



# Headteacher Application Pack

*AMBITION ★ ENJOYMENT ★ RESILIENCE ★ RESPECT  
INSPIRE ★ COMMUNITY ★ TRUST*

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## Headteacher Application Pack

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# About our Trust

Prime7 was formed in 2013 and joined together Middleton Cheney Primary, King's Sutton Primary and Chipping Warden Primary Academies. The aim of the Trust has always been to work collaboratively across all three schools. We strive to ensure that our schools offer the very best education for all of our pupils. We also want to ensure that our staff enjoy working across the Trust and feel valued as part of a collaborative team.

At Prime7, we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us and each school is valued for its own individuality but it also plays an important part of the Trust as a whole. Across our schools we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow up to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

## Our Vision and Values

Our ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the modern society they are growing up in. Together, we will strive to realise the potential in all of our children so that they are fully prepared for the next stage of their education. We want to empower our children to succeed. The Trust's mission is to ensure that our staff, parents and carers are valued and well cared for so that we can work together to provide children with the best education and to know how to stay safe and healthy. We want them to take their place as responsible citizens that promote sustainability in order to protect the world around them for future generations to come.

Prime7 has seven core values and principles to support the delivery of our mission.

**AMBITION:** to have high expectations in all we do and to have ambition for continuous improvement whoever we are. **ENJOYMENT:** to create schools that foster creativity and curiosity so that children thrive on enrichment and thoroughly enjoy their school experience. We want our children to be excited learners. **RESILIENCE:** to provide the best opportunities for all children to develop strategies to face life's challenges. We want to have children that can show courage and take risks in their learning. **RESPECT:** to foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust. We want our children to grow up to be young citizens that are able to show empathy towards others. Our children take responsibility for their future and the future of others by respecting the world around them and promoting sustainability. **INSPIRE:** to empower children to take responsibility to strive and achieve in their learning and to be the very best that they can be. They will be responsible citizens that model sustainable practices and behaviours to protect the natural world. They will be role models and a source of inspiration to others. **COMMUNITY:** to establish schools that are at the heart of the local communities they serve. Each school is valued for its own individuality but it also plays an important part of the Trust as a whole. All stakeholders within our community will strive to prepare and empower individuals to become responsible for contributing to a sustainable future. **TRUST:** to belong as part of a team is a core part of who we are and our relationships are based at all times on openness and honesty.

Our values and principles are drawn from each of our schools and will support Prime7 in providing an excellent educational experience for all. We will work together with all of our stakeholders to ensure that the children in all of our schools achieve their full potential.

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# Letter from our CEO

Dear Applicant

On behalf of the Trust Board, governors, staff, parents and pupils, I am delighted to welcome your interest in the role of Headteacher here at Prime7 MAT/Chipping Warden Primary Academy. The position is Full Time and on a permanent basis with effect from 1 September 2023.

## **We can offer**

- A position in a popular, friendly and lively village school (NOR80)
- A dedicated and experienced team of teachers and support staff
- A Trust/school that prides itself on its high standards of behaviour and positive attitudes to learning
- Pupils who are enthusiastic about their learning and want to reach their potential
- Supportive parents

If you share our values and vision and are enthusiastic, dedicated and passionate about children and their learning, I invite you to make an appointment to visit our academy and see for yourself the opportunities we can offer.

**The closing date for applications is Monday 13 March and interviews will take place during the week commencing Monday 20<sup>th</sup> March.**

We look forward to meeting you and receiving your application.

Yours sincerely



Rachel Gallyot  
CEO and Executive Headteacher at Chipping Warden Primary Academy



# Chipping Warden Primary

## Chipping Warden Primary Academy

Byfield Road  
Chipping Warden  
Banbury  
Oxon  
OX17 1LD

Tel No. 01295 660616

[www.chippingwarden.northants.sch.uk/](http://www.chippingwarden.northants.sch.uk/)



Chipping Warden is a happy, thriving academy in beautiful rural South Northamptonshire where we aim to give children 'A Flying Start'.

Chipping Warden Primary Academy is a caring community in which each child is valued and nurtured as an individual. The aim of our curriculum is to foster a love of learning that enables all our pupils to achieve to their full potential. Our ambition is that all of our children will be prepared for the next stage in their education and will take their place as responsible citizens in a modern British society. Pupils get off to a flying start and enjoy a broad and balanced curriculum that gives them the knowledge and understanding to take their place as ambitious and caring citizens in a modern British society who have a strong moral code. We are very proud of the way our children grow in confidence and independence in the safety and comfort of the school environment. We teach this through the six core values of **Community, Courage, Creativity, Enjoyment, Respect and Responsibility** and through our **British Values**. Our ambition is that all of our children will be ready for the next stage in their education and will take their place as citizens in a modern British society.

