

Head of School

Application Pack



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Welcome letter from Matt Sambrook, Executive Principal, Somerset Road Education Trust

Dear Applicant,

Thank you for your interest in our Head of School role at St Mark's Junior School. This is a fantastic opportunity for an aspirational and inspirational, learning centred leader to take the school onto its next stage of development, whilst also having the opportunity to be part of a unique community, impacting and developing the work of the wider Trust.

The Local Governing Committee for St Mark's Junior School and Wyndham Park Infants' is working closely with myself, as Executive Principal and the Trustees to find the right person to lead the school in the next phase of its exciting journey. The Somerset Road Education Trust (SRET) is a mixed multi academy Trust comprising three schools on one Campus, offering a unique opportunity to grow as a leader, for staff to develop and students to learn and flourish. The Trust consists of St Mark's Junior School, a three-form entry, church school; Wyndham Park Infants' School, a three-form entry community infant school and Exeter House School, a 3-19 SLD complex Special School. As a Trust we serve a population of over 800 pupils and 230 staff and believe that by working together, investing in staff and believing in the extraordinary in everyone at our schools – remarkable things are possible.

We are an inclusive and values led Trust and therefore central to what we are about and what we do are our vision, values, beliefs and behaviours:

Our vision guides everything we do - we exist to change lives for the better and so seek the best possible education for all through increasing access, opportunity and possibility.

Our values and beliefs underpin our vision. Our values of inclusion, aspiration, achievement and fulfilment shine out from our beliefs.

- ✓ We believe in the extraordinary in everyone
- ✓ We believe that everyone is a valuable part of society, no matter what their needs or difficulties
- ✓ We believe that everyone should be valued and has the right to feel fulfilled and challenged
- ✓ We value and respect the beliefs and faiths of all peoples
- ✓ We believe that education is a key to change and that change is both important and necessary

Our behaviours. We exist to change lives for the better – to do this...

- ✓ We not only believe in the extraordinary but seek it out in everyone we work with and who works for us
- ✓ We champion inclusion – so that no matter what your needs are, you will be embraced by our community and valued for who you are and the possibility of what you can be
- ✓ We challenge pupils and staff alike to grow as learners and actively engage in the community where they will not only be valued but also recognise the value in others
- ✓ We promote the importance of education and learning for all as we recognise that through education - achievement, aspiration and opportunity improves for each of us as does our capacity to recognise this in others

Despite the difficulties of the last year we have not stood still and if anything the challenges of COVID have taught us that the importance of values led, high aspiration, collaborative educational provision is more important now than ever. As of September we are delighted to have built on our inclusive vision through enhancing our provision and offer by adding new communication and interaction resource bases at both St Mark's and Wyndham Park.

If you share our values, see the opportunities in what is being offered and feel you are the person to lead the school as it moves to the next stage of development I encourage you to visit and apply. We look forward to meeting you.

Matt Sambrook

Executive Principal, Somerset Road Education Trust

Letter from Chair of Governors

Dear Candidate

Thank you for your interest in the role of Head of School at St. Mark's Junior School.

St Mark's Junior School is part of the Somerset Road Education Trust along with Wyndham Park Infants and Exeter House Special School providing an education for approximately 800 pupils, 360 of which are based at St Mark's. All three schools are based on the same campus, providing a unique and inclusive learning collaboration within Salisbury. This year we also welcome two new resource bases at St Marks and Wyndham Park which has enabled us to work more closely with Exeter House Special School and develop opportunities for both pupils, families and staff.

Many of St Mark's core values stem from our status as a Church of England School, and our Christian values are embedded in everything we do.

Governors play an important part in school life and are very proud of St Mark's, and the broad and balanced curriculum that we are able to offer. As a Local Governing Committee, we believe every child deserves the best education possible, parents and families are supported in their journey and staff have equal opportunities and a chance to develop their skills. We are committed to delivering the vision and ethos of both the school and the Trust.

We are seeking to recruit a new Head of School with a passion and vision to provide an outstanding and inclusive education for every child within our community, to deliver strong leadership and opportunities to a growing and hardworking staff team and to continue to lead the wider school forward as part of our journey within the Trust.

You will be an inspiring leader with a passion for teaching and learning and a belief in providing a broad and balanced curriculum for every child through the continued investment growth in your skills and those of your team. You will be committed to further strengthening the links between the schools in the Trust, but also be outward looking and wanting to develop relationships with other local schools.

If you share our vision and values, we would very much welcome your application for the post of Head of School at St Mark's.

