



Headteacher Application Information



Viking Day - Birch & Rowan classes

"Are you an inspirational leader ready to guide a thriving, values-driven primary school at the heart of its community?"

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Welcome from the Chair of Governors

Dear Applicant,

Thank you for showing interest in the post of Headteacher of Brinkworth Earl Danby's CE Primary School. We are all proud of our school and its achievements. The staff are hard-working and we have a very supportive parent body. Our board of governors have strong ambitions for the school and the children are amazing.

We know that schools make a difference to the lives and experiences of children and, as such, we are seeking a new Headteacher who will continue to maintain the ethos of the school whilst seeking ways to rapidly and then continually improve the outcomes for our pupils.

The school is located across two sites. Reception and KS1 occupy one site whilst KS2 occupy the other. To manage the cost of a split site the school receives additional funding to ensure the smooth running of both sites. This is currently used to off-set additional staffing and building costs. We have a strong leadership team who are also looking forward to working with a new Headteacher.

If you are someone excited by school leadership, have ambition and resilience then we would welcome your application.

May I take this opportunity to wish you every success in your application.

Yours sincerely,

Neil Baker
Chair of Governors

Introduction from the Headteacher

Dear Applicant,

Thank you for your interest in the post of head teacher. If you are successful then you can look forward to working in a school which has amazing children, hard-working staff, supportive parents and a professional governing body.

Brinkworth Earl Danby's is a lovely school, with a strong philosophy. It sees learning as a lifelong process and as head teacher there is always new learning which needs to take place.

The ethos of the school '**Believe to Achieve**', underpins the day-to-day operation of the school. This, along with the Christian underpinning of '**Roots will grow down into God's love and keep us strong**' supports children and adults to be resilient; reflective; curious; have good working relationships; can work independently; and be able to make connections in their learning. As a result, visitors and external validators comment on happy children, their politeness and willingness to try new concepts and skills.

Our new head teacher will enjoy collaborating with an efficient finance and admin team. The school is also proud of the whole team which ensures that safeguarding and pupil well-being remains a high priority.

Together, the school is on a rapid improvement journey to embed excellent teaching and learning. The school is full of creative, ambitious and enthusiastic staff, and you will have the opportunity to develop the senior leadership team and take middle leaders further along their professional journey.

I hope you enjoy the process of learning more about the school and requirements of this particular role, and that the content of this pack provides you with sufficient information to help you decide whether this post is for you. I invite you to come and visit us, and ask any further questions which you may have (see Selection Process page for visit dates).

Brinkworth Earl Danby's Primary School is ready to welcome someone who has the drive and commitment to maintain the essence of Brinkworth Earl Danby's whilst adding your own mark in taking the school forward.

I wish you every success in your potential role as the head teacher of Brinkworth Earl Danby's CE Primary School.

Caroline Jackson
Interim Headteacher



Our School

Based in the rolling hills of the Dauntsey Vale, Brinkworth Earl Danby's is a Church of England, Voluntary Controlled primary school. On roll are 140 pupils; the majority of whom live within our catchment with a number travelling from further afield.

Brinkworth and Dauntsey schools federated back in the 1990s resulting in our two locations. Both sites have historic buildings with more modern extensions and we are blessed with large amounts of playground and field space. Reception children have their own playground accessible through their classroom. There are wildlife areas, reflection gardens and a pond.

With St Michael's and All Angels church across the road from Upper School it is convenient to hold collective worship and events such as Harvest Festival. It is also the location for our often highly emotional Y6 leavers' service.

Our children benefit from carefully chosen days out that complement their topics, with residential trips taking place in Y4 and Y6. We work very hard to offer all children the broadest set of experiences possible, tailored to enrich the curriculum.

We are a fully inclusive school and make every effort to tailor our provision to offer everyone an opportunity to be part of our family. It is one of the characteristics that makes our school special. We have a very active parents' association whose work not only raises funds but also reinforces the family bonds with school.



