

# Headteacher

Application Pack



**Five Lanes CE VC Primary School**

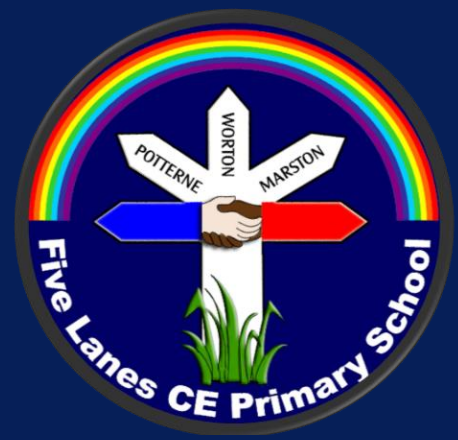
High Street

Worton

Devizes

Wiltshire

SN10 5SE



**Trust Respect Compassion**

# Letter from the Chair of Governors

Dear Applicant,

Welcome to our wonderful school. We thank you for your interest in the position of Headteacher at our school which is at the heart of our local community.

Five Lanes is a fabulous school, and as such, we are looking for an inspirational and empathetic leader to come and help us to continue on our road to success.

The needs of our school community are central to Five Lanes' ethos. Building positive relationships with staff, children, parents and governors is what inspires us and we are incredibly proud of the culture of wellbeing for all which sits at the heart of our school's Christian vision. We are also proud to be part of the Emmanuel Collaboration which is a cluster of local Church of England schools who work closely together to strive for the best outcomes for our children. Our aim is to put the children at the heart of everything we do.

At Five Lanes we are passionate about providing a broad, rich curriculum through which every child achieves their very best.

We are looking for an inspirational leader, to continue our journey and build on the successes already achieved. To be a key part of the local community, growing collaborative relationships and, to motivate and inspire our wonderful staff and children to achieve the very best from them and further develop teaching and learning.

We are very proud of our school. It is a very special place to be a part of. Our children are happy, and enthusiastic about their school and demonstrate a love of learning that comes from the dedication of our staff. The school provides a positive and safe learning environment with highly motivated and talented staff and a supportive, professional and dedicated Governing body.

Please do let us know if you have any questions and we look forward to meeting you to hear your vision and how we might work together to enable our school to flourish further under your leadership.

Yours Sincerely,

Jardine Broom  
**Chair of Governors**



## Our School and Community

At Five Lanes we are passionate about providing an education through which every child achieves their very best. We aim to do this in a caring and Christian environment, in which the children are unafraid of meeting the challenges offered to them. We are committed to continually raising standards through a culture of high expectations.

Our curriculum draws on the rich resources available to us locally and is designed to meet the needs of the different ages and interests of the children. We want our children to be truly engaged in their learning and be prepared for their lives in the future.

As a church school we are committed to developing children's spiritual, emotional and physical wellbeing. We uphold Christian values while recognising, respecting and celebrating diversity. We firmly believe in home and school working together in partnership and aim to create strong links between families, staff, governors and the local community. We are proud to play an important part in the villages of Potterne, Worton and Marston. As a church school we enjoy regular visits from our vicar and local parishioners, who form the 'Open the Book' team. We take part in village events such as the Christmas markets and fayres in Potterne and Worton. We also host on our school grounds an annual summer fete, organised jointly with the church and village community.

We recognise how vital it is to have strong links between home and school. We encourage families to support their children's learning at home and hold regular sessions for adults, giving them the opportunity to share some learning in school with their children and in turn helping them to feel more confident.

Our governors play a major role in the development and success of our school. They help to plan the finances, curriculum and staffing of the school, as well as monitoring its performance, especially in relation to academic achievement and the social and physical welfare of the children.

We have excellent links with the local secondary schools, Devizes School and Lavington School, to where the children generally move at the end of Year 6. We work closely with each to ensure that they are ready to make a successful move to their chosen school. They also provide curriculum support, as do Dauntsey's School in West Lavington, with specialist sports coaching and other opportunities in which the children participate.



