Inspire, Believe, Achieve



Information Pack

Head of School Culmstock Primary School

[](https://www.google.com/url?sa=i&url=https://www.culmstock-primary.devon.sch.uk/&psig=AOvVaw2NaeSOrmTGdFR_Z14aNIKq&ust=1584200117884000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCKD3pJ3kl-gCFQAAAAAdAAAAABAD)****



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Dear Applicant,

On behalf of the Governors, thank you for your interest in the position of Head of School at Culmstock Primary School.

Culmstock Primary is part of the Culm Valley Federation which was established in 2011 to join together three local schools within the Culm Valley: Culmstock Primary School, Kentisbeare Church of England Primary School and Plymtree Church of England Primary School. We are a small community with the collective ambition to provide the very best education: inspiring learning, fostering strong self-belief and working together to achieve our goals.

The Governor’s focus is on the children who attend our schools and ensuring we have a positive impact on their education, development and wellbeing. We are committed to supporting our leadership team whilst ensuring the continuous strategic development of our schools, wellbeing of our staff and welfare of our children.

This vacancy has arisen due to the relocation of our previous Head of School and creates a great opportunity for a talented and enthusiastic leader to support Culmstock Primary in continuing its journey of improvement. In this role you would be supported by the Executive Headteacher, Federation Business Manager, Federation SendCo and the other Heads of School. The role has a 0.5 fte teaching commitment.

Enclosed within this pack are:

* Information about The Culm Valley Federation;
* Head of School Job Description;
* Head of School Person Specification; and
* Application Form

If you are interested in applying for the position, please complete the enclosed Application Form and return it with a covering letter, explaining how you meet the criteria to:

Lorna Hood

Federation Business Manager

Tel: 01884 266330

Email: lhood@culmvalleyfederation.co.uk

We recognise the importance of visits when applying for a role of this nature. Please contact Lorna Hood on [lhood@culmvalleyfederation.co.uk](mailto:lhood@culmvalleyfederation.co.uk) to arrange a suitable time.

Key details:

* Start Date: 1st September 2023
* Salary Range: Group 3, L3 – L6
* Contract Type: Full Time, Permanent
* Pupil Numbers: Currently 127

Key dates:

* Closing date: Monday 19 June 2023 (Noon)
* Shortlisting: Monday 19 June 2023
* Interview Date: tbc
* Start date: 1st September 2023 or 1 January 2024
* A One year secondment will be considered

The selection process will take place over one day, when you will have the opportunity to meet with staff, Governors and pupils.

We look forward to receiving your application.

Best wishes,

Martin O’Mahony

Executive Headteacher

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About Us

The Culm Valley Federation was formed on the 31st October 2011 to formalise an existing collaboration between Plymtree C of E Primary School, Culmstock Primary School and Kentisbeare C of E Primary School.

Our schools are geographically and spiritually very close and have worked together for many years.

As well as sharing leadership, as a Federation we are able to collectively support one another in our pursuit of educational excellence through shared experience, skills and resources. Individually, our small, rural schools offer all the advantages of a close community, providing a caring and supportive working environment. As a group, we can offer all the benefits of a larger school including a wider breadth of opportunities and stimulating learning experiences for all our children.

We have one governing body which represents the interests of all our schools.  Our aim is to challenge, develop and support our leadership team to achieve the best teaching and learning environment for all our children to thrive. To set a benchmark for academic achievement within a nurturing preserve of inclusivity, opportunity, cultivation and provision and a culture of perseverance, integrity, respect, aspiration, and team spirit.

We have high expectations for all our children, both academically and behaviourally, and strive to meet the needs of every child.

Our motto is ‘Inspire, Believe, Achieve’.

