

INSPIRE ENGAGE SUCCEED



Head of School Candidate Pack

CHULMLEIGH
ACADEMY TRUST



A Very Warm Welcome from the CEO of Chulmleigh Academy Trust

Thank you for showing an interest in this position.

We are looking for an experienced teacher and leader who will take Lapford Community Primary School forward towards the next phase of growth. Someone with ambition, a belief in the importance of high standards and an ability to quickly pick up the pivotal role that the school plays in its community. We are hoping the successful applicant will be available for an Easter 2022 start, however we are open to a September 2022 start if this isn't possible.

As well as leading Lapford Community Primary School, the successful post holder will also be expected to take a full part in the Senior Leadership Team of Chulmleigh Academy Trust, which consists of: Chulmleigh College (NOR 741, 11-16 Comprehensive School); Chulmleigh Primary School (NOR 160, 2-11 Primary School) and East Worlington Primary School (NOR 41, 2-11 Primary School).

The present Head of School has been promoted after seven years in the position. There are now 79 pupils on roll, with numbers having almost doubled. Standards have got higher and sentiment around the school has continued to grow. This is a great time to be taking this school forward and we would be very pleased to hear from you.

Michael Johnson

Michael Johnson
CEO Chulmleigh Academy Trust



We are looking for someone who:

- is a visionary leader who inspires and motivates colleagues to provide outstanding teaching and learning.
- engenders respect and trust throughout the school and plans and delivers improvements through effective management.
- can engage aspiring middle leaders in meaningful professional development opportunities to retain good staff.
- ensures that all children are eager to learn, encouraging independence to give children control of their learning and achieve their full potential.
- has high expectations of the school community and is a clear thinker and good communicator.
- is visible, welcoming and friendly.
- can provide rich experiences to inspire and engage all our learners.
- can continue to enhance a sense of community in school.
- can continue to increase the number of pupils on roll.



ENGAGING CHILDREN IN LEARNING

About Our School

Lapford Community Primary School is situated between the towns of Crediton and Barnstaple in North Devon. It is a small school and nursery for children aged 2-11 years, in a warm and friendly rural village with strong community links. Lapford is a parish and traditional rural village in the heart of the Devonshire countryside, overlooking the River Yeo. The village features a playing field with two play areas, football pitch and fenced playground. There is also a request-stop railway station on the Tarka Line, which runs between Exeter and Barnstaple.

Lapford joined Chulmleigh Academy Trust and became a converter Academy in January 2012. We are proud to be part of the Chulmleigh Academy Trust, which provides a supportive network; sharing good practice with subject leads working across all three schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator who coordinates the work of the three Heads of School, ensuring time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.

We currently have 79 Pupils on roll, with a planned admission number of 15 per year group. Our free school meals percentage is 22%, which is just above the national average.

The parents, staff and children are extremely proud of Lapford School and this is reflected in the strong support from the thriving 'Friends of Lapford School', volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

As a school we encourage children to engage fully in their learning through exciting, well taught, innovative

lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously. Our children feel safe and secure knowing there is always someone to talk to. In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E. specialists), who contribute to the development and training of the staff.

Year 6 pupils are taught in the Year 6 Academy based at Chulmleigh Primary School, which brings together the children from all the Trust primaries in a single centre of excellence in their final year of Key Stage 2. The pupils in the Year 6 Academy experience enhanced transition opportunities with Chulmleigh College; with specialist teaching and access to the College facilities. Transport is provided from Lapford to Chulmleigh by the Trust.

The pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

Our Values

INSPIRE

- Providing rich experiences to inspire and engage all our learners.

ENGAGE

- Making learning contextual to our rural schools, relevant to children's experiences.
- Engaging children in school and the wider community to develop a sense of belonging.

SUCCEED

- Providing a safe environment to take risks, make mistakes and develop resilience.
- Encouraging independence to give children control of their learning.

