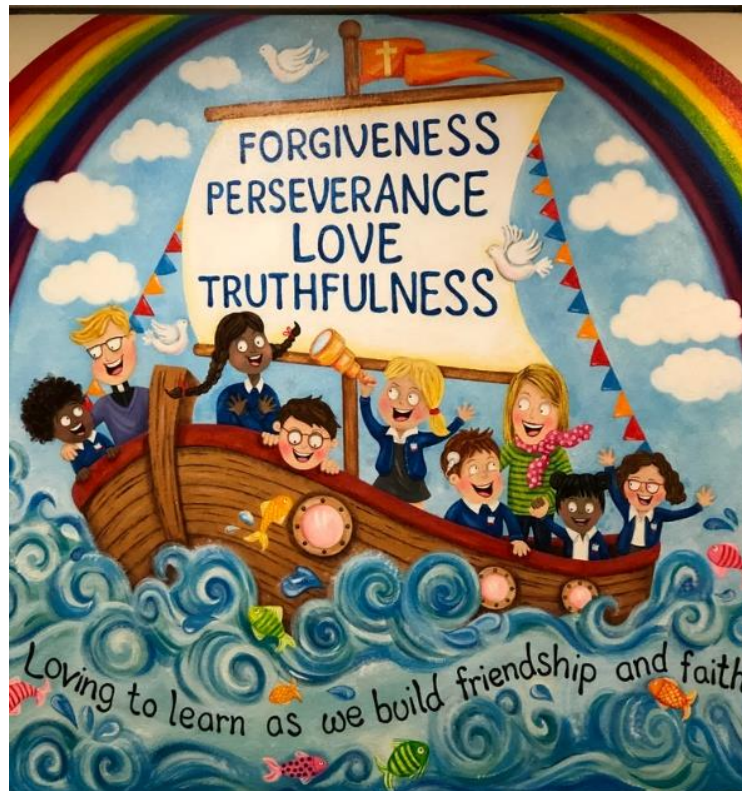




Sarum St Paul's CofE (VA) Primary School

"Loving to learn as we build friendship and faith"

Headteacher Recruitment Pack





Letter from our Chair of Governors, Caroline Chitty

Dear Applicant,

On behalf of the governors, I would like to thank you for your interest in the post of Headteacher at Sarum St Paul's Primary School C of E (VA), Salisbury. After 12 successful years and two excellent OFSTED inspections, Mrs Weavers will step down as Headteacher at the end of this academic year.

This role provides an exciting opportunity for an individual who is passionate about an inclusive and rich education and who will embrace and live out our Christian vision and values. We are looking for someone who will build on the current high standards and 'broad and ambitious' curriculum to take us from good to great in all areas and who will respect, nurture and develop our dedicated, experienced staff and hard-working pupils.

Our one-form entry school, with a Hearing-Impaired Resource Base, has an excellent reputation in Salisbury and is oversubscribed in each year group. We have close links with our Parish Church and our Christian values imbue all areas and decisions of school life. Governors and families are extremely supportive and play a proactive part in the life of the school.

We warmly invite you to visit our school to see our pupils and staff 'loving to learn in friendship and faith'; Please contact Mrs Janette Field on clerk@sarum-st-pauls.wilts.sch.uk or 01722 336459 for an appointment.

This recruitment pack includes:

Our School

Brief outline of who we are.

Job Advert and How to Apply

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Equal Opportunities Monitoring Form (attachment on the website)

We are committed to equality in the workplace and supporting the development of all our employees.

Privacy Notice (attachment on the website)

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.



Sarum St Paul's CofE (VA) Primary School

"Loving to learn as we build friendship and faith"

Our school

Sarum St Paul's School is an oversubscribed school, founded over 50 years ago, with an excellent reputation in the local community and strong links to St Paul's Church. We strive to create a vibrant, creative curriculum that promotes an enthusiasm and love for learning. We provide an inclusive, nurturing and hope-filled environment, built upon our school's Christian values of love, truthfulness, forgiveness and perseverance, that encourage kindness, respect and friendship. We have a passionate and dynamic team of staff who live, breathe and whose decisions are driven by, our school vision and ethos.

