

HANBURY CHURCH OF
ENGLAND FIRST SCHOOL

HEADTEACHER RECRUITMENT PACK



LETTER FROM THE CHAIR OF GOVERNORS

Dear Candidate,

I am writing to you in my capacity as Chair of Governors of Hanbury C of E First School. Our school is a Mixed Voluntary Controlled Church of England First school of 135 children situated in a wonderful rural location in the beautiful village of Hanbury, Worcestershire. We are seeking to appoint a Headteacher to take over from Mr. Andrew Payne, a very popular and highly respected Headteacher of 14 years who retires at the end of this school year.

This post provides a superb opportunity for a current or aspiring school leader to join the staff of this popular, successful and developing school. Ofsted inspected our school in January 2019 and we were graded 'good' which reflects the hard work and dedication of all our school community.

Our children are taught in separate year groups from Reception to Year Four and follow a broad, balanced and creative curriculum. We strive to ensure that our children are well prepared both educationally and emotionally for the transition to Middle School at the end of Year Four.

Six core Christian values are embedded in our curriculum and are: Friendship, Respect, Endurance, Forgiveness, Kindness and Trust. These values are well known by our children and how they relate to the life and teachings of Jesus and what they mean to their lives.

The aims of our school and further information about the post of Headteacher are included in the accompanying Recruitment Pack. I hope that you find the information both interesting and comprehensive and I trust that you will be encouraged to apply for the post of Headteacher of Hanbury C of E First School. I look forward to receiving your application.

Yours sincerely,

Milton Bowers

Chair of Governors



ABOUT OUR SCHOOL

Hanbury C. of E. First School is situated in an attractive rural location in the village of Hanbury, Worcestershire. The school is at the centre of the community and has strong links with Hanbury Church, the Jinney Ring Craft Centre and the National Trust's Hanbury Hall.

Due to the good reputation of the school, it attracts children not only from the catchment area but also from the nearby towns of Bromsgrove and Droitwich. At present, 80% of the children come from outside of the catchment area. There are currently 135 children on roll in five-year group classes.



OUR BELIEFS AND AIMS

'A nurturing environment promoting inspirational learning'

At Hanbury we are committed to promoting a personal balanced education to provide a foundation for each child's future. By offering a caring and nurturing environment, children are inspired to enjoy and take responsibility for their own learning. We endeavour to be a school that grows with our children and the ever-changing world.

The school's distinct Christian vision of 'Flourishing through Love and Nurture' is central to the school's ethos and the children's learning. As a Church of England School, our Christian Values of Friendship, Respect, Endurance, Forgiveness, Kindness and Trust are embedded throughout daily school life and help build resilient, confident and outward-looking learners. Our Christian Values are the foundation of our British values and the teaching of HRSE link closely with the SMSC curriculum. Pupils participate in a wide range of learning activities which build their moral and social attitudes as well as their mental well-being. Hanbury children have a clear sense of caring for others and regularly raise money for charities and good causes, learning how they can help others who are less fortunate.

Take a look at our website for more information: [Welcome to Hanbury C. of E. First School \(eschools.co.uk\)](https://eschools.co.uk)



INSPECTIONS

The latest Ofsted inspection took place in January 2019. The school continued to be rated as **Good**.

The school did very well in many areas. The leadership team was praised for developing a close-knit and cohesive team of staff who share their commitment and passion to ensure the children have a positive and well-rounded education. The inspection noted that the children's behaviour was exemplary and their enthusiasm for learning shone out. The inspection report also noted that the parents and carers are highly supportive.

The SIAMS Inspection noted that 'The school has a positive 'I can do' philosophy and, as a result, children have positive attitudes to learning and are happy, encouraged and supported academically.



ABOUT OUR SCHOOL



LOCAL LINKS

Hanbury Church

A key strength is the link with the Diocese Board of Education and the local church. The Rector visits school regularly to give support in assemblies and RE sessions. Prior to Covid restrictions, the children attend the church for the Christian festivals, Harvest, Christmas and Easter where parents, Governors and the community attend. Pupils also visit the church on a regular basis as part of the RE curriculum.

