

East Bergholt CEVC Primary School

Welcome and Information Pack



Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in working with us here at East Bergholt CEVC Primary School.

Due to the retirement of our long-standing Co-Headteacher and the promotion of our other Co-Headteacher to a substantive Headship, the Governors at East Bergholt Primary School are looking to appoint an inspiring individual who can lead our team in providing an environment where children are nurtured, valued, and given every opportunity to be the best that they can be. In return we can offer a supportive and experienced Governing Body, dedicated and hard-working staff, engaged and happy children and families who value the work of the school.

We are a friendly and inclusive school where we look to develop all aspects of our children, both academically and pastorally. Our strong Christian ethos underpins our work, whilst our rich and diverse curriculum ensures that pupils gain a broad understanding of the world around them. We are recognised as a school that achieves results that are above County and national averages. In terms of pupil development, we are proud of how our children are supportive, respectful and considerate of each other.

At East Bergholt, we value achievement, recognising that this is not only gained through academic progress. We celebrate diversity as we know that our pupils come to us from a wide range of backgrounds. As Governors, we would expect our new Headteacher to continue with this approach, building upon the existing strengths of the school and moving it forward. We would also expect our new Headteacher to be a clear communicator; to have the safeguarding of all of those within the school at the heart of their work; to be able develop our CUSP curriculum further for the benefit of all our children; and to be able to lead our staff in a positive, collaborative, fashion as they work to develop our pupils.

Visiting our website can give you some insight into our vision and the Christian ethos and values that underpin our exciting curriculum model. Visiting our school can provide you with the opportunity to explore our large playgrounds and facilities and to get a sense of our culture and our community through meeting some of those within it. We would welcome the opportunity to showcase our school, and so you can get to know us a little better.

The following pages include further information about our school. Finally, the job description and person specification describe the role and responsibilities required for our new Headteacher to lead us into our next exciting chapter.

Jan Plumstead

Chair of Governors

Vision and Ethos

Our vision is that East Bergholt Primary School will provide an environment where children are nurtured and encouraged to be the best that they can be.

Our school is a place....

- Which provides a broad and cohesive education in a Christian setting developing knowledge and skills for them to take to the next phase of education and life.
- Which has a dedicated and hard-working staff, working in partnership with parents to provide an environment where children of all abilities grow and have a thirst for their learning
- Where children enjoy a rich and exciting curriculum with a wide range of additional artistic, musical and sporting activities for all ages resulting in the accumulation of cultural capital and knowledge
- Where all feel valued and where all are learning to care for one another
- Where children are enthusiastic about continuing to learn and take responsibility for themselves and their own learning
- Where children accept their share in the responsibility of all for the world and society
- Where children embrace Christian values which will enable them to live with respect, generosity, integrity and care
- Where children are able to embrace change whilst holding to their core values

Religious Ethos

This is underpinned by our Christian vision which comes from John 10:10 'I have come that they might have life and have it to the full'. We want all our children to have the broadest range of experiences to enable them to make choices as they grow up and develop as a rounded member of society.

Our Christian Values are:

Generosity, Compassion, Courage, Forgiveness, Respect, Thankfulness, Trust, Perseverance, Justice, Service and Truthfulness



East Bergholt and the local area

We are lucky to live in an area of outstanding natural beauty in this historic village. We are near Flatford - Constable Country and make full use of our locality when working with our children.

We are 20 minutes by car to Ipswich and Colchester, 9 miles from Ipswich and 11 miles from Colchester.



We ensure our children take part in many trips, visits and experiences such as singing at Snape, Young Voices, farm visits and enjoying our beautiful grounds. We also make sure the children have access to sporting events both competitive and taking part to develop their skills.



What makes East Bergholt great?

Some feedback from our parents:

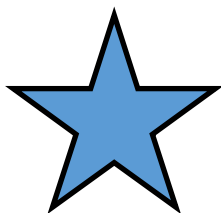


East Bergholt School has a fantastic friendly atmosphere, my child is always happy to go to school

Friendly, approachable staff and a happy school

I value the confidence and maturity the school develops in the children

Sense of community across the year



JOB DESCRIPTION – Headteacher

Group 2, L12-L19

Main purpose

To be responsible for

- Providing professional leadership for the school, in consultation with the Governing Body, which leads to the success and improvement of the school, by delivering a high-quality education for all pupils and improved standards of achievement.
- Maintaining a well-managed, motivated, and effective team of teaching and support staff and will ensure that buildings are properly maintained.
- Ensuring that all safeguarding issues are managed to safeguard the welfare of pupils and staff.
- Leading by example and model best practice regarding professional conduct, workload, and personal development.
- Promoting Christian values.
- Establishing policies for achieving these aims and objectives.

