

ODST
Oxford Diocesan Schools Trust

Information Booklet

Oxford Diocesan Schools Trust

Headteacher Vacancy – St Luke's Church of England School

Dear Candidate,

Thank you for your interest in the role of Headteacher at St Luke's Church of England School within the Oxford Diocesan Schools Trust (ODST). This is an important role within a school that is very dear to us, and we are looking for an exceptional person to take on the role of Headteacher.

Our vision at St Luke's is to provide all our pupils with opportunities to shine, develop and flourish ('Living life in all its Fullness, John 10:10b) and this is supported by our driving ethos: to "Cherish, Challenge, Aspire and Achieve".

- **Cherish**- We want our children to be happy and enjoy creating rich memories at St. Luke's through empathy and encouragement. The children are put at the centre of their own learning, and we place great emphasis on pupil voice, as well as nurturing skills and attitudes such as resourcefulness, resilience and co-operation.

- **Challenge**- We want our children to be happy and confident to take risks with their learning and they are encouraged to strive for excellence, not just success.

- **Aspire-** We encourage children and staff to aspire to do their best in all areas of school life (as we all have the capacity to surprise ourselves with our achievements) and this lays down strong foundations for the rest of our lives.

- **Achieve**- We value each child as an individual with different talents and needs. Pupils have an active voice in school allowing them to play an important role in developing it with older children helping and taking on wider leadership roles across the school.

In March 2015, we became a member of ODST- a large family of mainly primary schools operating within Oxfordshire and Berkshire. Being part of ODST has allowed us to preserve the uniqueness of St Luke's and its place in the local community, whilst enabling us to benefit from being part of a well-established MAT with the support and opportunities that brings, and the chance to contribute to, and learn from, other member schools ('A Common Vision for the Common Good').

Since joining ODST we have expanded to incorporate nursery provision, and we are of course proud of the external recognition the school has achieved in that time, but we are also cognisant that we are on a journey and it is those opportunities for our pupils to shine, develop and flourish that will be the true- if not always quantifiable – measure of success for us.

If appointed to the role of Headteacher at St Luke's, you would be empowered to work with your Local Governing Body to make the decisions you believe to be right for your pupils and our community. You would also be able to collaborate- and where appropriate, be challenged- by colleagues who care passionately about seeing children thrive and who will support you and your team to develop yourself and those around you, and we will want no doubt in due course want to draw on your strengths to support the development of others.

We look forward to receiving your application.

Anne Dellar, Chief Executive Officer and Rhidian Jones, Chair of Governors

St Luke's Church of England School

'Living Life in all its Fullness'- John 10.10b- an opportunity to shine and grow.

Our School- some feedback from our most recent parent and family survey

- *The nursery is fantastic, the staff are great and my child loves going.*
- *The level of teaching is not just taught verbally but through lots of other ways which is a great way for the children to make progress especially for children who learn through play and practical ways.*
- *My child is treated as an individual, not just part of a class unit. All staff listen to any concerns I may have, and the school are always quick to implement measures to help/support where needed.*
- *All learning activities are very creative and engaging. It seems to be a very nurturing environment.*
- *I like how it has a real community feel and the teachers are all approachable.*
- *All the afterschool clubs have range of activities especially cooking and baking. Teachers are very friendly and have good understanding of child mindset and behaviours. They really enjoy in the school.*







Our Next Headteacher…

We are looking for a headteacher who will continue to enable all to flourish and achieve. You will:

- Lead the school with enthusiasm, compassion, kindness and understanding,
- Strive for the very best for every pupil and member of staff,
- Embody and promote our church school vision, values and ethos,
- Work effectively with parents/carers and the wider school community,
- Continue to develop the excellent, inclusive provision that is place for every pupil.

In return we can offer you:

- Pupils who are enjoy being at school, and who are engaged in their learning, behave well and show love for each other,
- A strong, adaptable staff team who are committed to working together and supporting each other for the benefit of our children,
- An effective Local Governing Body, able to support and carry out their strategic responsibilities to the school,
- Support, and challenge, from the wider family of ODST,
- Strong links with the local secondary school, and a group of other local headteachers of primary schools.





