



LIGHTHOUSE
SCHOOLS PARTNERSHIP



Headteacher Flax Bourton CE Primary

Application Pack
January 2023

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‘Aiming High, Respecting Others, Having Fun as we Grow Together Towards Life in All its Fullness’

Welcome from the Chair of Governors Ruth Newton

Dear Applicant,

Thank you for your interest in the post of Headteacher at Flax Bourton Church of England Primary School. As a community we strive to share the strong values, high standards and excellent facilities with every child and family in the local area. There has been a school in Flax Bourton since the late 1800s and over recent years it has grown from 50 to 211 pupils.

Having overseen three building projects our current highly regarded head teacher of 20 years has decided that the time is right for her to explore new opportunities.

We have a very strong Vision and Ethos developed and reviewed annually by the head and governors. Our Vision of ‘Aiming High, Respecting Others, Having Fun as we Grow Together Towards Life in All its Fullness’ underpins our aim to provide engaging, active learning opportunities that inspire individuals to flourish. This is achieved by high standards of teaching and professional excellence from a team of valued staff and a commitment to parents being fully involved in school life. Our inclusive culture includes strong links with the local community and church where mutual involvement and contribution is encouraged. Our Christian ethos underpins all we do and we welcome everyone regardless of their belief, faith, or no faith.

It is now time to appoint a new head teacher who will lead the whole school community on the next exciting step of our learning journey, building on our vision and ensuring we continue to thrive as we move forwards for the ultimate benefit of our children.

This is an exceptionally important process for the school and a significant decision in your own career. You will find additional details containing much of the information you will need within the Application Pack. We would encourage prospective candidates to visit our school prior to application. To arrange a school visit on either 22nd February at 2pm or 23rd February at 9.30am please contact the school via mailbox@flaxbourton.n-somerset.sch.uk or by telephone 01275 464468.

If you wish to find out more about our Trust please contact Sharon Roberts (Director of Education Lighthouse Schools Partnership) sroberts@lsp.org.uk.

Thank you for reading our Application Pack. We hope that you are now eager to apply and look forward to receiving your application.

With best wishes,

Ruth Newton, Chair of Governors

The Advert

Flax Bourton Church of England Primary School is a friendly and welcoming single form entry school in the picturesque village of Flax Bourton.

The Governors and Trustees are seeking to appoint an excellent leader to work with the school's well respected team leading Flax on the next part of their journey.

We are looking for a leader who will:

- support our continued journey in excellence with a focus on informed practice in the areas of curriculum and pedagogy to ensure we provide outstanding educational opportunities for all our pupils.
- be fully supportive of and committed to the aims and ethos of a Church of England school.
- bring a track record of success in enabling all pupils to reach their potential, including disadvantaged and SEND children.
- have the knowledge and qualities needed to continue to develop colleagues so that they achieve the highest standards of teaching and learning.
- demonstrate a personal commitment to inclusion and diversity.
- enjoy celebrating the team's successes.
- see value and opportunity in collaborating with schools across our Trust and beyond.

Our children say they want...

- a joyful headteacher who will take time to get to know us!
- someone who will go the extra mile and is willing to get stuck in.
- a headteacher who has a passion for outdoor learning.

We can offer you:

- happy, well-behaved, caring and confident pupils.
- an inclusive culture with excellent links to our local church and wider community.
- an inspiring school site where children can be active and learn about the environment.
- a supportive and active Governing Body, together with encouraging, involved parents and a thriving FBSA (Flax Bourton School Association).
- a talented and dedicated staff team valued for their innovation and creativity.
- significant opportunities for collaboration and professional development within the Lighthouse School's Partnership Trust.
- Lighthouse Schools Partnership offers an excellent benefits package including contributory pension scheme, a comprehensive employee assistance programme and benefits (offering discounts on shopping), cycle to work scheme and electric car scheme.

We would encourage prospective candidates to visit our school prior to application. Visits are scheduled for Wednesday 22nd @ 2pm and Thursday 23rd February 2023 @ 9.30am.

Please email mailbox@flaxbourton.n-somerset.sch.uk

or call 01275 464468 to book a visit.

Applications should be emailed, with covering letter and application form (please do not include a CV), to Mrs Ruth Newton Chair of Governors, via HR@lsp.org.uk by 9.00am on Monday 27th February 2023

Interviews will be a two-day process on Tuesday 21st and Wednesday 22nd March 2023.



