To engage the school community in the systematic and rigorous self-evaluation of the work of the school, through compiling relevant data and analysing performance, using statistical analysis.

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- To observe colleagues at work, to improve their practice, and to inform future school development.
- To ensure that planning and assessment are carried out in accordance with school policies.
- To work with Executive Headteacher to evaluate standards of achievement across the school and to inform future needs.
- To review the work and organisation of the school regularly in order to monitor progress towards achieving set targets against relevant benchmarks of quality and achievement.
- To ensure that high standards of professional performance are established and maintained acknowledging excellence and challenging under performance at all levels.
- To ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Executive Headteacher and governors to enable them to meet their statutory responsibilities.

Strengthening Community

- To actively foster and maintain the ethos within the school, and take account of the social and cultural needs of pupils from all the communities represented in the school.
- To actively support the links with local pre-schools.
- To take responsibility for leadership of extended school activities. This includes ensuring a range of community based learning experiences and collaboration with other agencies to ensure pupil and community needs are met. To be responsible for pupils during out of hours activities.
- To plan public functions or events and to have responsibility for the organisation of various school events (e.g. new parent events, Sports Day etc.) in liaison with the relevant parties. To ensure staff involvement and liaison with the Friends/Parent Teacher Organisation.
- To put in place policies for the pastoral care of pupils, building on existing good practice and taking account of pupil's differing social and cultural backgrounds.
- To promote good behaviour among the school community, in accordance with the discipline and anti-bullying policies of the school. To encourage pupils to have a clear understanding of values, self-discipline, self-respect, and respect for others. To ensure good behaviour is maintained at all times during the school day (including break times), when pupils are present on school premises and whenever pupils are engaged in authorised school activities on or off school premises.
- To establish positive relationships with all pupils in the school; to consult them regularly and support and involve the School Council.
- To be committed to pupils' individual social and educational development.
- To work with governors and staff to strengthen and develop the distinctively Christian ethos of the school, allowing this to influence and shape all areas of the school's work.
- To develop and encourage positive relations with parents in all communities. To ensure they are given regular and accessible information about the school curriculum, the progress of their children and other matters affecting the school. To actively involve and welcome parents into all aspects of school life.
- To develop effective links within the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- To liaise, where appropriate, with other schools and educational establishments, to share and/or adopt good practice. To support and assist pupils in making a successful transfer to secondary education.
- To ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
- To actively promote the school as a centre of excellence for education and families in the local community.

Safeguarding

- To serve as, the Designated Safeguarding Lead.

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- To co-ordinate and lead staff induction and INSET to ensure best practice in safeguarding.
- To review the school's safeguarding policies and procedures annually.
- To promote a culture of safeguarding across the school community.

Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of head of school including taking on role of substantive Headteacher if required.

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Governing Body expects all employees to have a full commitment to the Local Authority's Equal Opportunities Policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils, their parents and carers.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.



Person Specification

	Professional Qualifications	Essential	Desirable
1.1	Qualified Teacher Status	✓	
1.2	Good honours degree	✓	
1.3	Hold or be working towards National Professional Qualification for Headteachers (NPQH) or equivalent qualification		✓
	Knowledge and Experience	Essential	Desirable
2.1	Hold and articulate the school's vision, clear values and moral purpose both within and beyond the school	✓	
2.2	Evidence of driving up standards in teaching and learning to ensure excellent outcomes for pupils, including reducing the gap for disadvantaged pupil groups	✓	
2.3	Evidence of developing, and successfully implementing, whole school strategies to raise standards	✓	
2.4	Evidence of a sound knowledge and understanding of the whole primary phase	✓	
2.5	Outstanding classroom practitioner with the ability to inspire others	✓	
2.6	Experience of teaching in more than one Key Stage		✓
2.7	Successful teaching experiences in different schools		✓
2.8	Knowledge and understanding of the wider educational agenda and how that impacts on school life	✓	
2.9	In depth knowledge of the statutory requirements pertaining to schools	✓	
2.10	Proactive in generating fundraising opportunities		✓
2.11	Experience of adhering to financial procedures and managing a significant school budget with probity	✓	
2.12	Experience of working with digital communications technologies	✓	
2.13	Experience of achieving successful outcomes in Ofsted inspections		✓
	Leadership and management	Essential	Desirable
3.1	A leader with presence and visibility who inspires, motivates and empowers others, keen to continue improving the quality and robustness of the teaching team and the outcomes for children	✓	
3.2	A person who sets high standards and holds others to account	✓	
3.3	A proven track record of leading others (including, where possible, appointing staff, conducting appraisals and managing performance)	✓	
3.4	Evidence of successfully developing teams of professionals, delegating effectively and managing change	✓	
3.5	Has a thorough grasp of whole school data and how to use it to drive further improvements	✓	
3.6	Is articulate and approachable with excellent communication skills, both verbally and in writing	✓	
3.7	A strategic thinker with the ability to analyse, prioritise, action and meet deadlines	✓	