St Luke's Church of England School
Headteacher Job Description and Person Specification



The DfE's 'National Standards of Excellence for Headteachers' gives details of the generic role and professional responsibilities of the Headteacher. You should be familiar with these.

Within that framework, the school's Local Governing Body and ODST are seeking to emphasise the following.

Job purpose

To develop further an innovative, happy and successful primary school by:

- Providing a strong, clear, inspiring and widely shared vision for its future which reflects its values,
- Ensuring the highest possible quality, depth and breadth of education, range of opportunities and standards of attainment for all children,
- Developing and managing the school efficiently and effectively, building on its strengths of inclusivity and support of individual needs, maintaining a culture of innovation to sustain prolonged developments and improvements across every aspect of the school,
- Growing a staff team that shares responsibility and accountability for the success of the school,
- Fostering and building on the Christian ethos of the school, as welcoming to families of all faiths and none,
- Engaging children, parents and staff as a community of learners,
- Ensuring the school is rooted in its local community and has good relationships with other stakeholders.





Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	• DfE Qualified Teacher status, • Evidence of relevant, recent professional development that prepares for this post, • National professional qualification for headteachers or senior leaders or working towards this.	
Knowledge and Experience	• Substantial and proven successful primary teaching experience, • An ability to demonstrate whole school impact, • Significant knowledge and experience of primary education and the issues and challenges facing the sector, • A broad understanding of the Ofsted framework and requirements, • Up-to-date knowledge of safeguarding procedures and an understanding of the role's responsibilities with regard to safeguarding, • Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment, • Experience of educating children with special educational needs within an inclusive classroom, • Experience in more than one appropriate key stage, • Experience of monitoring and evaluating performance and practice, • High expectations of pupil behaviour and the effective use of behaviour management strategies, • Knowledge and understanding of the context of a Church of England primary school and of Christianity alongside awareness of and respect for other faiths, • A secure understanding of school finances and the principles of budget setting, • Knowledge of GDPR and the requirements relating to a school, • Experience of leadership and management of change.	• Leadership experience in more than one school
Skills	• Excellent ability to lead, manage, support and inspire colleagues, particularly through change, • The ability to communicate thoughtfully, fairly and confidently to children, staff, parents and the wider community, • The ability to build effective relationships with a wide variety of people-staff, learners, senior leaders, governors, parents and the wider community, • Ability to hold people to account and to challenge under performance, • The ability to provide objective support and advice to the local governing body, to enable it to meet its responsibilities, • Excellent analytical, problem solving, negotiating and decision-making skills, • The ability to confidently analyse and use data to improve the quality of teaching and learning, • The ability to create and implement a strategic school improvement plan, based on effective self-review which identifies priorities and targets ensuring that every child can be their best.	
Personal Qualities	• Is resilient with a strong belief and proven record of considering the wellbeing of self, staff and children, • A genuine excitement to work in a diverse school where we can celebrate our differences, • A desire to utilise the strengths of the wider-community to enrich the school, • An empathetic listener, whose door will be open to staff, children, parents, governors and the wider community.	

Why ODST?

The Oxford Diocesan Schools Trust (ODST) is the largest Multi-Academy Trust (MAT) in Oxfordshire and is in the top 1% for size, based on number of schools, of MATs in England. It was founded in 2012, originally with 3 sponsored and 2 convertor schools.

ODST currently consists of 43 schools across Oxfordshire, the Royal Borough of Windsor and Maidenhead, and Reading and has significant primary expertise and capability, with all our schools covering at least some part of the Primary phase.

Our Vision

ODST is committed to delivering an excellent education which meets the needs of all learners. We are proud of our track record of delivering improvements in schools experiencing challenge, and in supporting our strong schools to continue to develop and be in a position to share their expertise with others. ODST's vision for education centres on our sense of a community which works for the common good. The Trust's key values are identified as:

Inclusivity: Our schools embrace equality of opportunity and a wholly inclusive approach to education. We believe every person matters.