<https://culmvalleyfederation.co.uk/>

Culmstock Primary School

<https://www.culmstock-primary.devon.sch.uk/devon/primary/culmstock>

Culmstock Primary school is situated in Culmstock village and welcomes children from Reception through to Year 6. We are a school of 127 children across 5 classes covering EYFS, KS1 and KS2. **We believe that inspiring young people through learning and by giving them a sense of self-belief they will achieve their full potential.**

**We aim to be a school with a passion for learning at its core, where every child in school is inspired to realise their full potential.** **A school which promotes healthy, happy and confident learners that are equipped to succeed in a changing world. A school that shares expertise and practises true collaboration so that collectively we are stronger together.** We believe that children should live and learn in a happy, secure and stimulating environment. A school where they are valued as individuals, encouraged to grow in self-esteem and given the opportunities they deserve to reach their potential.

We do everything we can to provide a safe, happy, caring and well-ordered environment in which learning can take place. We want each child to feel valued as an individual and as part of the community of the school.

Teaching and learning is our school's purpose. We seek to establish a positive and challenging environment in which to do it. We believe that we should provide a creative curriculum with opportunities for our children to experience and succeed in many areas; a curriculum which reflects the fact that children develop and learn in different ways and at different rates.

We value the partnership between home and school and the crucial role it plays in each child’s development. By working closely with parents, our aim is to foster a love of learning, a sharing of celebration and a readiness for the challenges ahead.

Key Data:

Pupils on roll: 127

Teaching Staff: 6 including 4 (1.0), 1 (0.6) and 1 (0.4)

SEN pupils: 35

Pupil Premium: 20

GOVERNORS' STATEMENT OF PRINCIPLES

The Governors of The Culm Valley Federation believe that each school’s ‘Behaviour and Positive Relationships Policy’ should reflect the following principles:

1. Staff, parents and governors should work together to create a safe learning environment in which children are secure and can grow in confidence to develop their talents. We all have high expectations of our children and expect them to work hard and behave well.
2. Behaviour is well-managed so that children are able to learn and teachers are able to teach.
3. All pupils are supported to achieve their potential, both academic and social, and are provided with support to overcome any barriers to learning they may face.
4. Respect for each other, staff and other adults they may come across during the course of their school life and for their environment, is at the heart of each school’s ethos. Children are encouraged to develop respect for a range of different views of our world.
5. Children are encouraged to develop self-discipline and to take responsibility for their actions.
6. All members of each school community have the right to:

* Feel safe and have a voice that will be heard;
* Learn and achieve to the best of their ability;
* Be treated with dignity and respect; and
* Expect a clear Code of Conduct with accompanying rules and regulations which are well publicised, clear and consistently implemented.

1. Each school works in partnership with parents/carers and families and with other agencies who may be involved with a pupil.
2. The schools are fully inclusive and actively promote equality of opportunity for all members of the school community regardless of race, religion or belief, gender, sexual orientation or disability. The schools will monitor the impact of all their policies and be alert to disproportionate impact on vulnerable groups.
3. The individual school’s ‘Behaviour and Positive Relationships Policy’ should be based on the principles of positive behaviour management. Whilst sanctions may sometimes be necessary and appropriate, wherever possible, the schools seek to encourage the right behaviour rather than punishing the wrong.

Job Description

Job title: Head of School

Location: Culmstock Primary School

Responsible to: Exceutive Headteacher

Responsible for: All teaching and learning

Salary Grade: L3 – L6

**Head of School and KS2 Class Teacher @ Culmstock Primary School**

**Job Purpose including main duties and responsibilities**:

To be an effective teacher who supports and challenges all pupils to achieve their full potential in addition to the Conditions of Employment laid down in the School Teachers’ Pay and Conditions Document 2008.

Aim to create an environment where teaching and learning is outstanding by:

Provide strategic leadership.

Responsibility for the direction, standards, outcomes and quality of teaching and learning in Culmstock Primary School.

Work with The Executive Headteacher and Senior Leadership Team to provide the leadership and management which enables the Culm Valley Federation to give every pupil high quality education, and which promotes the highest possible standards of achievement, aiming for Outstanding practice in the schools.

