



Brown Clee C. of E. (VC) Primary School



“A learning community that nurtures and empowers individuals to be the best they can be.”

POST: HEADTEACHER

REQUIRED FROM: 1st January 2025

Information for Applicants

**Shropshire Council, Schools Human Resources Team,
The Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND**

Post: HEADTEACHER

School: BROWN CLEE C. OF E. PRIMARY SCHOOL

Address: STATION RD, DITTON PRIORS, WV16 6SS

Telephone: (01746) 712652

Email: admin@brownlee.shropshire.sch.uk

The Governors invite applications for the above post from candidates who meet the criteria outlined on the following pages.

Information is also given in this pack about:

- The School and Community
- Letter from the Chair of Governors
- Letter from Staff
- Children's Views
- Letter from the Diocesan Director of Education, Diocese of Hereford
- School Profile and Structure
- Curriculum
- Financial Headlines
- The Post of Headteacher
- Job Description
- Primary Education in Shropshire

Further information is available by contacting:

- Trish Cadman, Shropshire HR Advisor, Schools HR Team: 01743 251374

Visits to the school are actively encouraged. Please do not hesitate to contact our school administrator, Mrs Mandy Lloyd on 01746 712652 to arrange a visit, or if you have any other queries.

****Previous applicants need not apply***



BROWN CLEE C. of E. PRIMARY SCHOOL

The School: Introduction

Brown Clee C of E. Voluntary Controlled Primary School is a vibrant, caring rural primary school that offers modern, spacious and secure learning environment in the village of Ditton Priors on the eastern edge of the Shropshire Hills Area of Outstanding Natural Beauty (AONB).

Ditton Priors Village & Community

The thriving village of Ditton Priors is situated at the foot of the Brown Clee Hill, which boasts the highest point in Shropshire.

The school serves a diverse community of villages, hamlets and rural housing in the beautiful setting of South Shropshire. The nearest towns are Bridgnorth (7 miles to the east), Ludlow (12 miles to the south), Much Wenlock (9 miles to the west) and Church Stretton (15 miles to the west). It is within easy commuting distance of Shrewsbury, Telford and Wolverhampton.

The village has a supermarket, butchers, post office, pub, a garage, two Residential Care homes, a privately maintained nursery on the school site, Oak Farm a centre for adults with learning disabilities, and an industrial estate with facilities for up to 200 jobs. There are several farms throughout the Parish. There is also a playing field with football pitch, Multi Use Games Area (MUGA) and play equipment.

The school has excellent links with St John the Baptist Church, which is a short walk away from school: Christian festivals are celebrated in Church, there are links with curriculum learning and Collective Worship in school is regularly led by the Open the Book Team. Revd Joe Simons, Priest-in-Charge of Brown Clee Benefice is active in supporting the school and is a member of the Governing Body.

Most pupils go onto the secondary schools in either Ludlow or Bridgnorth (choice of two) and a few to a school in either Cleobury Mortimer or Much Wenlock.

Children come from a wide catchment area, with a high proportion travelling to school by Shropshire transport bus or taxi, or are driven to school by family members. The market towns of Bridgnorth and Ludlow are each within a 20 minutes' drive, and a number of residents of Ditton Priors commute to the West Midlands. Telford is 40 minutes away by car.

Shropshire & Local Authority

Shropshire is a particularly attractive rural county, which is sparsely populated and built upon an agricultural landscape.

It boasts the large market town of Shrewsbury, which is looped by the River Severn and cuts its way through the county. It is also home to the Shropshire Hills, an area designated as a National Landscape, which provides much heritage, scenic views and opportunities to explore.

Shropshire offers a wide range of places to live from busy towns to rural villages all within easy access via the M54, A5, M6 and rail to the rest of England, Scotland, and Wales.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, faith, age, marital status, sex, sexual orientation or disability.

Brown Clee School is within the Diocese of Hereford.



Letter from the Chair of Governors

Dear Applicant,

The governors of Brown Clee School welcome your interest in the post as our next Headteacher. As you read through this pack you will soon realise there are recurring themes of what is at the heart of our school: a shared vision, collaborative team working; explicit Christian values; a caring and supportive learning environment; respect for each other and high aspirations for everyone – 'to be the best we can be'.

Fundamental to Brown Clee School is the strong foundation of collaborative and cohesive teamwork. It has been an exciting journey, which has been established, through openness, commitment, hard-work, and endeavour on the part of all staff, and with a focus on our children and their learning. The governors, staff and children of Brown Clee are eager to work with a new Headteacher who can take us forward together as we continue this journey. As governors, we will support you in that journey.

