

CLAPHAM AND PATCHING C OF E PRIMARY SCHOOL

Head of School – Application Pack



Clapham and Patching C of E Primary School
The Street, Worthing, West Sussex BN13 3UU

Tel: 01903 237864

E-mail: vacancies@sdetrust.net

Website: <http://www.claphamandpatching.co.uk>
[South Downs Education Trust](http://www.claphamandpatching.co.uk)

CEO: Pan Panayiotou



April 2021

Thank you for your interest in the post of Head of School at Clapham and Patching C of E Primary School. Clapham and Patching C of E Primary School (part of the South Downs Education Trust), requires a Head of School from September 2021 following the retirement of the current Head Teacher after 12 years loyal and dedicated service to the school and the community. The Governors and Trustees are seeking an enthusiastic dedicated and caring leader who can see the potential of this well-loved and respected school as it continues its journey from its recent Good judgement from Ofsted in November 2019.

This is a unique opportunity. Clapham and Patching C of E Primary School is, at present, a small, under-subscribed primary school on the edge of the South Downs National Park. To counteract the threat of closure on the 1st November 2020 it became the first school to join the South Downs Education Trust, which is a new Multi-Academy Trust founded by Worthing High School in 2018.

The successful candidate will have the opportunity to grow Clapham and Patching C of E Primary School into a thriving primary school and be a key individual in supporting future growth within the Multi-Academy Trust.

The South Downs Education Trust (SDET) is committed to the Christian ethos and values of Clapham and Patching C of E Primary School and is supported by the local Chichester Diocese. All staff at our school, whatever their background and beliefs, benefit from a strong programme of professional development. Additional aspects include seven INSET days, a health insurance programme and strong central services support from the MAT.

We are looking for someone who is excited by the prospect of growing a school from the ground up and has the creativity and vision to see how a small primary school can become an outstanding primary school at the heart of a successful MAT. The aim of the SDET is to support schools in our MAT to flourish. As a Trust we are keen to support Clapham & Patching C of E Primary School on its journey.

The support SDET can bring to the school was recognised by the Regional Schools Commissioner in the development of Model Articles between a Diocese and a non-denomination Trust. We expect all of the schools that join our MAT to become schools that can, in turn, offer support to others and work collaboratively for the benefit of all pupils within our schools.

Clapham and Patching C of E Primary School is a very special school, which is why the local community fought so hard to save when identified for initial closure in 2019. It has a long history spanning nearly 200 years and many former pupils of the school are ready to support Clapham and Patching C of E Primary School on its continuing journey.

Head Office: Worthing High School
South Farm Road, Worthing, West Sussex
BN14 7AR Tel: 01903 237864 – Fax: 01903 231709
Email: office@worthinghigh.net
www.worthinghigh.net



If you are ambitious and looking for an experience of Headship with the support of a well-respected and growing Trust, and want to make a real and significant impact, then this post will offer all of that and more. If you would like to discuss any further details about either the post of Head of School or the Trust please do not hesitate to contact me.

I look forward to hearing from you.

Regards

A handwritten signature in black ink, reading "P. Panayiotou". The signature is written in a cursive, flowing style.

Pan Panayiotou

Headteacher – Worthing High School and CEO South Downs Education Trust



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[South Downs Education Trust](#)

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HEAD OF SCHOOL

Leadership Scale L5-L9 Pay Range (£46,566 - £51,402 per annum)
Full-time required for September 2021

Following the retirement of the current Headteacher, the local Governing Body and South Downs Education Trust wish to appoint an inspirational Head of School who will work closely with our Chief Executive Headteacher and the Trust to build on our strong Christian foundation and share our whole school vision. This role will include an approximate 0.4. teaching commitment.

Clapham and Patching C of E Primary School is an inclusive and caring school situated in a small village on the outskirts of Worthing. We seek to appoint a dynamic Head of School to continue the high standards of learning within our distinctively Christian ethos that no child is invisible, alongside a creative and exciting learning experience with a focus on high quality outcomes. We benefit from an active and supportive local community, including strong partnerships with the local Church, Parish Council and Village Hall.

As part of the South Downs Education Trust, the school benefits from support with School Improvement and Leadership, Finance, HR, IT and Facilities. In November 2019, the school was rated as 'good' by Ofsted.

We would like to hear from you if you can:

- embody and promote the Christian ethos, values and culture of the school in line with the Church of England's Vision for Education;
- drive the strategic leadership of that vision, empowering all pupils and staff to excel;
- foster strong relationships with the whole school community, whilst positively promoting our school in the wider community;
- be an approachable, collaborative, organised and inspirational leader; and
- lead by example as an outstanding classroom practitioner.