**Key Accountabilities (all in conjunction with the Executive Headteacher and other Heads of School)**

1. **Creating the Future of the School**
   1. Working under the direction of the Executive Headteacher to ensure the long term success of the school
   2. contribute to, and communicate, the School’s shared vision which expresses core values and purpose
   3. Implement the vision through agreed objectives and operational plans
   4. motivate others to create a shared learning culture and positive climate
2. **Leading Teaching and Learning in the School to:**
   1. ensure a continuous and consistent School-wide focus on pupils’ achievement, using data and benchmarks to monitor progress
   2. establish creative, responsive and effective approaches to learning and teaching
   3. set high expectations and set stretching targets for the whole school community
   4. monitor, evaluate and review school practice and promote improvement strategies
   5. tackle under-performance at all levels
3. **Working under the direction of the Executive Headteacher to Develop Self and**

**Others:**

* 1. develop and maintain effective strategies and procedures for, staff induction, professional development and performance review
  2. promote and maintain a culture of high expectations for self and others
  3. ensure effective planning, allocation, support and evaluation of work of teams and individuals
  4. regularly review own practice, set personal targets and take responsibility for own development

1. **Managing the Organisation**
   1. ensure the smooth day-to-day running of the School and report directly to the Executive Headteacher
   2. liaise with Governors where appropriate
   3. under the direction of the Executive Head, recruit, retain and deploy staff appropriately within the School
   4. ensure evidence-based improvement plans and policies promote continuous school improvement linked to each school’s self evaluation
   5. put in place effective team communication mechanisms to ensure that all staff are involved in the federation/school’s development plan and are kept informed of key priorities and developments
   6. work with Governors and senior colleagues to recruit and retain a high-quality leadership and teaching team and deploy staff effectively in order to drive forwards towards ‘outstanding’ schools.
2. **Securing Accountability**
   1. contribute to, and articulate, a School ethos which enables everyone to work collaboratively
   2. ensure individual staff accountabilities are clearly defined, understood and agreed within the School
   3. ensure every individual child has access to high quality teaching and learning
3. **Strengthening Community**
   1. Seek to develop further and maintain high levels of community confidence in the Federation, especially amongst parents and carers
   2. create and promote positive strategies for challenging racial and other prejudice
   3. ensure that strategic planning takes account of the diversity, values and experience of the school and local community
   4. develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
   5. collaborate with other agencies to ensure pupil and community needs are met.

**Head of School and KS2 Class Teacher @ Culmstock Primary School**

**Person Specification**

The successful candidate will demonstrate: Essential Desirable

1. Middle Leadership experience √

2. Ability to lead a subject across the school √

3. Commitment and ability to promote and safeguard the welfare of pupils at the school. √

4. Excellent classroom practice. √

5. Understanding of the school improvement process and ability to monitor and √

evaluate school performance in order to raise standards.

6. School Management experience and capability √

7. Experience in leading successful whole school initiatives. √

8. Knowledge of national strategies and their implications. √

9. The ability to promote good relationships with staff, pupils, parents, governors √

and the wider community.

1. Ability to create a good rapport with the children and promote positive behaviour. √
2. Understanding of inclusion and provision of opportunity for all. √
3. Commitment to maintaining extra curricular activities. √
4. Commitment to continued professional development for self and all staff √
5. Demonstrate a working knowledge of creative curriculum √

**Professional Skills and Management**

1. Evidence of success as a primary teacher with experience and knowledge of

teaching and learning in the whole primary range √

2. Experience in Child Protection procedures √

3. Ability to analyse problems and identify solutions √

4. Demonstrate an understanding of issues to be considered in monitoring and

evaluating school performance and evidence of the impact in raising standards √

5. Understanding the school development process which includes providing breadth, √

balance, continuity and progression in the primary curriculum, and then the ability

to determine priorities and implement them

6. Awareness of current national strategies and their implication √

7. Have a consultative style of management and the ability to delegate √

8. To make effective use of given resources √

**Staff and People Skills**

1. Provide effective leadership and manage necessary change successfully √

1. To raise confidence, recognise potential and celebrate achievement through √

creating a good rapport with the children

3. To nurture good communication throughout the school and the wider community √