Main characteristics of the school:

- The school is situated on the edge of Salisbury and draws its pupils from the local catchment area.
- The school is at full capacity; the current number on roll is 217. We are a one form entry school with 7 classes. We have waiting lists for all year groups. The school has an excellent reputation locally and we are oversubscribed in our reception class; for September 2025, 109 families applied for our 30 places.
- 19% of our pupils on the EAL Register, with 19 different languages spoken. We have 12% of our school roll on the SEND Register and 16% currently receiving Pupil Premium entitlement.
- Our attendance figure for the academic year 2023/24 was 95.04% (unauthorised 0.64%), which was above the national average. This is a typical year for attendance figures.
- The school is immensely proud of its ten place Hearing Impaired Resource Base, the only primary HIRB in Wiltshire. Pupils are integrated with support into mainstream classes for the majority of the week but withdrawn for individual/small group sessions, when necessary.
- Staff retention is high; our school is a happy place to work and staff wellbeing is central to our decision-making. Many of our teaching staff have progressed from Newly Qualified Teachers at the school, including two members of our leadership team. All teachers within the school have a leadership responsibility.

Sarum St Paul's is a Church of England Voluntary Aided School and prides itself on a close working relationship with St Paul's Church. Parents have identified the school's Christian ethos and values as a reason for their choice of school. Our rich diversity of backgrounds and faiths is celebrated at the school, and through Collective Worship and topic studies we foster a tolerant, happy, caring and non-prejudicial school community that prepares pupils for life in modern Britain.

The school was recently inspected by OFSTED and received a 'Good' in all areas and 'Outstanding' in Personal Development. Our curriculum is meticulously planned, with small steps and clear progression throughout the year groups. Staff work collaboratively and are proactive in all matters, such as safeguarding, inclusion and SEND. Our SEND provision is meticulous in both identifying children with SEND and supporting them to thrive academically and emotionally.

What our children, staff and parents say about us:



"We are like one big family. The school feels like home because we feel safe, everyone knows everyone else. The teachers know us really well and can tell when we are feeling sad and celebrate when we are doing well."

Year 6 pupil



"We have the Base. This means that our school is really inclusive and gives opportunities for children with different abilities."

Year 6 pupil



"This is a lovely school with dedicated and amazing staff. The school really gives importance for love of learning which positively impacts on students' achievements, moreover, protecting important values, traditions and recognising the value of diversity thereby creating a culture of inclusion."

Parent



"As soon as you step through the door you feel the positivity and are greeted with smiles and laughter from staff and children alike."

This is truly unique."

Member of staff



"SSP is a very happy school! When we looked around schools with my older son, age 3/4, he immediately decided he wanted to go to SSP 'because all the children were smiling'."

Parent



"I must start by saying that music is viewed as an important subject at SSP and that all the creative arts are valued."

Our whole school creative arts week is an annual event we are very proud of."

Staff

What our external partners say about us:



"The school champions the worth, value and place of every member of the school community, recognising their individual talents and the contribution they make to school life. Adults and pupils flourish in this environment"
SIAMS inspection March 2019.

"Staff work closely with a number of families and the school's reputation in the community as a supportive school contributes to high parental engagement. The Head has fostered durable relationships, and parents feel comfortable sharing their concerns with the school."

LA Safeguarding review May 2024.



"The school is meticulous in identifying the needs of pupils with special educational needs and/or disabilities (SEND). Staff skilfully adapt learning for pupils with SEND, and these pupils achieve well."
OFSTED December 2024



"There is a high level of consistency and clear understanding of the agreed pedagogical approach across the school for all the subjects visited. Teachers also are encouraged to utilise their own professional strengths whilst teaching."
LA Supportive Review January 2024.



The school's vision of 'loving to learn as we build friendship and faith' is understood by all in the school community and drives its work. All associated with the school speak in the most positive manner of the exceptionally strong impact it has"
SIAMS July 2019

"Loving to learn as we build friendship and faith"

Job Advertisement



Job Title	Headteacher
School	Sarum St Paul's CofE (VA) Primary School
Location	Westminster Road, Salisbury, Wiltshire, SP2 7DG
Contract Type	Permanent
Salary	L14-L20 £65,010 - £75,331
Pension	Teachers' Pension Scheme
Contact	To visit the school and/or talk to our Chair of Governors, e-mail Janette Field on clerk@sarum-st-pauls.wilts.sch.uk or call the school office on 01722 336459
Closing Date	Friday 2 nd May 2025 at midday
Interview Dates	Tuesday 20 th May and Friday 23 rd May 2025
Start Date	Post vacant from 1 st September 2025 but could be delayed to 1st January 2026

This is a fantastic opportunity for a school leader who has integrity, is inspirational, approachable and resilient.

