



Bradfield CE (VA) Primary School

Headteacher's Recruitment Pack

Welcome



A letter from the Chair of Governors

Dear Applicant,

Thank you for your enquiry about becoming the Headteacher of Bradfield CE Primary School. We are in an exciting phase of our school's journey, becoming ever more widely recognised as the local primary school of choice.

Staff, parents and governors care passionately that our pupils fulfil their potential. To that end we are committed to ensuring that they receive all the help, encouragement and support that they need, across the curriculum and in their personal and social skills. Thus every child feels themselves to be a valued member of the community. We pride ourselves on what we have achieved over the past four years under our current Headteacher's stewardship and now seek a dynamic leader to build upon and enhance the many strengths of our school. This follows from a Good Ofsted rating in November 2019.

This exciting opportunity will suit an inspirational and empathic leader who will drive the school to be an outstanding provider of education. The successful candidate must be at ease communicating clearly and collaborating at all levels with all stakeholders. They should thrive on the variety of challenges that the role of Headteacher brings.

In return, the new headteacher will be rewarded with pupils who enjoy being at school and who have an appetite for learning; dedicated, hard working staff; a caring parent body which values and supports the school with an active and committed PTA; and a capable, experienced and supportive governing board committed to the well-being of all in school.

We positively encourage an environment for learning; sharing our values of Courage, Compassion, Resilience and Joy. Our team welcomes you to visit our school and experience for yourself what we consider makes our school such a friendly, happy and aspirational environment for learning.

We do hope this information has been helpful in giving you a flavour of our culture and warmly encourage you to apply. Please do not hesitate to contact the school to arrange a visit or to obtain further information.

We look forward to receiving your application.

Stephen Ruddick and Lindsay Holley
Co-Chairs of Governors



“Parents and carers, pupils and staff agree that this is a happy, friendly and caring school. Pupils are encouraged to use its Christian values as a reference point for how to work and behave.”

Ofsted Report 2019



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Application Process

The Position

We are looking for an exceptional candidate with drive and vision. The successful candidate will have senior leadership and teaching experience, as well as a proven track record in school improvement and safeguarding. Strong communication skills, as well as proven strengths in engaging with and inspiring and motivating staff, pupils, and the wider community are essential to the success of this role. The successful candidate will lead this inclusive, supportive, ambitious school as it continues to drive forward and bring stability, creativity and high expectations to a hard-working team and diverse pupil population. A highly professional Governing Board will continue to play a major strategic role in the future.

This is a full-time position and the salary will be in the range L8 – L14 dependent upon the skills and experience of the successful applicant. Start date of **1st January 2023, or as soon as possible thereafter.**

What Can We Offer You?

- Dedicated, professional and committed staff.
- Children who enjoy being at school, behave well and have excellent attitudes to learning.
- A strong, supportive and capable Governing Board which works effectively in partnership with the school encouraging continued professional development and is committed to a positive work-life balance for all.
- A strong and distinctive church school, following our Christian vision of 'Learning to Live with Courage, Compassion, Resilience and Joy'.
- Friendly and caring parents/ carers who are invested in the success of our school
- Excellent links with the local community which benefit staff and children.

Timetable

Closing date for applications: **12 noon Wednesday 28th June 2022**

Short-listing: **Friday 30th June 2022**

Interviews: **Tuesday 5th / Wednesday 6th July 2022**

Full details of the tasks and activities that will make up the selection process during the interview will be provided for shortlisted candidates.

Visits to the school are welcomed and encouraged. To arrange an appointment, please contact **Katharine Handley-Archer** on **0118 974 4304**.

All applications must be made online via www.teachwestberkshire.com

The school has an Equal Opportunities Policy for selection and recruitment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with our Child Protection Policy, the successful candidate will be required to have an enhanced DBS check along with other relevant employment checks.





About Us

The School

We are a small village school with 164 pupils on roll. We are an exceptionally happy and friendly school with a family feel. Ofsted reports:

"The school provides a warm and welcoming environment for pupils. This helps to support their spiritual, moral, social and cultural development effectively."

Founded in the 19th century, the school was established by the Benyon family to educate the children of families in the rural parish of Bradfield who worked on the nearby Englefield estate. The school has expanded significantly leaving it well placed to deliver excellent provision for its pupils.

Our school is well-equipped with IT provision across the school as well as newly installed whiteboards paid for by our excellent PTA. We have a well-stocked (and read!) library and reading sheds across the outside area. We are fortunate to be sited in extensive grounds with play equipment in both the infant and junior playgrounds as well as large playing fields and areas of open space used for sport both during the school day and as part of our extensive extra curriculum programme. We pride ourselves on our curriculum enrichments including residential trips for years 5 and 6, many different sporting events and over 10 different before and after school clubs a week. A wrap round care provision was opened in September 2021 providing before and after school care and has over 60 children registered.