Our offer to you is:

- An opportunity to make a real difference for our children, their families, and our communities
- A 'thinking school community' where the cohesive, hardworking team of staff are committed to collaborative ways of working by developing their own professional skills and practice, learning from each and through a vibrant curriculum for all our children
- A supportive governing body who are active and visible
- A mutually caring and happy environment in which to work
- Respectful and well-behaved children who are keen to learn
- A supportive local community, that values the school
- A modern, purpose-built, well-maintained building and outdoor space to support children's learning
- Sound finances.

We want to appoint someone with:

- A passion for children's learning and whose collaborative leadership will inspire, care for, and get the best from everyone
- A vision for excellence and the ambition to make it happen together
- An excellent classroom practitioner with commitment to the professional development of all staff
- A commitment to working with the parents and carers of our children, and with the community
- A commitment to the Christian ethos of the school, and to prepare our children for their future in the diverse world in which we live.

As you read the letter from staff and our children's views, you will begin to know what Brown Clee is about. However, the best way to help you get to know us is to visit, which we strongly encourage you to do, if possible. You will receive a warm welcome.

Please do not hesitate to contact our administrator Mrs Mandy Lloyd on 01746 712652 to arrange a visit, or if you have any other queries.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'M Buckingham'.

Mrs Margaret Buckingham



Letter from the Staff

Dear Applicant

Thank you for applying for the position of Headteacher at our welcoming, happy school. We are a small but committed team of staff who really love working as part of a cohesive, collaborative team. We all care passionately about doing our best for the children and as such, we do have high expectations – of both behaviour and education. We are also very reflective and open and our staff meetings are lively and purposeful; we share ideas in a mutually respectful and thought-provoking manner.

We would like a Headteacher who communicates in an effective and appropriate manner and who listens to and values the thoughts, opinions and ideas of all staff, so that we can continue to successfully work together as a team.

We have a strong sense of togetherness and value the team-spirit that is evident when you walk around the school. We would really encourage you to come and spend some time with us so that you can gain a feel or sense of the Brown Clee ethos – we promise that we are approachable and welcoming.

We have worked hard over the past few years to develop a bespoke curriculum, to create a bright, inviting learning environment and to strengthen our school vision (which we created collaboratively) to ensure that all improvements and initiatives are child and learning focussed. We are outward looking, innovative and open to new ideas, regularly sharing educational research and new developments.

We now look forwards to the next stage where a new team leader can work with us to continue the journey to be the best we can be.