Jenny Baylis

Chair of Local Governing Committee

St Mark's and Wyndham Park

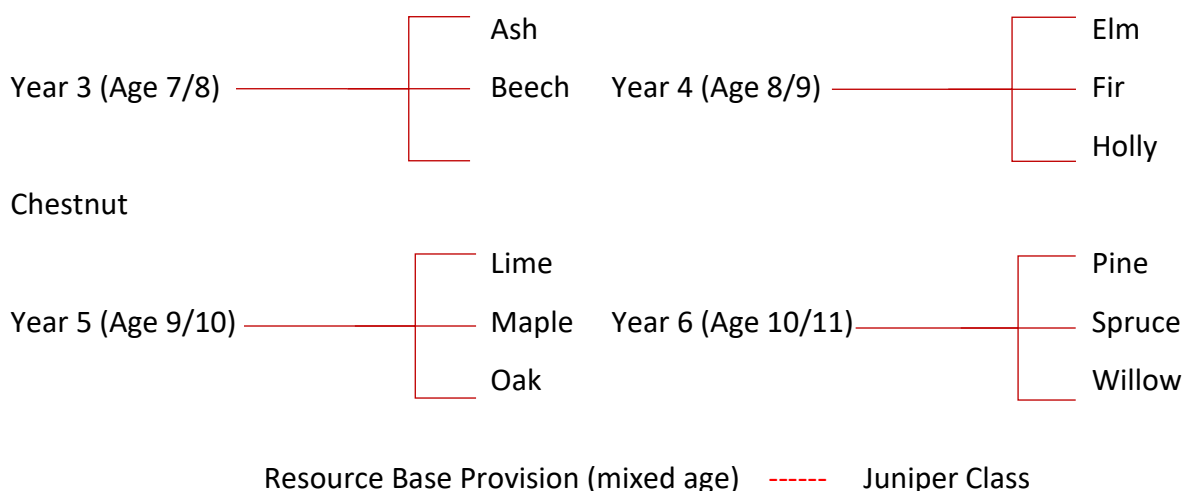
About Our School



St Mark's is a large junior school with extensive grounds. The field has its own adventure playground and large gazebo for shade and shelter. The school also has an outdoor swimming pool that is typically used between April and July each year. The school has its own computer suite and offers peripatetic music lessons.

ORGANISATION

We have approximately 370 children on roll at St Mark's ranging (13 classes, 3 per year group plus a Resource Base) from 7-11 years old. The children are with us here for four years before the majority of them move on to one of eight secondary schools locally.



Each class is taught by a fully-qualified teacher who is often supported by a teaching assistant (two per year group). All of our teachers have half a day each week to support planning, preparation and assessment (PPA) and classes are taught by our cover teachers (Specialists in Music, Computing and RE). Classes are always mixed in terms of gender, ability, behaviour, attitudes, confidence and special educational needs. Children will not always remain in the same class group throughout their time at St Mark's as we always mix the children up at the end of Year 4 and where there is a good reason to do so.



OUR CURRICULUM

At St Mark's we offer a curriculum which is broad and balanced and which also promotes the spiritual, moral, social, cultural and physical development of our pupils. We aim to prepare the pupils at the school for the opportunities, responsibilities and experiences of later life. Details of our full curriculum offer can be found by clicking [here](#).

Learning Opportunities

We are very fortunate with the lovely grounds and resources that we have in school which we use to enhance and inspire learning. In each year group children are given the opportunity to regularly develop their use of technology through ICT. Resources include Chromebooks and access to our set of iPads. We are well resourced for books – which you can find across the school, in classes and shared spaces. The development of reading and reading resources is an on-going focus for our school to support children in choosing, learning and growing.

Learning Characteristics

We are passionate about learning at St Mark's and we feel strongly that we are preparing the children to be life-long learners who leave our school with a secure foundation of our learning characteristics. We strive for our children to be:

Curious – to ask questions, be interested in the world around them and be motivated to understand

Thinkers – to solve problems, to be creative and challenge themselves, to make links across learning

Responsible Citizens – to collaborate and contribute as part of a team, to be a respectful and honest member of the community, to be able to work with autonomy

Reflective – to evaluate and explain learning, to learn from mistakes and focus on the learning process

Resilient – to have positive attitudes to challenges, to take risks in learning and always persevere

Growth Mindset

All children are encouraged to develop a positive mental attitude to their learning and the theory of a growth mindset is central to teaching and learning in our school. We teach the children that effort rather than achievement is the most important thing in learning and that mistakes are opportunities to grow and become better learners. Lots of information about the growth mindset approach can be found by clicking [here](#).

Educational Visits and Visitors

During a child's time at St Mark's they will go on regular educational visits. We often use the area around us so that coaches are not always needed and costs can be kept to a minimum.

Children will usually go on one slightly bigger trip each year as well as lots of other smaller trips. As well as educational visits to other places, we often have visitors coming into school. This includes artists, poets, librarians, vicars and many more!