Jinney Ring

The Jinney Ring Craft Centre in the village work with the school in a number of ways. Not only do they provide a dedicated site for Forest School but also allow visits to the chocolate deli, glass blowing centre and violin maker.

Hanbury Hall

The National Trust Property is an important attraction for the school for many reasons. Hanbury Hall is host to the village fete where the school plays a major part and the school Easter Egg hunt, a favourite in the school calendar. Pupils also visit the property for Forest school, walks and History days.

Bromsgrove Learning Network (BLN)

The school is part of the Bromsgrove Learning Network (BLN) which has enabled the school to develop very strong links with the other Bromsgrove schools, including the middle and high schools. BLN encourages school leaders, teachers and support staff to work collaboratively in a supportive and challenging capacity. All schools in the network are provided with systems and support that enable them to maintain strong provision and outcomes. The Partnership helps with transition between schools and ensures equal experiences for the children. They regularly take part in a variety of activities locally including sporting activities, music events and workshops. The Year 4 children join with children from other local schools to enjoy a residential visit to an outdoor education centre, developing their physical and life skills and competing in activities that they wouldn't normally experience.



ABOUT OUR SCHOOL



HFS Learning Partnership

The school is part of a smaller pod of three local first schools –Hanbury, Finstall and Stoke Prior –named HFS Learning Partnership.

The Partnership work together in respect of certain areas relating to education provision, governance, management, shared facilities and staff training. The Head Teachers meet each other professionally to discuss current local and national educational issues and work well together to support each other. The Chairs of the Governors and the Clerks from the three schools meet together termly with the Headteachers. The Learning Partnership with Finstall and Stoke Prior, already brings many benefits including:

- Participation in reviews of each School's Self-evaluation in order to identify areas for improvement
- Increased opportunities for staff to work collaboratively (e.g. through a range of Subject Network meetings)
- Involvement of staff in regular moderation exercises with the other schools in order to improve the consistency and accuracy of our assessment information
- Shared training for Staff which leads to a reduction in costs
- Governors' liaison which enables them to meet regularly to help them to develop their roles, to meet their statutory responsibilities and work more effectively
- Further developing the skills and knowledge of the Core Subject Leaders in the 3 Schools.



OUTDOOR LEARNING

Outdoor learning plays a very important part of the children's education and personal development at Hanbury. All children participate in outside games, Forest school, Physical Education and outside activities which helps their mental health, building their confidence, independence and resilience.

The learning takes place in the Forest School area, which involves a walk across the fields to the Jinney Ring Craft Centre grounds,



ABOUT OUR SCHOOL



SCHOOL ORGANISATION

There are currently 135 pupils on role organised into five classes – one per year group. The teaching staff consists of the Headteacher and eight teachers– three full-time in Years R, 1 and 2 and five part-time in Years 3, 4 and Forest School. The Headteacher post will be non-class based. The successful candidate will have responsibility for Teaching and Learning across the school.

Currently there are fourteen support staff comprised of Teaching Assistants, one to one support, administrative staff, lunchtime supervisors and grounds personnel.

The Leadership team consists of the Headteacher and Deputy Headteacher. All teachers have responsibility for one or more subject areas.

Children are taught in five separate classrooms. Recent investment has ensured that there is a perfect blend of modern accommodation in a traditional building with facilities and technology to complement the far-reaching curriculum.



MOVING ON

Hanbury School is part of the Bromsgrove three tier pyramid of schools. Aston Fields Middle School is our designated middle school for children at the end of Year 4 and South Bromsgrove after Year 8 although parents can choose from several excellent schools in the local areas surrounding Hanbury or choose an independent school such as Bromsgrove School. The schools work closely together to ensure good transition procedures are in place.