# Our Mission Statement and Aims

*'At Five Lanes Primary School we think for ourselves, feel for others and work together to do our best in a caring, Christian environment'*

Our school family is a partnership between staff, parents, governors, the church and the local community, with and for the children. Together we seek to ensure that:

- We nurture a love for learning by providing fun, creative and challenging opportunities for children to develop skills for learning and life.
- Our caring atmosphere promotes trust, compassion and respect.
- Our children are encouraged and challenged to achieve their best.
- Families are encouraged to be fully involved.
- We uphold our Christian values, whilst also respecting and valuing the differences between people, so children are prepared for life in a diverse society.
- Our children understand the importance of keeping themselves fit and healthy, as well as keeping themselves and others safe.



# Job Advert

Position: Headteacher

Start Date: April 2022

Pay Range: L8-L12

The Governors of Five Lanes CE VC Primary School have an exciting opportunity for a new Headteacher to build on the successes of our school as it progresses on the next phase of its development. Five Lanes CE VC Primary School serves the communities of Potterne, Worton and Marston and has three classes of mixed year groups. We are a flourishing school, with a caring atmosphere. We can offer you a role that is highly rewarding with children who are happy, confident and eager to learn and a dedicated team of staff.

We are looking for an inspirational, innovative and personable Headteacher who can continue our journey of success.

We need someone who:

- Has excellent inter-personal, communication, analytical and organisational skills.
- Is passionate about education and is committed to helping all young people to achieve success.
- Who will value and continue to develop the Christian ethos of our school so that it shines through all we do.
- Will develop our current teaching staff to be the best they can be for the school, the children and themselves. Providing clear career progression and utilising their skills effectively.
- Will offer strong leadership and bring new leaders to the fore
- Will be a key part of our local community, ensuring our community is engaged in what we do, and encouraging support from all stakeholders, maintaining its place as an integral part of our community.
- Will continue to place wellbeing at the very heart of our school culture and develop strategies to ensure that the wellbeing of our staff, and children is a priority and is central to the school's development and ethos.
- Is keen to collaborate and build relationships in the wider community and build working relationships to share best practise and develop and share our staff's skill set.
- Will provide an enriching and high-quality, creative curriculum, which expects high standards and enables excellent outcomes for all pupils.
- Is committed to their own professional development.
- **This role has a half a day a week teaching responsibility**

For further information on this challenging and rewarding role please visit the school website <https://fivelanes.secure-primariesite.net/vacancies/> for the application pack and further information. We actively encourage visits to our school so you can experience for yourself our very special atmosphere and our wonderful children please telephone: 01380 723565 or email: [admin@fivelanes.wilts.sch.uk](mailto:admin@fivelanes.wilts.sch.uk) to arrange a visit. Applications will need to be on a Wiltshire Teaching Application form.

The school is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS clearance.

Closing date: 12 noon Tuesday 4<sup>th</sup> January 2022

Shortlisting: Thursday 6<sup>th</sup> January 2022

Interviews: Tuesday 25<sup>th</sup> and Wednesday 26<sup>th</sup> January 2022

# Person Specification

The following is a summary of some of the main attributes that the Governing Body would wish to see in the successful candidate for Headteacher. Generic qualifications, knowledge, experience, skills and qualities needed to fulfil this role are set out in “National Standards for Excellence of Headteachers” (October 2020) to which candidates should refer. It is downloadable from National Standards for excellence of Head Teachers.

Please write your application to outline how you meet the person specification with evidence of impact of your work where relevant.

The 6 key areas, which represent the role of the Headteacher are:

- Shaping the Future
- Leading Learning and Teaching
- Developing Self and Working with Others
- Managing the Organisation
- Securing Accountability
- Strengthening community