Assemblies

We hold a daily assembly each day for the whole school. These are topic themed, story-telling, singing practice and an end of the week Celebration Assembly. These assemblies promote the spiritual, moral and cultural development of pupils and are of a broadly Christian character, as per government guidance.

Extra-curricular clubs

All children are able to attend some of the after-school clubs that we offer. Sports activities are booked via District Sports for a full-term and are available daily, these do incur a small charge. Please check the website for the most up-to date information. There are also opportunities for daily before-school sport opportunities (from 7.45 am). Children can also access the breakfast club via Wyndham Park Infants' School.

INCLUSION AND EQUALITY

At St Mark's we pride ourselves in providing a caring nurturing environment for all of our pupils and ensuring equality for all pupils and staff irrespective of race, gender, disability, faith or socio-economic background. We have an inclusive environment and cater for the needs of all through our personalised approach to learning. We are proud to have opened our own resource base (Juniper Class – KS2) in September 2021 to provide specialist provision for children identified by the Local Authority.

Special Educational Needs and Disability

We have highly trained teachers and teaching assistants who have lots of experience in supporting children who may have Special Educational Needs or Disability (SEND). We believe that working as a team with parents we can provide the best support for all pupils with additional needs. Mrs Lambert is our Special Educational Needs and Co-ordinator (SENCO).

Emotional and Pastoral Support

We have a full-time Emotional Literacy Support Assistant (ELSA) in school as well as a Parent Support Advisor (PSA). The ELSA, Mrs Jenkins, is highly trained in supporting children who are struggling with their emotions in school and we have a fantastic team of staff who genuinely care about every child.

Behaviour

Behaviour throughout our school is of a very high standard and there are several strategies in place in each classroom to reward this. We work with parents to support children in making good choices and following our Golden Rules. Please see our [Behaviour Policy](#) for more information.

Safeguarding

St Mark's is committed to safeguarding and promoting the welfare of children. Staff work hard to maintain an environment where children feel safe and secure. As Head of School you will be our designated safeguarding lead and take lead responsibility for responding to any concerns and contacting Children's Social Care where necessary.

Students and staff comments

We asked our Staff Team and Pupils for what they were looking for in a new Head of School and here are two Wordles based on what they said – the first is the pupils, the second is the staff:



Head of School – St Mark’s CofE Junior School

JOB DESCRIPTION AND PERSON SPECIFICATION 2021-22

Job Title:	Head of School
Salary:	Leadership Scale 14-20
Hours:	Full-time
Contract Type:	Permanent
Reporting to:	CEO/Executive Principal
Responsible for:	The day-to-day running and management of St Mark’ Junior School and ensuring a high quality of education and development of the school.

1.	Main Purpose The Head of School will: <ul style="list-style-type: none"> • Lead the day-to-day operational effectiveness at St Mark’s Junior School. • Lead the development of a highly effective curriculum and increased quality of education. • Lead the development of assessment and pupil outcomes across the school. • Lead the on-going self-evaluation and improvement process at the school and be externally accountable for the quality of education, standards and the effective day-to-day running of the school. <u>This will include:</u> <ul style="list-style-type: none"> • Being responsible for the operational day-to-day management of staff, communication and resources at the school. • Monitoring and be accountable for progress and reporting on achievement and progress for students at St Mark’s Junior School. • Leading the development of a highly effective, progressive and responsive curriculum • Leading the development of assessment and pupil outcomes across the school. • Undertaking the role of designated DSL. • Working with leaders across the Trust to develop collaboration and increase quality of education. • Working with the Executive Principal to formulate the aims, objectives and school development planning for St Mark’s; establish policies for achieving these aims and objectives; strategically manage staff and resources to achieve the aims and objectives of the school and Trust plans.
2.	Duties and responsibilities Qualities and knowledge <ul style="list-style-type: none"> • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils. • Articulate a vision and approach for inclusion that is coherent with the values and vision of the Trust and lead by example in bringing this to fruition. • Articulate and advocate for the Trust and the development of the Trust as central to the growth and development of the individual academies. • Build positive relationships with all members of all the school communities, showing positive attitudes to them. • Keep up-to-date with developments in education, and have a strong knowledge of education systems locally, nationally and globally – with particular reference to leadership, curriculum and teaching and learning development. • Keep up-to-date with developments in Assessment and ensure a strong understanding of the assessment reporting requirements.