Advert

Headteacher

Salary Range L13– L18
(£59,557—£67,350 PA)

Lighthouse Schools Partnership supports Equal Opportunities Employment. This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced DBS checks are required for all successful applicants

**Closing Date:**

9am on Monday 27th February 2023

Interview Dates:

21st and 22nd March 2023

Address:

Flax Bourton Primary School, Station Road, BS48 1UA

Tel:

01275 464468

Email completed applications to:

HR@lsp.org.uk

Application Process:**How to apply:**

Applications should be made to the Chair of Governors by formal letter of application (maximum 2,000 words) accompanied by a fully completed application form (please do not include a curriculum vitae) with details of all educational qualifications, including grades obtained.

Please address the following issues in your letter of application:

- Examples of your work which provide evidence of your leadership skills and that demonstrate how you would work effectively in this post;
- The values and philosophy which underpin your commitment to education.

The written application will be scored against the selection criteria in deciding whether to shortlist applicants.

Referees: Please ensure that you enclose the names and contact details of TWO referees (address, telephone or email) to support your application. One of the referees should be your current Headteacher (or, in the case of existing Heads, your Chair of Governors). References will be used to support the selection process and will therefore be obtained prior to interview.

Additional details are available from our website: <https://www.flaxbourton.n-somerset.sch.uk/>

Closing date for applications is 9.00am on Monday 27th February 2023

Notes:

- The interview will be a two-day process – Tuesday 21st March 2023 and Wednesday 22nd March 2023
- E Applications will be acknowledged by email. Postal applications will only be acknowledged by email.
- It will not be possible to give debriefs to applicants who are not invited for interview. Verbal feedback will be offered to all candidates who are interviewed.

Please email completed applications to Mrs Ruth Newton, Chair of Governors at HR@lsp.org.uk.

Introduction

We are proud of the values, standards and facilities that we are able to offer to children and families in the Flax Bourton area. The school has recently undergone the Statutory Inspection of Anglican and Methodist Schools and has been graded as Excellent overall. “This is an overwhelmingly calm and effective school driven by its Christian vision where everyone is treasured, and doors are always open. Parents say how much they love the school and all it does for them and their children.” ([SIAMs December 2022](#)).

Please visit the school website to find out more about our school <https://www.flaxbourton.n-somerset.sch.uk/>

The Village

Flax Bourton is a village and civil parish in North Somerset. The parish, with a population of just 715 is situated on the edge of Nailsea Moor on the A370 road 5 miles south-west of Bristol city centre. Flax (as it's locally known) is a hidden gem, easily commutable to Bristol and all the motorway networks. There is a mixture of property types from traditional stone built farmhouses to new builds.

Pupil Performance

For information about school performance please go to [Gov.uk performance pages](#) or the dedicated page found [here](#).

Church School Partnership

Our partnership with St Michael's and All Angels Church is very important to us and has been built over many years. The relationship with the parish is at the heart of the school and our Vision statement has a clear Christian underpinning. Pupils participated in the appointment of the new parish priest. He now leads collective worship and delivers lessons in school. Pupils visit church for worship and special events and their work and prayers are displayed there.



Introduction to the school



Introduction to the school

Accommodation

Flax Bourton expanded from a 105 place primary school to 210 in 2019.

The purpose built classrooms, breakout spaces, and large school hall are complemented by well designed outside spaces, including an outdoor reflection area.

The school grounds are extensive and pupils have access to a large area of woodland which supports their outside learning alongside an outdoor classroom.

Staffing Structure

The school has a deputy head teacher who teaches part time and is the deputy designated safe guarding lead. There are seven class teachers and a number of support staff. All teaching staff have curriculum leadership responsibilities except ECT (Early Careers teachers). Sport coaches support the teaching of PE across the school.

