

# **St. Barnabas and St. Paul's C.E. Primary School Blackburn.**



## **HEADTEACHER APPLICATION INFORMATION**

***"Love the Lord your God with all your heart, with all your soul and with all your mind and love your neighbour as yourself" Matthew 22:37***

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# St Barnabas and St Paul's C.E. Primary School

Oakenhurst Road, Blackburn BB2 1SN Tel: 01254 698413  
www.stbarnabas-stpauls.co.uk email: [office@sbsp.blackburn.sch.uk](mailto:office@sbsp.blackburn.sch.uk)  
Acting Headteacher: Mrs D. Withey



## A welcome letter from the School Council:

# St Barnabas and Our School is: St Paul's

- A welcoming, safe space
- Where we can be the best for God we can be
- Where outstanding teaching & learning takes place
- Full of exciting resources and equipment
- One of the best in Lancashire
- Well known for its perfectly behaved students
- A place where every day counts

## We would like a head teacher who:

- Is compassionate and understanding
- Has a strong vision for the school
- Provides us with all the help and support we need
- Will appreciate all our hard work and dedication

Alina D Fatima G Nisha Iqbal



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Dear Applicant,

Thank you for your interest in the post of Headteacher at St Barnabas and St Paul's C.E. Primary School. I hope you find the enclosed information useful.



The school was graded 'Outstanding' in our last OFSTED inspection in March 2017 and through rigorous and robust self-evaluation and improvement, we have continued to achieve excellent outcomes for our children. Over recent years, our premises have undergone major refurbishment including innovative and creative use of our grounds to provide outdoor learning spaces and in the past year we have undergone internal building work to support two form entry capacity. We are proud of the reports we have received from other schools and colleagues when visiting regarding the exemplary practice in our school. This is testament to the hard work and commitment from all of our children, staff and families.

The children are a delight, with excellent behaviour and conduct and I continue to be impressed with their confidence, love of learning and their engagement in all the school has to offer.

As a distinctively Christian school we promote the development of each child's spiritual, emotional and physical wellbeing. We believe in nurturing relationships, based on Christian love, hope and respect, supporting all children and their families and impacting strongly on children's excellent progress and achievement. We encourage harmonious, respectful relationships so that children can grow into responsible, well-mannered citizens, eager to make a positive difference to society and the world. The distance they travel during their time at St Barnabas and St Paul's is remarkable and I am proud to be part of the difference our school makes to them, their families, to our local community and for our future society. We do not underestimate the role St Barnabas and St Paul's school has in shaping the future of our community but accept that challenge with enthusiasm.



St Barnabas and St Paul's is a large primary with over 400 children on roll with a two form entry, situated in the Wensley Fold Ward of Blackburn with good motorway links. Our children and

families reside mainly within the Wensley Fold and Blackburn Central Wards of Blackburn creating a diverse and varied school community.

The Governors are seeking to appoint a headteacher with vision and energy to continue to build on our outstanding achievements and successes. The successful candidate will continue to promote St Barnabas and St Paul's strong education, Christian ethos and values whilst inspiring, motivating and empowering the whole school community.

You will be able to find more information on our school website at <http://www.stbarnabas-stpauls.co.uk/> and you will also find a few words from some of the Year 6 children / school council in the application pack.

We very much welcome prospective applicants to visit the school, where you will experience a distinctively Christian, safe, loving school that is full of learning.

If you wish to arrange a visit, please contact our Business Manager, Angela Brennan on 01254 698413 or email: [angela.brennan@sbsp.blackburn.sch.uk](mailto:angela.brennan@sbsp.blackburn.sch.uk)

Yours sincerely,

Jamila Hounslow  
Chair of Governors

**Agreed timetable for appointment of  
Headteacher at St. Barnabas and St. Paul's CE Primary School  
Summer 2021**

Initial meeting of the governing body	4 pm on Tuesday, 11 <sup>th</sup> May, 2021 at school (or possibly online).
Advertisement appears	Monday, 24 <sup>th</sup> May.
Closing dates for applications	Friday, 11 <sup>th</sup> June.
Shortlisting meeting	Thursday, 17 <sup>th</sup> June – 4 pm at school (or possibly online)
Shortlisted candidates view the school	Tuesday 6 <sup>th</sup> July.
Interviews and appointment	Wednesday 7 <sup>th</sup> July (all day).
New headteacher takes up post	1 <sup>st</sup> January, 2022.

**Agreed Pay Range for appointment of  
Headteacher at St. Barnabas and St. Paul's CE Primary School  
Summer 2021**

**ISR (Individual Pay Range for HT)**

Leadership Spine: L18- L24 plus a £5000 Additional Payment (as a permanent part of the headteacher's annual salary).

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Acting Headteacher: Mrs D. Withey



**St Barnabas and St. Paul's Church of England Primary School**  
**Oakenhurst Rd, Blackburn BB2 1SN (415 on roll)**

## HEADTEACHER

**Leadership Pay Spine, Group 3, ISR L18 – 24 plus a £5,000 Additional Payment as a permanent part of the headteacher's annual salary.**

Required 1<sup>st</sup> January 2022.

