

# Copthorne CE Junior School

## Headteacher Application Pack



Creating Confident, Curious Learners

Dear Applicant

We are delighted that you are considering becoming the Headteacher of Copthorne Church of England Junior School.

In November 2016, Ofsted recognised that this was a “Good” school, which it continues to be. This is due to the hard work, effort, and commitment of our dedicated staff, skilfully guided by our Headteacher.

The Lead Inspector reported:

*“Confident, self-assured pupils and effectively planned lessons help pupils to develop good attitudes to their work”.*

This recognition built upon the February 2016 “Good” SIAMS:

*“The school’s Christian values make a significant contribution to the caring, respectful relationships in the school and to children’s well-being and academic achievement.”*

Copthorne CE Junior School serves a widespread community with a significant number of out of catchment children. Our original Victorian buildings have been added to over the years and the school currently comprises eight classrooms, an outdoor classroom, a hall, library, ICT suite, Special Needs and Sensory rooms and administration offices. There is a hard surfaced play space and a field for physical education with an adventure playground and a sensory garden for reflection.

Mrs Joanna Francis is now retiring after 5 successful years in post and leaving us in July 2021.

We are seeking to appoint a visionary leader who will build on our successes and minimise the barriers to learning, particularly experienced by some of our pupils during the Covid 19 national lockdowns, and leading our school community in future changes related to residential growth of the village.

We have a strong, balanced Governing Body, committed to safeguarding and promoting the welfare of our pupils and staff alike. We expect our pupils to be the very best they can, making better than average progress.

Our wonderful pupils and committed staff members are looking forward to the next few years as the successful candidate shapes the future direction of our school, and builds on our many strengths.

Are you the inspirational leader who can take us forward on the next stage of our journey?

We look forward to receiving your application.