We can offer you:

- a dedicated, skilled, mutually supportive staff team committed to care for and develop each child,
- a welcoming school with caring, enthusiastic children who are keen to learn and are supported by their parents and the dedicated Local Governing Body and Trust Board;
- support in your continued professional development, as part of South Downs Education Trust
- Free well-being and medical support cover and free use of our brand new fitness suite at Worthing High School

For further enquiries or to arrange an initial telephone discussion/visit please contact Olivia Blake on 01903 237864. Details of this role, including a job description, how to apply and an application form can be downloaded from the [school website](#) at or the [SDET website](#) or from the links in this advert.

Closing date for receipt of applications is Thursday 13 May by 9am.

Interviews will take place on Tuesday 25 & Wednesday 26 May 2021 (in person covid safe interviews).

Tours available on: Thursday 29 April at 1.30pm and Wednesday 5 May at 9.30am.

Completed applications should be sent to Mr Panayiotou, CEO c/o Worthing High School or emailed to vacancies@sdetrust.net

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- *Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR*
- *We recognise continuous service from academy/non-academy schools*

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CLAPHAM AND PATCHING C OF E PRIMARY SCHOOL

Head of School

Reporting to: Chief Executive Officer

Salary: Leadership Range L5 to L9

Main purpose of the job:

- The Head of School will promote and support the vision and direction of Clapham and Patching C of E School, a member of South Downs Education Trust (the Trust) in accordance with its Christian foundation by providing day-to-day leadership that will enable it to build success and provide the highest quality education for its pupils. The Head of School leads and manages 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.
- The Head of School will embody and promote the Christian ethos, values and culture of the school in line with the Church of England's Vision for education and drive the strategic leadership of that vision, empowering all pupils and staff to excel.
- To promote and safeguard the welfare of pupils.

The Chief Executive Officer has overall and strategic responsibility for Clapham and Patching C of E School and will support and advise the Head of School. There is a teaching commitment of approximately 0.4 FTE as part of this post and therefore an excellent teacher who is confident teaching in mixed age classes is a key requirement across both EYFS/Key Stage 1 and Key Stage 2.

In summary the Head of School will have the key role in building relationships with parents, as well as partnering with the Chief Executive Officer in leading staff and developing the culture of the school.

Key responsibilities:

The Head of School will work within the Trust to promote its aims and mission:

- To help deliver, within a Christian context, the best educational, spiritual and emotional outcomes for pupils and their families. This is achieved through partnership with schools, churches and our Trust. We want all our pupils and staff to achieve 'life in all its fullness'.
- Core Christian values are at the heart of everything and the school aims to provide pupils of all faiths and none with excellent educational provision within a caring and supportive Christian ethos.

Every member of the Trust family of school will be valued and encouraged to fulfil their potential. The Trust will seek to empower learners and the wider community in order to bring about a step-change in achievement and expectation of learning, recognising that tomorrow's learners will live in a global economy facing increasing challenges posed by rapid environmental and economic change.

- We acknowledge the importance of making sure that young people and families in our schools achieve their best.
- The Head of School will continue to raise standards of achievement, be responsible for all day to day management of the pupils, staff, adult users, resources and building so as to promote and secure the achievement and well-being of all pupils and adults.
- The Head of School will work with the Chief Executive Officer, Local Governing Body (LGB) and South Downs Education Trust to provide an environment in which all staff and pupils are enabled to achieve success and to build towards achieving their potential.
- The Head of School will have a key role in nurturing learning behaviour and in actively supporting staff, parents and carers in promoting good behaviour whilst also ensuring all pupils and adults can thrive in school without hindrance or disruption.
- The Head of School will be responsible on a day to day basis for the internal organisation, management and control of the school, including taking a strategic lead on Health & Safety. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Chief Executive Officer. They will consult, as appropriate, with the LGB, the Trust, the staff of the school, the pupils and the parents and carers of its pupils. There are opportunities to offer and receive support and take an active part in the family of schools within the Trust, as well as in the existing locality group and the Diocese.
- Staff are seen as the major resource in achieving the school's success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating their responsibility towards them. The Head of School will be closely involved with the Chief Executive Officer in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

To carry out the duties set out in the School Teachers' Pay and Conditions Document.

Vision, direction and development

"To provide a mutually respectful and nurturing school community where children value themselves and others. Learning in an inclusive, diverse environment that promotes tolerance and compassion for all. It is a place in which children of all faiths and none are able to flourish and be inspired by the impact of our Christian ethos. We hope that every child moves on with a curious mind and the resilience needed to tackle life's challenges.