The Governors invite applications for the post of headteacher of our outstanding Church of England Primary School.

We are seeking to appoint an outstanding, inspirational, experienced and highly motivated headteacher with vision and energy to continue to build on our outstanding achievements and successes and develop a robust strategy for continued improvement in the future.

We offer:

- A diverse and loving school community built on supportive relationships and Christian values.
- Supportive and dedicated staff committed to enabling all children to achieve with a record of delivering excellent education.
- Well-motivated, enthusiastic and confident children who love learning.
- Strong links with the Church and community.
- A supportive school with a strong governing body committed to providing opportunities for continued professional development.
- An excellent environment for learning in a modern building with excellent facilities.

## The successful candidate will have:

- Substantial and successful experience as a headteacher or deputy headteacher of a primary school.
- An active Christian commitment and be able to sustain and develop the Christian ethos and values of the school.
- Demonstrated effective leadership and management of people and a demonstrable commitment to building partnerships with governors, staff, parents, The Church, other schools and the local community.
- A clear vision which focuses on raising achievements and standards through a wide variety of teaching and learning experiences.
- A desire to maintain and enhance the existing strengths of the school, bringing inspirational drive and ambition for continual improvement that is demonstrated through improved outcomes for children.
- A passion to ensure that all children reach their potential.
- Evidence of regular, recent and appropriate professional development for the role of headteacher.

The best way to learn more about us is by coming to see us, our school and our enthusiastic and motivated children. For an informal discussion contact Mrs Jamila Hounslow, Chair of Governors 07813314796. For an application pack or to arrange a visit contact Angela Brennan our school Business Manager on 01254 698413 or email: [Angela.Brennan@sbsp.blackburn.sch.uk](mailto:Angela.Brennan@sbsp.blackburn.sch.uk).

**Pre-Interview Visit: Tuesday, 6<sup>th</sup> July 2021.** Please note that the governors may require shortlisted candidates to undertake some tasks on this visit as *part of the interview process*.

Please email applications to: [htapplications@sbsp.blackburn.sch.uk](mailto:htapplications@sbsp.blackburn.sch.uk)

Our school seeks to build Christian values into our teaching and throughout all areas of school life so that our children can achieve their full potential within a caring environment.

[illegible]



# St. Barnabas and St. Paul's Church of England Primary School

## Headteacher Job Description

### May 2021



This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and in the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocesan Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

#### **A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding a unambiguous Christian vision that seeks to empower all stakeholders to experience 'life in all its fulness' (John 10:10). The headteacher will provide professional leadership and management for the school that ensures compliance with the Trust Deed and enhances the Christian character of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

As a leader of a church school, the Headteacher is responsible for ensuring that the provision of high quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese/Methodist District, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## **B. Headteacher Standards**

### **1. School culture**

Headteachers:

- establish and sustain the school's Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community and wider Diocese
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships based on Biblical values across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism.

### **2. Teaching**

Headteachers:

- 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 approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment
- ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England.

### **3. Curriculum and assessment**

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- ensure that a high quality enquiry based Religious Education curriculum is used which is consistent with Church of England teaching
- 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, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

### **4. Behaviour**

Headteachers:

- drawing on the Christian vision of the school, establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour

- ensure that adults within the school, model and teach the behaviour of a good citizen, according to Christian values.

## **5. Additional and special educational needs and disabilities**

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain 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 special educational 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**

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, 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 to build capacity and support succession planning
- ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious Education in the school, including drawing on expert provision at National Church and Diocesan level.

## **7. Organisational management**

Headteachers:

- 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 and managed well, with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk.

## **8. Continuous school improvement**

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school 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, including improving performance against the SIAMS criteria.

## 9. Working in partnership

Headteachers:

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

## 10. Governance and accountability

Headteachers:

- 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.

***The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.*





# **Person Specification/Selection Criteria for the post of Headteacher at St. Barnabas and St. Pauls' CE Voluntary Aided School. May 2021**



***The applicant will be required to safeguard and promote  
the welfare of children and young people.***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form (A), supporting statement (A), information gathered during the interview process (I) and references (R).

## **[A] Faith Commitment**

	Essential	Desirable	Source
Full and active member of a church in membership of Churches Together in England or the Evangelical Alliance or North-West Gospel Partnership. <i>(This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).</i>	<b>E</b>		<b>AIR</b>

**To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.**

	Essential	Desirable	Source
Leading school worship.	<b>E</b>		<b>AIR</b>
Ways of developing religious education and worship.	<b>E</b>		<b>AIR</b>
Strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	<b>E</b>		<b>AIR</b>
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	<b>E</b>		<b>AIR</b>
Ways of leading the spiritual development of all the school community.	<b>E</b>		<b>AIR</b>

## **[B] Qualifications**

	Essential	Desirable	Source
Qualified teacher status.	<b>E</b>		<b>AIR</b>
Degree.	<b>E</b>		<b>AIR</b>

