



# RUSWARP CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

# HEADTEACHER RECRUITMENT

**June 2023**

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Ruswarp CE (VC) Primary School,  
Ruswarp, Whitby,  
North Yorkshire,  
YO21 1NJ

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*Think for Yourself and Act for Others*

## Letter from the Chair of Governors

Dear Candidate,

I am very pleased to welcome you on behalf of the Governing Board of Ruswarp CE (VC) Primary School, and for the interest you have shown in the post of Headteacher at our school.

Ruswarp is a small Church of England voluntary controlled primary school. It is situated in the beautiful Esk Valley, just one mile south of Whitby. The school accepts children from Ruswarp and the surrounding villages. There are currently 72 children on roll. It has close links with the church and local community and has a strong Christian ethos.

Our children come from a range of family backgrounds, they are enthusiastic, hard-working and well behaved. Parents are very supportive. Ruswarp has a Breakfast and After School Club, which is well attended and which provides support and wrap around care for our families.

Our teachers, support staff, and Governing Board are committed to the continual raising of standards and providing a safe and secure learning environment for our children.

The last SIAMs inspection judged the school to be Outstanding and the last Ofsted inspection judged the school to be Good.

Ruswarp provides an inclusive and stimulating curriculum for its children, who are encouraged to take on responsibility and show initiative. Our Leading Lights Committee, run by the children, is just one of the many ways that children help to shape the development of our school.

We are very fortunate in having extensive school grounds in which children enjoy Forest School sessions. Our close proximity to Whitby and the Yorkshire Moors means that we have an abundance of beautiful locations on our doorstep and we make good use of the locality through regular visits. In addition to day visits, every Key Stage 2 child participates in a residential visit, which is always popular.

Our staff work closely with our partner schools in the Yorkshire Coast Education Partnership. Staff work together on subject leadership, attendance initiatives, Early Years projects and more.

The Governing Board is now seeking a highly motivated school leader to join our school in September 2023. The right candidate will continue to offer excellent leadership and develop staff and children in a dynamic, cohesive and compassionate manner. In particular, we are looking to appoint a Headteacher who is committed to raising standards and ensuring that Ruswarp continues to be an excellent school in all respects.

We believe this opportunity will provide the successful candidate with an exciting and rewarding challenge as they ensure that children and staff maximise their potential.

All applicants are encouraged, and indeed are most welcome to visit our school. Please telephone for an appointment.

Yours sincerely

Vicci Smith

Chair of Governors

# Ruswarp Church of England (VC) Primary School



## Our Christian Values: ~

Kindness

Respect

Friendship

Forgiveness

Thankfulness



Love the Lord your God with all your heart and with all your soul and with all your mind...  
Love your neighbour as yourself.  
Matthew 22 v37-39

## Think for Yourself and Act for Others

### About our School

## Think for Yourself and Act for Others

At Ruswarp, we provide creative and inspirational learning experiences that encourage all learners to achieve their full potential and to become intelligent, responsible, productive and caring adults who are well prepared for the challenges of a world full of opportunities. We are proud of the way our school's Christian ethos includes the development of social and moral values, as well as academic achievement.

## Think for Yourself

We want to teach our children to be strong, independent and resilient – both in the classroom and in the wider world. We want our children to embrace challenges in the classroom and have the ability to persevere and persist with their learning. We want our children to have courage and faith in their own beliefs and convictions and to have the strength to stand against something that isn't right. We want to help develop children's moral fibre and equip them for the skills they need to flourish in the 21st Century. Our school is for those of all faiths and none, but our Christian message is that God will support us.

## Act for Others

Based on Christian teachings, we want our children to be kind, respectful and generous. We want children to be thankful and humble and to support their peers. We want our children and staff to recognise their roles and responsibilities within the school community and the wider world.