<b>Non-negotiable threshold – Including qualifications</b> NB no candidate will be considered further if they do not meet these criteria	<b>Activity/Evidence base</b>
1. Qualified Teacher Status	Certification (to be checked)
2. Readiness for headship – NPQH, or evidence of equivalent level of learning achieved through successful senior leadership role within a school	Certification (to be checked)
3. Successful teaching experience in the primary phase	Application/reference
4. Recent and relevant in-service professional development and training including Safeguarding	Application/reference, questions during interview
5. Commitment to support maintain and develop the Christian ethos of the school	Application/reference, questions during interview
6. Is suitable to work with children and has the ability to protect them and promote their welfare	Reference/questions during interview
7. Experience of successful school leadership in a senior role including evidence of bringing about sustained school improvement. Including experience of using whole school self-evaluation (e.g. lesson observations, work scrutiny, data analysis) to raise standards and bring about sustained school improvement	Reference/questions during interview
<b>Experience, Knowledge &amp; Skills</b>	
8. Experience of teaching mixed age classes and across KS1 and 2	Reference/questions during interview

9. Experience of leading/Awareness/Understanding of the requirements of the current Ofsted and SIAMS processes and framework	Application, questions during interview, presentation,
10. Understanding of the Headteacher's responsibilities and accountability to pupils, governors, parents, LA, diocese, and the wider community	Application, questions during interview, presentation,
11. The ability to develop a curriculum which promotes pupils' spiritual, moral, social, cultural, academic creative and physical development and well-being	Application, questions during interview, presentation, Act of Collective Worship, School Council
12. The ability to build effective relationships with all members of the school community and wider partnerships, including the LA and Diocese, leading by example and coaching others to bring about improvements	Application, questions during interview, presentation, Act of Collective Worship, School Council
13. The ability to articulate and communicate a vision for the future development of Five Lanes CE VC Primary School as a distinctive and effective Church School with a commitment to upholding and developing its Christian values	Application, questions during interview, presentation, Act of Collective Worship, School Council
14. The confidence and ability to lead inclusive, inspiring and invitational collective worship appropriate to the category of the school 1944 Education Act.	Application, questions during interview,
15. Successful experience of using performance management along with the professional development of all staff to bring about sustained school improvement	Application, questions during interview, presentation
16. Successful experience of setting and managing and evaluating a budget to support school improvement	Application, questions during interview, presentation
17. Ability to secure good, transparent governance working with the Governing Body	Application, questions during interview, presentation, Act of Collective Worship, School Council
18. An understanding of how to develop an inclusive school and a commitment to the flourishing of each person within it	Application, questions during interview, presentation
19. Understanding of the challenges faced by small schools	Application, questions during interview, presentation
20. Experience of working successfully with disadvantaged learners including service families	Application, questions during interview, presentation
<b>Qualities</b>	
22. A passion for learning that extends beyond the school	Application, questions during interview, presentation, Act of Collective Worship, School Council
23. The ability to inspire trust and commitment from the whole school community	Application, questions during interview, presentation, Act of Collective Worship, School Council

# Job Description

**Post Title:** Headteacher (full time)

**Responsible to:** The Governing Body of Five Lanes CE Primary School,

**Responsible for:** All staff, volunteers and children within the school

Main Purpose: To carry out the duties of Headteacher in accordance with the Teachers' Pay and Conditions Act and are built upon The Headteachers' Standards (2020) and the Teachers' Standards (2011). This document should be read in conjunction with the current School Teachers' Pay and Conditions. Statutory The Headteacher is responsible to the Five Lanes School's Governing Body, the Local Authority and the Diocese of Salisbury.

## Ethics and Professional Conduct

The Headteacher will demonstrate consistently high standards of principles and professional conduct. The Headteacher will meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The Head teacher will uphold and demonstrate the seven Nolan principles of public life.

The Head teacher will:

- Demonstrate the school's vision and Christian values in everyday work and practice
- Serve in the best interests of the school's pupils
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- Uphold their obligation to give account and accept responsibility
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- Take responsibility for their own continued professional development, engaging critically with educational research
- Make a positive contribution to the wider education system

## Key Areas of Responsibility

### 1. School Culture

Working with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders, the Headteacher will create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that this Church School moves forward for the benefit of its pupils, providing a world class education for pupils it serves.

