

# CHRIST CHURCH PELLON C OF E VC PRIMARY SCHOOL

Soaring High, Together We Shine!



## HEADTEACHER APPLICATION PACK



OFSTED 2017—THIS IS A GOOD SCHOOL  
EYFS IS OUTSTANDING

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**Soaring High, Together We Shine!**

Letter from Chair of Governors  
Christ Church (Pellon) C of E (VC) Primary School  
Sandbeds Road  
Pellon  
Halifax  
HX2 0QQ

Dear Applicant

I am delighted that you have expressed an interest in applying for the exciting post of Headteacher at Christ Church (Pellon) C of E (VC) Primary School. The current post holder is moving on to be Head at a larger school.

In the pages that follow, we have tried to give you a flavour of both our school and our community and of the qualities we are looking for in the person that will fill this critical role. We are very proud of our school and, indeed, our whole community.

Our staff are dedicated, enthusiastic and caring and part of a great team. They always go that bit further to ensure that our pupils get the most from their education and above all to keep them happy and safe whilst achieving their full potential. As a church school, our pupils follow one of the six core values that we have at our heart each half term.

We are seeking a strategic leader with a clear inclusive vision, who will work with and support staff, pupils, parents, carers, governors and the wider community to take us further along our journey. We intend to appoint an inspirational leader who can enthuse all those with whom he or she comes into contact. We are looking for someone who can bring a balance between continuing the best we currently have at the school with progressive improvement practices. We will miss our current Headteacher but see the opportunities which lie ahead as an exciting time in the life of the school, particularly as we move from the challenges which the Covid pandemic has raised.

What you read in these pages is a snapshot of the school as it is today. The Christ Church, Pellon, CofE VC Primary School of tomorrow will be largely shaped by you as you work with the teams involved with the school. We would welcome visits to the school, subject to pandemic regulations and a safe working environment. Please direct any requests to visit the school through the school office to the Headteacher, Mrs Emma Midgley. Should you be shortlisted, we will look forward to meeting you.

Yours sincerely

Mike James  
Chair of Governors



Life in our School ...





## Our Curriculum

At Christ Church, Pellon, we aim to provide our children with a broad and balanced curriculum which is full, rich and aspirational. This links directly to our School Vision – Soaring high, together we shine. Our six core values run throughout. These are compassion, friendship, justice, perseverance, thankfulness and forgiveness.

By curriculum, we mean the knowledge, skills and understanding gained throughout their school life at Christ Church. These include but are not limited to:

Quality first teaching

Themed curricular days and visits off-sites

Visitors sharing their expertise linked to the curriculum

Regular family learning opportunities

Collective Worship

Be-spoke programs and specialised interventions.



# Christ Church (Pellon) Primary School

## Our School Core Values

<b><u>Autumn 1 - Thankfulness</u></b> At Christ Church, we are thankful to God for his gift of life. We are thankful for the world we live in, the food we eat and the water we drink.	
<b><u>Autumn 2 - Perseverance</u></b> At Christ Church, we know that we always have to try our best. It is fine to get things wrong and we should keep trying our hardest.	
<b><u>Spring 1 - Compassion</u></b> At Christ Church, we understand Compassion as an understanding of the suffering of others and wanting to do something about it. In the bible, stories about Jesus show his love and compassion towards those who need it and we strive to follow his example.	
<b><u>Spring 2 - Forgiveness</u></b> At Christ Church, we recognise that people should always try to get along and if someone upsets us, we should forgive them.	
<b><u>Summer 1 - Justice</u></b> At Christ Church, we recognise that all people have rights. We make sure that everyone is treated fairly and equally.	
<b><u>Summer 2 - Friendship</u></b> At Christ Church, friends are important to us. We try to follow Jesus' example by choosing our friends for who they are, not what they are. We welcome everybody at Christ Church.	

What our children, parents and staff would like our new Headteacher to be like

encouraging nice  
confident smiley  
independence fearless knowledge  
extraordinary delightful friendly  
sensible leader playful sporty  
bubbly unique positive team smart  
charming joyful accepting trustworthy  
polite interesting fair caring  
intelligent flexible fairness happy  
funny kind helpful artistic  
honest supportive  
empowering understanding  
patient humble  
approachable

## Headteacher

**Full time and permanent position**

**Available from September 2021**

**Leadership Scale L15 – L21**

**“Soaring High, Together We Shine.”**

This position offers excellent prospects for a forward-thinking leader to drive Christ Church (Pellon) in its continued journey, by building on the solid base already established.