Duties and Responsibilities

Whole school organisation, strategy, and development

- Provide overall strategic leadership to develop and support the strategic direction, vision, values, and priorities of the school.
- Develop, implement, and evaluate school policies, practices, and procedures.
- Lead on the school improvement plan, ensuring actions are reviewed and developed, implemented, and evaluated to raise standards of achievement.
- Manage the day-to-day management, organisation, and administration of the school.

Inclusive Teaching and learning

- Lead and manage teaching and learning throughout the school, including ensuring appropriately qualified staff are in place.
- Ensure that teaching is effectively monitored to improve performance and to ensure that lessons meet the needs of all pupils to raise standards of achievement.

Health, Safety, Wellbeing, and Discipline

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.
- Be one of the Designated Safeguarding Leads.

Leading, Managing and Deploying Staff

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers and support staff.
- Promote harmonious working relationships within the school.
- Empower, develop, and encourage leadership at all levels and encourage sharing best practice.
- Develop and maintain a decision-making structure by providing opportunities for staff participation and developing effective channels of communication.

Deployment of Resources

- Organise and deploy resources within the school.
- Ensure that the allocation of funding is tightly linked to the priorities of the school.
- Ensure the sound financial management of the school in accordance with LA regulations working with the Business Manager.
- Ensure there are robust systems in place to monitor key elements of school expenditure.
- Plan for the security and effective supervision of the school buildings and contents.

Professional Development

- Promote staff participation in appropriate, high standard professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Accountability

- For the efficiency and effectiveness of the school to the Governing Body and the Local Authority in respect of the strategic management and direction of the school.
- Present a coherent, understandable, and accurate account of the school's performance in a form appropriate to a range of audiences including governors, families, and Ofsted, maintaining and providing appropriate records, statistical data and returns.
- Foster and maintain good community relations and work to promote the good reputation of the school.

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Management qualification • NPQH
Experience	<ul style="list-style-type: none"> • Recent leadership and management experience leading to improved pupil outcomes. • Knowledge of writing, delivering, and evaluating strategic plans to improve learning and standards. 	<ul style="list-style-type: none"> • Experience in teaching more than one Key Stage. • Knowledge of IT and its role in school management. • Knowledge of managing a budget successfully. • Experience of financial planning.
Leadership and Management	<ul style="list-style-type: none"> • Demonstrate good leadership and organisational skills. • Able to build, manage and motivate a team of colleagues effectively and harmoniously. • Commitment to setting and achieving ambitious performance targets and effectively monitoring and evaluating them. • Able to challenge poor performance in a positive and constructive manner. 	
Strategic Direction and Development	<ul style="list-style-type: none"> • Able to articulate a clear vision. • Work within the school community to translate the vision into agreed objectives to achieve sustained school improvement. 	
Inclusive Teaching and Learning	<ul style="list-style-type: none"> • Able to articulate the characteristics of effective learning and teaching for pupils of all abilities. • Understanding of the placement of learning at the centre of strategic planning and resources management. • Proven ability to analyse and interpret a range of key data to monitor performance. • Ability to monitor and evaluate the quality of teaching and levels of pupil achievements. 	

Area	Essential	Desirable
Professional Knowledge	<ul style="list-style-type: none"> • Clear knowledge and awareness of Safeguarding guidelines in line with KCSiE 2022. • Clear knowledge and understanding of current local and national educational strategies, issues and developments including current external inspection arrangements. • Understanding of strategies for raising the standards of pupil achievement. 	
Achievement	<ul style="list-style-type: none"> • Commitment to ambitious standards of achievement and equality of opportunity for all pupils. 	<ul style="list-style-type: none"> • Proven knowledge and experience of developing strategies for an inclusive school.
Personal Attributes	<ul style="list-style-type: none"> • Ability to manage challenging situations in an empathetic way. • Adaptability to meet challenging circumstances and ideas. • Ability to enthuse and motivate others. • Commitment to high standards of achievement and behaviour for self and others. • Ability to prioritise, plan and organise self and others. • Understand rural schools. • Uphold the Christian ethos of the school maintaining and demonstrating Christian values in everything you do. 	
Communication	<ul style="list-style-type: none"> • Ability to build positive relationships, deal sensitively with people and manage conflicts. • Ability to communicate effectively with pupils, staff, governors, families and the wider community. 	<ul style="list-style-type: none"> • Understanding of how the school website can strengthen engagement with families and the wider community.
Securing Accountability	<ul style="list-style-type: none"> • Commitment to individual, team and whole school accountability for pupil learning outcomes. • Undertaking school self-evaluation and using the outcomes to improve children's achievements. • Evidence of working with governors to develop excellence, high standards and inclusion. 	