**'Love the Lord your God with all your heart and with all your soul and with all your mind.'** **This is the first and greatest commandment.** And the second is like it: **'Love your neighbour as yourself.'** Matthew 22 v37-39



### **About Ruswarp and the Local Area**

The journey to work may have the occasional obstacle, but the peaceful drive with breath taking views is a great opportunity to relax.

Our unique setting, close to historic Whitby and at the heart of the North York Moors, offers extensive opportunities for creative teaching.

Within the county of North Yorkshire are the Yorkshire Dales and North York Moors National Parks, three Areas of Outstanding Natural Beauty, the Pennines and a stunning coastline around Scarborough and Whitby. There are ruined castles and abbeys, serene gardens, unique breweries, thrilling rides and industrial heritage.

For outdoor enthusiasts North Yorkshire has plenty to offer. Within 2 hours' drive, the Yorkshire Dales is a premier area for caving, while for mountain biking there are the bridleways of the Dales and North York Moors as well as the renowned trail centre at Dalby Forest. Further afield, the Lake District and the fells, crags and coast of Northumberland are all easily accessible for days and weekends away.

There are a small number of sailing clubs on reservoirs around the county and fantastic, if chilly, surf sport venues, outdoor swimming and sea kayaking on the east coast. Two vibrant rowing clubs in Whitby welcome new members of all ages and abilities and provide a wonderful way to make new friends.

While the county is rightly known for its wide-open spaces, it also incorporates attractive market towns including Knaresborough, Ripon, Malton, Helmsley, Northallerton and Skipton, the traditional seaside towns of Whitby and Scarborough, as well as the ancient city of York, the most visited city outside of London. With a wide range of shopping, leisure and cultural facilities including the Northern Ballet and Helmsley Art Centre, as well as excellent schools, universities, road and rail links, there really is everything to offer you and your family as a place to work, live and enjoy.

Travelling further afield we have convenient connectivity, with close proximity to metropolitan cities of Leeds and Newcastle and a journey time of around two hours by rail from York to London. We border the Lake District, Lancashire, County Durham, and Yorkshire and Humber regions with all they have to offer.

Put simply, the area is a wonderful place to live and work, with something for everyone!





### **Qualities we would like our headteacher to have.**

We asked our children what they hope for in our new headteacher. They said...

- Someone who is kind and funny!
- Someone who listens to us.
- Someone who is not in the office all the time.
- Someone who can help when we have problems.
- Someone who is smiley!
- Someone who lets us go to great places.

We asked our staff what they hope for in our new headteacher. They said...

- We are looking for a head who is dynamic, innovative and approachable
- Someone who communicates a clear vision
- Someone who has high expectations of behaviour, teaching and learning.
- Someone who takes initiative and is confident in decision making
- Someone who is understanding and willing to be a team player
- Someone who is willing to work closely with our families by making both them and the staff feel valued.
- Someone who is visible and present
- Someone who will help drive our school forward through the next stage of its journey.

## Advert

### Location

Ruswarp Church of England Primary School, Ruswarp, Whitby, North Yorkshire, YO21 1NJ

### Grade/Band

National Teachers Pay and Conditions

### Minimum Age Requirement

N/A

### Vacancy Hours

1.0 FTE

### Contract Type

Established Full Time

### Weekend Working

No

### Application Closing Date

15<sup>th</sup> June 2023 at midday

### Salary Range (From and To)

National Teachers Pay and Conditions – L9 to L13

### Interview Date

Week commencing 26<sup>th</sup> June 2023 (dates to be confirmed)

### Venue for Interview

**Day One:** Ruswarp Church of England Primary School, Ruswarp, Whitby, North Yorkshire, YO21 1NJ

**Day Two:** Seton Community Primary School, Seaton Close, Staithes, Saltburn by the Sea, Cleveland, TS13 5AU

### Advert Details

Ruswarp Primary is seeking to appoint an inspirational and forward thinking Head Teacher to continue to build upon our successes. The school is situated in the beautiful village of Ruswarp which is on the outskirts of Whitby.

