

Chalfont St Peter Infant School

Information Pack



Chalfont St Peter Infant School
'Learning Together and Celebrating Success'

Dear Potential Applicant,

24th May 2021

Thank you for your interest in the position of Headteacher at our outstanding school in Chalfont St Peter.

Our Head Teacher, Ms. Jean Cornes, is retiring at Christmas after 25 years' leading the school during which time, supported by very active staff, parents and governors, she has worked tirelessly and with passion to make it a place where children are safe, secure, nurtured and receive an exceptional all-round education.

The school governors are looking for an outstanding classroom practitioner and leader who will continue this work and ensure that we remain a remarkable school providing a 21st Century education for all pupils in ways that meet the high expectations of our supportive community.

Chalfont St Peter is a village of some 13,000 people, many of whom commute to London for employment from nearby Gerrards Cross Station. It is well placed for the M25 and M40 and is within 20 minutes of London Heathrow. Many families move into the area because of the quality of educational provision and the community is rightly proud of its schools, especially ours! The Chilterns is an area of outstanding natural beauty and is frequently designated as one of the most desirable places to live in the UK.



This does not mean that the school is without its challenges or that the next Head does not have scope to make a difference. The reverse is true. The successful candidate will have plenty of opportunity to make a mark to build on the current success. We are proud to serve pupils of a wide range of ability and backgrounds and we endeavour to give every child the best possible start in life. Governors, staff and parents have an exciting vision for further development of the school over the next few years, including ensuring that it offers a truly digital learning environment for children growing up in a digital age.

We could write a lot about our school but believe it speaks best for itself. Please visit our website, www.chalfontstpeterinfantschool.co.uk, and follow its various links to get an in-depth view of the school. In particular please look at the short video clips addressed to potential applicants which you will find there from a parent, a governor, a member of the PTA, a class teacher and some children. They were not scripted by anyone but they have a common theme, that this is a magical school. Our next Head Teacher will continue that magic.

We warmly welcome visits to the school. Please contact Sarah Harding in the school office at office@chalfontstpeterinfantschool.co.uk. The Head Teacher and I will also be delighted to answer any questions you may have. Please email us at applications@chalfontstpeterinfantschool.co.uk.

The closing date for applications is Thursday 17 June at noon. Shortlisting will take place on 21 June and invitations to interview issued on 22 June, when references for shortlisted candidates will be requested. An interview day will be held in the week beginning 28 June. We anticipate the successful candidate starting in January 2022.

Applications are welcome from experienced and aspiring Heads and Deputy/Assistant Heads. We attach a job description and application form. The appointment will be subject to a DBS check and satisfactory references.

If this attracts you, please get in touch.

With best wishes,
Jim King, CBE



Head Teacher – Job Description

The School Teachers' Pay and Conditions Document gives detail of the role and professional responsibilities of the Head Teacher. Within that framework, the Governing Body and Local Authority are seeking to emphasise the following:

Job details

Job title:	Head Teacher
Salary:	L8-L21
Contract type:	Full-time; Permanent
Reporting to:	Chair of Governors
Responsible for:	EYFS (Reception Year) and Key Stage 1

Main purpose

The Head Teacher will:

- Be an exceptional leader for an outstanding village school. Chalfont St Peter Infant School is a very successful, well-established, two-form-entry school in a thriving community, supported by an active and enthusiastic staff team, PTA and governing body.
- Bring a restless desire to continually improve school-experience and educational attainment for our wonderful young pupils
- Work with the Governors to foster the school's ethos and values in a happy, enthusiastic, creative, respectful, inclusive, caring and high achieving environment.
- Communicate the school's vision and values compellingly and proactively.
- Formulate the aims and objectives of the school and establish policies and procedures to deliver them.
- Manage staff and resources skilfully to achieve those aims.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Be an excellent class teacher, a role model both for the Staff and also within our local community.
- Work collaboratively with all stakeholders, feeder preschools, follow-on schools and third-party providers.
- Have experience of and readiness for the Ofsted inspection.
- Demonstrate leadership in helping the school to re-emerge from the extremely challenging circumstances of the global pandemic.

Duties and responsibilities

Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focus on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, celebrating diversity and promoting respect and understanding.
- Keep up to date with educational developments, and have a good knowledge of education systems locally, nationally and globally.
- Embrace new initiatives and requirements, translating policy into the school's context.
- Seek training and continued professional development to meet own needs.

Pupils and staff

- Foster a positive, inclusive and nurturing learning environment for all pupils, in which to develop to their full potential.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil progress and outcomes.
- Ensure excellent teaching across the school, providing ongoing training and development for staff.
- Maintain a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff and pupils are motivated and supported to enrich their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Ensure systems and processes are also mindful of staff and pupil well-being.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively.
- Lead strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership within the school.

The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Maximise technological opportunities to enhance learning and communication capabilities.
- Inspire and influence others to believe in the fundamental importance of education in children's lives and to promote the value of education.

The Head Teacher will be required to safeguard and promote the welfare of all children and follow school policies and the staff code of conduct.