Key Information

Number on Role	140
Funding	LA Voluntary Controlled
Budget	C £1M
Religious Character	Church of England – Diocese of Bristol
Classes	R/Y1, Y1/2, Y3/4, Y4/5, Y5/6
Pay Range	L 11-17
Attendance Average	96%
R, W, M 2024	Expected 62% vs National 62% Higher 10% vs National 8.4%
SEN	14.4%
FSM	10%
EAL	4%
PP	14%
Ofsted	Ofsted Report
SIAMS	SIAMS Report

Vision, Mission & Aims

VISION Believe to Achieve!

We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best they can be and finding their place in the world.

OUR MISSION STATEMENT

To provide a secure, happy and stimulating learning environment in which **EVERYONE** is valued, spiritual growth is nurtured and potential maximised

AIMS

- Create a happy caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- Meet each child's needs physically, creatively, intellectually, emotionally and socially
- Educate children about a diverse society and world in order to promote understanding and positive attitudes
- Help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- Inspire each child to be an enthusiastic learner and develop capabilities and attributes that 'build learning power'
- Enable pupils to become confident and responsible citizens

Our Christian Values



Compassion
Friendship
Trust

Perseverance
Courage
Respect



St. Michael and All Angels, Brinkworth



St. James the Great, Dauntsey

Job Description



Salary	L11-17 £66,368 - £76,772
Contract	Full Time
Reporting to	Full Governing Board
Responsible for	All staff

MAIN PURPOSE

- Ensure safety and safeguarding remain the highest priority for all and be the school safeguarding lead
- Provide strong leadership. Coach and mentor staff to enable their continued professional growth
- Manage the school staff to develop and maintain an ambitious, broad curriculum for all that inspires a love of active, joyful learning in pupils
- Establish and sustain the school's Christian and inclusive ethos, vision and strategic direction, with the governing board and in consultation with the school community
- Identify problems and barriers to school effectiveness, develop strategies for school improvements that are realistic, timely and suited to the school's context, and effectively implement the same
- Allocate financial resources appropriately, efficiently and effectively
- Establish and oversee systems, processes and policies so the school can operate effectively and monitor progress towards achieving the school's aims and objectives
- Communicate effectively with pupils, staff, governors, parents, and the wider community

QUALITIES

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Be an excellent leader with well-developed management skills and a strong coach and mentor who enables staff continuous professional growth; be resilient and persistent in holding to account for high standards of classroom practice
- Be a completer finisher in driving change

DUTIES & RESPONSIBILITIES

School Culture and Behaviour

- Create, support and embed a Christian vision and ethos, ensuring it flourishes in the curriculum and culture
- Create a culture in which pupils experience a positive, nurturing and enriching school life and in which children are at the heart of every decision and all actions
- Uphold educational standards in order to prepare pupils from all backgrounds and of all abilities for their next phase of education and life
- Hold and foster high aspirations for all children, to become enthusiastic, independent learners who each achieve their unique potential
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, Curriculum and Assessment

- Have a strong pedagogical understanding and evidence excellent practical application
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Monitor, evaluate and review classroom practice; ensure continuous improvement
- Exploit data to identify areas for improvement; champion the use of data tools for insight, challenge, decision making and efficiency

Additional and Special Educational Needs and Disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities to ensure every child can be the best they can be.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils its statutory duties regarding the SEND Code of Practice.

Job Description

Developing Strategy and implementing improvements

- Ensure strategic planning is conducted, reviewed and adjusted at least annually, together with Governors
- Deliver strategic school improvements as agreed with the Governing Body
- Maintain a medium/long term plan for the operational delivery of improvements
- Build and maintain community relationships which enhance the school's reputation

Leading and Managing the staff

- Build, lead and enthuse an effective, cohesive staff team
- Manage staff well with due attention to workload, delegating and prioritising clearly
- Treat staff justly, fairly and with respect
- Ensure individual staff accountabilities are clearly defined, agreed and understood and subject to rigorous and regular review
- Develop and maintain effective processes for induction, professional development and performance management / review
- Ensure an open learning culture across the school
- Ensure staff have access to appropriate, high standard professional development opportunities
- Regularly review own practice, keeping up to date with developments in education, and seeking own CPD to meet the school's needs