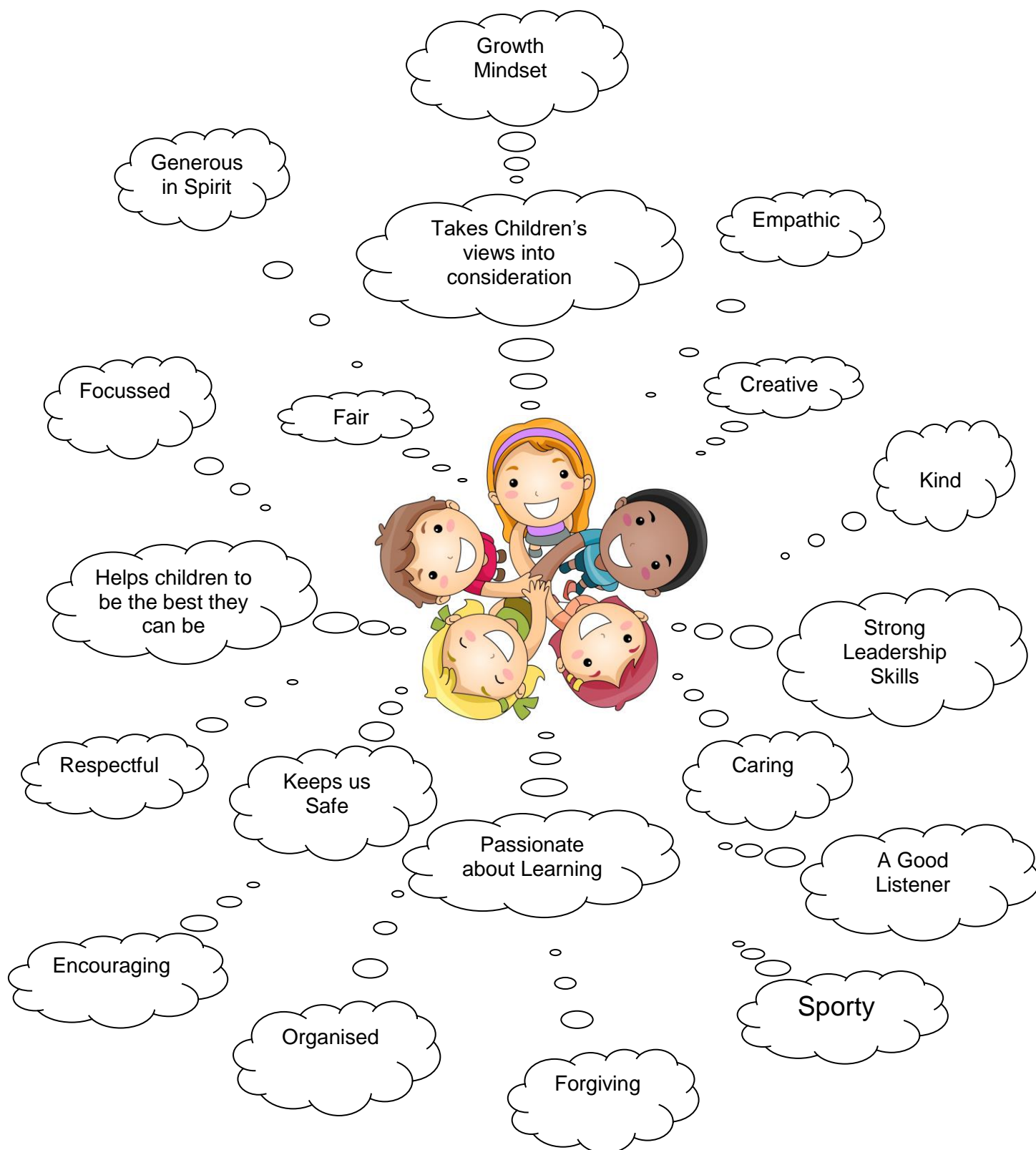
Best of luck in your application and we look forward to meeting you.

All the Staff at Brown Clee School



Children's Reflections

We would like our new Head Teacher to be:



Letter sent from the Diocesan Director of Education, Hereford Diocese



April 2024

Dear Applicant,

The Diocesan Board of Education (DBE) warmly welcomes your interest in the position of Headteacher of a Church of England school in the Diocese of Hereford.

The DBE directs and oversees the work of the Diocesan Education Team, which is committed to work in the 78 church schools within the diocese. We advise and provide training on all aspects of denominational education, including collective worship, religious education, Statutory Inspections of Anglican and Methodist Schools (SIAMS), church school governance and leadership. The Education Team also provides specific induction training for newly appointed headteachers, whether they are new to the diocese, new to headship, or new to church school headship. Working within this family of church schools provides a strong, collaborative and supportive network in which to continue your journey.

The Hereford DBE shares the Church of England's 2016 vision for education, as set out in 'Deeply Christian, Serving the Common Good' and all of the Education Team's work with schools is rooted in this vision. The focus is on the right of all to be able to flourish through a high-quality Christian education, enabling both adults and children to live life to the fullest.

Many ethos statements for Church of England schools state, "Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level." Every Church of England school in the Hereford Diocese aims to serve its whole community by providing an inclusive education of the highest quality within the context of Christian belief and practice. This encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all pupils. The close partnership with our team of headteachers is extremely important in ensuring we achieve these aims.

With prayers and good wishes as you further consider your application.

Kind regards,

G Martin

Gemma Martin
Diocesan Director of Education



School Profile

The school has a cohesive, collaborative and positive ethos that strives to support everyone to be the very best version of themselves. Team work is at the heart of all that we do and relationships amongst the staff team, as well as between staff and children, are strong and mutually respectful. There is a real sense of togetherness, where we all work together to take a consistent, whole school approach to the school improvement process.

Visitors to our school consistently comment on the calm, purposeful and friendly atmosphere that exists here. Our children are kind and caring and aim to do their very best in all that they do.

We are a school where every child truly matters. This is reflected in the school's commitment to inclusive education within a distinctive Christian context.

