
HEADTEACHER INFORMATION PACK



“Learn with passion to live with purpose”

Chilton Primary School

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A letter from the Chair of Governors

Thank you for your interest in the post of Headteacher at Chilton Primary School. I am very pleased that you are considering applying to lead our talented team at our school.

The Governors and Staff have put together this information pack with input from parents and children. I hope that you will find this comprehensive enough to encourage you to apply for the post, but I am sure you will agree that there is only one way to really start to understand the culture of the school and that is to come and visit us. We would welcome potential applicants to come to visit, please contact Mrs Froud on 01235 834263 to arrange an appointment.

Chilton is an OFSTED rated Good school with outstanding aspects (OFSTED February 2019). In the last two years the school has moved swiftly to virtual learning, and set itself ambitious academic targets, despite the difficulties and challenges brought on by the pandemic.

We have a proud record of nurturing both the development of our children and our staff team.

We have a team that is passionate about ensuring high quality teaching and learning and has a love of working with children. The person specification provides a more comprehensive list of the qualities we are looking for, but we have asked staff, children and parents for their ideas. They would like someone who:

- believes in developing the whole child;
- is inclusive in working with all members of our diverse school community;
- engages with and is accessible to parents, children and staff with an open approach to communications;
- is passionate about extracurricular (enrichment) activities, such as school trips, residential and after school and lunchtime clubs;
- is committed to the growth of outdoor learning and forest school;
- values and supports the development of all the staff within the school;
- is fun and has a great sense of humour!

I look forward to hearing from you and receiving your application by noon on the closing date of 31st January 2022. The interviews for this post will be held on 9th and 10th February 2022.

Yours faithfully,

Nick Booth
Chair of Governors



Vision, Values and Ethos



Chilton School is a large and popular village school set on the outskirts of Chilton at the foot of the Berkshire Downs. The main school building was built in 2002 and is surrounded by extensive grounds.

In 2018 a new three-class extension was added, the Ridgeway Building. This new building also contains our food technology kitchen where children learn to cook, and our 'Snug', used for small group and individual sessions with our learning mentor.

Our Nursery class is single form entry with a maximum of 26 children, whilst the rest of the school is 1.5 form entry.

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils **to be the best they can be** so that they can make a positive contribution to the world around them.

Our Values and Ethos

Our school motto '*Learn with passion to live with purpose*' is intrinsic to school life, where positive relationships, based on mutual trust and respect, are at the heart of everything we do.

Everyone at Chilton is committed to ensuring that our children grow up to be Responsible, Respectful, Resilient, Loving, Courageous, and Aspirational individuals with an understanding of their place in the community and the wider world.

We have a thematic, cross-curricular approach to learning with exciting and engaging topics. We have high expectations of both teaching and learning, and we believe that children make the most progress in a happy, purposeful environment and relevant context.

What the staff believe is special about Chilton



We are passionate about learning and want to ensure that all children have many opportunities to reach their full potential. We have high expectations of every child in both their learning and in their attitudes, self-confidence and resilience. This leads to excellent levels of learning and achievement across all age groups. We designed our exciting and creative curriculum to motivate the children, so they are all enthusiastic about learning.

We believe that children can be helped on their learning journey by regularly exploring and working outside; at Chilton we embrace the outdoor experience in a variety of ways. We also want to ensure that every child is emotionally and socially strong, so social and emotional learning is embedded in many ways.

We believe that the excellent outcomes at Chilton are the result of our holistic approach and our focus on the social and emotional aspects of learning. We are proud that so many of our children leave Chilton as self-confident, resilient and independent individuals who are self-regulating, self-directed learners with a love of the outdoors.

Chilton is a friendly, high achieving school, developing children's independence and self-confidence and stimulating their creativity.

We are looking for a Headteacher to join our supportive school team to deliver high expectations.



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Pre-employment checks will be undertaken, and references will be applied for, prior to interviews.

Due to this post having access to children, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job Advertisement



Chilton Primary
School
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Didcot
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Telephone: 01235 834263
Email: office.2555@chilton.oxon.sch.uk
Website: www.chilton.oxon.sch.uk

HEADTEACHER

Closing Date: 12:00 Monday 31st January 2022

Interviews: Wednesday 9th February and Thursday 10th February 2022

Job Start Date: Required for September 2022

Contract/Hours: Permanent, Full-time

Salary Type: Leadership Scale

Salary Details: L15-21

Following the promotion of our excellent Headteacher, we are searching for an outstanding leader for our forward-thinking and supportive school family, and to build upon the school's drive for ambitious academic achievement.

Chilton Primary School is a modern purpose-built, well-resourced school in an area of Outstanding Natural Beauty at the foot of the Berkshire Downs, adjacent to the Harwell Campus (a world-class science, innovation, technology and business campus). We are a 1.5 form entry school that is at the heart of a growing and diverse community. Our approach and commitment to encouraging every child to achieve their full potential in both learning and social development, reflects our school motto *"Learn with Passion to Live with Purpose"*. This appointment is an exciting opportunity for the right Headteacher to work with the governing board to lead our amazing school. For the right candidate we are prepared to consider alternative models of headship.

We are looking for a Headteacher who:

- Ensures the whole child is at the heart of everything we do
- Understands the importance of nurture and pastoral support
- Is reflective and will foster distributive leadership at all levels
- Demonstrates a growth mindset, and has the drive, energy and passion to lead and inspire our school in a warm and caring manner
- Can lead our school forward, leveraging the benefit of technology and new ways of working, whilst maintaining the core values and vision of the school
- Is committed to inclusion in all its aspects
- Has excellent communication skills, with an ability to enhance effective community engagement
- Can effectively oversee the day-to-day strategic management of safeguarding, health & safety, staffing and finance.

