



HEADTEACHER RECRUITMENT PACK



MARCH 2024

Holy Trinity CE Primary, Carrington Road, Richmond, TW10 5AA

Phone: 020 8940 2730 Email: aowens@htprimary.com

holytrinityschool.org.uk



WE HAVE
ACHIEVED



SOUTHWARK DIOCESAN BOARD OF EDUCATION
Developing Church of England Education



Dear prospective applicant,

Thank you for taking the time to explore the position of Headteacher of Holy Trinity Church of England Primary School.

Holy Trinity is a happy, successful, diverse and inclusive school that is known for its warmth and care. In keeping with our Christian foundation, we nurture the values of aspiration, love and community, and encourage every child to discover and develop their gifts and talents so that they can make a positive contribution to the world around them.

Our current Headteacher is retiring after five fruitful years with us. Under her leadership, we have navigated the pandemic to maintain excellent results consistently above the national average, and exemplary behaviour. Alongside this, our vision and values have been embedded across the school, helping to shape an ethos and culture that we are all proud to be a part of.

We are looking for a passionate and courageous leader who will build on and further develop our vision to love learning, love one another and love God. The successful applicant will work with governors and staff to deliver an exciting curriculum offer across all subjects, while nurturing an inclusive environment which celebrates the diversity of our community and draws out each person's unique contribution.

Our school values of love, aspiration and community provide the foundation for every aspect of school life. We are looking for a Headteacher who will live and actively promote them in all they do each day, from their first morning interaction with staff and pupils, to their evening farewell to the caretaker, and in strategic decisions and interactions with stakeholders.

In turn, we offer a loyal, diligent staff team who love working at this school, a dynamic and committed senior leadership team, a friendly and engaged governing body committed to achieving the best outcomes for our pupils, an involved parent body with an enthusiastic Parent Teacher Association, a supportive and enriching relationship with our parish church, and a school full of wonderful children who are eager to learn and grow.

Richmond is a beautiful part of South West London, enjoying excellent transport links and well known for its green open spaces, including Richmond Park just a few minutes walk from the school gate.

We hope that this application pack will give you a taste of Holy Trinity but we encourage you to come and see for yourself. Please contact aowens@htprimary.com or call 0208 940 2730 to arrange a school visit. We would love to welcome you, and look forward to receiving your application.

Yours faithfully,

Two handwritten signatures in black ink. The first signature is 'Eils' and the second is 'Francis'.

Rev'd Eils Osgood and Francis Neal
Co-chairs of Governors

Holy Trinity CE Primary, Carrington Road, Richmond, TW10 5AA
Phone: 020 8940 2730 Email: info@htprimary.com
holytrinityschool.org.uk

holy|trinity|richmond

a church with an open door

Dear prospective applicant,

Thank you for your interest in the position of Headteacher of Holy Trinity Church of England Primary School.

The relationship between the church and Holy Trinity School is a strong one and valued in both church and school communities. I hope that the next Headteacher will build on these links, as well as finding new and innovative ways of working together.

At present the church team lead Collective Worship weekly on a Monday and our Children and Youth Pastors run an after-school Bible club each week. The church works with the school's Faith Group to have an engaging presence at the Christmas and Summer Fairs each year. The Faith Group, along with volunteers from the church, also runs a Prayer Space week each year, where every pupil is given the opportunity to think about prayer and practise it for themselves.

We enjoy inviting the school into the church for visits and end of term collective worship at Christmas and Easter. The school's Christmas Carol Service is a highlight of the year, and the church team also comes into school to lead a Christingle Service. There is a significant school presence at various church events such as the Summer Holiday Club, Light Party and our midweek Glow evening group. A good number of church members are parents at the school and volunteer in various ways, and some serve on the governing body as Foundation Governors.

We are excited to see who our new Headteacher will be and we look forward to working with them as a church community. In my role as Vicar I am particularly keen to support and help a new Headteacher to keep the Christian ethos of Holy Trinity School at the heart of school life. We are praying for the school, and for you as a prospective candidate, and we are committed to continuing to pray for whoever takes on this important role.