Our Vision:

Motto	Core Christian Values
<p><i>Aspire</i></p> <p><i>Believe</i></p> <p><i>Persevere</i></p> <p><i>Succeed</i></p>	<p>Respect</p> <p>Thankfulness</p> <p>Friendship</p> <p>Forgiveness</p> <p>Compassion</p> <p>Courage</p>
Mission Statement	Essential Learning Skills
<p><i>A learning community that nurtures and empowers everyone to be the best they can be.</i></p>	<p><i>Listening</i></p> <p><i>Problem Solving</i></p> <p><i>Speaking</i></p> <p><i>Teamwork</i></p> <p><i>Aiming High</i></p> <p><i>Being Positive</i></p> <p><i>Leadership</i></p> <p><i>Creativity</i></p>
<p><i>'Love the Lord God with all your heart, with all your soul, and with all your mind'</i></p> <p>Matthew 22:37-38</p>	



School Structure

There are currently 113 pupils on roll 30th April 2024.

The total number of children in each year at present: 30th April 2024:

Reception	13
Year 1	10
Year 2	21
Year 3	21
Year 4	15
Year 5	11
Year 6	22



The school operates with 5 mixed aged classes as follows:

Fireflies:	Reception / Year 1
Grasshoppers:	Year 1 / Year 2
Dragonflies:	Year 3 / Year 4
Bees:	Year 4 / Year 5
Scorpions:	Year 5 / Year 6



Management and Governors

The Governing Body is proactive in its responsibilities through committees and involvement in the school including link governor visits related to the School Development Plan and other aspects of provision. The Governing Body is made up of 13 governors have a wide range of skills and expertise including in business, education, caring professions and local community work.

Full Governing Body meetings are held each term, as are the Curriculum and Finance, Personnel and General Purpose (FPGP) Sub-Committees. Statutory and managerial committees are held as required.

The budget is managed by the Governors and the Head Teacher and is monitored regularly by the FPGP Committee.

Parents and Community

There is a developing PTA (Friends of Brown Clee School – FOBSCS) wanting to help support the school by fundraising and organising a variety of social events.

Brown Clee is a Voluntary Controlled Church of England school and enjoys close links with the local church, St John the Baptist in Ditton Priors, including when the children attend special Festival services throughout the year, and parents and carers and members of the community are welcome at these events.

Our school offers a distinctly Christian education in an inclusive environment where we encourage all children and young people to learn, enquire and grow. The distinctive nature of our approach to education can be found in our explicit Christian values such as collective worship, a grounded Christian ethos and in our Religious Education lessons. Children and staff of all faiths and no faith are welcome at our school and our aims are to promote understanding and tolerance between those of different faith traditions.



Curriculum

We have a '**RICH**' Curriculum that is founded on four key principles:

- R**elevant: teaching subjects in a way that relates to children's lives and experiences, now and in the future, and offer thought-provoking and real-life contexts for learning.
- I**nspiring: providing memorable, exciting experiences that promote high levels of engagement and offer opportunities which lead to high quality and deep learning.
- C**hallenging: aims high and raises aspirations within a supportive community that encourages independent thinking and resilience.
- H**olistic: follows the belief that all children can succeed within a positive and nurturing environment, and inspires the development of the whole child by providing personalised learning opportunities that encourage children to achieve academically, socially and emotionally.



We want to make sure that children go off to Secondary School as confident young people with a love of learning, the academic skills they need to do well in their studies and the social skills to make the best of the opportunities that are offered.

We aim to provide a curriculum that is innovative yet structured and challenging whilst being supportive. We hope it is exciting and motivates children to make the most of their potential, regardless of ability, race, heritage or gender.

Our school's Curriculum has been at the heart of our school improvement over the past few years. We have developed a bespoke programme across all subjects that provides a coherently planned and carefully sequenced curriculum with specific learning objectives and strong cross-curricular links.

The curriculum is enhanced by relevant, carefully chosen educational visits and workshops held in school. Every other year children in Years 5 and 6 enjoy a residential week at Arthog activity centre in Wales, and similarly, Years 3 and 4 children enjoy a two-night residential at the Pioneer Centre, Cleobury Mortimer.



Financial Summary

The budget plan summary for 2023/2024 was approved as follows.

Budget summary:

Funding for FY 2023/2024	£ 678,051
Carry forward for FY 2023/2024	£ 50,204

Total funds available for FY 2023/2024	£ 728,255
---	------------------

Estimated commitments:	£ 687,960
------------------------	-----------

Projected surplus:	£ 40,295
---------------------------	-----------------

****NOTE – Due to the timings for recruitment this did not allow for the final budget or forecast 2024/25 budget plan to be used in this Pack.***

Current position

The vacancy has arisen due to the resignation of the Headteacher.