This is an exciting opportunity for a motivated and enthusiastic leader with a positive and energetic outlook to continue to steer the school at this exciting stage of our on-going journey.

As an outstanding classroom practitioner, your teaching will have consistently realised excellent pupil outcomes and rates of progress, and you will have the credibility and integrity to act as a role model within our school and wider community. The post includes a flexible 0.4 teaching commitment.

## **Advert (*continued*)**

To succeed in the post, you must be willing to support, promote and fully embed our Christian vision and its associated values. In addition, you will be required to drive our ambition to maintain 'Outstanding' at our next SIAMS inspection. You will have experience of leading and developing teams, creating a culture of high expectation and have knowledge of assessment systems and data protocols for robust Quality Assurance, evaluation and monitoring.

If you have the drive and ability to contribute significantly to the strategic direction and development of our school, then this is a truly exciting opportunity for you to have genuine impact on the next generation in our community.

We very much welcome school visits. If you'd like the opportunity to visit, please contact the school office on 01947 602029 or by email: [admin@ruswarp.n-yorks.sch.uk](mailto:admin@ruswarp.n-yorks.sch.uk). We have planned times/dates when visits can easily be accommodated (detailed below). If you are not in a position to attend during these times, please contact us and we will endeavour to make alternative arrangements.

### **School visit times/dates:**

**Thursday 8<sup>th</sup> June, 8.30am – 4.30pm**

**Wednesday 14<sup>th</sup> June, 8.30am – 4.30pm**

The post will be subject to an enhanced DBS clearance, health check and references.

Attached is a job description, person specification and application form.

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.

## Job Description

**Date Effective: September 2023**

### Statutory

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers.
- To meet the National Standards for Headteachers as published by the DfE.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

**Ruswarp's Governing Body wishes a particular emphasis to be placed upon the following:**

### Interpersonal Skills

- Exhibit exceptional communication skills, marked by warmth, empathy and approachability.
- Display resilience, professionalism, and a positive mindset to the day-to-day challenges encountered in schools
- Be motivated by a genuine passion and an unwavering belief in the potential of every child.

### Shaping the Future

- Ensure that the aims and vision of the school are clearly articulated, shared, understood, and acted upon effectively by all in worship, curriculum, pastoral structures, leadership, and management.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school development.
- Demonstrate the vision and values in everyday work and practice and promote and ensure the safeguarding and welfare of all pupils and other parties connected to the school through inclusion, the school's pastoral care and discipline code.
- Ensure creativity, innovation and the use of appropriate technology achieve excellence and that strategic planning takes account of the diversity, values and experience of the school and the community at large.
- In partnership with the Governing Board ensure the whole school community is kept up to date with educational initiatives.

### Leading Teaching and Learning

- Making sure that teaching and learning is at the centre of strategic planning and resource management.
- Ensure creative, responsive, and effective approaches to learning and teaching with a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Maintaining a culture and ethos of challenge and support where all pupils and staff can achieve success and become engaged in their own learning.
- Take overall responsibility on behalf of the Governors for the implementation of the school's curriculum policy and for the quality of teaching, learning and assessment.
- Determine and articulate high expectations and set stretching and aspiring targets for the school community with clear measurement criteria to monitor progress / attainment and complete appraisal.



- Organise and maintain a diverse, flexible curriculum and assessment framework.
- Challenge under performance at all levels and ensure effective corrective action / follow up.
- Maintain strategies which ensure excellent standards of attendance and demonstrate the school's vision and values in everyday work and practice.
- Promote the highest possible standards to ensure strong discipline with outstanding learning behaviours.
- Monitor, evaluate and review classroom practice and promote necessary improvement strategies.