Governance

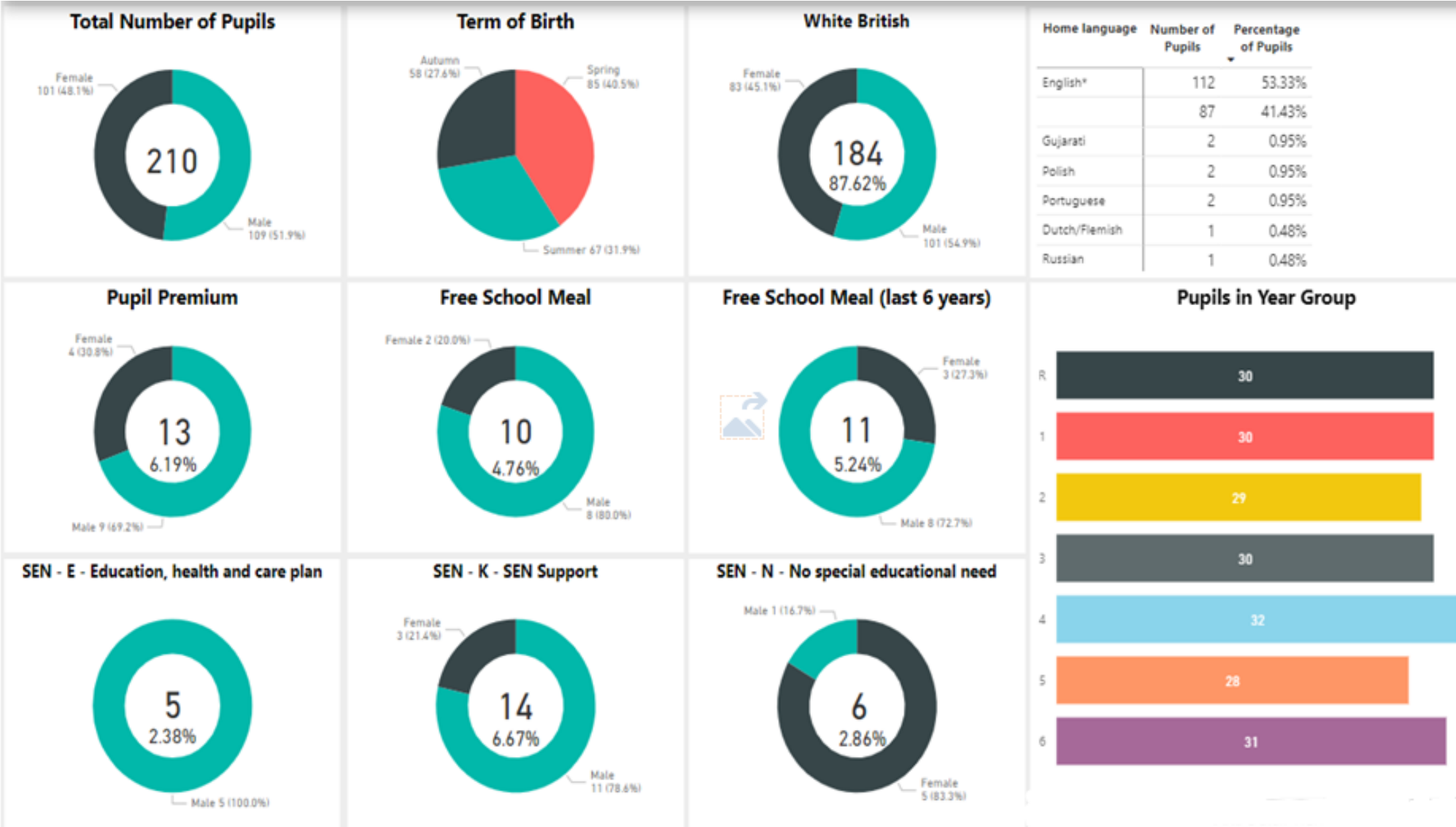
Our [Trust Scheme of Delegation](#) defines the remit of our Local Governing Body. Part of the ethos of our Trust is to encourage very considerable delegation to schools and this is clearly set out in the document.

As a former Voluntary Controlled School Foundation members make up 25% of the board. We have a skilled set of governors and have six board meetings per year. All governors are linked to subject leaders and spend time with them experiencing teaching and learning as part of the monitoring process.

Lighthouse Schools Partnership

Flax Bourton Primary School is a member of Lighthouse Schools Partnership. The Trust has 30 schools, all located in North Somerset and Bath & NE Somerset. The Trust provides School Improvement support, CPD, Governance Support and significant business, HR and commercial services. There are many opportunities for networking and leadership development within the Trust. You can find out more from the Trust's website: www.lsp.org.uk.