SCOOTERS WRAP-AROUND CARE

A strength of the school is the provision of wrap-around care provided by 'Scooters'. The school works closely with the providers to provide a seamless, safe provision at either end of the school day. Scooters staff are regarded by parents as being approachable, caring and understanding of their children.

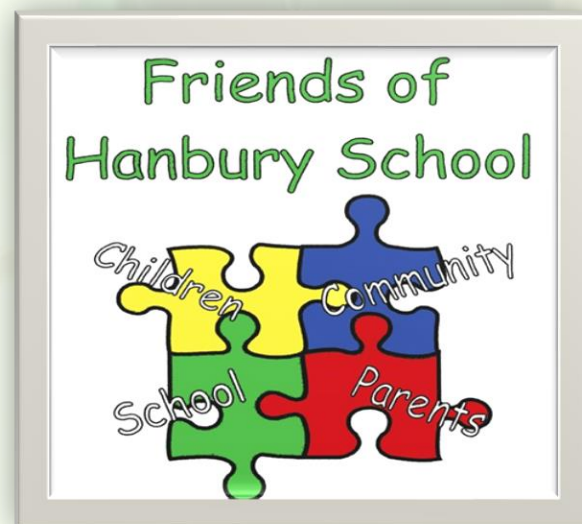


ABOUT OUR SCHOOL



FRIENDS OF HANBURY SCHOOL

There is a very strong, active and supportive Friends Association which organises a wide variety of events and activities throughout the year. These are well attended and supported by the children, parents/carers and staff. Over the years the Friends have purchased many items in school to enhance the learning environment for the children and have made contributions to enable the children to have visits out of school and special visitors in school.



Key School Information	
Type of school	Voluntary Controlled Church of England First School
Age range	4-9
Location	Hanbury, near Bromsgrove, Worcestershire
Management Structure	Headteacher, Deputy Headteacher
Number of staff	8 teaching staff (3 Full-time: 5 Part-time) 8 teaching assistants 2 office staff 1 caretaker, 1 grounds person, 2 lunchtime supervisors Cleaning staff (provided by contract cleaning firm)
Pupil Admission Number	30
Number of children on roll	135
Average class size	28
Average Attendance (2020/21)	97%
% of children on FSM	4.5%
% of pupils in receipt of Pupil Premium	5.2%
Level of attainment on entry	On average age expected
2019 F.S. results	74% achieved GLD
2019 KS1 results	Phonics screening Year 1 - 76% Expected or above in Reading - 76% Expected or above in Writing - 74% Expected or above in Maths -74% R.W.M. combined – n/a%
Pre and after school club	Scooters
Holiday Club	Hanbury Holiday Club
Schools in S. Bromsgrove Pyramid	South Bromsgrove High School Aston Fields Middle, St John's Middle 5 First Schools
Schools in HFS Pod	Hanbury First, Finstall First, Stoke Prior First
Latest OFSTED inspection Grade	GOOD 2019
Latest SIAMS inspection Grade	GOOD 2015
Budget	In Surplus