Managing the School

- Provide effective organisation and management of the school's daily operations
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Manage the school's financial, human and physical resources effectively and efficiently
- Manage the school environment efficiently and effectively ensuring that it meets curriculum needs and health and safety legislation

Governance, Accountability and Working in Partnership

- Proactively, openly and consistently fulfil commitments with and to the Governing Body.
- Work with the Governing Body to enable it to meet its responsibilities
- Develop and present a coherent and accurate account of school performance to a range of audiences, including Governors, Parents and Carers and the Diocese.
- Seek and embrace feedback on school and own performance and adapt as appropriate
- Collaborate with other schools to share expertise and bring benefits
- Create and maintain a vibrant relationship with the local community, that ensures learning experiences for children are enriched and the school enjoys a positive and prominent reputation in the community
- Collaborate and cooperate with external agencies to protect children and improve outcomes

Other Areas of Responsibilities

- Promote equality and diversity
- Be the designated lead for LAC and attendance

Person Specification

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Essential: Qualities without which the applicant could not be appointed	Method of Assessment
<i>Desirable: Extra qualities, used to choose between applicants who meet all the essential criteria</i>	

Qualifications		
Recognised Teaching Qualification, degree or equivalent	Essential	Certificates Course attendance documentation
Qualified Teacher Status (QTS)	Essential	
Evidence of <i>leadership</i> CPD e.g. NPQH	Essential	
Evidence of recent and relevant safeguarding training	Essential	<i>Applicant's CPD log</i>
<i>National Professional Qualification for Headteachers (NPQH) or equivalent</i>	<i>Desirable</i>	
<i>Special Educational Needs and Disability (SEND) training</i>	<i>Desirable</i>	
Experience		
Successful delivery of senior leadership and management responsibility as Headteacher <i>or</i> as Deputy/Assistant Headteacher with significant accountability for each element of headship.	Essential	Application form
Experience of working within the primary phase of the education sector	Essential	
Experience of Safeguarding	Essential	
Understanding SEND and actioning support for SEND lead and pupils	Essential	References
<i>Working with other schools/clusters to drive innovation</i>	<i>Desirable</i>	
<i>Evidence of involvement in extra-curricular activity and of successfully engaging staff and community volunteers to increase opportunities for children</i>	<i>Desirable</i>	Interview
<i>Experience in a senior role through Ofsted/SIAMS inspections</i>	<i>Desirable</i>	
<i>Experience of developing and supporting high achieving children</i>	<i>Desirable</i>	
Skills and Knowledge		
Ability to build, lead, motivate, inspire and energise teams of staff and pupils. Lead with hope and optimism.	Essential	Application form
Ability to build effective relationships with all members of the school community	Essential	
Knowledge and experience of effective school evaluation and improvement planning. The skills to communicate, convince stakeholders and deliver sustained school improvement and change	Essential	
Skills to evaluate and improve learning through flexible and creative support to staff and pupils	Essential	References
Understanding the importance of setting and managing budgets to support school sustainability and improvements	Essential	
Confidence and ability to lead collective worship	Essential	Interview
Commitment to good, transparent governance; work openly and with integrity with the Governing Body	Essential	
Understand and prioritise delivery of safety and safeguarding policies and actions that ensures school is – and feels like - a safe place to every child	Essential	Interview
Confident, rational, realistic, informed decision maker	Essential	
Up to date knowledge of national initiatives and developments in Early Years and Primary Education	Essential	
<i>Exploit data to identify areas for improvement. Technologically skilled in the use of data tools for insight, challenge, decision making and efficiency</i>	<i>Desirable</i>	
<i>Knowledge and experience of delivering just and fair performance management and professional development for all school staff.</i>	<i>Desirable</i>	
<i>Experience of child protection issues and collaborating with external agencies to improve outcomes for children</i>	<i>Desirable</i>	