We are committed and passionate about the learning and progress of all our pupils. We are proud to be members of Prime7 Trust and our collaboratively working across our Multi-Academy Trust. At a local level, Our Governing Board works in strong collaboration with the school staff in setting the vision and strategic direction for the school and ensuring that we all work together to provide the best possible education and life experiences for all our children. Our website will give you a taster of life at Chipping Warden Primary but please do contact us to book a visit.



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# Job Description

## Main purpose

The headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented
- › Monitor progress towards achieving the school's aims and objectives
- › Allocate financial resources appropriately, efficiently and effectively

## Qualities

The headteacher will:

- › 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

## Duties and responsibilities

### School culture and behaviour

The headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › 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

The headteacher will:

- › 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

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- 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

## **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- 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 statutory duties regarding the [SEND Code of Practice](#).

## **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

## **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

## **Governance, accountability and working in partnership**

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

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# Personal Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• National professional qualification for headship (NPQH) - Desirable</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

## Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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# Post Information

## Headteacher Vacancy

### Permanent Full Time

The children, parents, staff and governors of Chipping Warden Primary Academy are seeking to appoint a passionate and inspirational Headteacher to lead our great school from 1 September 2023. You will either be a current serving Headteacher or senior leader with experience of leading at a whole school level looking for an exciting new challenge.

**Post Title:** Headteacher

**Salary:** L5 – L11 (depending on experience)

**Job Purpose:** To provide professional leadership of the whole school community that will foster ambition for our whole school community to live the values of Community, Courage, Creativity, Enjoyment, Respect and Responsibility

**Reporting to:** The Governing Body and the CEO of the Trust

### About Us:

Chipping Warden is a happy, thriving academy in beautiful rural South Northamptonshire where we aim to give children 'A Flying Start'. (NOR 80). We are part of Prime7 MAT and proud to be so.

Prime7 ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the modern society they are growing up in. Together, we will strive to realise the potential in all of our children so that they are fully prepared for the next stage of their education. We want to empower our children to succeed. The Trust's mission is to ensure that our staff, parents and carers are valued and well cared for so that we can work together to provide children with the best education and to know how to stay safe and healthy. We want them to take their place as responsible citizens that promote sustainability in order to protect the world around them for future generations to come.

Prime7 has seven core values and principles to support the delivery of our mission. Ambition, Enjoyment, Resilience, Respect, Inspire, Community and Trust. Our values and principles are drawn from each of our schools and will support Prime7 in providing an excellent educational experience for all. We will work together with all of our stakeholders to ensure that the children in all of our schools achieve their full potential.

### We are looking for someone who:

- Has a clear commitment to the development of the whole child
- Will drive forward teaching and learning so all our children can reach their full potential

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- Will be committed to the safeguarding and well-being of children
- Is a strategic, creative and innovative thinker with outstanding leadership and management skills
- Is a good team player who wants to enthuse and involve the people around them
- Has the ability to adapt to an ever changing educational landscape
- Has excellent communication skills at all levels
- Is able to work collaboratively with all stakeholders
- Is able to drive forward school improvement

**We can offer:**

A safe and stimulating environment where success is celebrated and where children feel confident to explore, take risks in their learning and gain from their experiences.

- Enthusiastic, well-behaved children who are keen to learn and are proud of their school
- An extremely hard working, committed and high quality team of staff
- An active, strong and supportive governing body and trust
- Close links with other local schools in our local collaborative trust and within the wider network of schools

If you feel this may be the career opportunity you are looking for, please contact Rachel Gallyot CEO of Prime7 MAT [ceo@prime7.org.uk](mailto:ceo@prime7.org.uk) or call 01295 660616 to arrange a visit. For an application pack, please visit <https://www.chippingwarden.northants.sch.uk/vacancies-1/>

[Completed applications should be emailed to lisa.macdonald@mcpa.prime7.org.uk](mailto:lisa.macdonald@mcpa.prime7.org.uk)

Closing Date for Applications: Monday 13<sup>th</sup> March

Interview: Week beginning 20<sup>th</sup> March 2023

Candidates shortlisted for interviews will be asked to undertake a series of selection tasks and activities. More information on the format and any preparation needed will follow after shortlisting.

**It is our normal policy to take up three references for headship appointments. In the case of applicants who are currently employed as a Headteacher, we will expect these to be from:**

- The local authority or academy trust where you are currently employed;
- Your Chair of Governors;
- Another referee who is able to support your application for the post of Headteacher.

**In the case of applicants who are not currently employed as Headteacher, we will expect referees to be:**

- The Headteacher in your current or most recent school, or if you are not currently employed in a school, your current line manager;
- Another referee who can attest to your professional skills, including leadership and management skills;
- Another referee who is able to support application for the post of Headteacher.

We are an equal opportunities employer.

**Prime7 MAT/Chipping Warden Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.**

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