	<ul style="list-style-type: none"> • Recognise strategic opportunities and developments for the school and the Trust and advocate for these as part of ELT. • Communicate the vision of the schools compellingly and drive this through word, action and approach. • Seek training and continuing professional development to meet own needs and in developing those of others.
	<p>Pupils and staff</p> <ul style="list-style-type: none"> • Demand ambitious and aspirational standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes. • Ensure excellent teaching and learning in the school, including through training and development for staff. • Establish a culture of 'open classrooms' as a basis for sharing best/ leading practice – recognizing the key facets of a self-improving school system. • Create an ethos within which all staff are motivated and supported to develop and share their skills and knowledge. • Identify emerging talents, coaching current and aspiring leaders to achieve and exceed expectations. • Hold all staff to account for their professional conduct, practice and performance.
	<p>Systems and processes</p> <ul style="list-style-type: none"> • Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on high quality aspirational provision and supported through highly effective safeguarding of pupils and developing exemplary approaches to behaviour. • Implement systems for managing the performance of all staff, as part of the wider Trust vision and approach, addressing any underperformance, supporting staff to improve and valuing excellent practice. • Welcome and work with the LGC and Trust Board as appropriate, providing the information it needs to govern effectively. • Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources through work with the Executive Principal and Trust Business Manager. • Support distribution of leadership throughout the schools and help the development of leadership opportunities across the Trust and beyond.
	<p>The self-improving school system</p> <ul style="list-style-type: none"> • Support the development of an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils. • Develop effective relationships with fellow professionals and support them to be aspirational and developmental in their approach and practice. • Model innovative and highly effective approaches to curriculum development, teaching and learning improvement and school leadership. • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education and inclusion.
	<p>Other areas of responsibility</p> <p>The Head of School will be required to safeguard and promote the welfare of children and young people, model and follow school policies and the staff code of conduct.</p> <p>The Head of School will be expected to take on relevant and delegated Trust responsibilities in agreement with the CEO/Executive Principal, be an active member of the Trust Executive Leadership Team (ELT) and be an active advocate for the Trust, its values and its development.</p>

Notes:

This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

CRITERIA	QUALITIES	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status. • Degree. • Evidence of further relevant training and development. 	<ul style="list-style-type: none"> • NPQH/ specific leadership qualifications • Further study e.g. Master degree
Experience	<ul style="list-style-type: none"> • Leadership experience in more than one school. • Successful leadership and management experience as a Deputy Headteacher in a primary setting or significant experience as a senior leader in a primary setting. • Proven and relevant teaching experience with the knowledge and skills to improve and develop teaching quality and standards within the Junior range. • Experience of contributing to whole school self-evaluation and development planning that shows improved outcomes for students. • Experience of the Ofsted process. • Experience of working with a range of pupils including those with SEND. • Demonstrable experience of successful line management and staff development that has brought about school improvement. • Experience of working with others to develop collaboration and understanding. • Experience or understanding of working in collaborations or within a multi-academy Trust. 	<ul style="list-style-type: none"> • Experience of working in a church school • Experience of working with children with a high level of special needs e.g. resource base in a school you have worked at • Experience of working with/ across other schools as a leader • Specific expertise in a core area of the curriculum/ SEN • Experience of significant school improvement initiatives which have had clear and demonstrable impact on the school you have worked in • Experience of being part of a school leadership team that has moved the school through Ofsted categories
Skills and knowledge	<ul style="list-style-type: none"> • Strategic awareness and understanding of change management. • Understanding of school improvement strategies, how to implement them and evidence of having done so. • Data analysis/ information management skills, and the ability to use data to set targets and identify areas for development and focus in on what matters. • Understanding of high-quality teaching and learning, knowledge of strategies how to develop this 	<ul style="list-style-type: none"> • Have led or been part of a senior team that has led a significant school change programme/ process • Have develop approaches to improve the use and impact of assessment • Has coached/ mentored and developed staff teaching and learning skills as part of role in school • Has knowledge of positive behavior strategies and how these can be used in school to

	<p>in others and evidence of having done so.</p> <ul style="list-style-type: none"> • Understanding of inclusion and how this can be used to develop and enhance schools. • Effective communication and interpersonal skills. • Ability to communicate a vision and inspire others. • Ability to build effective working relationships. • Support and understand the ethos and values that are part of working in a church school 	<p>enhance learning and pupil engagement</p> <ul style="list-style-type: none"> • Experience as a DSL/DDSL
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy. • A commitment to inclusion and the development of this within education. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality. 	

Application Process and Recruitment timetable

DATE	PROCESS
17 September 2021	➤ Advert goes live
20 September to 6 October 2021	<ul style="list-style-type: none"> ➤ Visits/tours of the school ➤ Applications to the school
7 October 2021	<ul style="list-style-type: none"> ➤ Advert closes ➤ Deadline for any application
8 October 2021	<ul style="list-style-type: none"> ➤ Shortlisting for the role ➤ Invites to interview
13 to 14 October 2021	<ul style="list-style-type: none"> ➤ Interview process consisting of a number of activities throughout the day ➤ Offer of position to successful candidate
1 January 2022	➤ New Head of School begins at St Mark's