**LEARN WITH DETERMINATION. LIVE WITH KINDNESS. LOVE ONE ANOTHER.
(JOHN 13)"**

The Head of School will:

- Lead the Christian vision, ethos and values of Clapham and Patching C of E School and the Trust.
- Communicate compellingly the school's Christian vision and drive the strategic leadership of that vision, empowering all students and staff to excel.
- Support the Chief Executive Officer in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the Chief Executive Officer, LGB, the Trust and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- Work with staff and LGB members to translate the strategic plan into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with staff and LGB members to rigorously evaluate progress towards targets and outcomes
- Support the Chief Executive Officer in ensuring that all school policies are regularly reviewed and updated and that staff and LGB members are involved in this process in accordance with the agreed Scheme of Delegation.
- Advise and support staff and LGB members in policy development and implementation
- Ensure that all statutory requirements are published upon the school website, including the schools aims, values, standards, SEND information and statements relating to pupil premium and sports premium expenditure.
- Ensure that the school website and on-line communication tools are regularly updated and maintained to a high standard to promote and market Clapham and Patching C of E School within the local, national and global community.
- To work with other schools in the Trust and support its wider development.

Leading Teaching and Learning

The Head of School will:

- Ensure that both learning and well-being are at the heart of strategic planning and resource management.
- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils at Clapham and Patching C of E School
- Ensure that statutory requirements for the National Curriculum are met and that all pupils are enabled to access a broad, balanced and relevant curriculum.
- To ensure that R.E. and Collective Worship are central to the life and teaching of the school and to set a high personal example in these aspects.
- Ensure that the curriculum and pastoral care of the school is appropriate to the pupils differing experiences, interests, aptitudes and backgrounds and takes account of wider issues of social justice and environmental considerations, thus preparing pupils to be active citizens in modern Britain.
- Give priority to developing high quality teaching and learning across the school
- Ensure the school environment, including each classroom environment, reflects and supports high quality learning.

- In conjunction with Chief Executive Officer, monitor teaching and learning, including planning and work scrutiny to ensure they meet the needs of pupils with SEND.
- Model outstanding inclusive teaching to all colleagues as appropriate and evaluate the impact of inclusive teaching to allow all colleagues to improve their practice.
- Lead on the provision of support for all CLA students in the school and ensure effective monitoring and assessment of their provision.
- Embrace and develop the opportunities offered by the onsite Forest School and ensure the outdoor element forms a central part of a coherent curriculum.
- Create a culture and ethos of challenge and support where all pupils can achieve success, have an appropriate layer of challenge and become engaged in their own learning.
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- With the Chief Executive Officer, ensure that there is an effective system for assessing, recording and reporting of pupils' progress.
- Build a culture and ethos based on Christian values of challenge and support where all pupils can achieve success and become engaged in their own learning, making sure that assessment for learning is effective throughout the school and that all teaching staff use data to inform teaching
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- In line with the school's Christian vision develop and implement effective policies for ensuring that pupils behaviour is appropriate and supports their own learning and the learning of others
- Implement strategies that maintain high standards of behaviour and attendance.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Support and take part in training provided by the Trust.

Leading and Managing Staff

The Head of School will:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture in a manner consistent with the Christian ethos.
- Liaise with the Chief Executive Officer, LGB and the Trust in the recruitment and selection of teaching and support staff
- In support of the Chief Executive Officer act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Support the Chief Executive Officer and LGB in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensure daily whole school collective worship is invitational and inspiring.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership, including middle leadership, across the school

- Deputise for the Chief Executive Officer at whole school events/ meetings when required.

Efficient Use of Resources

The Head of School will:

- Work with the Chief Executive Officer, Chief Financial Officer, LGB and the Trust on setting and using the school budgets to deliver a quality education and to meet the objectives of the school improvement plans
- Manage the agreed budget on a day to day basis ensuring effective administration and value for money
- Monitor the budget and with the Chief Executive Officer and the Trust central team to make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day to day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and pupils contribute towards building and maintaining a positive learning and working environment for all
- Support the Chief Executive Officer in securing additional and sufficient resources for the school.

Accountability

The Head of School will:

- Work with the Chief Executive Officer to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Chief Executive Officer, members of the LGB and the Trust as appropriate and build and sustain a positive working relationship
- Provide information and support to the Chief Executive Officer and to the LGB and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Chief Executive Officer to ensure that the school staff and LGB members collect and receive and use performance data to support school improvement and raised levels of achievement in accordance with the Trust policy and procedures.
- Lead preparations for SIAMS inspection and plans around this.
- Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPs or CAF's where appropriate. Where applicable to attend and/or chair relevant meetings.
- Support the Trust DSL as a named safeguarding lead.
- Work with the Chief Executive Officer to update regularly the Self Evaluation Form (SEF) for Ofsted and SIAMS. Develop and update the School Development Plan and collect evidence to support judgments made in evaluating the school's success.
- Ensure that school reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning.