CREATING FLOURISHING COMMUNITIES



JOB DESCRIPTION

Job Title: Head of School

Status: Permanent, Full Time Leadership Scale 6, Salary £47,735

Main Purpose

The Head of School will:

- Undertake the normal responsibilities of the class teacher, (0.6).
- Lead and manage the school, including the nursery team.
- Undertake duties delegated by the Executive Headteacher.
- Liaise with parents to ensure that the needs of the parental body are served and that the school is well managed on a day-to-day basis.
- Ensure cover for absent teachers is managed (in line with Academy Procedures).
- Write the SEF for the primary school and ensure evidence based improvement plans and policies promote continuous improvement linked to the SEF.
- Work with the Executive Headteacher and Directors and other stakeholders to maintain a shared vision and create future plans which will inspire and motivate pupils, staff, parents and wider community in the school.
- Establish excellent partnerships with other schools in the Academy, the Learning Community and beyond.
- Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Act as the designated safeguarding leader at Lapford Community Primary School.
- Provide strategic leadership in safeguarding and welfare.
- Act as the designated teacher for children in care.
- Be jointly responsible for ensuring that statutory policies and procedures are maintained and in place with regard to safeguarding.
- Liaise with appropriate external agencies regarding welfare, safeguarding and Children in Care.

DEVELOPING PROFESSIONAL CONFIDENCE

Main Tasks

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

To take a lead in:

- Maintaining and developing the ethos, values and overall purposes of the school.
- contributing to improvement planning.
- the efficient organisation, management and supervision of school routines.

Curriculum Development

To contribute to:

- The development, organisation and implementation of the school's curriculum.

- Academy policies on curriculum, teaching and learning, assessment, recording and reporting.
- ensuring that information on pupil progress is up to date and is used to inform learning.

Pupil Care

To take a lead in:

- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/ discipline and proper regard for authority and the encouragement of good behaviour.
- The development of culture of independent learning.
- The handling of individual pupil disciplinary cases.



CREATING FLOURISHING COMMUNITIES

The Management of Staff

- To be responsible for the line management and performance management of teachers and teaching assistants as appropriate.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.
- Be the first point of reference for matters relating to child protection.

Relationships

- To be responsible for fostering positive relationships

across the school community, including showing the parents and community around the school and ensuring the induction of new children runs smoothly.

- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To develop and maintain positive links and relationships with the community and local organisations.

Location

- The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.



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Head of School - Person Specification

ESSENTIAL	DESIRABLE	HOW ASSESSED
An outstanding teacher		Lesson observation/references
Track record of providing leadership to all staff	Potential to provide inspirational and strong leadership to staff	Interview/ references
Experience of leadership that has clear impact upon a school	Experience of leading staff development	Application form
Qualified teacher	Experience of teaching in a range of Primary age groups	Application form
Good understanding of strategies for ensuring all pupils make excellent progress	Experience of intervention strategies	Application form
A proactive individual		References
Committed to forging links with other schools in Chulmleigh Academy Trust	Can articulate a vision for the 2-16 educational journey	Interview/ references
Can accurately assess the levels at which children are working, and plan the next steps using a rigorous evidence base	Experience of action planning and leading staff through School Improvement	Interview / references
Reliable, punctual, excellent attendance record and has a high standard of personal presentation		References
Establishes excellent relationships with parents		References
Able to successfully achieve key accountabilities in job description		References/ job description/ interview
Highly motivated, flexible and ability to work exceptionally hard to achieve the needs of the schools		References,/job description/ interview
Leads by example, setting high standards for self and for others		Application form/ references/ interview
High level of emotional intelligence		Interview/ references

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How to Apply

Please complete the online application form available at: <https://tinyurl.com/CATCurrentVacancies>

A tour of Lapford Community Primary School will be arranged as part of the interview schedule.

Closing date: 28th January 2022 10am

Interview date: w/c 31st January 2022

Start date: Easter 2022 or September 2022

If you have any questions please email:

personnel@chulmleigh.devon.sch.uk or call 01769 580215

Lapford Community Primary School, Eastington Road, Lapford,
Credon, Devon, EX17 6QE