Charles McCarthy

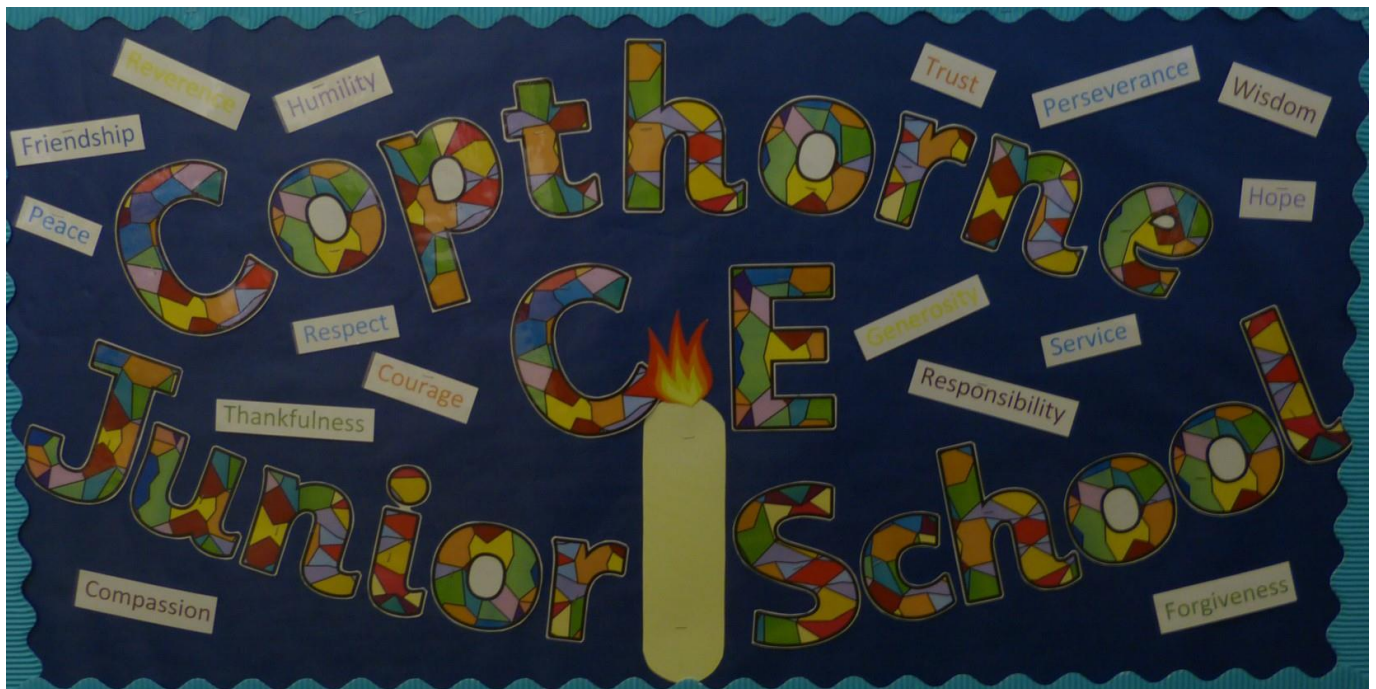
Chair of Governors

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# Headteacher Application Pack

**We are pleased to enclose an information pack which includes:**

- Our school vision, ethos, and values
- Summary of the School Development Plan
- Key information about our school, our local Church, and our village
- Job description
- Person specification
- Information on the Diocese
- Application process



We would also encourage you to look at our school website which contains a large amount of relevant information about the school, including:

- OFSTED Report November 2016, Good
- Diocese of Chichester SIAMS Report February 2016, Good
- School Prospectus

We would recommend you arrange a visit to see our school in action.

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# School Vision

“Creating confident, curious learners”

At Copthorne C.E Junior School we believe that every child and adult is unique. Our vision means that by the time our children leave at the age of eleven, they will be creative and confident learners, with curious minds, a lifelong love of learning and a co-operative, thoughtful and considerate approach to life.



The school aims to serve its community by providing an education of the highest quality within the context of our Christian beliefs and practices. Inspired by these values we aim to provide an exciting, fun and stimulating environment, where all children feel happy, safe, and motivated to achieve greater things.

The ethos of Copthorne Junior School is to work together to extend Jesus' model of the Kingdom of God on earth, by living out a lifestyle through the Christian values and according to His teaching. Recognising our historic foundation, we seek to preserve and develop the religious character of our school in accordance with the principles of the Church of England and in partnership with the local parish church and Chichester Diocese.



Our values are rooted in the biblical message of God's love for us and how we in turn grow in our own expression of our own love for Him and for each other.



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# School Development Plan

## Key Areas of 2020-2021 School Development Plan

### Quality of Education

- To continue to develop an engaging curriculum that meets the needs of all pupils.

### Leadership and Management

- To ensure that the welfare of staff is maintained and that their workload is reasonable.
- To support all pupils in the return to school ensuring that they develop the skills to enable them to learn.
- To embed the school values so that they are understood by all members of the school community.
- To ensure all subject leaders understand their roles and can effectively lead curriculum areas.
- Continue to ensure all safeguarding measures are effective.

### Personal Development

- To enable all children to have the self-confidence to be independent and resilient learners.
- To ensure the PSHE provision fully meets the needs of all our children.
- To increase the children's awareness of diversity and equality

### Behaviour and Attitudes

- To continue to develop an engaging curriculum that meets the needs of all pupils.
- To ensure the behaviour of all groups of children is consistently good.
- To continue to promote and improve rates of good attendance so that overall attendance is in line with the national average.



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# Copthorne Junior School - Key Facts

Denomination	Church of England
Type of School	Voluntary Controlled Junior School
Location	Copthorne Village
Age Range	7 to 11 years
Gender	Co-educational
School Size	240 pupils
Current Roll	216 pupils
Number of Forms of Entry	2 form entry
Pupil Groups	9.3% FSM 10.2% PP 18.1% SEND 1.9% EHCP
Attendance	96.3%
Staffing	11 teachers (10.4 FTE) 11 classroom support (8.0 FTE) 4 office staff 1 site manager
Budget	Balanced

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# School, Church and Village

Copthorne is a village situated on the Surrey/Sussex border, midway between Crawley and East Grinstead and halfway between London and Brighton. Although close to the conurbation of Crawley, it has retained a distinctive character helped by having a wide area of "green" land all around it. The school makes extensive use of the local woodland for our popular Forest School activities. There are National Trust properties and gardens nearby and Copthorne is close to the Ashdown Forest.