Continued over...

3.10	Evidence of working in partnership with parents, other schools and the Local Authority demonstrating commitment to the collaborative ethos of local partnerships		✓
3.11	The ability to develop others through inspirational leadership, managing teamwork, issues, conflict and influence change by pursuing collective goals	✓	
3.12	Think creatively to anticipate and solve problems	✓	
	Teaching and Learning	Essential	Desirable
4.1	Understands the national changes within education, including curriculum, assessment and inspection frameworks	✓	
4.2	Experience of securing high standards of behaviour and attendance, ensuring an ethos of challenge and support	✓	
4.3	The ability to secure an inclusive environment, taking account of the richness and diversity of the school community , promoting positive strategies for challenging prejudice	✓	
4.4	Promote a culture of 'openness' as a basis for sharing good practice within and beyond the school informed by research and robust data analysis	✓	
4.5	Promote an ethos where all staff are motivated and supported to develop their own skills ,subject knowledge and continuing professional development (CPD)	✓	
	Safeguarding	Essential	Desirable
5.1	Have a good knowledge of Child Protection and Health and Safety legislation and understand the role of Designated Safeguarding Lead	✓	
5.2	The ability to promote and safeguard the welfare of all the children within the care of the school	✓	
5.3	The ability to maintain and develop a culture of safeguarding throughout the school community	✓	
5.4	The ability to ensure Safer Recruitment practice	✓	
5.5	Extensive knowledge of safeguarding procedures and experience of dealing with them	✓	
	Personal Qualities and Attributes	Essential	Desirable
6.1	A reflective person living by a clear set of values, able to preserve and develop the distinctively Christian character of the school as a Voluntary Aided school	✓	
6.2	An understanding of the importance of the school within the context of the churches and the wider community	✓	
6.3	A person with a passion for children's learning development with a commitment to securing the best outcomes for children	✓	
6.4	A caring approachable person who demonstrated commitment to the wellbeing of children and staff	✓	
6.5	Demonstrates experience in building school community, actively including staff, pupils, parents and governors	✓	
6.6	A person with energy and initiative who can manage their own time effectively in order to achieve challenging goals	✓	
6.7	Lead change by example with integrity , create and innovate so that others carry the vision forward	✓	

Application Process

Visits

We warmly welcome and encourage visits to our school ahead of the application process. Please contact the school to arrange an appointment with the Executive Headteacher either by email recruitment@assr.e-sussex.sch.uk or telephone 01435 863466.

Applications

Please send your completed application form together with your letter of support, to include any relevant details about why you are applying for this position, to recruitment@assr.e-sussex.sch.uk by **9am Wednesday 17th April**. Please write your personal statement within the application form, under the main headings of the Person Specification found within this information pack. Please ensure your personal statement doesn't exceed 4 sides of A4.

[Application Form](#)

[Privacy Notice for Job Applicants](#)

Interviews

Shortlisting will take place on **Wednesday 17th April**, after which the shortlisted candidates will be invited to an interview on **Wednesday 24th April**. Further information outlining the interview process will be provided at this stage.

Offer of Employment

The successful candidate will be contacted by phone on the evening of **Wednesday 24th April** and an offer of employment made, subject to the satisfactory completion of pre-employment checks.

If you have any specific queries after having read this information pack, please don't hesitate to contact us on either recruitment@assr.e-sussex.sch.uk or 01435 863466.