Key data



Our Vision and Values

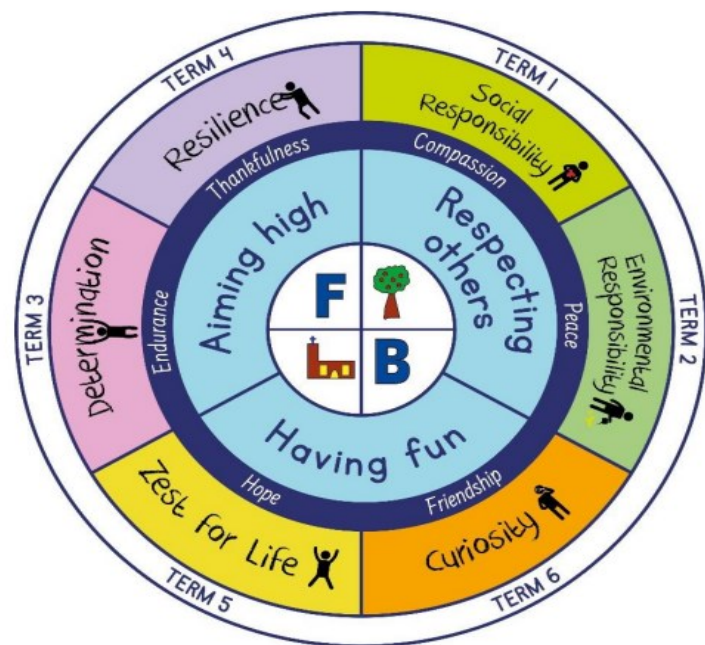
We have a very strong Vision and Ethos developed and reviewed annually by the head and governors. Our Vision of 'Aiming High, Respecting Others, Having Fun as we Grow Together Towards Life in All its Fullness' underpins our aim to provide engaging, active learning opportunities that inspire individuals to flourish.

Termly values such as compassion link to Flax behaviours such as 'social responsibility' that underpin the vision. These are taught and discussed through collective worship and threaded through the curriculum leading to pupils taking positive social action.

Our recent SIAMS inspection (December 2022) was graded excellent and states that 'the vision is known by everyone and lived out daily, enabling all to flourish. This is evidenced by the holistic progress made by pupils, whatever their abilities or faith.'

A full copy of the SIAMS report is available on the school's website.

Aiming high, respecting others, having fun.



"Growing together, towards life in all its fullness" (John 10:10).



Vision and Values



Curriculum

At Flax Bourton Church of England Primary School we believe in lifelong learning and that learning should be a rewarding and enjoyable experience for everyone. We offer children a fun, exciting and stimulating curriculum which instils a love of learning and develops life-long skills. We encourage children to be independent learners who have their own voice and who are well rounded and confident, both in school and in the wider community. Through this approach we enable our pupils to participate as active citizens and flourish as individuals in a diverse and changing society.

Through our teaching, we aim to develop positive, determined and motivated children who feel confident to take risks in their learning, recognising that they learn most when they are challenged and have to think deeply. We aim for children to be effective communicators, who think creatively, pose questions and tackle problems “head on.” We aim for children to be able to learn on their own, in pairs and also in groups, recognising the value of learning with others. We aim for children to learn from all experiences they have at school, not just limited to those in lessons.

We aim for all our children to:

- have a considerate and respectful attitude towards others
- understand and appreciate Christian and British values
- be proud of their school and their achievements
- be able to work co-operatively, collaboratively and independently
- be enthusiastic learners and confident in applying their skills
- develop an enquiry based approach, to become lifelong learners
- achieve the highest standards of which they are capable in all areas of the curriculum
- extend themselves in mind, body and spirit.

Curriculum



Curriculum Implementation

Starting with what the children already know as a basis for planning, they will experience learning activities that are built on the requirements of the National Curriculum and reflect our own school curriculum. Lessons will be planned to embrace different learning styles. They will focus on developing knowledge, skills and secure understanding. Conceptual understanding and procedural fluency will be taught in tandem. Teachers will use a range of assessment methods including pupil self-assessment and peer assessment and more formal assessment methods.

We encourage children to take responsibility for their own learning, to be involved in reviewing the way they learn, and to reflect on how they learn – what helps them learn and what makes it difficult for them to learn. High quality teaching enables children to develop a repertoire of learning strategies, positive attitudes and confidence in themselves as learners.

Children in our Reception class follow the Early Years Foundation Stage Curriculum. Our curriculum planning is based upon four principles, these are the foundation of our provision and in all areas of our curriculum: A unique child, positive relationships, enabling environments and learning and developing.