The school is within 2 miles of the M23 motorway, 4 miles from Three Bridges Station with an excellent service to central London and a short drive to Gatwick Airport.

West Sussex County Council has a model of using primary schools to meet the needs of pupils aged 4 to 11. By contrast, Copthorne Village has a different model at present with pupils attending Fairway Infant School and then Copthorne CE Junior School.



We enjoy an excellent relationship with Fairway Infant School which provides continuity for most of our children. Transition from KS1 to KS2 is smooth and effective. The 2 headteachers have developed a close working relationship for the benefit of all pupils and staff. Collaborative activities such as moderation and continuing professional development has meant our teachers understand learning and expectations from early years to the end of key stage 2.

Our school is a member of the locality group called EGGS(East Grinstead Group of Schools) which provides valuable support for headteachers, business managers and SENCOs. Regular training opportunities are also offered for middle leaders and other staff.

We are fortunate to be able to share resources with our local schools. In more normal times, our pupils visit Fairway Infant School for our Annual Sports Day. Similarly, our Year 3 pupils spend a week of organized activities at the Copthorne Preparatory School to use their swimming pool and other facilities. We participate in sporting competitions against other local schools which our children thoroughly enjoy.

This is a Voluntary Controlled School, and we value our connection with the Church, Diocese, and local community. Copthorne has a strong sense of community and a good sense of history. The village stages a carnival each year which the school is involved in and there are other village activities run from the School Hall and the Parish Hub such as drama, art, and music. Many of our children attend the local Scout and Guide Association groups which are affiliated to St John the Evangelist Church. Copthorne also has a range of sporting opportunities for adults and children alike.

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# School, Church and Village

Continued

There are close links between our school and St John the Evangelist Church. This enriches the Christian character to the school and the life of the Church. The Local vicar, the Revd. Wim Mauritz is a regular visitor to our school. He, as well as other members of the church join us weekly in leading our collective worship. The school community attends worship in Church half termly and joins in Christian Celebration Services at Easter, Harvest, Remembrance and Christmas. Families are invited to attend these services and value the close links with the Church. Many members of the school also attend St John's Christingle Services where the school and Church community come together as a village family. Our school choir have opportunities to sing in Church. Pupils are proud that their prayers are regularly published in the Pew News.

At the end of the summer term, our Year 6 children and families come together in joyful celebration at a Leavers Service in St John's to reflect upon their time at our school. The school also joins other local Church of England schools at Worth Abbey for their Leavers Services.

We seek to ensure that Christian values and traditions are reflected in the life and curriculum of the school and in turn the Church strongly supports all that we hope to achieve.



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# The Diocese of Chichester

*We expect all our teaching and learning to be rooted in the Christian narrative of creation, redemption, and future hope. We want our curricula and pedagogy to foster a spirit of enquiry, creativity and to walk the talk of Christian belief and values in every aspect of school life. Our aim is for all our schools to perform well as part of their Christian responsibility to do their best by all the children and families in their care.*

Diocese of Chichester Education Website

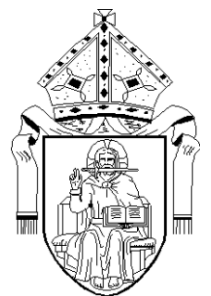


## ***Learning with meaning and purpose: to know God and shape the world.***

Copthorne CE Junior School is a voluntary controlled school within the Diocese of Chichester.

The Diocese, with over 200 years of supporting education, has 155 schools of which 50 are voluntary aided, 94 are voluntary controlled and 11 are academies, accommodating approximately 37,000 pupils across Sussex (East & West) and Brighton & Hove. The Diocesan schools welcome those of Christian Faith, other Faiths and those who as yet do not profess a faith, provided there is capacity.

The Diocese of Chichester almost exactly covers the counties of East and West Sussex and the city of Brighton and Hove. It was founded in 681 by St Wilfrid who converted the Kingdom of the South Saxons and established a cathedral, which no longer exists, at Selsey. In 1075, a new cathedral was begun at Chichester. Today the diocese has 391 parishes. The Bishop of Chichester The Right Reverend Doctor Martin Warner is assisted by two suffragan bishops and four archdeacons.