The Headteacher will:

- Establish and sustain the school's Christian values, ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism



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### 2. Teaching and Learning

The Headteacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- Ensure high-quality, expert teaching across all subjects and phases reflects the distinctively Christian vision and values of the school in order that pupils flourish as learners and the highest possible standards are achieved.
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domain
- Ensure effective use is made of formative assessment

### 3. Curriculum and assessment

The Headteacher will:

- Ensure teaching and learning reflects the distinctively Christian vision and values of the school in order that pupils flourish as learners and the highest possible standards are achieved
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in learning and using a robust system of assessment of pupil achievement in order to set ambitious but realistic targets for all children.
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

### 4. Behaviour

Create and maintain an environment and implement a Behaviour Policy that reflects the school's ethos and promotes development and learning and secures safety and discipline. Provide a safe and calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.

The Headteacher will:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff, pupils and parents.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

### 5. Additional and special educational needs and disabilities

The Headteacher takes responsibility for a professional community which enables all children to flourish. The Headteacher ensures that the curriculum is accessible and relevant to all children.

The Headteacher will:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively

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- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

### **6. Professional Development**

Effective communication and relationships are key to effective Headship. The Headteacher needs to build professional learning community which enables all to flourish. They need to manage the complexity of a school team and be committed to their own continuing professional and spiritual development, including attending distinct training and development as appropriate for Church school leadership.

The Head teacher will:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

### **7. Organisational Management**

The Headteacher provides effective management of the School and continuously seeks to improve organisational structures based on self-evaluation. The Headteacher leads by example, modelling the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for all staff.

The Headteacher will:

- Ensure that the school's ethos and commitment to Christian values is evidenced in how all work and learn.
- Create 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.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

### **8. Continuous school improvement**

Working with the Governing Body, the Local Authority, the Diocese of Salisbury and other leaders the Headteacher will create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express the school's core Christian educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The strategic planning process is critical to sustaining school improvement and ensuring that this Church School moves forward for the benefit of its pupils, providing a world class education for pupils it serves.

The Headteacher will:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

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### **9. The self-improving school system**

The Head Teacher will:

- Continue to develop an, already, 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.
- 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.

### **10. Working in partnership**

The Headteacher will:

- Engage with the internal and external school community to secure engagement
- Collaborate strategically and operationally with a wide range of partners to bring positive benefits.
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies the well-being of all children.
- Share responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

### **11. Governance and accountability**

With the school's values at the heart of leadership, the Headteacher has a responsibility to the whole school community and is accountable to a range of groups, in particular: pupils, parents, carers, Governors, Diocese of Salisbury and the Local Authority.

The Headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and 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
- Welcome strong governance and provide information, objective advice and support to actively support the governing body to enable it to meet its responsibilities. These include the securing of effective teaching and learning; the highest standards of attainment and for achieving efficiency and value for money.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
- The Headteacher will support the governing body in fulfilling its functions to set school strategy and to hold the Headteacher to account for pupil, staff and financial performance.

This job description outlines the key responsibilities for the role of Headteacher and it may be necessary to undertake additional duties as the governing body may require.

This job description will be reviewed at least annually as part of the Headteacher's Performance Management programme.

Dated: November 2021

## Further Information

### **Safeguarding:**

Five Lanes CE VC Primary is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to the interview.

**School Visit:** We encourage all applicants to make a school visit, which can be arranged by contacting the School Office.

**Applications:** Please complete the application form online.

Closing date: **Applications must be received by 12 noon on Tuesday 4<sup>th</sup> January 2022**

**Interviews:** Please reserve two days for interviews over Tuesday 25<sup>th</sup> January and Wednesday 26<sup>th</sup> January 2022. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process. Please confirm your availability to attend both days.

**Appointment timescales:** Our current Interim Executive Headteacher is leaving at the end of Easter 2022. Our intention is that the new Headteacher will take up the post at the beginning Term 5 (25<sup>th</sup> April 2022)

**Pay Scales:** The pay scale is L8 to L12

Contact Information:

**Five Lanes CE VC Primary School**

**High Street**

**Worton**

**Devizes**

**Wiltshire**

**SN10 5SE**

**Tel: 01380 723565**

**Website: [www.fivelanes.wilts.sch.uk](http://www.fivelanes.wilts.sch.uk)**

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