The children's curriculum is play based, and involves a balance of children self-selecting activities, whole class, small group and individual activities which are adult led by the teachers and support staff. Adults very carefully observe the children and plan progress for each child by intervening in play and also planning targeted teaching to move learning forward. Long term planning in the Foundation Stage is based on 'themes' identified and developed according to the children's interests and also considering the need to ensure coverage of the EYFS framework.

Our Key Stage 1 and Key Stage 2 curriculum is drawn from the National Curriculum for England, which sets out the content and programmes of study for primary schools. The National Curriculum outlines the entitlement for children to access all subjects, thus providing them with a broad and balanced education that acknowledges the significance of English, Mathematics and Science but equally the importance of the Arts, History, Music, Languages, Geography, Technology, Computing, Religious Education and British Values in a modern world.

Flax Bourton's learning programmes are carefully planned as a whole school to ensure continuity and progression within a broad and balanced curriculum which meets the requirements of the National Curriculum and beyond. Curriculum plans and further information are on our school website and shared with parents.

Curriculum

Teaching:

- establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how students learn
- ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged students and other vulnerable groups
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment to shape and develop the curriculum

Curriculum and Assessment:

- 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 valid, dependable, and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

Behaviour:

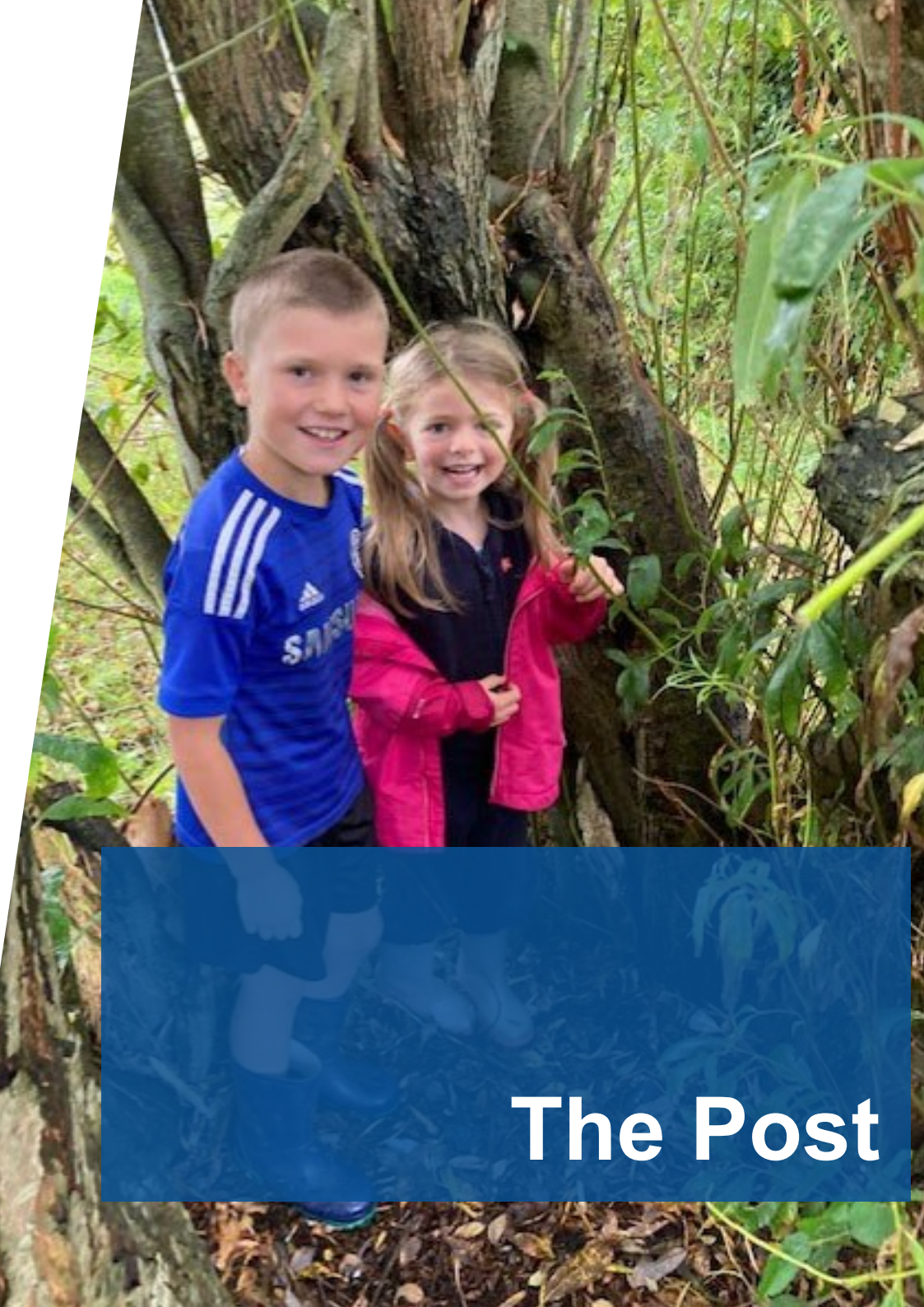
- establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair, and respectful approaches to managing behaviour ensure that adults within the school model and teach the behaviour of a good citizen

