

APPLICATION PACK

HEADTEACHER

ST MARY'S CE VC FIRST SCHOOL
CHARMINSTER



**'Nurturing deep, strong Christian roots,
helping us to grow and flourish'**

LOVE

COMMUNITY

HOPE

www.charminster.dorset.sch.uk



Welcome to St Mary's CE VC First School, Charminster

In this pack we enclose some interesting and useful information about our School. You can find out more about us on our website at www.charminster.dorset.sch.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This application pack includes:

Letter from the Chair of Governors

Our School and Community

What makes us unique?

Thoughts from our children and staff

Our vision and values

Our Church

Key School Information

Job Advert and How to Apply

Job Description and Person Specification

Links

Ofsted Report 2019 <https://reports.ofsted.gov.uk/provider/21/113784>

SIAMs Report 2019 http://www.charminster.dorset.sch.uk/web/siams_report/600615

Child Protection Policy http://www.charminster.dorset.sch.uk/web/school_policies/600638



Dear Applicant,

Thank you for your interest in the post of headteacher at our school. This is an exciting opportunity for a talented and inspiring individual who is a strategic thinker and a good communicator. Our new headteacher will place wellbeing at the heart of our school, build on our many strengths and lead us confidently into the future.

Ours is a friendly and caring school in which every child is valued and supported to achieve. Visitors to the school often comment on the calm atmosphere. The children experience a rich and varied curriculum, enhanced by visits and visitors and specialist teachers of Music and Physical Education. Music is a particular strength of the school as identified in our last Ofsted inspection - "the wider range of opportunities to perform in front of an audience has a positive impact on raising pupils' aspirations and broadening their horizons".

We benefit from membership of the Dorchester Area Schools Partnership and have exceptionally good links with the church community. The village of Charminster lies two miles from Dorchester in the beautiful county of Dorset, all of which provide a rich learning environment for our children.

We offer the successful candidate wonderful children who enjoy learning, a dedicated and creative staff team, a well-informed and proactive Governing Body and an active Parents' Association. Parents are encouraged to play an active part in their children's education and we have close links with the village pre-school on our site.

Our SIAMs inspection in March 2019 recognised us as a 'good' school and our Ofsted inspection in June 2019 graded us 'good' in all areas.

We are proud of our school and you are warmly invited to visit and see us in action. I will be happy to show you round and answer your questions. Please telephone Bev Hayes, Clerk to the Governors, 01305 263880, to arrange your visit.

The governors look forward to receiving your application.

Kind regards,

Lyn Paine
Chair of Governors





Our School

St Mary's is a friendly school where children are inspired to achieve their very best. They learn within Christian values, beliefs and practices to be part of the wider world where care and respect for one another and their environment are embedded into daily life.

St Mary's is a rural first school for children from Reception to Year 4. Currently we have 164 pupils on roll, organised in six classes, some of which are mixed-age. In addition to our six classrooms there is a large hall, a library, two additional small group classrooms, a music room, a resource room and a parent support room. Our teachers and teaching assistants are supported by lunchtime supervisors and a business and administration team. Our Parent Support Advisor works closely with parents and our church in order to support families and their children.

We offer a number of after school clubs throughout the year, led by our staff and external agencies. We also offer breakfast and 'stay and play' clubs. Our Forest School Programme supports and promotes children's development, and we support children to understand and manage their emotions through ELSA (Emotional Literacy Support).

The school's 'Buddy' system enables our Year 4 children to care for and support our new Reception children in their first year at school, and our Year 4 Playtime Pals support children and staff at playtime. We also have School Ambassadors and a School Council who are voted for by the children.

Within our grounds there is a Reception/Year 1 outdoor area and other hard play areas with agility and fitness equipment, a playing field with our Forest School wooded area, a central courtyard and a pond area providing an excellent additional learning resource. We are an Eco School and have been awarded our Green Flag with distinction this year.