JOB DESCRIPTION

JOB TITLE: HEADTEACHER

Salary: Leadership Point L11 – L18

Responsible to: The Governing Body, Local authority and Diocese

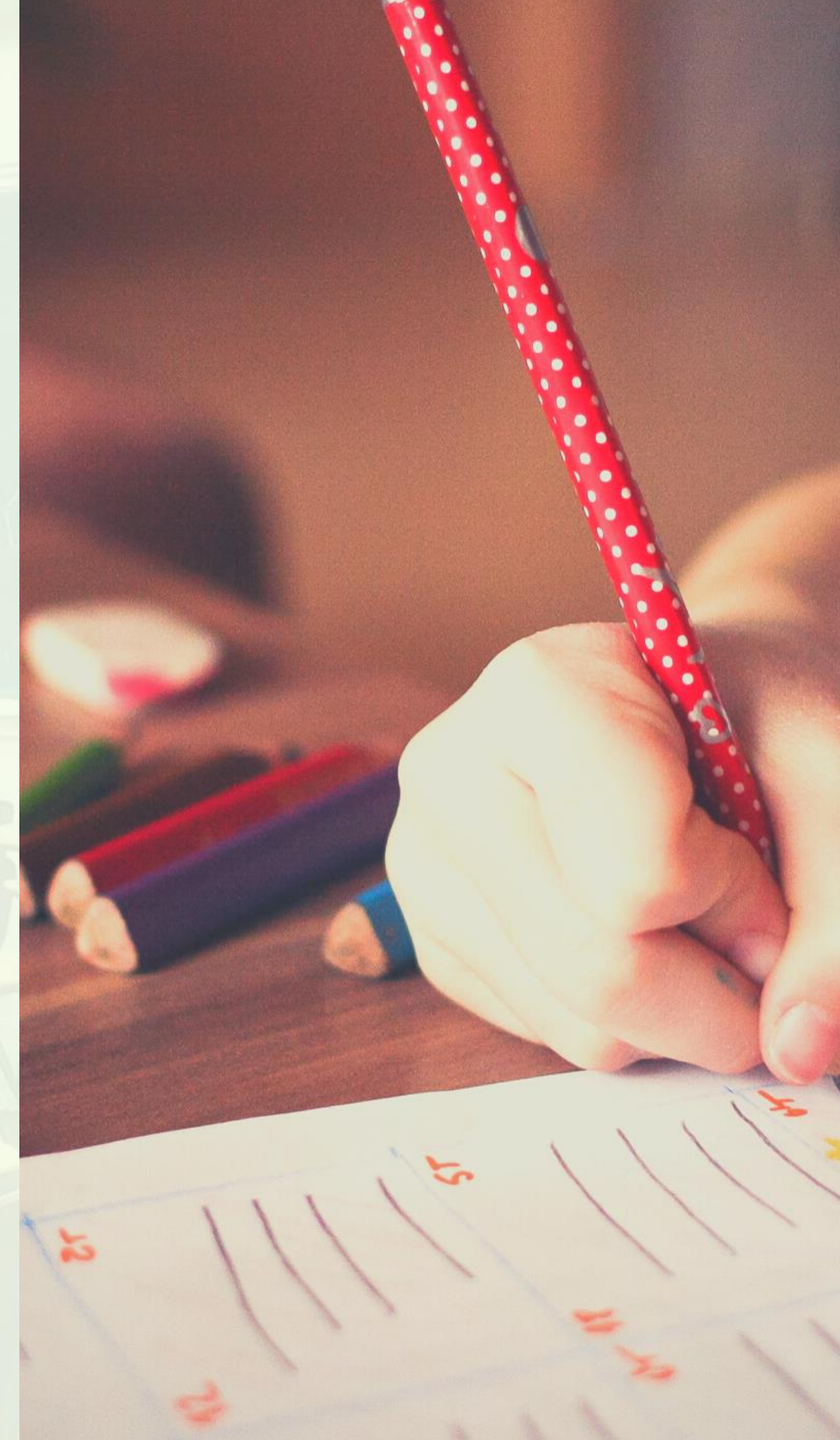
Starting Date: 1 September 2021

The Headteacher will provide the vision and strategic leadership for the school and take the lead on maintaining and developing the school's ethos, vision and values.

The Headteacher will take overall responsibility for the organisation, management and conduct of the school in accordance with the Local Authority, school's Christian values and policies, and in consultation with the Governing Body and its scheme of delegation.

The Headteacher will work with staff, governors, parents/carers; the Diocesan Dept for Education; the Local Authority; Bromsgrove Learning Network; Hanbury, Finstall and Stoke Prior First Schools Pod (HFS) and other stakeholders, to build on the very strong foundations that are in place in order to maintain and further improve all aspects of the school's standards and quality.

The Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and will ensure that all requirements are met in full.