The Post: Headteacher

In making the appointment, the Governors will be seeking the following skills and experience:

Essential Requirements

- Must be dedicated to sustaining, nurturing and further empowering the strong, collaborative team ethic that underpins the school life,
- Has a progressive, outward-looking and innovative approach,
- Keeps up-to-date with educational research and developments,
- Must be committed to continuing to develop the Christian ethos of the school,
- Substantial and successful experience in a senior leadership role including curriculum development, monitoring, and assessment,
- Has qualified teacher status,
- Is an effective classroom teacher,
- Able to demonstrate appropriate inter-personal skills in order to maintain our effective internal and external relationships - including staff, children, parent and carers professional agencies, the Parish and the wider community.
- Is a person who will monitor and evaluate the developing high standards throughout the school and is aware of the Headteacher's role in staff development and performance management,
- Has a secure understanding of the whole primary school curriculum including the requirements of the Early Years Foundation Stage (Reception), Key Stage 1, Key Stage 2 and for Special Educational Needs and Disabilities (SEND).

Desirable Qualities

- Holds NPQH qualification
- Has the ability and desire to communicate the aims and values of the school to a wide audience and the determination to play a central part in realising them.

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

Salary and Pension:

The salary for this post is Headteacher Group 1, L11 – L15 currently £ 60,488 - £66,628 per annum.

For the purposes of determining the salary of the successful candidate, a newly appointed Headteacher shall not, whether in their first or a further Headship, on their appointment be paid at a point exceeding the third point above the minimum of the individual school range.

There are three options to consider for pension arrangements:

- Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations,
- a private pension scheme,
- State Earnings Related Pension Scheme.

Details about the Teachers' Scheme may be obtained from Teachers' Pensions, Darlington, or by contacting Schools Human Resources Team, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND.

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

APPLICATIONS

- i An application form is attached which should be completed in full in black ink or typescript.
- ii Please also submit a concise letter of application, either using the blank pages on the form or presented separately on A4 sheets.
- iii Please note:
 - your letter of application must be specific to this post; generalised applications are unlikely to be successful,
 - you should take care at Section 13 to restrict yourself to the space available on the form or to no more than two sides of A4 if you prefer to provide the information on separate sheets of paper,
 - do not include testimonials or a curriculum vitae,
 - two referees should be given, one of which should be the applicant's current LA, and the other the applicant's current Headteacher. If the applicant is an existing Headteacher, the Chair of Governors of the current school should be named,
 - the closing date is 7th June 2024 at midnight.
 - short-listing for this post will take place on 26th June 2024. If you have not been contacted by 3rd July 2024 please assume that your application has been unsuccessful. **Interviews will be held on 10th July 2024.**
 - if you decide to apply, please note the schedule of dates above,
 - completed application forms and letters should be returned to **Resources Team, Shropshire Council, Resourcing@shropshire.gov.uk**

FURTHER INFORMATION FOR APPLICANTS

- any canvassing in respect of this selection process will disqualify the applicant,
- the appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause,
- the Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered,
- the Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time with a Shropshire School. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post,

- candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g., driver's licence or passport,
- expenses on the Local Authority scale will be allowed to candidates attending for interview. Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses,
- post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.

Contacting the School

Address: Station Rd, Ditton Priors, Bridgnorth, WV16 6SS

Telephone: (01746) 712652

Email: admin@brownlee.shropshire.sch.uk

HEADTEACHER

Job Description

Name of School: Brown Clee. C. of E. Primary School

Title of Post: HEADTEACHER: Full Time including 0.2 Teaching Responsibility

Description of Post

The statutory conditions of the post are as laid down in the School Teachers' Pay and Conditions Document. The following details summarise the major tasks expected of the Head of the school and the skills, knowledge, aptitudes, and qualities they require in order to carry out the role.

Key responsibilities of the Head

1. Establishing and articulating the aims and major policies of the school in collaboration with the staff and governing body.

2. Preparing Development Plans for the school related to the National Curriculum, the school's budget, the in-service needs of teachers and all staff, and other requirements, including OFSTED and SIAMS.

3. Maintaining an overview of the quality of the school's curriculum provision in conjunction with staff and the School Development Plan.

4. Managing the quality of the learning environment in the school, including the observation and review of the performance of staff and pupils.