We have a keen and active School Association who plan and organise community events for children, families and parents whilst raising much needed funds. The school has strong links with parents and the local community.

We work closely with the following DASP (Dorchester Area Schools Partnership) schools to aid transition and curriculum continuity: St Mary's RC First School, Manor Park CE VC First School and St Osmund's Middle School.

What our parents have to say about our school

"St Mary's provides a warm, nurturing environment where everyone is welcome. Friendships for life are made. Skills are developed. Opportunities are created. The children arrive as a blank canvas and leave ready for their next steps in education and in life. I wouldn't want my children going anywhere else."

"From the day we joined the St Mary's family, we were welcomed with open arms and straight away felt a real community spirit. We have nothing but good things to say about the school and all that it offers to the children. We feel very lucky to be part of St Mary's, and what more could you ask for than a child who loves going to school each day and feels safe, supported and cared for?"

"We found the school so welcoming when we started later in the term. Our transition to St Mary's was seamless and our daughter was made to feel at home and part of the school so quickly. The after-school clubs run by the school are a fantastic addition to their learning and highlight the commitment the teaching staff have to the school. We are so glad to be part of the school".

"St Mary's isn't just a school but a place where they help each child find themselves and become their own. It's a place of comfort and stability."

"The staff know the children brilliantly. Individuality is celebrated and all children are made to feel special. Children develop a great understanding of the world and their community and learn to respect others and have confidence in themselves and their abilities. "





HAS A
SENSE OF
HUMOUR

KIND &
FRIENDLY

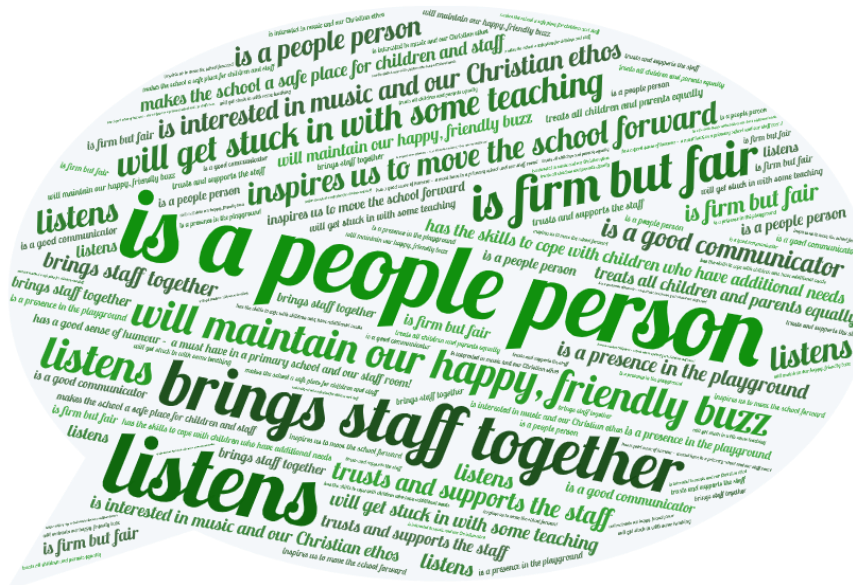
LISTENS
TO OUR
IDEAS

STRICT
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CARES ABOUT
THE
ENVIRONMENT

We also wanted to hear thoughts from our staff and they would like a headteacher who...





Our Vision and Values

Nurturing deep, strong Christian roots, helping us to grow and flourish

Our core Christian Values are:
'Love, Community, Hope'

"Teacher, which is the greatest commandment in the Law?"

Jesus replied: "'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: 36-39)

St Mary's is a friendly school where children are inspired to achieve their very best. They learn within Christian values, beliefs and practices to be part of the wider world where care and respect for one another and their environment are embedded into daily life.

As a governing board we feel that our school truly embodies our Christian values and vision. Our children and staff refer to St Mary's as a 'school family' and are dedicated to seeing our values come to life in work and in play. The children are very active in their care for the environment, for their school, for their wider community and for one another.

