

CODDINGTON CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL



HEAD TEACHER APPLICATION PACK

January 2023



In partnership with Minster Trust for Education



CONTENTS

3 Welcome from the Chair of Governors

4 Our ideal candidate

5 About our school

8 Job Description

10 Person Specification

12 How to apply

WELCOME FROM THE CHAIR OF GOVERNORS



Dear Applicant,

Thank you for considering the position of Head Teacher at Coddington C of E Primary School. We are very pleased that you are considering applying to lead our thriving and developing school. The Governing Body is excited to be seeking a knowledgeable leader to continue the rapid progress being made by the school, building on its collaborative approach to improvement.

Coddington has made significant strides in the past two years to develop consistently high quality education for its pupils. This is leading to good outcomes for children and a strong collective approach by the whole learning community to strive for the best.

Our new Head Teacher needs to be able to build on the already strong foundations and provide clear strategy and direction for the future, further strengthening a team spirit to achieve the school's aims. It is an exciting time to be joining Coddington as we continue our collaborative work

with Minster Trust for Education (MITRE) and our journey to join the Trust as a primary academy.

We are seeking somebody who can promote excellence and enjoyment within a creative curriculum; that builds strong and credible partnerships with all stakeholders; that helps every child to flourish; that provides rigour and high expectations. All this underpinned by our Christian values.

We warmly encourage you to visit the school to see the staff and pupils at work. We look forward to receiving your application by the 20th February 2023. The interview for the post will be held in the week beginning 27th February.

Yours faithfully,

Sarah Evans, Chair of Governors

THE CODDINGTON LEARNING COMMUNITY

OUR IDEAL CANDIDATE...

PUPILS SAY...

- Encourages all to be the best we can be.
- Treats everyone as equal.
- Fun, calm, approachable but firm when needed.
- Follows the rainbow values to set an example to all.
- Knows how to be a good leader and a good teacher.
- Understands children and builds good relationships.
- Willing to do it themselves and lead by example.
- New ideas to make the school better.
- Listens to pupils. Someone we can respect and who respects us.
- Makes things happen and sticks to a plan.

- A strong leader with clear direction and the ability to plan strategically.
- Works with staff to build on what has already been achieved.
- Builds trust and credibility, managing relationships well.
- Challenges all members of the community to do their best.
- Knowledgeable about the role of Headship in its full breadth.
- Places curriculum and teaching and learning at the heart of all efforts
- A strong communicator, able to build effective stakeholder relationships
- Child focused - helping every child to flourish, each in their own unique way.
- Enable the school to further develop Christian distinctiveness and to fully embrace all it means to be a Church of England school.

GOVERNORS SAY...

STAFF SAY...

- Organised, forward thinking and proactive.
- Visible to all stakeholders and present in school.
- A good communicator, building positive relationships.
- A good teacher. Someone who has credibility in the classroom and understands the demands on teachers.
- Builds a team and emotionally intelligent.
- Can lead by example and is strong but flexible as a leader.
- Understands the school and builds on what has already been achieved.

ABOUT OUR SCHOOL

Coddington is a Church of England primary and nursery school located close to the market town of Newark.

At Coddington CofE Primary we put children at the heart of everything we do. We provide the children with a creative curriculum that is both exciting and inspiring. Learning is brought to life by carefully planned opportunities that enthuse, engage and motivate our children to want to find out more.

There are currently 395 children on roll, divided into twelve classes. Additionally our Early Years provision provides a bespoke learning space for the youngest children to

‘Shining the Light of Learning inspires the whole school’

flourish. There is a PAN of 60. The majority of children continue their education at secondary schools in Newark. The school was judged **‘Good’ by Ofsted in January 2019** and the report highlights that “pupils are extremely proud of their school, and their attitudes towards learning are positive. They are polite and courteous and work well with one another.”

The school’s most recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) recognised provision as **good**.

Our nursery provision provides a warm and nurturing space, with significant investment to provide high quality first steps at the

beginning of each child’s education. This is a highly valued and developing part of the school.

Our whole approach at Coddington CofE Primary is driven by 7 Christian rainbow values.

- Respect
- Happiness
- Friendship
- Honesty
- Co-operation
- Responsibility
- Love

Aims of the School

At Coddington CofE Primary School we aim to create a learning environment where all pupils:

- have confidence and high self esteem
- become self-motivated, enthusiastic and creative learners keen to achieve their full potential
- learn independently and collaboratively
- are self aware, sensitive, caring individuals with respect for others and the environment
- enjoy their learning, experience success and are proud of their achievements
- are able to form and express ideas and questions, and communicate effectively
- have the personal and social skills to be able to play an active and constructive role in society.