5. With the 0.2 teaching responsibility, plan the pupils' learning, in line with the School's curriculum, and the assessment of individual pupils' needs and progress, and consider their well-being to help them be the best they can be.

6. Responsibility for all aspects of financial management, in collaboration with the governing body.

7. Developing and maintaining links between the school, families of our children and the communities that we serve.

8. Managing the communications and support networks of the school.

9. Organising the appointment of staff and establishing programmes for the development of both the teaching and non-teaching members of staff.

Personal skills needed to carry out these responsibilities

A clear overview of all major functions of the school and the ability to formulate and communicate clear statements about them.

An ability to think strategically: predict, plan and prioritise, together with the skills of negotiation and decision making,

Having a clear vision of the totality and purpose of the whole school curriculum.

The ability to set up a workable process to promote the success of pupils and staff within the school.

To be an effective classroom practitioner and to establish positive relationships and in keeping with the School's Vision and Mission Statement.

An ability to formulate, manage and monitor the school's budget and provide appropriate information to the governing body.

An ability to understand the needs of our families, the local communities and to develop positive dialogue with a wide range of people.

An ability to manage effectively.

An ability to define roles and responsibilities and to make effective appointments.

- | | |
|--|---|
| 10. Representing the school in the outside world, including the promotion of the school's attributes, values and achievements. | An ability to communicate a belief about the effectiveness of the school to the outside world. |
| 11. Creating policies for the monitoring and evaluation of the success of the school with staff. | An ability to define and pursue plans, and to search for evidence to see how well these have been achieved. |
| 12. Preparing the school for inspection by OFSTED and SIAMS. | An ability to communicate all that has been done and achieved since the previous inspections. |

PRIMARY EDUCATION IN SHROPSHIRE

Shropshire is the largest inland county, bordered by Wales, Worcestershire, Herefordshire, Telford and Wrekin, the West Midlands, Staffordshire, and Cheshire. It is a county of interesting variety of character and landscape, from sparsely populated agricultural areas to the County Town of Shrewsbury. It offers a wide range of places in which to live and work and easy access via the M54, A5, M6 and rail to the rest of England, Scotland, and Wales.

The Administrative Centre of the Council and support to Schools is based at the Shirehall, located within Shrewsbury town centre. The Executive Director for People, Tanya Miles, leads the provision of support to schools which offers a full range of services to primary schools and their parents, pupils, governors, and staff in line with Development Plans.

The Local Authority's policy is that the school curriculum should help all pupils to:

- enjoy learning and perceive education as a life-long process,
- develop the attitude, understanding and skills necessary, now and in the future, to exercise independence and initiative and to work, participate and thrive in a democratic society,
- to fully involve pupils in each of the following areas of learning and experience in all years:

aesthetic and creative
human and social
linguistic and literacy

mathematical
moral
physical

scientific
spiritual
technical

- develop lively, enquiring minds and the ability to:
 - find and use information
 - question and debate rationally
 - apply understanding and skills in order to address issues, solve problems and carry out practical tasks.
- develop worthwhile personal values and attitudes, including good manners and respect for others, and gain a clear understanding of the ways of life of other people and other cultures,
- understand the world in which they live and the interdependence of individuals, groups and nations,
- develop appreciation and concern for the environment,
- work co-operatively with others, including developing confidence and respect in relating to adults,
- develop self-reliance and the ability to learn independently.

Schools are supported by a strong Education Improvement Team, which includes both subject specialists and primary generalist area advisers who have themselves been Headteachers of primary schools. Each school has an allocation of area adviser time, related to school size, for work on the school's agenda. There is a substantial programme of Continuing Professional Development (CPD), including management development courses, and consultancies, which can be purchased to support particular development needs.

Shropshire Council gives support to schools in financial, personnel and management matters.

Newly appointed Headteachers, whether in their first or a further Headship, can expect particular support from their Attached Adviser and to be invited to take part in an induction programme.

Emphasis is placed upon the school development planning process as a means of ensuring a successful cycle of monitoring and evaluation of the school's progress. This is assisted by the primary advisers' monitoring and support roles. Shropshire advisers carry out inspection contracts under the Ofsted framework so that they continue to blend both evaluative and advisory functions, to the benefit of the schools.

Emphasis is also placed upon the support that is available through schools working together in groups and clusters. There are nineteen school development groups and several informal clusters and an association for small schools has been formed.

Standards in Shropshire schools are high and there is a tradition of continuous development and improvement.