Partnership

The Head of School will:

- Seek opportunities to invite parents/carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Develop and encourage good relations between Clapham and Patching C of E School and the wider school communities including schools in the Trust.
- Develop and encourage an effective partnership with the community of the school drawing upon the strengths and expertise of both groups of staff and the Local Governing Body, sharing information and ideas and working collaboratively.
- Encourage inter-school links and events of mutual benefit to local schools and the Diocese.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.
- Develop effective partnerships with the Chichester Diocese and the Trust and its schools.

PERSON SPECIFICATION: Head of School

The applicant will be required to safeguard and promote the welfare of pupils.

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

QUALIFICATIONS & PROFESSIONAL DEVELOPMENT	Essential	Desirable
Degree and Qualified Teacher status	x	
NPQH (or willingness to work to undertake the NPQH programme)		x
Church School Qualification		x
EXPERIENCE	Essential	Desirable
Experience of whole school leadership	x	
Significant and relevant experience across the Primary age range	x	
Experience of raising the standards of achievement for students with SEND		x
LEADING THE CHRISTIAN ETHOS	Essential	Desirable
Able to lead the school as a Christian community	x	
A vision for fostering and developing the Christian ethos of the school	x	
Full and active member of a church in membership of Churches Together in England (see 3 rd reference request)		x
The development of the Christian character of the school, its pupils and staff	x	
Leading school worship & understanding Worship & R.E. as being central to school life school.	x	
SHAPING THE FUTURE	Essential	Desirable
Strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision	x	
Developing and sustaining a learning culture that has the whole child at the centre of its core, including high expectations and standards of achievement for all	x	
Leading innovation, creativity and change in particular to develop subject leadership in the school	x	
Current educational trends and issues, including national policies, priorities and legislation	x	
LEADING LEARNING & TEACHING	Essential	Desirable
The principles and practice of effective learning and teaching.	x	
Have recent teaching experience across a primary school	x	
Experience teaching mixed age classes		x

Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance	x	
Experience of leading SEND provision including monitoring and evaluating standards of achievement for pupils with SEND.		x
A willingness to embrace and support the outdoor curriculum and 'Forest School' approach and work with other practitioners to further develop this.		x
Curriculum design and management that help to provide the choice and flexibility to meet the personal learning needs of every pupil	x	
Monitoring and evaluating the effectiveness of learning and teaching, including its outcomes in terms of standards and achievement and personal development and well-being	x	
SELF DEVELOPMENT AND WORKING WITH OTHERS	Essential	Desirable
The significance of interpersonal relationships and strategies for promoting individual and team development. Manage own workload and that of other to allow an appropriate work life balance which reflects the Christian identity of the school.	x	
Promoting an open, fair and equitable culture	x	
Have experience of self-evaluation, performance management and managing CPD	x	
The impact of change and different leadership styles on individuals and organisations	x	
The importance of partnership working and accepting appropriate support from others, including colleagues, SIP, the Local Governing Body, South Downs Education Trust, local churches and the local community plus other external agencies	x	
MANAGING THE ORGANISATION	Essential	Desirable
Principles, strategies and practice of school improvement and self-evaluation	x	
Strategic financial planning, budgetary management and principles of best value, including evaluating the use of resources in relation to their contribution to pupil achievement		x
Managing the school efficiently and effectively on a day-to-day basis.	x	
An understanding of the management and governance of multi academy trusts		x
Using informed judgements to make professional, leadership, managerial & organisational decisions	x	
Knowledge of and commitment to the implementation of the safeguarding agenda	x	
Knowledge of and commitment to implementation of policy and practice in Health & Safety		x
SECURING ACCOUNTABILITY	Essential	Desirable
Principles and practice of quality assurance systems, including school review, self-evaluation and performance management	x	

Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance		x
STRENGTHENING COMMUNITY	Essential	Desirable
Listening to and reflecting and acting on community feedback	x	
Strategies that encourage parents and carers to support their children's learning	x	
Building and sustaining effective relationships with parents, carers, other schools and partners	x	
PERSONAL SKILLS AND ATTRIBUTES	Essential	Desirable
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	x	
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to pupils.	x	
Ability to promote a vision of a church school witnessing to its Christian values in its local community.	x	
Prioritise, plan and organise themselves and others	x	
Think analytically and creatively and demonstrate initiative in solving problems	x	
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	x	

April 2021