EXPECTED STANDARD
READING, WRITING,
MATHS



63%

AVERAGE SCORE
READING



107

AVERAGE SCORE
MATHS



105

A higher percentage of pupils achieve the expected standard at the end of key stage 2 as compared to the national average.

Pupils at the school are making good progress (significantly above the national average in reading and maths)

KS2 Progress 2022 · Value Added

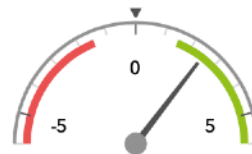
54 matched pupils

Average Scaled Score (Re, Ma)

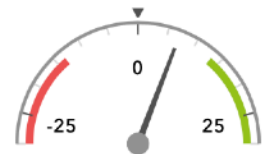
% Expected standard+ (Re, Wr, Ma)

+2.5+

+7%



Significantly above the national average (0) ◀

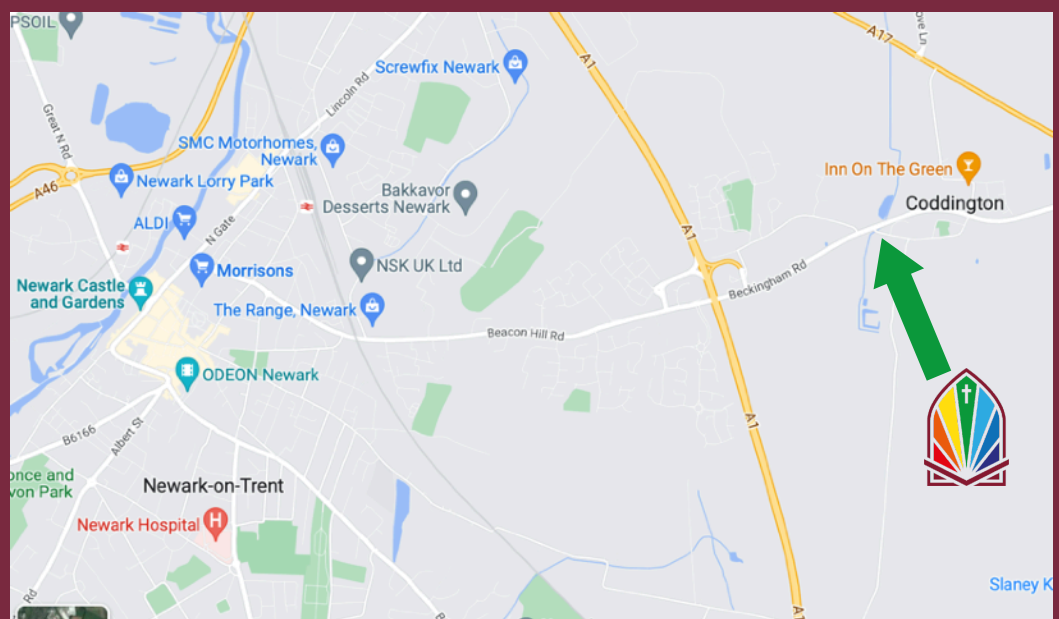


In line with the national average (0%) ◀

LOCATION

A short distance from the historic market town of Newark, Coddington is a conveniently located village with a selection of local amenities and a warm sense of community.

There are good road links to the village which is close to the A1, A17 and A46. The cities of Nottingham and Lincoln are within easy reach and Newark station is on the East Coast mainline.



MORE ABOUT OUR SCHOOL

CURRICULUM

At Coddington C of E Primary and Nursery School we believe in developing the whole child. Through our teaching we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives and to provide them with high quality learning experiences that lead to a consistently high level of pupil achievement. We maintain that learning should be challenging and exciting for everyone. We believe that appropriate teaching and learning experiences, embedded in high expectations, help children to lead happy and rewarding lives. This will lead to aspirations and high ambitions in their future lives.

Our curriculum is based on three key principles:

- Our curriculum is sequential and based on the information pupils should know at certain points
- Children will know more and remember more.
- The curriculum allows pupils opportunities to model the school values and an understanding of the diverse world in which we live.



CARING FOR PUPILS

At Coddington C of E Primary School, we believe that the development of the whole child is essential in enabling them to 'Shine the Light of Learning' in all aspects of their lives. The importance of developing kind, caring and well-rounded people is at the heart of our efforts, with pupils encouraged to live life in all its fullness throughout their time with us and beyond.

We provide a nurturing environment where all pupils feel cared for and supported. Through ELSA, pastoral teams and our work with local organisations, we are able to offer a wide range of support for all pupils.