DUTIES & RESPONSIBILITIES

STRATEGIC DEVELOPMENT AND SCHOOL IMPROVEMENT

1.1 Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures:

- Effective teaching
- Successful learning and outstanding pupil achievement
- Sustainable high standards in pupil's spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences

1.2 Draw on experience and best practice, to work together with the Governing Body and Deputy Headteacher to build a strong strategic direction.

1.3 Implement the school's development plan to ensure it:

- Identifies priorities and targets that support high standards enabling pupils to make progress and maximise achievement
- Supports continuous improvement in teachers' effectiveness and secures continuing school improvement
- Is underpinned by sound financial planning

1.4 Ensure all those involved in the school are committed to its aims, are motivated to achieve them and involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school

1.5 Ensure the management, finances, organisation and administration of the school support its vision and aims.

1.6 Ensure policies and practices take account of national, local and school data and inspection and research findings in order to reflect best practice.

1.7 Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action as necessary.

1.8 Ensure that the school continues to be outward-looking and works with other schools and organisations to champion best practice and secure excellent achievements for all pupils.

1.9 Ensure that the school continues to play an active role in the development of the HFS Learning Network



DUTIES & RESPONSIBILITIES

QUALITY OF EDUCATION

2.1 Create and maintain an environment which promotes and secures outstanding teaching, effective learning, and excellent standards of achievement, behaviour and a passion for learning.

2.2 Work with the Governing Body and Deputy Headteacher to sustain effective teaching and learning throughout the school.

2.3 Work with the Governing Body and Deputy Headteacher to determine, organise and implement the curriculum and its assessment. Ensure there is routine monitoring and evaluation in place in order to identify and share good practice and act on areas for improvement.

2.4 Ensure effective teaching is evidenced across the full curriculum with a comprehensive programme of monitoring in place.

2.5 Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, including those with special needs, in order to set and meet challenging, realistic targets for achievement.

2.6 Develop and maintain effective links with the wider educational and local community to extend the curriculum and enhance teaching and learning.

2.7 Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupils' achievement, personal development and the closing of attainment gaps in specific groups.



DUTIES & RESPONSIBILITIES

LEADERSHIP

3.1 Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.

3.2 Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and responsibilities.

3.3 Implement and sustain effective systems for management of staff performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.

3.4 Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.

3.5 Identify and nurture talent to enable effective leadership development and succession planning.

3.6 Sustain motivation of self and other staff.

3.7 Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.

3.8 Demonstrate a commitment to safeguarding and promoting the welfare of the children and hold all staff, volunteers and governors accountable for their contribution to safeguarding regulations.



DUTIES & RESPONSIBILITIES

RESOURCE MANAGEMENT

4.1 Work with the Governing Body and Deputy Headteacher to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.

4.2 Work with the Deputy Headteacher to deploy all staff effectively in order to ensure the highest quality of education provided.

4.3 Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the school's policies and Standing Financial Instructions.

4.4 Work closely with the office and grounds maintenance personnel to manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.

4.5 Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.

4.6 Work with the governing body in supporting the strategic plan and growth of the school with effective planning for the maintenance and development of the school.



DUTIES & RESPONSIBILITIES

ACCOUNTABILITY

5.1 Provide information, objective advice and support to the Governing Body in meeting its responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.

5.2 Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.

5.3 Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governing Body, pupils, parents/carers, the Diocesan Dept of Education, the L.A., the HFS Learning Network, the local community, Ofsted and others.

5.4 Take the role of designated Safeguarding lead and be accountable for all elements of this role.

5.5 Ensure all stakeholders are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.

5.6 Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.



DUTIES & RESPONSIBILITIES

OTHER DUTIES & RESPONSIBILITIES

To work within the framework of national legislation and in accordance with the accountabilities, roles and responsibilities as set out in the School Teachers Pay and Conditions Document.