There is a Diocesan Education team working, in close partnership with WSCC, to support and sustain its schools and academies. Significantly, over 80% of all Diocesan schools are rated Good or Outstanding, by Ofsted.

The work of church schools is supported by the Diocesan Board of Education which is chaired by the Bishop of Chichester.

Headteachers have the opportunity to attend an annual conference and quiet day.

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# The Diocese of Chichester

continued

The Diocesan Education Team offer a range of services to support governors and headteachers, which includes:

- Support and training in RE and Collective Worship.
- Training for headteachers, senior staff and clergy.
- Assistance in developing a Christian ethos in the school.
- Advising on the appointment of headteachers and deputy heads.
- Pre and post denominational (section 48) inspection monitoring and support.
- Governor training and support.
- Advice in maintaining, developing, and funding school buildings.
- Advice in formulating and administering admissions policies.



Mailings are sent to schools four times a year and our website can be accessed at [www.chichester.anglican.org](http://www.chichester.anglican.org). All church schools and academies in the diocese are encouraged to enter into a Service Level Agreement with the Diocesan Board of Education.

As a voluntary controlled school, WSCC as our Local Authority is the employer and their employment policies are used when appointing staff.

As a candidate for the post of head teacher in a voluntary controlled school you will be asked to demonstrate your ability and fitness to sustain and develop the religious character of the school.

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# Headteacher- Job Description

**Pay range:** Group 2 ISR L11-17

**Responsible to:** The Governing Body, the Local Authority, and the Diocese

**Number on Roll:** 216 pupils

## Main Purposes of the Job

To provide visionary and professional leadership for the school, which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management, and control of the school, consulting appropriately with stakeholders.

To promote and safeguard the welfare of children and young people for whom s/he is responsible or comes into contact with.

Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority, and the Diocese of Chichester.

To carry out the duties set out in the School Teachers' Pay and Conditions Document.

## Qualities and Knowledge

- 1.1 Ensure that the vision of the school is clearly articulated, shared, understood, and acted upon effectively by all.
- 1.2 Demonstrate Christian values in everyday work and practice.
- 1.3 Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation.
- 1.4 Ensure that all members of the school community are committed to its aims, motivated to achieve them, and involved in meeting objectives and targets to secure success.
- 1.5 Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- 1.6 Ensure that strategic planning is rooted in the school's vision, including those of diversity and equality reflecting the experience of the school and community at large.
- 1.7 Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.

## Pupils and Staff

- 2.1 Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- 2.2 Ensure that learning is at the centre of strategic planning and resource management.
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 2.4 Demonstrate and articulate high expectations and set stretching targets for the whole school community.

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- 2.5 Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.
- 2.6 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement.
- 2.7 Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- 2.8 Plan, allocate, support, and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities.
- 2.9 Determine, organise, and implement a policy for the care, personal development, and well-being of pupils.
- 2.10 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community.
- 2.11 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.
- 2.12 Ensure individual staff accountabilities are clearly defined, understood, and agreed and are regularly reviewed and evaluated.
- 2.13 Develop and maintain effective strategies and procedures for staff induction, professional development, and performance review.
- 2.14 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.
- 2.15 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 2.16 Report to the chair of governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers.
- 2.17 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance.
- 2.18 Manage own and others' workload to allow an appropriate work/life balance.

### **Systems and process**

- 3.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- 3.2 Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory.
- 3.3 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported, and assessed.
- 3.4 Manage the school's resources efficiently and effectively as follows:
  - Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
  - Financial Resources, including effective administration & control in line with budget plan.
  - Accommodation & other resources, taking account of curriculum needs, & health & safety requirements.

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- 3.5 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- 3.6 Present the school's aims, performance, and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the Diocese, the local community, and OFSTED to enable them to play their part collaboratively and effectively.
- 3.7 Provide information, objective advice, and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.
- 3.8 Ensure the range, quality and use of all resources is monitored, evaluated, and reviewed to improve the quality of education for all pupils and provides value for money.
- 3.9 Work with governors to recruit and retain staff of the highest quality.
- 3.10 Produce and implement clear, evidence-based improvement plans and policies.
- 3.11 Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority, and the Diocese of Chichester.
- 3.12 Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact.

