



**Uffington
Church of England
Primary School**

**Headteacher
application
pack**

Summer 2023

Introduction letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in applying to be our next headteacher. This is a great time to be joining us as the school is thriving and you will have strong foundations to build on.

Some of these foundations are very practical (e.g. great staff, good Ofsted report, sound buildings and IT systems, an effective governing body), but above all they come from our values of love, honesty and courage.

As a church school love is at the heart of our ethos and drives everything we do. We see this in the way members of the school community treat each other, and how we prioritise the running of the school.

We link the focus on love through the parable of The Lost Sheep (where the shepherd drops everything to find the one sheep missing from the flock). We often express this through the phrase “Everyone Matters”, and use it to summarise a focus on inclusiveness at Uffington. We want to support all the children from our local community regardless of their background or needs. We do talk a lot about community at Uffington, and work to bring together, children, staff, parents, church and the wider community.

We are all sad to be saying goodbye to Mrs Bradbury (our current headteacher) as she moves away to be nearer her family. We’re excited though to see your ideas for how the school can keep on developing.

Everyone Matters applies to you as a candidate too. As a governing body we are keen to support you through this process, so please do feel free to contact us with any questions you have or to arrange a visit to the school.

Yours faithfully

John-Paul Roche
Chair of Governors
Uffington C of E Primary School



Background information about our school and community

Our School

Uffington's school was originally founded in 1617 as the result of a bequest by Thomas Saunders (a local merchant). In the 19th century the school moved around 100m to the present site, and our buildings have been developed regularly since then. We still have good outdoor spaces, including a playground and field, and have recently added new climbing frames and other play equipment.



"Pupils are happy and feel safe at this small, vibrant village school. They get on well together and look after each other. ... The school is calm and orderly. Staff have high expectations of pupils' behaviour and their attitudes to learning. Pupils behave well and work hard." Ofsted 2022

Uffington is a small primary school with an intake of 15 children a year. This means we have four mixed-age classes (all named after famous local places): White Horse Class (nursery and reception children in a shared EYFS setting), Ridgeway Class (years 1 and 2), Dragon Class (years 3 and 4); Wayland Class (years 5 and 6). The school currently has 110 children.

In our small school Everyone Matters, and one of the times we see that is on Founder's Day each summer, as we celebrate the progress of each of our departing Year 6 pupils. Wayland Class perform in a thanksgiving service in the church, followed by a family picnic on the school field (including sweets being catapulted onto the field from the church tower). It is a moving and enjoyable way to bring the broader school community together.



Our community

Uffington is a rural village in south-west Oxfordshire, about halfway between Faringdon and Wantage. The village is best known for the Uffington White Horse (an ancient chalk sculpture carved into the hillside above the village), and each year hosts the White Horse Show (a country fair that raises money for local community projects).

The majority of our pupils come from Uffington and the two neighbouring villages of Baulking and Woolstone, with most pupils able to walk to school. The local community has a good mix of people with different backgrounds and talents, and that feeds though into the school.

Our local church (and next door neighbour) is St Mary's, which is looked after by the Rev. Jeremy Goulston. Reverend Jeremy (as he is known to our children) regularly helps with collective worship and is a much loved figure in the school. We also visit St Mary's as part of different lessons and to host events, such as our carol service and end of term celebrations.

We are keen to develop the children's understanding of their local environment and have developed this through events including visiting one of the village's farms and even maintaining the White Horse.

"Pupils are proud of their unique local heritage."
Ofsted 2022



Our partners

As a church school we receive advice and guidance from the Oxford Diocesan Board of Education (ODBE). This support has been invaluable across a wide range of areas. As a maintained school we also receive support from Oxfordshire County Council.

Faringdon Learning Trust (FLT) are a local multi-academy trust, which includes a number of local primary schools and our nearest secondary school. For the past three years we have had a partnership with FLT (being what they term an Alliance School), working with them on a range of educational issues. This has been very positive and has provided additional support and training opportunities for the headteacher and other staff.

We are currently looking at taking this partnership further and joining FLT. A final decision about this is due to be taken by FLT and the school in the next six months (following consultation with our stakeholders). As a Governing Body we believe this will build on our positive educational experience as a FLT Alliance school, and enable us to put in place stronger support systems in other operational areas (e.g. HR and procurement). In working with FLT we have been impressed by their helpfulness, but also by their commitment to the autonomy of member schools in key areas (e.g. curriculum and ethos). The new headteacher will have the opportunity to play a key role in developing the relationship with FLT.



Our vision and values

Our vision is to be a thriving school, where everyone matters, at the heart of the community, underpinned by our Christian values, inspiring individuals with a love of life and learning. We want individuals to be honest, well rounded, and who work together well embracing opportunities to meet challenges with courage.

As a school community we aim to deliver an inspiring and well-rounded education in a culture underpinned by Christian values. We aim to do this in an inclusive way, showing that Everyone Matters, and drawing on our school values of 'Love, Honesty and Courage'.

Love is at the heart of everything we do in the school. It is shown in the everyday kindness of normal interactions in the school, right through to some of the more difficult interactions where we deliver robust safeguarding to look after the children.

Honesty is central to the learning experience. To learn and grow we all have to be honest so we can see what we do well and what we can do better.

Courage is what enables us to move forward and address the challenges we all face (including those we have identified by being honest with ourselves and others).

These values also define how we would seek to work with you as headteacher. Being honest about what we could all do better, showing courage to push on with improvements, and showing love in the way we support each other.

"Governors are well informed about the school and share leaders' ambitious vision for all pupils. They offer effective challenge to leaders about the quality of education. Leaders and governors make sure that they are mindful of staff's workload and well-being." Ofsted 2022

Our children

Our children have loved having a headteacher who is approachable and actively engages with them. We also asked for their ideas about what they would like to see in their new headteacher. Here are some of them:

"Someone who is kind, fun, happy, fair and positive but can be strict when they need to be."