After 12 successful years and two excellent OFSTED inspections, our current Headteacher is stepping down. Sarum St Paul's is an oversubscribed one form entry school with a Hearing Impaired Resource Base. We have a strong reputation in the local community for providing a nurturing and inclusive environment and a rich and ambitious curriculum for all children.

We are looking for someone who:

- Has a clear, ambitious and strategic vision for the education of all children in a church school context.
- Has evidence of successful school leadership and experience in bringing about school improvement.
- Has excellent interpersonal skills and who wishes to build positive working relationships within our school, local and church community.
- Places safeguarding at the heart of the school.
- Values inclusivity in all aspects of school life.
- Will lead children and staff by example and with compassion and integrity.

We can offer:

- Happy, hard-working children who love to learn.
- A team of dedicated, experienced staff who work collaboratively for the good of the children.
- A school community who all contribute to outstanding personal development for the children.
- A strong Christian ethos and values that are interwoven into all aspects of school life.
- A governing body who are both supportive and knowledgeable.

- A very supportive parent body.
- Opportunities for continuing professional development.

How to Apply

Please follow the instructions on the website.

If you have any questions please e-mail the school on clerk@sarum-st-pauls.wilts.sch.uk and we will be happy to help you. We warmly encourage you to visit our school and this can be arranged by e-mailing the clerk at the above address or by contacting the school office on 01722 336459.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interview. Interview dates are to be confirmed and further details about the interview process will be emailed to the candidates in good time.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed

“Loving to learn as we build friendship and faith”

Job Description

Job Title: Headteacher



Reports to: The Governing Body of Sarum St Paul's School.

Responsible for: All staff, volunteers and pupils within the school.

Main Purpose: To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and are built upon The Headteachers' Standards (2020) and the Teachers' Standards (2011 and 2021 with updates).

Ethics and Professional Conduct: The Headteacher will demonstrate consistently high standards of principles and professional conduct. They will meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The headteacher will uphold and demonstrate the seven Nolan Principles of public life.

The Headteacher will:

- Demonstrate the school's vision and Christian values in everyday work and practice.
- Serve in the best interests of the school's children.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- Uphold their obligation to give account and accept responsibility.
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.
- Actively engage with the wider community reflecting the Governing Body's aspiration for the school to be at the heart of the community.

Key Responsibilities:

1. School Christian Culture and Ethos

Working with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders, the Headteacher will create a shared Christian vision and strategic plan which inspires and motivates children, staff and all other members of the school community.

The Headteacher will:

- Establish and sustain the school's Christian values, ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a caring, nurturing culture of going beyond expectations, where pupils experience a fulfilling and enriching school life, 'learning to live life in all its fullness.'
- Uphold ambitious educational standards which prepare children from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.
- Foster links with St Paul's Church to promote the pastoral and spiritual life of the school, leading regular acts of collective worship that enhance the Christian character of the school.

2. Teaching and Learning

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which will enable children to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- Ensure high quality, expert teaching across all subjects and phases which reflects the distinctively Christian vision and values of the school in order that children flourish as learners and the highest possible standards are achieved.
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.

- Ensure teaching is underpinned by high levels of subject expertise and a desire to motivate and engage pupils in everything they do.
- Ensure effective use is made of formative assessment, to help children identify their next steps for progress.

3. Curriculum and Assessment

The Headteacher will:

- Ensure a consistent and continuous school-wide focus on children's achievement, using data and benchmarks to monitor progress in learning and using a robust system of assessment of pupil achievement in order to set ambitious but realistic targets for all children.
- Ensure a broad, structured and coherent curriculum entitlement, which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading including high quality phonics that teach early reading.
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

4. Behaviour

Create and maintain an environment and implement a Behaviour Policy that reflects the school's Christian ethos and promotes development and learning and secures safety and discipline. Provide a safe, calm and well-ordered environment for all children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in wider society.

The Headteacher will:

- Establish and sustain high expectations of behaviour for all pupils, built upon caring relationships, rules and routines, which are understood clearly by all staff, children and parents.
- Ensure high standards of pupil behaviour and courtesy in accordance with the school's behaviour policy.
- Implement consistent, fair, restorative and respectful approaches to managing behaviour.
- Ensure that adults within the school model and teach the behaviour of a good citizen.

5. Additional and Special Educational Needs and Disabilities

The Headteacher takes responsibility for a professional community which enables all children to flourish. The Headteacher ensures that the curriculum is accessible and relevant to all children including the children in our Hearing Impaired Resource Base.