In due course, our new headteacher will be responsible, alongside our children, our staff, our church, our governors, and the diocese for discerning and revising our Christian values and vision to help our school to grow and flourish in new ways.





Our Church



St Mary's is an inclusive and active church, deeply rooted in our school and village community. We look forward to welcoming, and partnering with, the new headteacher of St Mary's School and to continuing to build on our exceptional relationship; working together to encourage and enable the children, parents, and staff in our school community to flourish.

The strong partnership between our church and our school is foundational to our school community, and to our Christian culture and values. We consider the church and school to be one united community and we work well together to support our children and families, both inside and outside the classroom. Our recent SIAMS Inspection recognised that:

"The strong partnership between church and school enriches the worshipping lives of staff, pupils and their families in this Christian community." (2019)

At St Mary's School, we engage with our church on a weekly basis and make frequent use of the church as a learning environment. Our clergy visit each week to lead whole-school collective worship, and often join us for class collective worship and special events. An Open the Book team visits each month. Each class has a termly trip to the church café, Tuesdays@StMarys, where they engage with a short session about an aspect of church life and worship and meet some of the locals, around thirty children also attend the after-school session of T@SM with their families. Last summer on their RE Day trip to the church, our Reception and Year 1 classes learnt about marriage and baptism through role-play; this term the whole school gathered at church for a short Remembrance service at the war memorial. Classes visit the church each term to engage in seasonal workshops, and we will all come together to celebrate our Christmas service at the church this year.

As well as working with staff to resource Collective Worship throughout the year, and being part of our strong and committed governing body, our clergy work closely with our RE lead to plan RE days and to provide a sounding board for each term's syllabus. This year our RE day will focus on Old Testament Stories and the Abrahamic Faiths, through the lens of 'God's Heroes'.



ST MARY'S CHARMINSTER

**A CHURCH WHERE
EVERYONE IS WELCOME**

St Mary's is a church at the heart of the community, serving the area of Charminster, Charlton Down, Wrackleton, and Forston. We worship together in a wide range of styles, from more formal to relaxed styles, and are committed to offering hospitality and friendship to everyone. Our church is always open, and we aim to reflect the good news of God's love in all that we do.

www.stmarys-charminster.org.uk

UNCONDITIONAL LOVE

Welcoming Everyone
Sharing God's Love
Creating Safe Spaces

SERVING OUR COMMUNITY

Thinking Local
Building Community
Engaging with All Ages

DEEPENING OUR FAITH

Seeking God's Kingdom
Living Prayerfully
Serving Joyfully

CARING FOR GOD'S CREATION

Celebrating our Surroundings
Reducing our carbon footprint
Buying Fair trade & Eco-Friendly

REACHING OUT IN MISSION

Knowing & Telling the Gospel
Learning to Grow
Valuing Difference



Key School Information

Type of school	Maintained CE VC
Location:	West Hill, Charminster, Dorchester, Dorset, DT2 9RD
Age range	Rec – Year 4
Number of pupils on roll	164
Number of teaching staff	8
Number of TA's	9
Number / make up of classes	6 Willow (reception) Oak (rec/Y1) Beech (Y1/Y2) Maple (Y2/Y3) Linden (Y3) Ash (Y4)
Attendance	95.2%
School Budget	deficit

Pupils with SEN support:	20.1%	Pupils with EHCP	1.2%	Pupils on FSM	7.9%
Pupils in receipt of Pupil Premium (not FSM)	4.8%	Pupils with EAL	1.2%	Pupils from catchment	94%

Early Years 2022:	Reading 83%,	Writing 67%,	Number 91%
Y1 Phonics screening:	60%		
KS1 attainment 2022:	Reading: 67% EXS+	Writing: 61% EXS+	Maths: 58% EXS+