Person Specification

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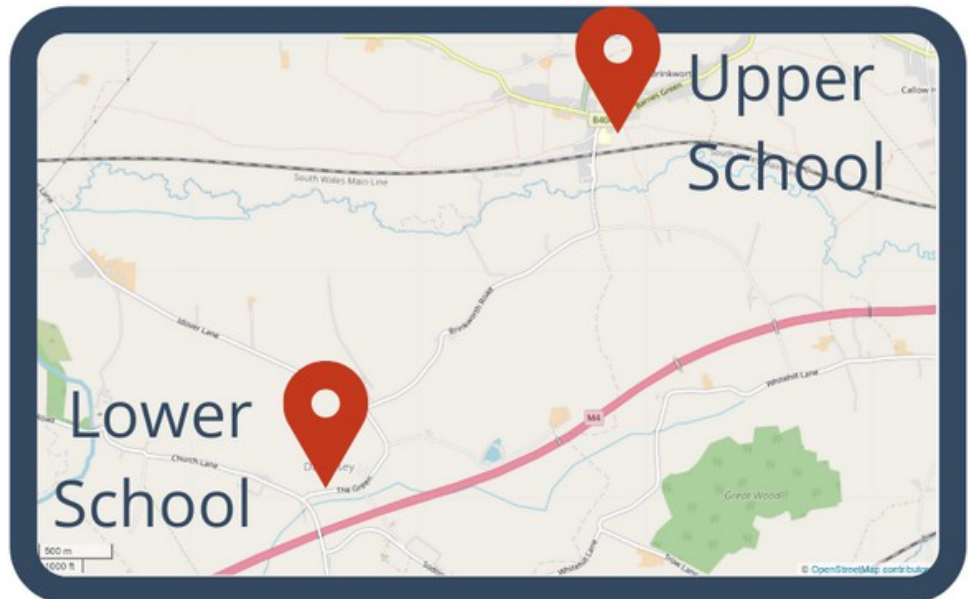
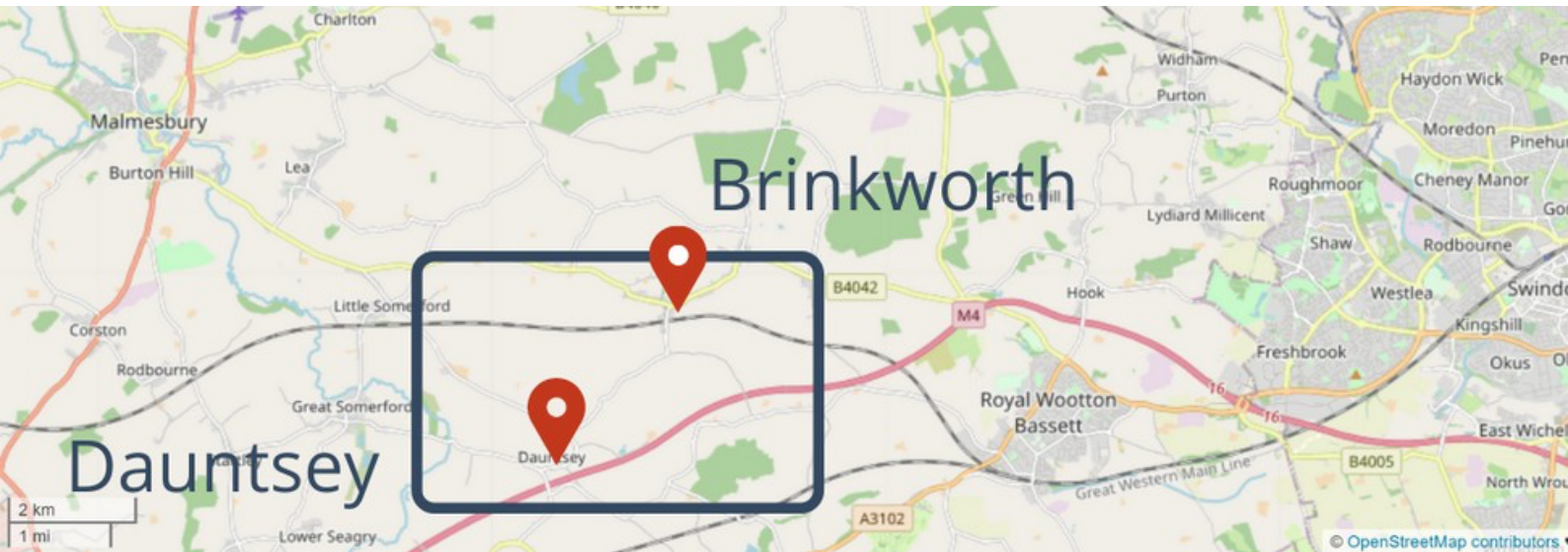
Personal competencies and qualities		
Place children at the heart of every decision and all actions. Caring, nurturing and compassionate, see the unique talent in every child.	Essential	Application form, references and interview
Understand the deep roots of Christian faith in our school. Able to ensure it is embedded and visibly flourishes in curriculum and culture	Essential	
Hold and foster high aspirations for all children, underpinned by a commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs and potential high achievers	Essential	
Be persistent in pursuing & delivering goals	Essential	
Builds and works well in teams. Inspires respect for others, cooperation and collaboration.	Essential	
A leader with a strong, compassionate focus on staff wellbeing	Essential	
Character and confidence that can retain and grow support from the community by leading, motivating and inspiring staff, children, and families, and by reaching out beyond school. Carry the authority of Headteacher confidently and courteously.	Essential	
Possess personal integrity and lead by example. Be honest, caring and fair.	Essential	
Embrace challenge and honest feedback, encourage open and reflective dialogue: be willing to take difficult decisions and to have difficult, honest, conversations.	Essential	
Strong interpersonal and communication skills: diplomatic, open-minded, respectful.	Essential	
Excellent planning, administration and time management. Flexible in the face of dynamic situations. Prioritises and delegates.	Essential	
Observant, with an eye for details. Asks questions, spots problems and develops creative solutions.	Essential	
Dependable and selflessly committed to the role. Being headteacher of a small school means there will be times when your passion and sense of duty towards the school will require you to go above and beyond, and to encourage others by your example to do the same.	Essential	
<i>A strong interest in extra-curricular activity and can motivate others with skills and interests to lead and participate</i>	<i>Desirable</i>	
<i>Enjoy the networking process and the need to promote the school. Thrive on building relationships and being a visible figurehead</i>	<i>Desirable</i>	
<i>Possess first class written, oral and presentational skills</i>	<i>Desirable</i>	
<i>Has a clarity of leadership vision, with the confidence, creativity and inspiration to deliver growth and innovation.</i>	<i>Desirable</i>	
<i>Motivated by the success of the staff, helping them develop</i>	<i>Desirable</i>	