Every blessing,



Rev'd Dan Wells
Vicar, Holy Trinity Church
Vice-chair of Governors

Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP
Phone: 020 8404 1113 Email: dan.wells@htrichmond.org.uk
htrichmond.org.uk



APPOINTMENT TIMETABLE

Advertisement published	Friday 22nd March 2024
Visits to school welcomed at mutual convenience	W/c 25th March or W/c 15th April. We welcome visits after the closing date
Closing date for applications	Tuesday 16th April 2024
Shortlisting	Wednesday 17th April 2024
Interviews - candidates may be told if they are unsuccessful at the end of day one	Tuesday 24th and Wednesday 25th April 2024
Appointment subject to references and safeguarding checks Please refer to our Child Protection & Safeguarding policy which can be found on the school website	

THE APPLICATION PROCESS

Applicants are encouraged to visit the school before submitting an application.

Applications should be made on the downloadable application form provided.

Please carefully read the Job Description and Person Specification that follow. Candidates should address these selection criteria in the application form and supporting statement, as they will determine whom we shortlist for interview. You should write no more than 800 words for your supporting statement. This can be attached as a separate document.

Applications should be submitted to Jo Brogden, Clerk to the Governors, at jbrogden@htprimary.com. All applications will be acknowledged by email.

Shortlisted candidates will be advised by telephone. Written information regarding the interview process will be provided by email. References will be taken up at this stage.

Candidates should be available to attend an interview for the whole day on Tuesday 24th and Wednesday 25th April 2024.

CONTACT US

If you have any questions, or you would like to arrange an informal visit to the school, please contact Louise Prendergast, our school secretary:

- by email on aowens@htprimary.com
- by phone on 020 8940 2730



STAFF VOICE

“We’re a family and work well together because we all support and listen to each other.”

“Children are always at the forefront of everything we do.”

“In my time at Holy Trinity, I have made friends for life. The staff really pull together to help each other out to achieve the same shared goal - giving the best school experience for each child.”

THIS IS WHAT THE STAFF LOVE ABOUT HOLY TRINITY SCHOOL AND WHAT THEY ARE LOOKING FOR IN A HEADTEACHER





PARENT VOICE

"Holy Trinity is a wonderfully diverse yet inclusive school, where there is a genuine shared desire to see our children thrive. My son loves going to school each day."

“The kindness that flows through the school and the values, enthusiasm and commitment of the staff have helped my shy little girl blossom into a confident, well-adjusted young lady, ready to face the world.”

THIS IS WHAT THE PARENTS LOVE ABOUT HOLY TRINITY SCHOOL AND WHAT THEY ARE LOOKING FOR IN A HEADTEACHER





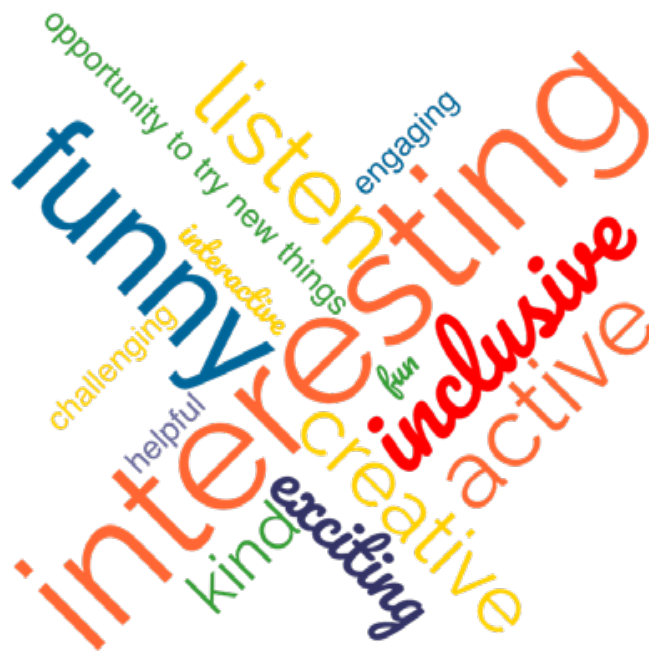
PUPIL VOICE

“We have kind teachers who make every lesson fun.”