Job Advert

Post:	Headteacher
School:	St Mary's CE, VC First School
Location:	West Hill, Charminster, Dorchester, Dorset, DT2 9RD
Contract:	Permanent, full time
Salary:	Leadership Scale Headteacher 2, Points 9 - 15 (£53,973 - £62,563)
Pension:	Teachers' Pensions Scheme
Contact:	Bev Hayes, Clerk to the Governors
Closing date:	2 January, 2023
Interview date:	18 & 19 January, 2023
Start date:	17th April, 2023

The children, staff and governors of St Mary's CE VC First School seek an experienced, talented and inspirational leader for our popular and successful village school, building on strong foundations to further develop our practice and provision.

Ours is a happy, friendly school where children are inspired to achieve their very best. They learn within Christian values, beliefs and practices to be part of the wider world, where care and respect for one another and their environment are embedded daily in school life.

We are seeking an experienced and inspirational leader who:

- has a strong regard for safeguarding and the health, safety and well-being of our school community
- has recent experience of strategic leadership in a school setting
- has high expectations for teaching and learning and is committed to ensuring all children thrive and achieve
- is innovative, organised and passionate about standards and school improvement
- is an outstanding practitioner who is committed to developing and enriching the curriculum
- has good interpersonal and team-working skills and is able to build and maintain positive relationships
- will uphold and value the strong Christian ethos of our school
- has the skills to manage the school budget
- is committed to partnership-working

We offer:

- a friendly and caring community ethos
- children who enjoy coming to school and are eager to learn
- dedicated, creative and talented staff who are committed to providing a quality education for every child
- strong links with our church community
- a supportive and proactive Governing Body and School Association
- strong and fruitful partnerships with local schools
- a local area that provides rich resources for teaching and learning

We look forward to receiving applications from candidates whose personal qualities, values and experiences meet the requirements of the **job description and person specification**.

Next Steps:

Visits to the school, in advance of application, are strongly encouraged and can be arranged by appointment for the week beginning 28 November. Please contact Bev Hayes, Clerk to the Governors, tel. 01305 263880 or email bevhayes@charminster.dorset.sch.uk if you have any queries, or to arrange a visit.

Applications can be made via the application form on <https://jobs.dorsetcouncil.gov.uk/>

This post has also been advertised on other sites.

St Mary's CE VC First School values the diversity of our workforce and welcomes applications from all sections of the community.

This role is UK based and your Right to Work will need to be established as part of the appointment process

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Keeping Children Safe in Education

St Mary's CE VC First School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service check in line with the Government's Safer Recruitment guidelines.

St Mary's CE VC First School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The salary quoted is the annual salary for the position at the time of the advert. The salary will be paid in equal monthly instalments and will be adjusted at the start of employment and again if leaving part way through the school year to ensure the correct salary is received for the work completed in an academic year.

The Application Process

Visits to the school: week beginning 28 November

Closing date: Monday 2 January

Shortlisting: Thursday 5 January

Interviews: Thursday 19 January

Candidates who have not been shortlisted will be notified by letter.

Successfully shortlisted candidates will be invited to meet the staff on Wednesday 18th January in the afternoon.



Job Description and Person Specification

St Mary's CE VC First School, Charminster **Headteacher Job Description** **Date Effective: April 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 Headteacher.
- To meet the National Standards of Excellence for Headteachers 2020
[Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers-2020)
- 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, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

Specific

The core purpose of the Headteacher is to provide professional leadership and management of the school.