#### Further Develop and Sustain the 'Excellent' Christian Ethos

- Ensure the values of the school and the vision and mission statements remain embedded throughout school life.
- Further develop the religious character of the school in accordance with the principles of the Church of England by providing leadership within a Christian context.
- Ensure the provision of religious education in accordance with the policy of the Governing Board and have regard to the Church of England character and foundation of the school.
- Promote a suitable system of guidance, support and pastoral care for pupils and staff including liaison with parents/carers, the Church and outside agencies.
- Use age appropriate daily worship and the school environment to enhance and develop the Christian nature of the school.
- Demonstrate an understanding of other faiths and acknowledgement of diversity.

#### Demonstrating Self and Working with Others

- Keep abreast of educational developments nationally and advise Governors on implementation.
- Treat people fairly, equitably and with dignity and respect to create/maintain a positive school culture. Maintain and develop effective strategies and procedures for staff induction, professional development, appraisal, and performance review and take overall responsibility for managing, promoting, and encouraging a working environment conducive to excellent staff relations and high staff morale.
- Work with Governors to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision/goals of the school.
- Take responsibility for staff development/appraisal, maintaining and developing a collaborative learning culture within the school, actively engaging with other schools to improve effective learning.
- Work with and be accountable to the Governors for implementation of policy and as the main link with the York Diocesan Board of Education and the Local Authority.
- Oversee the school's finance and budget, buildings, environmental resources effectively and efficiently to achieve the school's educational goals and priorities ensuring 'best value'.
- Take overall responsibility for maintaining effective and positive relationships and links with parents, carers, the Parish Church and clergy, the wider community, and other key stakeholders/external agencies.
- Chair Leadership team meetings and attend Governors meetings and committees.

**This Job Description may be amended at any time after consultation  
with the post holder and will be reviewed annually.**

## Person Specification

### PERSON SPECIFICATION Headteacher – Ruswarp CE (VC) Primary School

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

<b>QUALIFICATIONS AND TRAINING</b>	<b>Essential on appointment</b>	<b>Desirable on appointment (if not attained, development may be provided for successful candidate)</b>
Qualified Teacher status	<b>x</b>	
Evidence of gaining or working towards NPQH or similar qualification, or the willingness to work towards it		<b>x</b>
Evidence of continuous professional development including recent leadership training	<b>x</b>	
<b>EXPERIENCE AND SKILLS</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Substantial experience in a school leadership team	<b>x</b>	
Experience across the Primary age range	<b>x</b>	
Up to date knowledge and understanding of the National Curriculum and experience of curriculum design at primary level	<b>x</b>	
A proven track record for improvement, using the most appropriate evidence, taking into account the school and community context	<b>x</b>	
How they have challenged in a respectful and positive manner to maintain and develop relationships and improve the quality of outcomes	<b>x</b>	
Knowledge and application of setting high expectations and monitoring progress to continually raise standards of teaching and learning and outcomes for pupils	<b>x</b>	
Up to date knowledge and understanding of Ofsted and expectations and its application	<b>x</b>	

The Selection Panel will require evidence that you work within the National Standards for Headteachers. In addition, there will be a particular focus on the following key competencies;

<b>Key Competencies</b>	<b>Essential on appointment</b>	<b>Desirable on appointment</b>
Resilience	<b>x</b>	
Clarity of vision	<b>x</b>	
Strategic thinking	<b>x</b>	
Setting and achieving challenging goals	<b>x</b>	
Skilful communication according to audience	<b>x</b>	
Adhering to principles and values	<b>x</b>	
Partnership working	<b>x</b>	
Seeks organisational reflection	<b>x</b>	

<b>SAFEGUARDING</b> These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure	<b>Essential on appointment</b>
Demonstrate a commitment to safeguarding and the welfare of children and young people	<b>x</b>
Ability to form and maintain appropriate relationships and personal boundaries	<b>x</b>
Emotional resilience in working with challenging behaviours	<b>x</b>
Appropriate use of authority and discipline	<b>x</b>

## **Safeguarding Statement**

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.