### **The self-improving school system - deployment of staff and resources**

- 4.1 Create an outward-facing school, working with other schools, the Teaching Alliance, Locality Schools, and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.
- 4.2 Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Head Teacher performance.
- 4.3 Promote the school and develop effective relationships with parents and the wider community, including the parish churches.
- 4.4 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.
- 4.5 Ensure that parents and pupils are well-informed about the curriculum, attainment, and progress, and about the contribution they can make to the school's success.

# Person Specification

## for the Role of Headteacher in Copthorne Church of England Junior School

The Governing Body of Copthorne CE Junior School is determined to ensure that the school, which has the highest aspirations, provides an excellent centre of learning for all within its community. We are looking for a headteacher that can both deliver and further develop this vision. As leader of the school, the Head Teacher will embody and promote its Christian ethos, values, and culture.

The successful applicant will have the following characteristics:

### **Qualities and knowledge**

1. Hold and communicate clear Christian values for the school, inspiring others to share this vision, and ensuring a sharp focus on the provision of an excellent education for all the children.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on his/her own scholarship, expertise, and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development.
5. Work with careful judgement 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.
6. Communicate compellingly the school's Christian vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.

### **Pupils and Staff**

1. 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.
2. 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.
3. 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.
4. Create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

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# Person Specification

continued

## **Systems and Process**

1. 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.
2. 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.
3. 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.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular, its functions in relation to the school's improvement strategy and hold the headteacher to account for pupil, staff, and financial performance.
5. 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.
6. 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**

1. Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
7. Consistently and confidently articulate and live out a Christian vision rooted in distinctively Christian values.

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# Person Specification

continued

## **Final Attributes**

1. You should have the knowledge and understanding of the needs of 4 to 11 year olds to enable you to drive forward our school.
2. You should have experience of effectively managing change.
3. You should have the confidence and ability to lead Collective Worship of our Voluntary Controlled School.
4. You should understand the processes of both Ofsted and SIAMS frameworks.

# The Application Process

If you believe that you are the inspirational leader that can take us forward on the next stage in our journey, please complete the attached application form and letter of application.

In your letter of application, please address the person specification and provide evidence showing the impact of your actions. Describe current or recent experience making reference, where appropriate, to the National Standards of Excellence for Headteachers (2020) and the person specification detailed in this pack.

In particular describe:

- Your qualities and knowledge.
- Your approach to managing pupils and staff.
- Your experience of developing systems and process.
- How you would develop a Self-Improving School System.
- Your vision for the Christian character of the school.

Your letter should be no more than 2 sides of A4 paper (minimum font size 10).

## School Visits

Please arrange a pre-application visit to the school.

Contact Mr Steve Mew (business manager) in the School Office

Tel: 01342 712372

Email [businessmanager@copthornejunior.co.uk](mailto:businessmanager@copthornejunior.co.uk)

## Closing Date

12.00 noon on 9<sup>th</sup> April 2021.

Please send your completed application form and supporting letter to:

Sally Cullen

Clerk to the Governors

[clerk@copthornejunior.co.uk](mailto:clerk@copthornejunior.co.uk)



# The Application Process

continued

## Interviews

Short listed candidates will be invited for interview and informed of requirements and timings by **Thursday 22<sup>nd</sup> April 2021**.

References will be taken up and proof of identity and qualifications will be required.

Interviews will take place over 2 days, **Wednesday 28<sup>th</sup> April 2021** and **Thursday 29<sup>th</sup> April 2021**.

These will be held at Copthorne CE Junior School, Church Road, Copthorne, West Sussex, RH10 3RD.

## Pay Scale

L11- L17, currently £54,091 - £62,570

## References

References, one of which should be your Chair of Governors/Headteacher and the other your Local Authority, may be sought as soon as applications are received. All applications will, of course, be treated in the strictest confidence.

## Safeguarding

The Governing Bodies and Local Authority 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 Disclosure from the Disclosure and Barring Service (DBS).