Empowerment: A fully functioning community is one where each person knows their own value and potential. Our job as educators is to enable that potential to flourish; to create a culture where children can be nurtured to be the best they can be. We believe this is best done by empowering each other to contribute the best we have to give.

Community: Communities are important and flourish best when relationships are strong. We believe our schools and the people in them are a vital part of many different communities, all of which can be enriched as we work together.

Abundant Living: We want our schools to be places where children are loved, nurtured and learn to live well. We believe all people should be enabled to fulfil their whole potential, not just professionally and academically, but also creatively, morally and spiritually.

Service: Our schools are outward-facing communities where we all learn to serve others and contribute to the common good.

Each ODST school maintains delegated authority to make local decisions as we recognise that each is unique and can only meet the needs of its local community if that remains the case.

School Improvement Support

ODST has a very strong package of support, development and challenge for its school leaders and governors.

As part of our planned school improvement support across the Trust, our SI team and school leaders engage in a discussions regarding where the school's performance is currently in terms of pupil outcomes, quality of teaching and learning, and leadership. Our Local Governing Bodies (LGBs) are also part of this process and the subsequent monitoring.

The agreed work pattern for schools in the Trust consists of not fewer than six regular visits to each of our schools.

Continuing professional development (CPD)

ODST is very proud of the level of professional development offered to our staff, and believe we offer an excellent support package for staff at all levels in our organisation, to enable them to fulfil their potential, and thereby support children's learning in the best way. This includes:

- **Headteacher & Senior Leaders:** Access to termly Headteacher conferences; termly leadership briefings that include school improvement; the opportunity to work and share with a local hub of ODST schools that contains a significant number of existing partnership schools;
- **Governors:** Termly leadership briefings and specific governor training arranged through either ODST or a sister organisation;
- **Teachers:** We have a well-developed series of network meetings held regularly in the Trust (e.g. for early years leads, for maths leads, for RE leads etc) led by a range of subject experts. This is provided as part of our SLA with the schools and also includes a cycle of moderation for mathematics and English;
- **Administrative staff:** Termly business manager meetings provide the opportunity for training and development and the sharing of knowledge and new procedures across the Trust.

Central team support

The central ODST staff team is based in our office in Wantage with a remote office in central Oxford comprising a finance team, an HR team, school improvement team and operational management team, as well as administrators and the CEO. We work closely together and with ODBE staff who provide all our capital bid and project management services on a contractual basis and additional pastoral support. School support, for each professional area, is not limited in any way so that we can ensure each school can access the support it needs when it needs it.



The Application Process

What to do next?

For more information, and to arrange an informal visit to the school, please contact Bob Pattenden, School Improvement Partner on 07423 109263 or via email at bob.pattenden@oxford.anglican.org.

Applications should be made on-line by visiting https://www.odst.org.uk/vacancies and clicking on 'view current vacancies'. Please not that CVs will not be considered for shortlisting.

The closing date for applications is Sunday 11th June.

A selection process for shortlisted candidates is scheduled for Monday 19th June.

Salary range: L18- L24a (£68,576- £78,454).

Start date: not later than 1st January 2024.

St Luke's Church of England School, as a member of the Oxford Diocesan Schools Trust, is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Online checks may also be carried out to comply with KCSIE.

All schools in the Oxford Diocesan Schools Trust are committed to equality and diversity and the safeguarding and wellbeing of all children and young people across the Trust. The Trust expects all staff and volunteers to share this commitment.

The Headteacher will be required to demonstrate a commitment to promoting and safeguarding the welfare of children and young people in the school and to become the Designated Safeguarding Lead (DSL) for the school.

From a GDPR perspective, the information you have provided will be stored on our secure database and will only be used to process your application. It will not be passed to any other organisation.