

Keighley St Andrew's C of E (Voluntary Aided) Primary School

HEADTEACHER CANDIDATE RECRUITMENT PACK

WELCOME FROM OUR CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the role of Headteacher of Keighley St. Andrew's Church of England (Voluntary Aided) Primary School. Our school prides itself on a warm welcoming atmosphere where our pupils and staff feel safe and well cared for and we are pleased that you are considering applying to lead our school. The vacancy has arisen as a result of the current Head stepping down due to family reasons.

Keighley St. St Andrew's Church of England is a Voluntary Aided Primary School. It is a 2 form entry school of 386 pupils. We offer a stimulating learning environment and are privileged to serve a caring and diverse community. Our children are delightful, welcoming and are our primary focus. While some have challenges outside of school, our exceptionally committed team of staff and governors ensure they thrive on engaging teaching and a culture of inclusivity based on our shared values of compassion, thankfulness, courage, peace, community and trust.

In November 2017, Ofsted rated the school as good with a strong culture of safeguarding and Christian ethos that nurtures the whole child. It was identified that our school has an ''exceptionally strong and united leadership team that is focused and works hard to ensure that pupils are safe and settled and make good progress. The school is an attractive and stimulating environment for learning.''

The governing board are seeking to appoint a strong, compassionate and supportive Headteacher who will maintain and build on the significant achievements of our school. They should be passionate and knowledgeable about the pursuit of teaching and learning.

This is an exciting and challenging role. The successful candidate would be supported by a very skilful and cohesive staff team, committed governors and an engaged and energetic parent and parish community, ready to work with you to make a difference in the lives of our children and families.

I warmly encourage you to visit the school to see the pupils and staff at work. Please contact the school on 01535 604656 to make an appointment.

I look forward to hearing from you and receiving your application.

Yours sincerely,

Amiri Agbai, Chair of Governors



Amiri Agbai

Chair of Governors



Rev Mike Cansdale

Team Rector









LOCATION

Keighley St Andrew's Church of England (Voluntary Aided) Primary School is situated at the heart of a diverse, town centre community where most families live within walking distance. The population of the school reflects the population of the area, with the majority of pupils from minority ethnic groups. Despite its proximity to the town centre, it is less than 4 miles from the Brontë Parsonage Museum and the famous and beautiful moorland paths.

Keighley is a characterful, industrial town, nestled between the charming countryside of Airedale and the Haworth Moorland. The town itself is a terminus of the Keighley and Worth Valley Railway, a heritage steam line. There are several national parks on your doorstep: Yorkshire Dales National Park – 12 miles; Nidderdale Area of Outstanding Natural Beauty – 12 miles; Forrest Of Bowland A.O.N.B – 18 miles; The Peak District National Park – 26 miles; The Lake District - 52 miles.

Candidates with young families are well catered for by the diverse local amenities and a raft of excellent schools in the local area – there are 5 outstanding state secondary schools within an 8 mile radius.

If you are interested in relocating to 'God's own county', the popular and well regarded spa towns of Harrogate and Ilkley, as well as historic market towns of Skipton and Horsforth are all easily commutable to the school as well as countless more beautiful and thriving towns and villages.

ADVERT

Contract Term: Permanent
Salary: L17 – L20
Job starts: January 2023 or as soon as possible
Closing date: Monday 27 June 2022 at 12 noon
Selection Interviews: Thursday 7 July 2022 and Friday 8 July 2022
School Tours: Week Commencing 6 June 2022 and 13 June 2022

The Governing Body of Keighley St Andrew's Church of England (Voluntary Aided) Primary School is seeking to appoint a transformational leader for the post of Headteacher.

Rated as 'Rated as "Good" in its latest Ofsted. Keighley St Andrew's is a popular, warm, caring and vibrant 2 form entry Church of England School'.

It is situated at the heart of a diverse, town centre community where most families live within walking distance and everyone is valued and encouraged to succeed. The population of the school reflects the population of the area with the majority of pupils from minority ethnic groups. The Christian ethos is foundational to the character and life of the school with our distinctive Christian vision and celebration of shared values, such as compassion, thankfulness, courage, peace, community and trust. We are keen to build on our success while continuing to take the school forward.

We are seeking a dynamic, creative leader who:

- **Has a commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures**
- **Has held a leadership role within education and ideally in a Church of England School**
- **Is a committed leader who can motivate and manage all stakeholders, effectively shaping and delivering the strategic plan**
- **Can consolidate good practice and be ambitious for continuous improvement**
- **Continues to nurture and effectively challenge our staff to deliver a high quality education for all our children**
- **Embraces and engages our richly diverse community, bringing us together in a collaborative, positive environment underpinned by our shared values**
- **Is able to bring the curriculum to life in a vibrant and exciting way, while upholding our distinctive Christian ethos**
- **Maintains the strong partnership that exists between the Governing Body and the Senior Leadership Team**

In return, we offer:

- **A strong, dedicated team who work well together**
- **A commitment to continuous professional development**
- **A well informed and supportive Governing Body who reflect the enthusiasm and Christian ethos of the school**
- **A close and active partnership with the clergy and church family of Keighley St Andrews Church**
- **The opportunity to be an outward-looking Headteacher working with local, district and diocesan-wide networks**

A tour of the school is available on the dates detailed above and is encouraged. Please email Mrs Anne Dows, School Business Manager at anne.dows@standrews-primary.co.uk for more information. Please note that CVs are not accepted.