Selection Process

Friday 26 th Sep 25 at 10.45am Monday 29 th Sep 25 at 3.30pm Thursday 9 th Oct 25 at 9.30am	Prospective applicants welcomed for visits. Please telephone 01666 510406 for an appointment.
Monday 13 th October at 12.00pm	Closing Date
Tuesday 14 th October	Shortlisted candidates invited to interview
Monday 20 th and Tuesday 21 st October	Interview dates – candidates need to make themselves available for both dates
w/c 20 th October	Expected offer date
Aiming for January 2026 or soon after	Anticipated handover date

Brinkworth Earl Danby's takes its safeguarding and safer recruitment responsibilities very seriously. References will be sought and checks made ahead of invitations to interview being made.

Location & Contacts



Brinkworth & Dauntsey villages are positioned equidistant between the market towns of Malmesbury and Royal Wootton Bassett. Accessible from Junction 16 or 17 of the M4.

Postcode for Upper School Brinkworth: SN15 5AX

Postcode for Lower School Dauntsey: SN15 4AU

Mr Neil Baker - Chair of Governors

governors@brinkwortheardanbys.wilts.sch.uk

Mrs Caroline Jackson – Interim Headteacher

admin@brinkwortheardanbys.wilts.sch.uk



THANK YOU
We hope to meet you soon