At Coddington, we aim to deliver the village school culture despite having 400 pupils.

PARTNERSHIPS

As an outward looking school we learn a great deal from our work with others. Key partners include the Diocese of Southwell and Nottingham, Nottinghamshire Local Authority and Minster Trust for Education. We also enjoy important and fruitful links with All Saints Church.

Coddington CofE Primary is pleased to be joining the Minster Trust for Education, a local multi-academy trust of primary, infant and secondary schools. The school has benefited from close partnership working with the Trust for the last year.

All MITRE Heads benefit from the expertise of other experienced leaders, with considerable capacity available from both school leaders and the central trust team. We all share our expertise and contribute to the Trust's ongoing success and development.



www.minster.notts.sch.uk/mla



www.ememathshub.org





The following job description is based on the [Headteachers' standards 2020](#), which are expected to be fully met by a successful candidate.

Job title : Head Teacher

Start Date : September 2023

Salary : L18-24

Core Purpose

The Head Teacher will provide vision and leadership of the school, working in partnership with staff, governors and the Trust to ensure the school's success. They will create an inclusive culture and ethos underpinned by strong Christian values such that the school's distinctiveness as a Church of England Academy is effectively developed and every pupil enjoys "life in all its fullness".

The Head Teacher will create a secure environment, where both pupils and staff can achieve their full potential, with due regard to their safety and welfare. They will constantly strive for excellence in terms of outcomes, care and breadth of experience for pupils. This excellence will be achieved in close partnership with others including MITRE, the Diocese of Southwell and Nottingham, the family of schools and governors.

A forward thinking mindset with a drive for improvement and the willingness to innovate will be an expectation. Humility, a willingness to serve and care for others will also underpin the Head Teacher's daily practice. The ability to plan meticulously, implement effectively and lead others to realise demonstrable improvements is essential.

Qualities

- Uphold public trust in school leadership by consistently demonstrating the highest standards of professional conduct underpinned by a strong set of moral values.
- Build warm and positive relationships throughout the school and wider community, including with all key stakeholders.
- Always keep the interests of pupils at the heart of all decision making, serving them and their futures.
- Uphold and demonstrate the Nolan principles of Public Life.
- Actively promote, demonstrate and uphold the mission, vision and values of Minster Trust for Education.

Duties and Responsibilities

School culture and behaviour

- Create a daily culture in school to support pupils to flourish - spiritually, academically and through enriching experiences.
- Ensure the highest standards of teaching and learning prepare pupils from all backgrounds for their next phase of education and life.
- Ensure all staff unwaveringly demonstrate the school's values and expectations in their daily work.
- Encourage exemplary standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, challenging and engaging pupils and offering them informative feedback to make excellent progress.

- Ensure teaching is underpinned by subject expertise including the best subject leadership.
- Effectively use quality assurance strategies to build a rich picture of all aspects of provision in the school, using this intelligence to inform strategy, decisions and future plans.
- Ensure the teaching of a broad, structured and coherent curriculum which inspires pupils and builds a love of learning.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum, supporting teachers to plan learning experiences and pupils to understand how to improve.
- Ensure the use of evidence-informed approaches to reading so that all pupils learn to read fluently.

Additional special educational needs (SEN) and disabilities

- Promote an inclusive culture and practices so that all pupils can access the curriculum, with teachers employing differentiation skills to support learning for all.
- Have ambitious expectations for all pupils with SEN and disabilities, working closely with families and professionals to meet specific needs.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Leading and managing the school

- Use sophisticated leadership techniques to identify improvement priorities, plan for and implement change such that all aspects of provision are of the highest quality.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a professional duty of care.
- Create a coherent and committed staff team with a clear common purpose, supporting their well-being through the ongoing consideration of workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk with the school compliant in all statutory areas.

Professional development

- Invest in staff and their development, ensuring they have access to high quality professional learning which supports the development of competencies, confidence in their roles and job satisfaction.
- Maintain an up-to-date understanding of education development and priorities, translating these effectively into best practice at school.
- Demonstrate a personal commitment to ongoing professional learning, undertaking training to improve skills and effectiveness as a Head Teacher.

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including the acceptance of individual responsibility and an appreciation of delegated responsibilities as part of a MAT.
- Ensure that staff understand their professional responsibilities, supporting and challenging them to meet all areas.
- Work successfully with other schools and organisations with an open-minded approach, willingly learning from others and sharing best practice for the benefit of children at own school and in other settings.