“The school is quite creative, such as in our art lessons we get to make our own Amazonian masks using papier mache - I still have it in my bedroom!”

“I want the Headteacher to be funny.”

**THIS IS WHAT OUR PUPILS LOVE ABOUT HOLY TRINITY SCHOOL AND
WHAT THEY ARE LOOKING FOR IN A HEADTEACHER**



SCHOOL INFORMATION

Type of school	Voluntary Aided Church of England Primary School
Age range	3-11 year olds
Number on role	364 pupils (Autumn 2023 Census)
Average class size	24 pupils per teacher (School Workforce Census 2023)
Number of Staff	56 (School Workforce Census 2023)
Number of Teachers / TAs	41 Teachers / Teaching Assistants (School Workforce Census 2023)
Attendance	2022-23 attendance 95.5%, with 6.0% persistent absence (DfE Pilot) 2023-24 attendance 97.2%, with 7.8% persistent absence (DfE Pilot to date)
Suspensions and exclusions	There have been no suspensions or permanent exclusions over the last 3 academic years
Pupils with EHCP	11 (Autumn 2023 Census)
Pupils with SEN support	38 (Autumn 2023 Census)
Pupils eligible for PPG	48 (Pupil premium: allocations and conditions of grant 2023-24)
Multilingual pupils	137 (Autumn 2023 Census)
School Budget	2021/22 £6,059 per pupil, total income £2.43 million, balance £249.5k 2022/23 £6,412 per pupil, total income £2.59 million, balance £264.9k (Schools Financial Benchmarking)

2022/2023 RESULTS

KS1-2 VALUE ADDED SCORES



Y1 PHONICS AND EARLY YEARS FOUNDATION STAGE PROFILE



KS1 ATTAINMENT

Proportion achieving expected standard or above and greater depth in each subject

	Schl	Nat	Diff
Reading	80	68	12
Writing	68	60	8
Maths	73	71	2
Science	92	79	13

KS2 ATTAINMENT

Proportion achieving expected standard or above and the high standard in each subject

	Schl	Nat	Diff
Reading	92	73	19
Writing	78	71	7
Maths	93	73	20
Science	92	80	12



JOB DESCRIPTION

Job title:	Headteacher of Holy Trinity Church of England Primary School, Richmond
Terms and conditions:	As set out in the most recent School Teachers' Pay and Conditions Document
Starting date:	September 2024
Salary:	Group 3 Outer London Leadership Pay Spine L18-L24 £75,478 - £86,826 with an additional payment for an exceptional candidate

At Holy Trinity we welcome you to an exciting world of learning, discovery and friendship. We value each child as a unique individual and, through rich learning experiences, we aim to ignite a lifelong love of learning. In keeping with our Christian foundation, we nurture the values of aspiration, love and community so children can develop their gifts and make a positive contribution to the world around them.

JOB PURPOSE:

To provide professional leadership and plan, develop, support, administer and monitor the academic, pastoral, social, religious and financial life of the school community, in pursuit of the aims of Holy Trinity Church of England Primary School, and to help develop the school's long-term strategic vision, realising all aspects of the annual School Development Plan.

RESPONSIBLE TO: The governing body

RESPONSIBLE FOR: All teaching and support staff

THE HEADTEACHER'S ROLE REQUIRES:

- Leading collective worship and the programme of Religious Education, including the celebration of key events in the Christian Calendar
- Putting the promotion of teaching and learning at the heart of strategic planning, setting expectations for high academic standards within the school, while recognising differences and respecting cultural diversity
- Challenging underperformance at all levels and having a decisive impact on the quality of teaching and pupils' achievements in the classroom
- Establishing, developing and maintaining effective strategies and procedures for staff induction, professional development and performance review
- Taking responsibility for managing, promoting and encouraging a working environment conducive to excellent staff relations and high staff morale
- Establishing and developing a collaborative learning culture within the school and actively engaging with other schools to build effective learning and cultural communities
- Fostering a sense of self-esteem where each member of the community feels valued and respected and diversity is celebrated