"Someone who we see on the playground and who is sociable and listens to us."

"Someone who inspires us."

They also suggested that if you could wear noisy shoes so that they can hear when you're coming, they would appreciate that too!



Uffington C of E Primary Headteacher Job Description

This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teachers' Pay and Conditions Document and Headteacher's Standards.

Candidates will be expected to have considered these in relation to Uffington Primary school.

Purpose

- To lead and manage so that the school is effective, well managed, self-evaluating and self-improving and with high achieving pupils and staff.
- To move the school forward by providing a strong educational vision and leadership.
- To lead and co-ordinate the staff, to achieve the school aims in the context of the School Development Plan, and in full consultation with the governing body.

Strategy and leadership

- To be accountable to the governing body and the local authority (LA) for the overall performance of the school and its day-to-day operation.
- Work closely with the governing body and other key stakeholders, to develop an agreed strategic plan and vision for the school that includes short, medium and long term targets and which is based upon secure and robust financial/resources planning.
- To establish, develop and maintain professional and productive working relationships with key stakeholders. These include community stakeholders (e.g. parents/carers, staff, St Mary's, and the governing body) and institutional partners (such as the LA, Oxford Diocesan Board of Education, and Faringdon Learning Trust).
- To be responsible for financial management which includes: the integration of financial planning and strategic and curriculum planning; the implementation and maintenance of secure procedures and systems; and adherence to all financial regulations of the LA.
- Lead and maintain a culture where children experience a positive and enriching school environment to prepare them for the next phase of education and life.

Teaching and learning

- To develop and deliver the whole curriculum as agreed with the governing body.
 - To adopt our broad cross-curricular approach which is child centered and provides access to real experiences.
 - To develop, monitor, evaluate and improve the quality of teaching for all pupils.
 - Use creativity, innovation, and new technologies to achieve curriculum excellence.
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People Management

- To be responsible for the leadership and management of all school staff.
- Work with all staff to foster an effective team, paying particular attention to staff wellbeing and workload.
- To continually develop staff through appropriate coaching and mentoring.
- Lead with integrity and ensure effective behaviour management policy and procedures are in place and implemented.

Strengthening Community Relationships

- To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's community.
- To ensure a range of community-based learning experiences.
- To work in partnership with other agencies in providing for physical, academic, spiritual, moral, social, emotional, and cultural wellbeing of pupils and their families.
- To seek opportunities to invite parents and carers, community figures, business, or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovation.

Interpersonal Skills

- To develop a flexible leadership and management style that is consistent with the ethos, values, and culture of the school.
- To exhibit excellent communication skills including compassion, diplomacy, and openness.
- To demonstrate resilience, professionalism, and a positive approach to the day-to-day challenges schools face.
- Be driven by genuine passion and a belief in the potential of every child.

Safeguarding

- To promote the safeguarding of children and adhere to key policies and procedures.
- Ensure an effective culture for safeguarding is maintained.
- To co-operate and work with relevant agencies to protect children.

In consultation with the postholder this job description is subject to review from time-to-time.

Uffington C of E Primary Headteacher Person Specification

Professional Qualifications

- Qualified Teacher status and evidence of appropriate subsequent in-service training and professional development
- Substantial experience in a school leadership team
- Confirmation of safeguarding training within the last 3 years

Relevant Experience

We will be looking for evidence of:

- The impact of your work with a SLT in school
- The impact of your contribution towards the formulation and monitoring of a School Development Plan
- The positive ongoing impact you have had on school improvement and development planning
- Your impact on raising standards
- Your experience in the recruitment and selection of staff
- Your experience of monitoring the practice of colleagues and leading CPD to promote effective teaching
- Your involvement in the financial and resource management of a school
- Your experience of working as a DSL
- Your understanding of the curriculum for Foundation Stage, Key Stage 1 and Key Stage 2
- Your understanding of special needs issues and practice
- Your experience of core subject leadership
- The approach you adopt to promote positive pupil behaviour

Personal qualities, knowledge, and skills

We are looking for someone who:

- Has energy and passion for the role and enjoys spending time with children
- Works as a member of a team, as well as demonstrating the ability to make decisions
- Is a skilled classroom practitioner with a love of education, a passion for the whole curriculum and has an up-to-date knowledge of best practice across all aspects of effective provision
- Demonstrates willingness and the ability to lead Christian Collective Worship, and to sustaining the inclusive Christian ethos of our school
- Demonstrates a commitment to lead and promote pupils' spiritual, social, moral and cultural development
- Is able to plan strategically and prioritise the actions to implement
- Promotes and secures the success of pupils of all abilities and needs
- Is an effective communicator, with proven interpersonal and stakeholder engagement skills, including working closely with Governors and external bodies
- Is prepared to be accountable to stakeholders and to hold others to account
- Embraces change and is empathetic in approach to challenge, change and support
- Is able to communicate effectively to a wide audience both orally and in writing (including the wider village community)
- Is prepared to ask for help and support where necessary

The selection process

Visits to the school are warmly welcomed. To arrange a visit (or an informal discussion about the role) please contact us via recruitment@uffingtonprimary.org.

Applications should be made using the standard Oxfordshire County Council application form for school roles. You can download a copy of the form from our website – <https://www.uffingtonprimary.org/Vacancies/>. You do not need to submit a separate CV to accompany the application form.

The deadline for applications is **09.00 on Monday 26th June**. Completed applications should be submitted to us via recruitment@uffingtonprimary.org

Shortlisting will take place on Wednesday 28th June and successful candidates will be contacted by email on Thursday 29th June. Interviews will be held on Tuesday 4th July or Thursday 13th July.

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