The school prides itself on being an equal opportunities employer and abides by Safer Recruitment Practises.
We are committed to safeguarding and promoting the welfare of children.



School Data

School's Christian Vision:
Guided by God, we will create a community of learners who will flourish and be filled with hope

Pupil Characteristics

Pupils currently enrolled (Nursery – Y6)	**385**	**%**
EAL	**342**	**85.2%**
Non EAL	**44**	**11.4%**
Pupil Premium / Disadvantaged	**114**	**29.6%**
SEN	**25**	**6.9%**
EHCP	**9**	**2.3%**

Externally reportable data July 2019:
Due to the impact of the Covid-19 pandemic, 2019 data is the latest available results data. School performance may vary yearly, and, due to the uneven impact of Covid-19 on pupils and schools, 2019 data may no longer reflect a school's current performance.

Full analysis of the school's performance data can be found on the link below.
https://www.compare-school-performance.service.gov.uk/school/107339

Ofsted Report Key Data - Inspection date 14 November 2017
https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107339

Overall effectiveness at previous inspection - Good

HEADTEACHER JOB DESCRIPTION

Salary: L 17 to L 20
Hours: Full time
Contract type: Permanent
Reports to: Chair of the Local Governing Body
Responsible for: All Staff and Pupils within the School

Main Purpose

The Headteacher will:

- Provide strategic leadership and professional management for the school in a way that reflects the school's Church of England foundation and create a community of learners who will flourish and be filled with hope.
- Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school.
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community, Local Authority and the Diocese.
- Establish and oversee systems, processes and policies so the school can operate and grow effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.

Please Note: This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role.

HEADTEACHER JOB DESCRIPTION

Qualities

The Headteacher will:

- Establish and promote a distinctive Christian vision, underpinned by core values and a moral purpose, focused on providing a world-class education in the context of the Christian ethos of the school.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Managing the school

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well with due attention to workload, progression and performance.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure robust processes are in place for financial management, including appropriate checks and controls on spend and clear priorities for budgeting.

Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff 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.
- Ensure a successful working partnership with the St Andrew's C of E Church, Keighley and the Diocese of Leeds.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

HEADTEACHER JOB DESCRIPTION

Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Other areas of responsibility

The Headteacher will:

- Safeguard and promote the welfare of children.

School culture and behaviour

The Headteacher will:

- 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, taking full account of the Church of England foundation.
- Create a culture where pupils experience a positive and enriching school life, taking into account the specific requirements of a growing school.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

HEADTEACHER PERSON SPECIFICATION

A
Application Stage

P
Pre-employment check stage (inc. References

I
Interview and Assessment Stage

E
Essential

D
Desirable

Qualifications and Training

• Qualified Teacher Status (QTS)	E A P
• Degree level Qualification	E A P
• National Professional Qualification for Headship (NPQH)	E A P

Church School Committment

• Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures	E A P I
• Practising Christian, who will actively live out and embed the Christian vision and core Christian values of the school, in accordance with the tenets of the religious denomination of the school (i.e. belonging to a church in membership of Churches Together in Britain and Ireland). A faith reference will be requested in addition to two standard references (Equality Act 2010: Genuine Occupational Requirement).	D A P I

Skills and Knowledge

• Able to assess quality of teaching based on evidence and effectively feedback findings to support others practice	E A P I
• Able to model high-quality teaching for others and support others to improve	E A P I
• Able to effectively analyse data	E A I
• Able to use data to set targets and identify weaknesses	E A I
• Understanding of the principles of school financial management	E A I
• Able to effectively communicate with and listen to a wide range of audiences	E A I
• Able to work with others to create a compelling vision for the school and its impact and communicate a vision to a wide range of audiences and inspire others	E A I
• Able to build and maintain effective working relationships	E A I

HEADTEACHER PERSON SPECIFICATION

A
Application Stage

P
Pre-employment check stage (inc. References

I
Interview and Assessment Stage

E
Essential

D
Desirable

Experience

• Successful leadership and management experience in a school	E A P I
• Teaching experience	E A P I
• Personal involvement in school self-evaluation and development planning	E A P I
• Personal experience of line management and staff development	E A I
• Personal experience of successfully implementing new approaches to learning, teaching and management to drive forward standards and impacts.	E A I

Personal qualities

• Committed to achieving the best outcomes for all pupils	E A I
• Committed to promoting the ethos and values of Keighley C of E Primary school	E A I
• Able to work effectively under pressure	E A I
• Able to prioritise work and demands effectively	E A I
• Able to delegate duties across the wider leadership team effectively	E A I
• Committed to maintaining confidentiality and protecting data at all times	E A I
• Committed to safeguarding	E A I
• Committed to equality, diversity and inclusion	E A I
• Commitment to uphold the 7 principles of public life at all times	E A I
• Committed to tackling the climate	D A I

EQUAL OPPORTUNITIES INFORMATION

Equality

Keighley St Andrew's C of E (Voluntary Aided) Primary School welcomes pupils and staff from a wide range of backgrounds. We believe that their different cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other.

We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.



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