THE HEADTEACHER'S ROLE REQUIRES (continued):

- Promoting a love of learning through teaching a broad and balanced creative curriculum within a safe, happy and emotionally secure environment
- Encouraging a sense of community by expecting all members of the school community to participate fully and have a voice in the school's decision-making process
- Acting as the Governors' main channel for liaison with the Southwark Diocesan Board of Education (SDBE) and the Local Authority (Achieving for Children); advising the governors on matters relating to the school's voluntary aided status and representing the school's needs and concerns

HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL, RICHMOND SUPPORTS THE NATIONAL STANDARDS OF EXCELLENCE FOR HEADTEACHERS (2020) WHICH FORMS THE FRAMEWORK OF THIS JOB DESCRIPTION.

Details of the 'Excellence as Standard' domains can be found in this link:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>



PERSON SPECIFICATION

The pupils, staff and governors wish to appoint a high calibre individual who can demonstrate the qualifications, personal attributes, and other criteria listed below. Candidates should address these selection criteria in the application form and the supporting statement, as they will help determine who is shortlisted for interview. It is essential to demonstrate an up-to-date understanding of safeguarding and child protection requirements.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
1. Qualified teacher status	4. NPQH
2. Degree level of education	5. Diploma or Masters in relevant subject
3. Clear evidence of commitment to personal CPD	

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
1. Passionate and knowledgeable about education, enabling children to flourish	11. Willing to take risks in order to innovate and to learn from making mistakes
2. Committed to knowing every child in the school, nurturing them and encouraging each one to be ready for future learning and adulthood	12. Experience of promoting a school in the local community to attract new pupils onto the school roll
3. Leads with flair, tenacity and good humour driven by high expectations of self and others	
4. Evidence of effectively implementing whole school change, taking staff with them and having a positive impact on pupils' outcomes	
5. Emotional awareness, empathy and flexibility in dealing with stakeholders	
6. Strong communication and negotiating skills (verbal and written)	
7. Ability to deal fairly, constructively and calmly with a broad range of situations, including conflict resolution	
8. Enjoys working collaboratively as part of a team of committed professionals	
9. High levels of professional integrity and transparency	
10. Has the perspective to maintain their own work-life balance and encourages others to do the same to promote good mental health	

FAITH

ESSENTIAL	DESIRABLE
1. Has a personal Christian faith and is deeply committed to developing the strong inclusive Christian ethos that characterises Holy Trinity, through promoting our visions and values	4. Actively committed to a church community
2. Keen to work closely with Holy Trinity Church, other local churches and the Southwark Diocese Board of Education	5. Knowledge of the SIAMS inspection framework
3. Sensitive and respectful towards those of other faiths or none	

PROFESSIONAL SKILLS, KNOWLEDGE & EXPERIENCE

ESSENTIAL	DESIRABLE
1. At least 3 years of successful school leadership experience as a head, acting head or deputy	9. Experience of successful partnership working with the governing body to agree school priorities
2. A deep understanding of current national education policy and statutory requirements that relate to the management of schools	10. Up-to-date Safer Recruitment training and Level 3 safeguarding qualifications
3. A strong record as an outstanding teacher with evidence-based practice to shape the future of the school	11. Experience of drafting or editing school policies and monitoring their effectiveness
4. Secure understanding of good and outstanding quality of education in line with the current Ofsted framework, with the ambition and skills to achieve excellence and lead the school into our next inspection	12. Experience of peer mentoring and sharing best practice among colleagues locally or nationally
5. A strategic educational vision and ability to apply this to school improvement whilst empowering and inspiring stakeholders to support this vision	
6. Considerable experience of effectively safeguarding pupils and ensuring their health, safety and well-being	
7. An understanding of sound school financial management and the ability to manage a budget to secure the best outcomes	
8. A strong understanding of and commitment to equality, diversity and inclusion, with aspiration for all pupils	

END OF DOCUMENT