The Headteacher will:

- Ensure the school holds ambitious expectations for all pupils, especially those with additional and special educational needs and disabilities.
- Establish and sustain a culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

6. Professional Development

Effective communication and relationships are key to effective Headship. The Headteacher needs to build a professional learning community which enables all to flourish. They need to manage the complexity of a school team and be committed to their own continuing professional and spiritual development, including attending distinct training and development as appropriate for Church school leadership.

The Headteacher will:

- Ensure staff have access to high-quality, sustained, collaborative professional development opportunities, aligned to balance whole-school improvement with team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school as well as within it, including nationally recognised career and professional frameworks and programmes which will build capacity and support succession planning.

7. Organisational Management

The Headteacher provides effective management of the School and continuously seeks to improve organisational structures based on self-evaluation. The Headteacher leads by example, modelling the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff.

The Headteacher will:

- Ensure that the school's ethos and commitment to Christian values is evidenced in how all work and learn.
- Create an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure staff are deployed effectively and managed well with due consideration given to workload.
- Establish and oversee systems, processes and policies which enable the school to operate effectively and efficiently.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

8. Continuous School Improvement

Working with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders the Headteacher will create a shared Christian vision and strategic plan which inspires and motivates children, staff and all other members of the school community. This vision should express the school's core Christian educational values and moral purpose and be inclusive of our values and beliefs.

The Headteacher will:

- Make use of effective and proportional processes of evaluation to identify good practice, to analyse challenges, and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

9. Working in Partnership

The Headteacher should engage with the internal and external school community to secure engagement, collaborate strategically and operationally with a wide range of partners to bring positive benefits. They should also work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

The Headteacher shares responsibility for leadership of the wider educational system and should be aware the school improvement and community development are interdependent.

The Headteacher will:

- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

10. Governance and Accountability

With the school's values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups, in particular: children, parents, carers, Governors, the Local Authority and the Diocese of Salisbury.

The Headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships with those responsible for governance.

- Ensure that staff know and understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Welcome strong governance and provide information, objective advice and support to actively support the governing body to enable it to meet its responsibilities. These include the securing of effective teaching and learning, the highest standards of attainment and for achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- The Headteacher will support the governing body in fulfilling its functions to set school strategy and to hold the Headteacher to account for children, staff and financial performance.

The job description outlines the key responsibilities for the role of Headteacher and it may be necessary to undertake additional duties as the governing body may require.

The job description will be reviewed at least annually as part of the Headteacher's Performance Management programme.

Dated: April 2025

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Person Specification

The following is a summary of the attributes that the Governing Body would wish to see in the successful candidate for Headteacher:



Required Essential Threshold, including Qualifications

- Qualified Teacher Status.
- Readiness for headship – NPQH or evidence of equivalent level of learning achieved through senior leadership role within a school.
- Successful teaching experience in the primary phase.
- Recent and relevant in-service professional development and training including Safeguarding.
- Commitment to support, develop and maintain the Christian ethos of the school.
- Is suitable to work with children, with the ability to protect them and promote their welfare.
- Awareness and knowledge of the current Ofsted and SIAMS processes and framework.

Desirable Experience, Knowledge, Skills and Qualities

- Extensive teaching and leadership experience within the primary stage of education with knowledge of all key stages, including Foundation stage.
- Evidence of continuing professional development relating to school leadership and curriculum development.
- Support the Christian ethos and values of the school, whilst respecting and celebrating diversity, and model these values in all areas of school life.
- Significant safeguarding experience and a proactive, compassionate approach to the safety and well-being of children, their parents and carers, and staff.
- Commitment to inclusion, meeting the needs of all children, including the vulnerable and those with SEND & HI.
- The ability to build positive and effective relationships with all members of the school community, leading by example and respecting and supporting children and adults.
- Ability to provide strategic oversight of and vision for the wider curriculum in order to deliver an excellent rounded education for all.
- Ambition to bring about school improvement, set high expectations and have the ability to communicate strategies for implementation in an inspiring and collaborative manner.
- Understand the importance of managing a tight budget in line with the school's ethos and use resources effectively and creatively to enhance children's learning.
- Experience of considering the advantages and disadvantages of academisation.
- Confidence and ability to lead inspiring, engaging, inclusive and invitational collective worship.
- The desire and ability to build positive and effective relationships with outside agencies, including the Local Authority, Diocese and wider community.
- Work openly and constructively with the School's Business Manager and the governing body.
- Take responsibility for their own continued professional development, engaging critically with educational research.

We are looking for a leader who has integrity, is resilient and well organised, approachable and inspirational. You will have emotional intelligence and a sense of humour.

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