We can provide you with the opportunity to:

- Lead a passionate, fun and talented group of staff who have risen proactively and creatively to the challenges of the pandemic
- Lead a school with enthusiastic children who are keen to learn and share their experiences
- Work with committed governors and a community of parents and guardians who are supportive of the school
- Build upon the foundations that the school has created in collaborating with local schools
- Work in a culture that values innovative and exciting curriculum development.

Our children would like a Headteacher who:

- Is a good speaker, who tells good stories and interacts with them
- Is happy, kind and follows our 3Bs (Be Respectful, Be Responsible, Be Safe)
- Will carry on with the themed projects we have experienced under the creative curriculum

An informal visit is warmly welcomed. Please contact the school to arrange.

A full application pack can be downloaded from our website: www.chilton.oxon.sch.uk. Applications should be submitted using the standard Oxfordshire County Council application form to: clerktogovernors@chilton.oxon.sch.uk



Person Specification

Attributes	Essential Criteria	Desirable	Evidenced through
Qualifications & Experience	<ul style="list-style-type: none"> • Qualified Teacher Status and a good undergraduate degree • Evidence of continued professional development that is relevant and appropriate to this role • Evidence of current DBS Certificate • Proven successful leadership at a senior level in a primary school, as a Headteacher, Deputy or Assistant Head 	<ul style="list-style-type: none"> • Experience of working in Ofsted-rated good and outstanding schools • Teaching experience across the whole primary range • Experience of working effectively with the school community and external partners 	<ul style="list-style-type: none"> • Application Form • Documentary evidence • References • Interview
Personal Attributes & Knowledge	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, both oral and written • A commitment to excellence in teaching and learning, and an awareness of current pedagogical research • Well organised with good time management, alongside a commitment to work-life balance and managing workload pressure for the well-being of self and others • Strong work ethic with the presence to inspire confidence and trust; a proactive, positive, enthusiastic and flexible outlook • Knowledge of equality and diversity, and best practice in safeguarding, 	<ul style="list-style-type: none"> • Ability to find creative solutions, to communicate a vision which inspires and motivates 	<ul style="list-style-type: none"> • Interview • Presentation • Selection tasks • References

	<p>with the drive to develop a school</p> <ul style="list-style-type: none"> • A growth mindset approach which enables constructive reflection and feedback, considering all perspectives • culture that embraces diversity and inclusion • Ability to set, communicate, encourage, and insist on high expectations for all members of the school community, including parents/guardians 		
Leading Learning & Teaching	<ul style="list-style-type: none"> • Proven track record of raising the academic and personal achievement of pupils • Experience with ensuring quality professional development opportunities for all staff. • Ability to use, analyse and monitor pupil assessment data to identify needs and trends to promote an appropriate level of challenge to all pupils • Excellent knowledge of the current major curriculum issues, recent education developments and legislative changes, together with an understanding of their significance for the leadership of a primary school 	<ul style="list-style-type: none"> • Demonstrated commitment to an inclusive education, which addresses the needs of all learners in a diverse community • A creative approach to developing teaching and learning 	<ul style="list-style-type: none"> • Interview • Presentation • Selection tasks • References
Leading the School	<ul style="list-style-type: none"> • Proven track record of working collaboratively and building, leading empowering and developing effective teams 	<ul style="list-style-type: none"> • Knowledge of legal issues relating to managing a school including equal opportunities, race relations, disability, 	<ul style="list-style-type: none"> • Application Form • Presentation • Interview • References

	<ul style="list-style-type: none"> ● Evidence of the ability both to delegate and work in collaboration ● Evidence of developing and sustaining a safe, secure and healthy school environment, in accordance with Child Protection and safeguarding legislation ● A commitment to continuing CPD for oneself and for all members of the school community ● A commitment to the principle that attainment is only one part of every child's personal development, with a willingness to embed this into the school's culture ● Proven track record of excellent behaviour management, contributing to a positive whole-school culture 	<p>human rights and employment legislation</p> <ul style="list-style-type: none"> ● An understanding of managing finance efficiently in accordance with benchmarking, financial management and best value principles ● Experience of implementing and maintaining new structures in a school environment 	
Skills	<ul style="list-style-type: none"> ● An effective communicator with excellent presentation skills, both verbal and written ● An ability to adapt communication to a range of diverse audiences: governors, parents/guardians, staff, children and the wider community 	<ul style="list-style-type: none"> ● An interest and passion for STEAM subjects and/or one of its subject specialisms ● Effective ICT skills, confidence and appreciation for the evolving digital transformation/4th industrial revolution 	<ul style="list-style-type: none"> ● Application Form ● Selection tasks ● Presentation ● Interview ● References



Job Profile

Please read this in conjunction with the person specification and letter from the Chair of Governors.

Below is the job description this should be read in conjunction with The National Standards of Excellence for Headteachers (2020) <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>) which defines the high standards expected for all Headteachers within a self-improving school system.

Leadership scale: Group 2 School

Pay range: L15-21

Responsible to: The Governing board and the Local Authority

Purpose of the job:

To be the strategic lead professional at Chilton Primary School. The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

Main duties and responsibilities:

- To be the lead professional and positive role model within our community
- To work to an agreed vision, underpinned by clear values which will be evident throughout the school
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition
- To lead by example in determining the professional conduct and practice of teachers to the highest standard
- To enable a climate in the school which enables all pupils to display exemplary behaviour
- To be a positive role model in helping others recognise difference and respect cultural diversity
- To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries

Qualities and knowledge:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils who will be served by Chilton Primary School.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents/guardians, governors and the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating OCC and national policy into the school's context.

- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff:

- 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 on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems and process:

- 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.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- 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.

The self-improving school system:

- Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education.