PERSON SPECIFICATION HEAD TEACHER

Page 1



Qualifications	Essential	Desirable	Assessment
Qualified teacher status	●		A, D
Evidence of CPD relevant to school leadership and management	●		A, D
NPQH		●	A, D
First degree or equivalent	●		A, D

Relevant Experience	Essential	Desirable	Assessment
Substantial successful teaching experience in the primary phase	●		A
Experience of leading and developing staff	●		A, I
Substantial successful senior leadership experience in primary phase schools	●		A, I
Experience in more than one school		●	A
Experience of working with governors		●	A, I
Evidence of the promotion of the welfare and safeguarding of children	●		I
Evidence of successfully engaging with parents/carers	●		A, I
Experience of recruiting staff to a range of posts		●	I
Experience of the successful development and delivery of strategic plans	●		A, I
Experience of successful budget management		●	A, I

Professional Knowledge and Understanding	Essential	Desirable	Assessment
Up to date knowledge of the primary curriculum	●		I
Wide knowledge of effective teaching methods and strategies	●		I
Understanding of school improvement strategies	●		I
Knowledge of current educational legislation and initiatives	●		A, I
Knowledge of equal opportunities and commitment in their pursuit	●		I
Current and comprehensive understanding of child protection and safeguarding procedures	●		I

PERSON SPECIFICATION - HEAD TEACHER

Page 2

Professional Competencies	Essential	Desirable	Assessment
The ability to set a clear vision for the school	●		I
The ability to think strategically and plan for the future	●		I
The ability to drive and manage change	●		I
The ability to develop, maintain and work within policies and protocols	●		A, I
A competent user of ICT	●		A
The setting of high expectations with the ability to challenge underperformance	●		I
The ability to motivate and manage a range of staff	●		A, I
Refined and effective communication skills	●		I
Decisiveness	●		I
The ability to delegate effectively and ensure accountability	●		I
The ability to develop and maintain appropriate relationships with pupils	●		I
The ability to establish and strengthen collaborative partnerships	●		A, I
Adaptability and resilience	●		A, I
Aspiration for excellence and innovation	●		I
Efficiency, excellence organisational skills and task completion	●		I

Leading a Church of England Academy	Essential	Desirable	Assessment
A commitment to promoting and developing the ethos and values of a CofE Primary Academy	●		I
Experience of working in a Church of England School		●	A
A willingness to place the spiritual, moral, social and cultural development of children at the heart of school life	●		A, I
To be a committed Christian		●	A

Assessment : Application (A) , Interview (I), Documentary evidence (D)

Where a requirement is essential and marked as evidenced through your application (A) you must state in your application how you meet these criteria. The successful candidate will be required to undergo enhanced disclosure from the DBS and must be willing to undertake all aspects of the job description.

HOW TO APPLY

This is an exceptional opportunity to lead a thriving and developing school into its next chapter. We are looking to build on the significant progress we have made and ensure every child at Coddington flourishes. Our new Head Teacher will have the opportunity to build on already strong and warm local partnerships. They will lead the school to excellence with a strong moral purpose, with demonstrable impact on the quality of education and with ambition for every pupil.

If you believe you have the relevant skills and experience for this position and the opportunity could be the next step in your career, please apply.

To apply for this post please visit TES online where you can find all required materials and make an application. Please also provide a letter (no more than 3 sides of A4) demonstrating why you would be a great leader for Coddington. You must upload this letter as part of your TES application.

Application timeline



Note: Any offer of employment is conditional on satisfying relevant pre-employment checks in the latest edition of the Keeping children safe in education guidance and Right to work in the UK legislation.

Minster Trust for Education and Nottinghamshire Local Authority is committed to safeguarding children and the promotion of equal opportunities for staff and students. The successful applicant will be required to undertake an enhanced DBS check and complete a KCSIE Declaration'.



For further information about this post please contact:
Louise Carpenter (Executive Head),
l.carpenter@coddington.notts.sch.uk
You can also contact Matthew Parris (CEO, MITRE) on 01636 551102,
ceo@mitretrust.org.uk or Sarah Evans (Chair of Governors),
sarah.evans@coddington.notts.sch.uk



Visits to Coddington are strongly encouraged and have been scheduled for the afternoons of Wednesday 8th and Thursday 9th February. Key leaders and stakeholders will be available to answer your questions and you will have the opportunity to see the school in action. Please book a place with the school directly.



Coddington C of E Primary and Nursery School

Brownlows Hill

Coddington

Newark

Nottinghamshire NG24 2QA

Telephone: 01636 702974

E-mail: office@coddington.notts.sch.uk

Website: www.coddingtoncofeprimary.com