In addition the post is subject to compliance with:

- All school policies and guidelines.
- National Professional Standards for Headteachers
- The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment



HEADTEACHER PERSON SPECIFICATION

Qualifications & Professional Development

Knowledge & Experience

Qualities & Skills

ESSENTIAL

- Qualified Teacher Status supported by a degree or relevant qualification.
- Evidence of continuous professional development (in part relevant to senior management activity)
- Recent Safeguarding training

Knowledge of:

- Small school issues
- Effective primary practice across
- EYFS, KS1 and KS2

Experience of:

- A senior leadership role

Ability to:

- Actively promote the Christian ethos of the school
- Lead worship and uphold the school's Christian values
- Lead by example with integrity, creativity, resilience and clarity
- Build and maintain effective teams
- Communicate effectively at all levels
- Respect the views of all stakeholders
- Create an environment where staff and pupils are motivated, supported and able to develop
- Encourage and value creativity
- Promote the spiritual, social, moral and cultural development of pupils
- Demonstrate knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils and to challenge poor performance where appropriate
- Ensure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom
- Work collegiately with other schools and organisations

DESIRABLE

- Relevant professional qualifications e.g. NPQH
- Substantial leadership experience in more than one setting.

- Experience in school finances, budget setting
- Monitoring across the primary school age range

Demonstrable ICT skills along with an understanding of the use of new and emerging technologies to support learning and teaching



HEADTEACHER PERSON SPECIFICATION

Leadership & Management

Curriculum

Relationships

Safeguarding

ESSENTIAL

- A proven inspirational leader who can articulate a strategic vision of excellence
- Evidence of successfully implementing strategies for planning, monitoring and evaluating school improvement
- Lead performance management and development of staff
- Knowledge of current legislation and developments in education
- Ability to identify challenges and generate solutions
- Commitment to a collaborative management style
- Commitment to a broad, balanced and creative Curriculum.
- Experience of assessment strategies that enhance children's learning
- Understand and support the Christian ethos and champion its role in the delivery of the school curriculum
- Evidence of promotion of the school to a wider community
- Effective partnerships with local parish and the community
- Maintain good working relationships with the Governing Body: the after school club 'Scooters': the 'Friends of Hanbury School' and the wider parent body
- Maintain positive working relationship with the Diocese, the Local Authority and other relevant authorities
- Collaborate with other local schools to improve pupils' outcomes
- Effective management of own workload and support for all staff so that they can achieve an appropriate work-life balance
- Up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of children
- Commitment to the protection and safeguarding of children
- Co-operation and engagement with the relevant safeguarding agencies

DESIRABLE

- Good understanding of school ICT systems



SELECTION PROCESS

SAFEGUARDING

Hanbury First School is committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) check.

References checks will be performed prior to interview.

SCHOOL VISIT

Arranged as per Government Guidelines in force at the time.

APPLICATIONS

Please complete the application form attached to the advert.

The Selection process will be communicated on application once we are certain of the prevailing Government guidelines. Face to Face interviews are preferred if the Government guidelines allow.

CLOSING DATE

Applications must be received by 1pm on Monday 22nd March 2021

Emailed applications should be sent to:

Tracy.Mcroy@hanbury.worcs.sch.uk

Shortlisted candidates will be informed by 25th March 2021

INTERVIEWS

Interviews will take place 29th-30th March 2021

APPOINTMENT TIMESCALE

The successful candidate would be expected to take up post in September 2021

PAY SCALE

Hanbury is a Group 1 school.

The pay scale for this post is L11 – L18 dependent on experience and qualifications.



CONTACT DETAILS

Mrs Tracy McRoy,
Clerk to Governors
Hanbury First School,
School Road,
Hanbury,
Worcestershire.
B60 4BS

Tel: 01527 878070

To request an application form and Headteacher recruitment pack,
please email. Tracy.Mcroy@hanbury.worcs.sch.uk

Click below for a Virtual Tour of the School:
[Welcome to Hanbury C. of E. First School \(eschools.co.uk\)](https://eschools.co.uk)

WORDS OF INSPIRATION

**Education is the most
powerful weapon which
you can use to change
the world.**

NELSON MANDELA