**[C] Professional Development**

	Essential	Desirable	Source
Evidence of recent and appropriate professional development for the role of headteacher.	E		AIR
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E		AIR

**[D] School leadership and management experience**

	Essential	Desirable	Source
Successful leadership as a headteacher or deputy headteacher	E		AIR
Evidence of successfully leading school improvement.	E		AIR
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E		AIR
Experience of curriculum leadership and development.	E		AIR
Experience of working constructively with parents.	E		AIR
Experience of monitoring staff performance.	E		AIR
Experience of effective budget management.	E		AIR
The ability to both build and sustain effective teams.	E		AIR
The ability to provide support and advice to the Governing Board to enable it to meet its responsibilities.	E		AIR
To have had experience of guiding, coaching, mentoring or training individuals or teams.	E		AIR
Maintains good awareness of current national education policy and strategy.	E		AIR

**[E] Experience and knowledge of teaching**

	Essential	Desirable	Source
Successful teaching of pupils in the primary phase.	E		AIR
To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase.	E		AIR
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E		AIR
Commitment to ensuring inclusion and addressing diversity positively.	E		AIR

**[F] Professional Attributes**

	Essential	Desirable	Source
Strong behavioural management skills.	E		AIR
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E		AIR
To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E		AIR
A commitment to the professional development for staff and self.	E		AIR
The ability to plan and prioritise and organise self and others.	E		AIR
The ability to assess and balance risks and opportunities.	E		AIR
Show a good commitment to sustained attendance at work.	E		AIR

### [G] Personal Qualities

	Essential	Desirable	Source
A passion for achieving the very best outcomes for the whole child - spiritually, mentally and physically.	E		AIR
A clear vision for an innovative, progressive and forward thinking school.	E		AIR
The capacity to provide inspirational, enthusiastic and innovative leadership.	E		AIR
Flexibility, initiative and drive to maintain a positive attitude.	E		AIR
Excellent interpersonal skills.	E		AIR
The ability to perform effectively under pressure.	E		AIR
The ability to receive and act on constructive feedback.	E		AIR

### [H] Safeguarding

	Essential	Desirable	Source
Displays commitment to the protection and safeguarding of children and young people.	E		AIR
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E		AIR
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E		AIR
Will co-operate and work with relevant agencies to protect young people.	E		AIR

### [I] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Headteachers' Standards (2020) which also form the basis of the Job Description for a headteacher in a VA school. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in St. Barnabas and St. Paul's CE Primary School.

### [J] Confidential References and Reports

**Candidates must give a faith reference.**

Positive and supportive faith reference from the priest/minister where the applicant regularly worships.	E
Candidates who do not use their Parish priest/minister must give an explanation in the letter of application.	
Positive recommendation from all referees, including either Local Authority or CEO Trust Lead.	E

### [K] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. It should be no more than two sides of A4 in length.

PLEASE DO NOT INCLUDE CVs with your application as these will not be considered.

## **Church Criteria - Guidance for Applicants Date: May 2021**

Dear Prospective candidate

### **FAITH REFERENCES**

As you are aware the person specification for the post for which you are applying states that you are asked to provide a 'positive and supportive faith reference from the priest/minister where the applicant regularly worships'.

In the light of this and given that a priest is often managing ministry teams and/or more than one church/parish, we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask them to agree to act as a referee
2. Ensure that the priest is aware of
  - your involvement in parish life e.g. groups you attend/lead, Bible reading or intercession rota etc (it may be that currently you are not heavily involved in parish life due to other commitments)
  - your present post – name of school, areas of responsibility, etc
  - the post to which you are applying – name of school, post, etc.

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible. Candidates who do not use their Parish priest/minister must explain the reason for this in the letter of application. This can be for a number of reasons, e.g. because the parish is in vacancy, or a recently appointed priest. Whatever the situation, failure to explain may lead to your application not progressing further in the process.

The following websites set out the current list of churches that are members of Churches Together in England, the Evangelical Alliance and North-West Partnership. Please ensure that your place of worship is on the list. If you have any questions with regard to your church's affiliation or the contents of this letter you should contact the Diocesan Adviser for the appointment at [NAME@blackburn.anglican.org](mailto:NAME@blackburn.anglican.org)

The list of Churches Together in England and its associated bodies can be found at [www.cte.org.uk](http://www.cte.org.uk)

The list of member churches of the Evangelical Alliance can be found at [www.eauk.org](http://www.eauk.org)

The list of member churches of the North West Gospel Partnership can be found at <https://northwestpartnership.com>



## Other matters.

The National Society Contract of employment will be used.

The relevant section of the contract is as follows:

*As the Headteacher of a Church of England school, you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.*

*You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England and the Trust Deed of the school.*

*You are required to take part in and lead acts of religious worship.*

## Education with a Christian Perspective - Blackburn Diocese

[Blackburn-Diocesan-Board-of-Education.pdf \(bdeducation.org.uk\)](http://bdeducation.org.uk/Blackburn-Diocesan-Board-of-Education.pdf)



## Attendance Policy Statement

St. Barnabas and St. Paul's CE Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