Additional and Special Educational Needs and Disabilities:

- ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties regarding the SEND code of practice

Professional Development:

- 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



The Post



The Post

Job Description

Purpose of the post:

To provide professional leadership of Flax Bourton Church of England Primary School securing its continuing success and improvement, ensuring high quality education for all its students and excellent standards of learning and achievement.

Reporting to:

The Chief Executive of the Lighthouse Schools Partnership (or designate) and Flax Bourton Church of England Primary School Local Governing Body.

Line Managed by:

The Chief Executive and accountable to Local Governing Body.

Headteacher Responsibilities:

This job description reflects and references the DfE Headteacher Standards 2020.

Ethics and Behaviour:

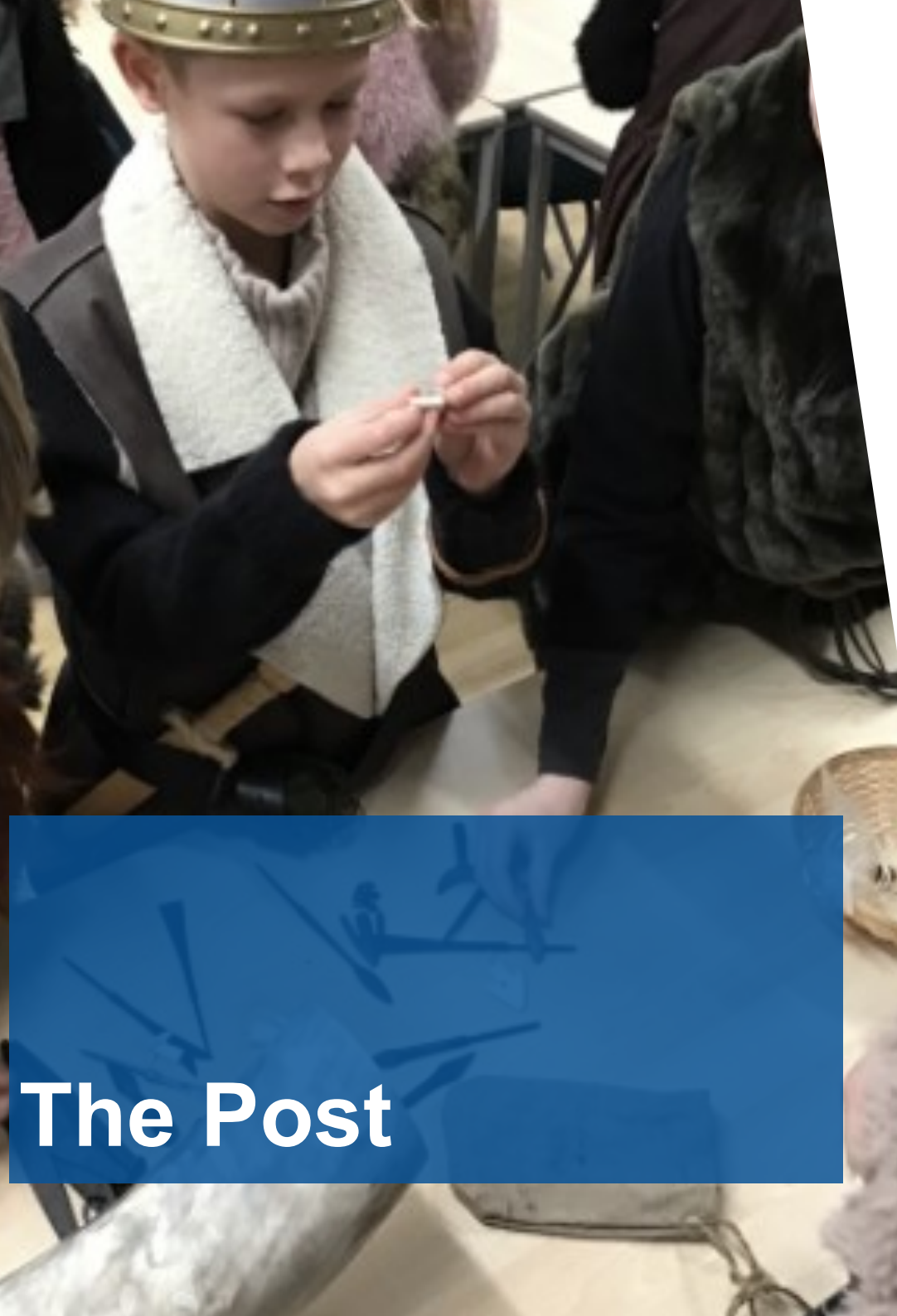
- build relationships rooted in mutual respect, and always observe proper boundaries appropriate to this professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit the position, students' vulnerability or might lead students to break the law