Governors are now seeking to appoint a visionary and outstanding leader to take up this rewarding position from September 2021 **or as soon as possible from this date.**

Christ Church (Pellon) Primary School is a 4 - 11 year mixed primary. It is a vibrant, caring community where all people have high expectations of each other. We place great importance on our core values which are the essential nature of our school.

The children at Christ Church (Pellon) Primary School enjoy their learning and are happy to be at school. They know how important it is to learn together and to support each other. We are an inclusive school that works to challenge, inspire, and motivate all children to become successful, confident, and caring citizens.

We are looking for an outstanding individual who identifies with the school's ethos and vision and shares our ambitions for our pupils' educational achievement and all-round development.

We can offer:

The opportunity to work with wonderful, enthusiastic children who are committed to learning

Passionate and committed teaching and support staff who value professional development.

A forward-looking, positive and knowledgeable governing body.

A learning environment to enable children to be the best they can be

A vibrant church school

You will need to have:

The highest expectations for children's attainment, personal development, welfare and behaviour.

A will to promote our school's inclusive values and Christian ethos.

A clear vision of excellence in primary education with the ability to think strategically and lead the school through the next exciting phase of its development.

Proven leadership with evidence of understanding and embedding new initiatives to develop and enhance the curriculum.

A desire to develop and nurture strong working relationships enabling pupils and adults to thrive and flourish.

Due to the measures currently imposed by the Government with regard to the pandemic, and related concerns over observing social distancing, it is more difficult to view the normal operations in the school.

However, please ring Emma Midgley, the current Headteacher, to arrange a visit following Covid-19 safe guidelines or have an informal chat via the telephone; you should ring the school office on 01422 350792.

It is strongly recommended that you take the time to visit our website at:

[www.christchurch-pellon.calderdale.sch.uk](http://www.christchurch-pellon.calderdale.sch.uk)

An applicant pack and application form can be downloaded from our school website or requested from our school office.

Please email: [admin@christchurch-pellon.calderdale.sch.uk](mailto:admin@christchurch-pellon.calderdale.sch.uk) or call 01422 350792.

Completed application forms should be returned, via email, to [admin@christchurch-pellon.calderdale.sch.uk](mailto:admin@christchurch-pellon.calderdale.sch.uk) for the attention of the School Business Manager (Mrs Andrea Wragg)

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. The school pays full regard to the current DfE guidance 'Keeping Children Safe in Education' (KCSIE). We ensure that all appropriate measures are applied in relation to everyone who works in the school.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Our Single Central Record (SCR) records the safer recruitment checks and also states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised. Any conditional offer of appointment will be made strictly

## Timeline

### Closing date:

Completed applications should be returned no later than **4th May 2021** (by noon)

### Assessments and interviews:

It is currently envisaged that these will be held on **19th and 20th May 2021**.

## How to apply

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11.

It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email to:

Mrs Andrea Wragg (School Business Manager) via email [admin@christchurch-pellon.calderdale.sch.uk](mailto:admin@christchurch-pellon.calderdale.sch.uk)

## Please note that applications must be submitted in Word format

If you have any queries about the application process, please contact Mrs Andrea Wragg on 01422 350792



## **Job Description**

This job description reflects the Headteachers' Standards (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers. The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

## **Duties and Responsibilities**

### **Strategic Leadership**

- ◆ Work in partnership with the Governing Body to continue to provide a shared vision firmly rooted in our school's Christian values.
- ◆ Communicate the school's vision confidently and compellingly to all members of the school community and to prospective parents.
- ◆ Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and achieve excellent outcomes for pupils.
- ◆ Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- ◆ Appreciate and support the central role of Religious Education and Collective Worship in a Church school.
- ◆ Act at all times as an ambassador for the school in a manner which upholds its values.