We have close links with nearby Bradfield College and have use of both their extensive facilities and their expertise in a variety of areas.

Pupils in FS2 take part in Forest School based at nearby Rushall Farm. All other year groups have Forest School sessions on site with the school's 2 Forest School leaders.

The school is fortunate to have a number of parents and members of the local community who regularly volunteer to come into school.



We have a strong and active Parent Teacher Association which has raised thousands of pounds for the school, recent purchases include new interactive whiteboards, new sheds and funding 2 member of staff to train as Forest School Leaders. The PTA regularly helps organise school events including the Summer Fairs, Mother's Day tea, an auction of promises and many other events.

Our Values and Ethos

The school was founded on Christian principles in the 19th century and continues to develop a 21st century model of Christian values in today's world. Our school vision is "Learning to Live with Courage, Compassion, Resilience and Joy." Taking inspiration from the life of Jesus and John's gospel: "I have set an example for you so that you should do as I have done for you."

At Bradfield CE Primary School we use Therapeutic Thinking tools and principles to manage behaviour. This links with our firmly held belief that children are learning to live with each other and with themselves.



Church

As a Voluntary Aided Church of England school we have close ties with the local parish and community. We have a daily act of worship led by a variety of staff and external speakers. These are focused on our core values and current issues. The children are encouraged to plan and lead worship and to suggest themes to be explored.

Staff

Staff at Bradfield are committed to school improvement. The teaching team includes teachers with a range of experiences and areas of expertise and the administrative support is strong and valued by all.

"Behaviour is excellent, and attendance is high. Pupils explain that, 'by following what Jesus said and did, we all get on together.' As such, the truly live out their vision of following Jesus."
SIAMS report 2019

Key Information

Key School Information	
Type of School	Primary
Age range	4 - 11
Location	Bradfield Southend
Budget	In Surplus
Ofsted	Good (Nov 2019)
SIAMS	Good (Mar 2019)
Management Structure	HT, Assistant HT, SENCO
Number of Teaching Staff	1 HT, 7 teachers, 2 HLTA's 9 TAs
Number of pupils on roll	164
PAN	30
Overall attendance 2021-22 year to date	93.1%
Pupils with SEN	17.6%
Pupils in receipt of PPG	14.6%
Y1 Phonics 2019	78%
2019 KS1 results	Working at
Reading	82%
Writing	73%
Maths	77%
2019 KS2 results	
Reading	78%
Writing	87%
Maths	91%



Personal Specification

	Essential	Desirable
Qualifications & Experience		
Qualified Teacher Status	Y	
NPQH - Achieved, or are working towards NPQH status		Y
Successful senior leadership (head teacher or deputy) within primary education, leading in a constructive and sensitive manner	Y	
Successful teaching experience and understanding of the educational issues within the age range served by the school	Y	
Facilitated sustainable change that has had a positive impact on all learners	Y	
Strategic Development of the School		
Ability to develop and lead a vision for the school in conjunction with all stakeholders	Y	
Demonstrates a clear understanding of a range of strategies for providing clear educational vision and direction, and lead by example	Y	
Ability to work in partnership with the Governing Board	Y	
Evidence of introducing effective strategies for continuous review and improvement.	Y	
Knowledge of current educational developments and statutory requirements	Y	
Leadership & Management		
Support for the aims and ethos of a Church school	Y	
Ability to give clear, strong leadership, management and direction for the school	Y	
Ability to inspire and motivate the whole school community to produce a school that produces happy, well- adjusted and well-equipped children for the 21st century	Y	
Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals	Y	
Ability to communicate, consult and negotiate effectively with different stakeholders involved with the school, including pupils	Y	
Teaching, Learning and Care		
A keen interest in the development of teaching methods and mastery of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school	Y	
Evidence of being involved in new and exciting curriculum developments		Y
Evidence of using the outdoor environment to enhance the curriculum		Y
Expertise in monitoring, evaluating and improving the quality of teaching and learning to maximize the potential of every child	Y	
Ability to promote, challenge and ensure support for pupils in all key groups	Y	
Willingness and ability to promote the personal, social, moral, cultural and spiritual development of pupils	Y	
Ability to create and maintain an environment that promotes high standards of behaviour and discipline through a caring, supportive and positive approach and celebrates the successes of all children	Y	
Ability to form and maintain appropriate professional relationships with children	Y	
Experience of working with challenging behaviour	Y	
Standards		
Experience of raising standards	Y	

Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	Y	
Ability to set and achieve challenging targets for yourself, the school, teachers and pupils	Y	
Ability to report to, and work with the Governing Body to present and communicate data, and progress against the School Improvement Plan to a range of audiences	Y	
Community		
Successful experience of creating and maintaining effective partnerships with parents, carers, service providers and the community, to enhance pupils' learning	Y	
Continue to develop and maintain constructive links with the local church, PCC and the Diocese	Y	
Belief in, and commitment to, the importance of the role of the community and the strong family atmosphere in a small rural school	Y	
Personal Skills and Abilities		
Ability to set, interpret, monitor and manage a budget	Y	
Belief in the potential of all our children to achieve beyond expectation	Y	
Effective IT skills	Y	
Excellent interpersonal, communication and presentation skills; both written and oral, to all stakeholders	Y	
Ability to manage time well and work under pressure to deadlines	Y	
Enthusiasm and a sense of humour	Y	
Ability to work independently and a willingness to seek advice where appropriate	Y	



Job Description

Duties

The governors are seeking to appoint a dedicated, committed and professional individual with proven senior leadership experience.

The successful candidate will need to have experience of improving achievement, raising expectations and will be required to work closely with staff, governors, parents and the School Improvement Advisor, to continue to lead, develop and implement the *School Improvement Plan*.

The Christian ethos and the character of the school underpin all we do and the Headteacher will be responsible for providing the highest quality of education for pupils within the context of Christian belief and practice. The successful candidate will seek to

preserve and develop the Christian foundations of the school.

This job description is subject to the general conditions of service for a Headteacher as set out in the current *School Teachers Pay and Conditions Document*, and is based on the *National Standards for Headteachers 2015*.

Main Purpose

The Headteacher will work with the Assistant Headteacher to provide professional leadership, vision and strategic direction for the school in order to maintain its success, continue its development and ensure the highest quality of education for all its pupils, enabling them to reach their maximum potential in all areas of learning through

the following key areas:

Vision and Core Purpose

1. Articulate clear values and moral purpose for the leadership of Bradfield CE Primary School, focused on providing a first class education for all our pupils.
2. Model positive relationships and attitudes to our pupils and engage governors, parents, carers and members of the local community in an atmosphere of constant improvement in all that we do.
3. Ensure that the education and interests of our pupils are at the centre of everything we do.
4. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Leadership and Management

1. Promote a culture in which best practice between teachers is shared and in which less good practice is openly challenged and improved.
2. Provide and maintain a safe, calm and well ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour.
3. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
4. Hold all staff to account for their professional conduct and practice.
5. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose upholding the principles of transparency, integrity and probity.
6. Establish, implement and maintain rigorous, transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
7. Welcome strong governance and actively support the Governing Board to deliver its functions ever more effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupils, staff and financial performance.

8. Exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources in the best interests of achievement and the school's sustainability.
9. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Improving Learning and Achievement in the Classroom

1. Lead the improvement and development of Bradfield CE Primary School on the basis of evidence and knowledge about effective practice and promote a strong culture of continuous professional development for our staff.
2. Demonstrate political astuteness in promoting the interests of our school in the context of our core objectives, translating opportunities arising from local and national policy into the school's context.
3. Ensure that the school's development is consistent with our core objectives and seeks further to serve our local community.
4. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work.
5. Maintain and secure outstanding teaching for all pupils through an understanding of the features of successful classroom practice and curriculum design.

Wider Engagement and Contribution

1. Develop the capacity of Bradfield CE Primary School to work with other schools and organisations to improve the quality of education for all pupils.
2. Develop effective relationships with other services to improve academic and social outcomes for all pupils.
3. Harness the findings of well evidenced research to contribute to the self-improving and school led system.
4. Make Bradfield CE Primary School a centre of good practice in initial and continuing professional development and learning for all staff.

5. Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.

6. Develop and maintain links with the local community and other organisations to support cultural diversity and inclusion.



Our Location

Bradfield Southend is a small rural village in West Berkshire that has excellent transport links. We are 10 minutes from J12 of the M4 at Theale, 20 minutes from Reading and 15 minutes from Newbury. There is a train station at Theale.

Theale	4 miles
Newbury	9 miles
Reading	8 miles
Basingstoke	15 miles
Swindon	33 miles

The school is set in beautiful countryside and is at the heart of the village with a vibrant and active community boasting a well-stocked village shop and Post Office, local pub and Village Hall.