As the head of the Flax Bourton's School community and the leading professional:

- serve in the best interests of Flax Bourton's pupils
- conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities, and modelling the behaviour of a good citizen
- uphold the 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 your own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

School Culture:

- strengthen and sustain the school vision and ethos in partnership with the Local Governing Board and through consultation with the school community
- continue to create a culture where students experience a positive and enriching school life
- uphold ambitious educational standards which prepare students 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



The Post

- 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

Organisational Management:

- ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately in line with the School's Development Plan, 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

Continuous School Improvement:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's 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

Working in Partnership:

- forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community
- commit the school to collaborate successfully with other schools and organisations within and beyond Lighthouse Schools Partnership 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 students

Governance and Accountability:

- understand and welcome the role of effective governance, delivering leaders' obligations to give account and accept responsibility
- establish and sustain professional working relationship with the Local Governing Body and the Board of Trustees
- 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

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

Essential Requirements		Form of Assessment
Qualifications and experience		
1	Qualified Teacher Status.	Application
2	Evidence of continuous professional development.	Application
3	At least three years of proven strong, successful leadership as a Deputy Headteacher or more senior role in a primary school.	Application, Reference & Interview/Assessment
Leadership		
4	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community.	Application, Reference & Interview/Assessment
5	Be fully supportive of and committed to the aims and ethos of a Church of England school and be able to demonstrate the ability to maintain and develop the religious character of such a school. Able to demonstrate and articulate church school distinctiveness. Willingness to promote and embed the school's Christian vision and values in an inclusive way. Able to model good collective worship.	Application, Reference & Interview/Assessment
6	Evidence of successfully implementing, managing and evaluating change.	Application, Reference & Interview/Assessment
7	The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.	Application, Reference & Interview/Assessment
8	A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new research/approaches/technologies which are relevant to teaching and learning.	Application & Interview/Assessment



Person Specification

Pupils and staff		
9	Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.	Application, Reference & Interview/ Assessment
10	Significant experience in evaluating and using data to plan and improve pupil experience and	Interview/ Assessment
11	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.	Interview/ Assessment
12	A commitment to valuing, supporting and encouraging all staff members and ensuring their professional development and wellbeing.	Application & Interview/ Assessment
13	An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of pupils.	Interview/ Assessment
14	Experience in financial planning and budget setting.	Application & Interview/ Assessment
15	A clear understanding of and commitment to promoting and safeguarding the welfare of children.	Application, Reference & Interview/ Assessment
Community		
16	Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.	Application, Reference & Interview/ Assessment
17	A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.	Application, Reference & Interview/ Assessment

Personal qualities		
18	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives.	Interview/Assessment
19	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents.	Application, Reference & Interview/Assessment
20	The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.	Application & Interview/Assessment
21	Knows how to set limits on working life and supports others in doing so.	Application, Reference & Interview/Assessment

Desirable experience		
1	NPQH or equivalent	Application
2	Experience of working within a Church of England School and actively contributed towards its distinctive Christian character and ethos. Recent experience of Section 48 SIAMS inspection at a leadership level	Application
3	Relevant postgraduate qualification such as Master's degree	Application
4	Previous/current Headship experience	Application
5	Experience in budget setting, monitoring and review at whole school level	Application
6	Leadership of collaboration between schools	Application
7	Experience in leading CPD or shaping educational thought through publication or academic activity	Application



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