Chalfont St Peter Infant School is committed to inclusivity for all and as such welcome applications from all backgrounds. In line with safer recruitment an enhanced DBS check will be required for the successful candidate.

The above list of duties and responsibilities is not exhaustive but gives an indication of the main aspects of the role. The job description and person specification will be regularly reviewed by the Head Teacher and Governing Body.

Person specification

Criteria	Qualities	Essential/Desirable	Method Of Assessment*
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) • Evidence of CPD 	(E) (E) (D) (E)	A/C A/C A/C A
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in primary school(s) across both EYFS and Key Stage 1 • Teaching experience in 2 or more schools as QTS • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Direct experience of being Designated Safeguarding Lead • Direct experience of being SENCO • Experience of effective management of people • Recent experience of successful Ofsted inspection 	(E) (D) (E) (E) (E) (D) (E) (D)	A/I A A/I A/R/I A/C/I A/C/I A/I A/I
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Excellent oral and written communication skills • Strong interpersonal skills • Ability to communicate a vision and inspire others 	(E) (E) (E) (E) (E) (E)	A/I A/I A/I A/I I A/I

	<ul style="list-style-type: none"> Ability to build effective working relationships with key stakeholders 	(E)	A/I
Personal qualities	<ul style="list-style-type: none"> A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 	(E)	A/I
	<ul style="list-style-type: none"> A willingness to embrace change and develop strong teams to manage it effectively 	(E)	A/I
	<ul style="list-style-type: none"> Ambition and resilience with high expectations and good judgement 	(E)	A/I
	<ul style="list-style-type: none"> Ability to work under pressure and prioritise effectively 	(E)	A/I
	<ul style="list-style-type: none"> Commitment to maintaining confidentiality at all times 	(E)	A/I
	<ul style="list-style-type: none"> Commitment to safeguarding and equality 	(E)	A/I

*A = Application form, C = Certification, I = Interview, R = References

Notes:

This job description may be amended at any time in consultation with the postholder.

Date: May 2021

Line manager's signature:

Date:

Postholder's signature:

Date:

Values and Ethos

In Chalfont St Peter Infant School, we establish a positive attitude towards learning through an innovative curriculum and a stimulating secure environment. Children are encouraged to achieve their full potential and develop in their own way and at their own pace. We do this by providing stimulating lessons that are purposeful, enjoyable and responsive to each child. We intend to promote the development of children intellectually, socially, physically and morally to provide children with the basic skills they need for life.

Teaching methods are flexible, varied and involve a combination of whole class, small group and individual teaching, depending on the subject being taught.

Our Aims

Our main aim is to help every child realise their full potential

To achieve this we will:

- Create a happy school environment
- Develop and enjoyment of learning
- Help children to learn that courtesy, good manners, consideration for others are very important values
- Enable children to grow in confidence
- Help children to communicate with others
- Encourage an enjoyment of reading
- Develop a knowledge and understanding of mathematical operations
- Develop skills in Computing
- Raise awareness of the world that surrounds children and an insight into their heritage
- Teach skills in creative arts, including design technology and music
- Raise awareness, and respect for other people's faiths
- Develop an enjoyment of physical activity through games, drama, gymnastics and dance

The National Curriculum consists of Numeracy, Literacy, Science and ICT (the core subjects) also the foundation subjects of History, Geography, Art , Music, Design Technology, Physical Education, Religious Education, PSHE and a Modern Foreign Language - French.



Our School

Here is **one** example of the wide ranging curriculum opportunities at our school. Other examples can be found on our school website.

Environmental Area

We are very fortunate to have an Environmental Area within our school community. This area is used on a weekly basis in Year R. We call these mornings Muddy Monday and Forest Friday. Other year groups use this area throughout the year for specific lessons for example observing the changes in the seasons, minibeast hunts and exploring different plants.

Our Year R sessions allow children to develop their **self-esteem, teamwork, problem solving and physical skills**. They use the natural area to explore and investigate.

Through learning outdoors, the children are developing into independent and curious learners. Throughout the year we observe the changes in the seasons, we look at how the plants and trees change, we notice different wildlife in the area and we ensure we look after both the plants and wildlife.

Throughout the year the children have immersed themselves in the natural environment, they often take what we have been learning in the classroom out into the natural environment for example writing Tricky Words in the mud, finding 3D shapes in the environment.

Session Plan:

We start each lesson by sitting in the log circle. During this time, we are introduced to a new activity of the day. Some activities we have enjoyed are:

- Building Small Dens · Leaf Animals · Scavenger Hunts ·
- Looking for Habitats · Planting Potatoes ·
- Making Natural Paints ·

After we have tried the new activity, we have time to independently choose our learning. Within the Environmental Area we have a:

- Mud Kitchen · Digging Patch · Vegetable Patch ·
- Woodwork Bench · Potion and Perfumes Bench ·

We often finish our time in the Environmental Area by sitting in our log circle, reflecting on our learning and finishing with a story or a song.



For more information, please visit our school website.



www.chalfontstpeterinfantschool.co.uk