Culture and ethos

- work collaboratively to enhance the vision for the school in its unique context, identifying and determining its philosophy and overall aims
- consistently promote the ethos and values of the school
- uphold the strong Christian nature of the school and maintain effective links with the church community
- foster a positive, caring and inclusive environment in the school and ensure pupils' spiritual, moral, social and cultural development
- drive improvement and support all children to achieve their potential academically, physically, emotionally and socially
- maintain high standards of behaviour and attendance

Curriculum and teaching

- lead a diverse, flexible, broad and balanced and sequenced curriculum that provides high expectations and rich experiences for children, and ensure that statutory requirements of the National Curriculum are met
- secure effective teaching, learning and assessment

- provide an effective programme of support and intervention
- ensure that high quality teaching is provided that meets the needs of all children
- ensure all children, including the most vulnerable and those with SEND, make good progress within an inclusive environment

Organisational effectiveness

- implement a school development plan based on an ongoing programme of self-evaluation
- lead the school through rigorous monitoring and evaluation including performance management at all levels
- achieve sound financial management by setting priorities for expenditure, allocating funds and managing the school budget
- foster productive relationships with staff, governors, parents and the local community and to seek feedback
- maintain effective partnerships and ways of working with other schools
- develop effective relationships with external agencies

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

PERSON SPECIFICATION

The following is a summary of the main attributes the Governing Body wishes to see in the successful candidate for Headteacher. Generic qualifications, knowledge, experience, skills and qualities needed to fulfil this role are set out in the 'National Standards for Excellence of Headteachers 2020' to which candidates should refer.

While it may be desirable to appoint a practising Christian this is not essential to be an effective leader of a Church School. We welcome applicants of any or no faith who will nurture and grow our school vision and values.

(E) Essential on appointment (D) Desirable on appointment

KEY CRITERIA:

1	Qualified Teacher Status.	E
2	Evidence of CPD relating to school improvement, curriculum development and safeguarding.	E
3	NPQH, or further professional qualifications.	D
4	Suitability to work with children, protect them and promote their welfare and lead safeguarding in the school.	E

EXPERIENCE:

5	Successful teaching in the primary phase with evidence of accelerated progress and raised attainment in classes taught and subjects led.	E
6	Experience of leadership in a senior role, including evidence of using whole school self-evaluation to raise standards and bring about school improvement.	E
7	Evidence of promoting inclusive practice to support disadvantaged learners, vulnerable children and those with special educational needs.	E
8	Successful experience of setting and managing budgets to support school improvement.	D
9.	Experience of partnership working with other schools and agencies.	D

KNOWLEDGE

10.	Understanding of the headteacher's responsibilities and accountability to children, parents, governors, the Local Authority, the Diocese and the wider community.	E
11	Understanding of the requirements of the current OFSTED and SIAMS processes and frameworks.	E
12	Understanding of the issues specific to small schools with mixed age classes.	E
13	Understanding of, and ability to develop the Christian character of a CE school as expressed through its vision, values, and ethos.	E
14	Confidence and ability to lead inspirational collective worship that reflects the Christian identity of our school.	E

SKILLS:

15	Ability to recognise and cherish our strengths, growing and building on these while identifying areas for improvement.	E
16	Ability to develop others, lead by example, and support and champion all children and staff within an inclusive environment that nurtures all children to reach their full potential.	E

17	Recognition and understanding of quality first teaching, developing leadership in others showing evidence of sustained school improvement through coaching and motivating staff who flourish under compassionate leadership.	E
18	Experience of leading and developing an ambitious, broad, balanced, and effective curriculum that develops children socially, morally, spiritually and culturally and supports their academic, creative and physical development.	E
19	Evidence of performance management and professional development of staff, including the effective management of underperformance.	E
20	Excellent communication skills, written and spoken, and the ability to build effective relationships with members of the school and wider communities.	E
21	Ability to work effectively with our keen and active Governing Body to secure good, transparent governance.	E
QUALITIES:		
22	An inspiring leader who is a strategic thinker and creative problem-solver.	E
23	Ability to inspire trust and commitment from the whole school community.	E
24	Hold a positive attitude to personal wellbeing and that of the school community and manage their personal workload and that of others to ensure an appropriate work/life balance for all.	E
25	Ability to work well under pressure and maintain motivation, enthusiasm and commitment.	E