### **Educational Excellence**

- ◆ Set ambitious standards for all pupils, overcoming disadvantage and advancing equality
- ◆ Instil a strong sense of ownership and accountability in staff for the impact their work has 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.
- ◆ Accurately evaluate the school's performance and identify priorities for improvement.
- ◆ Develop and nurture strong partnerships with pupils, staff, parents/carers, governors and members of the local community to support pupils' achievements and development.
- ◆ Implement a broad, balanced, rich and creative curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities.
- ◆ Implement strategies which secure high standards of behaviour, attendance, welfare and citizenship.
- ◆ Work closely with agencies supporting pupils with additional needs.
- ◆ Support extra-curricular activities in order to enrich pupil experience and opportunity.
- ◆ Actively embrace opportunities for professional growth and development for all staff.

### **Securing Accountability**

- ◆ Hold all staff accountable for their professional conduct and practice.
- ◆ Welcome strong governance and actively support the Governing Body to fulfil its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- ◆ 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.

### **Operational Management**

- ◆ Create an ethos in which staff are inspired, motivated and supported to enhance their own practice, skills and subject knowledge, and to support each other.
- ◆ Work with governors to ensure that strategic financial planning leads to fair and transparent deployment of budgets and resources in the best interests of the pupils' achievements and the school's sustainability.
- ◆ Establish fair, transparent and rigorous systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice.
- ◆ Develop leadership amongst staff, ensuring that roles and responsibilities are well understood and effectively carried out.
- ◆ Ensure that the school's systems, organisation and processes are well-considered, efficient, fit for purpose and good value for money, upholding the principles of transparency and integrity.

### **Safeguarding**

- ◆ Ensure that the child protection and safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- ◆ Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.
- ◆ Provide a safe, calm and well-ordered environment for all pupils, focused on learning, safeguarding and wellbeing.

This governing body and Calderdale MBC are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

Person Specification	Qualifications and Training	Essential	Desirable	How identified
	Qualified Teacher Status	✓		A
How to apply:	Relevant professional development activities undertaken within the last 2 years	✓		A
	Degree in a relevant subject area	✓		A
Please read the specification carefully	NPQH / CofEPOH		✓	A
	Experience	Essential	Desirable	How identified
You must ensure that the criteria outlined in the person specification are addressed fully when completing the application form, giving examples where appropriate	Substantial (at least 2 years) experience of senior management (headteacher or deputy headteacher level) in a primary setting	✓		A/I/R
	Effective leadership experience in managing staff/performance and undertaking appraisals	✓		A/I/R
	Experience of formulating aims, policies and development plans and of monitoring, evaluating and reviewing the impact of these	✓		A/I/R
	Experience of curriculum development and implementation to meet current requirements, for example leading a whole school initiative	✓		A/I/R
	Ability to analyse, interpret and use comparative data and set challenging performance targets to impact on pupil progress.	✓		A/I/R
Means of identification:	Experience of engaging stakeholders and governors to realise school improvement and raise standards	✓		A/I/R
	Experience of working in a church school context		✓	A/I/R
A – Application form	Experience of senior leadership in more than one school		✓	A/I/R
I - Interview	Successful teaching experience in the primary sector in more than one key stage		✓	A/I/R
E - Exercise (assessment)	Successful experience of strategic financial and resource management, ensuring efficiency, value for money and supporting the best pupil outcomes		✓	A/I/R
	Experience of improving outcomes for all abilities of children, for example including SEND and pupil premium		✓	A/I/R
R - Reference	Experience of leadership in an Ofsted and/ or SIAMs inspection/review		✓	A/I/R
	Knowledge and Skills	Essential	Desirable	How identified
	Excellent interpersonal, organisational and problem-solving skills	✓		A/I/E
	The ability to actively live out the Christian vision and core Christian values of the school, and preserve and enhance its distinctiveness as a church school.	✓		A/I/E
	Excellent skills in communication: face to face, oral and written	✓		A/I/E
	A sound knowledge of current (and emerging) national educational developments across the primary sector	✓		A/I/E
	A high level of competency to interpret statistical data and manage budgets	✓		A/I/E
	The ability to lead a whole team in the continuing development of a school through delegation and succession planning.	✓		A/I/E
	Evidence of the ability to develop and maintain effective professional relationships with individuals (both internal to the school and external)	✓		A/I/E
	Up to date knowledge of safeguarding (statutory frameworks and national guidance)	✓		A/I/E
	Initiative and Circumstances	Essential	Desirable	How identified
	Ability to self-motivate	✓		A/I/R
	Proven effectiveness in decision-making and ability to work under pressure	✓		A/I/R
	Ability to work flexibly	✓		A/I/R