

### HEAD TEACHER INFORMATION PACK

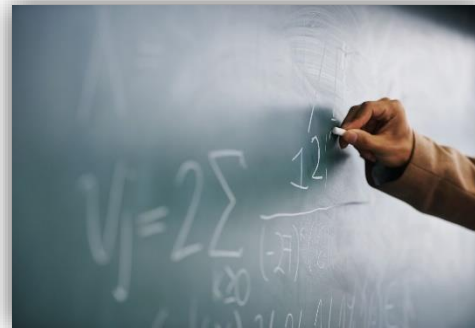
MARCH 2024



Welcome



About the Village



The Role



Person Specification



Application Process



Timeline



Contact Us

# Kington St Michael Church of England Primary School

Nurture, Grow, Flourish

## Welcome From the Chair of Governors, Joanna Merry

The governors of Kington St Michael Church of England Primary School are looking to recruit a headteacher to join the school from September 2024. We are located in the village of Kington St Michael and our 133 children live in the village, surrounding communities and the north side of Chippenham. First established in the Church Hall in 1869, we have been in our current location since the 1970's. We have a committed and passionate team across the school, a wonderful and active community of parents and carers and enjoy close links with the church and wider village community. We have an exciting opportunity for an inspiring and ambitious headteacher to join us and lead our team.



Our most recent OFSTED inspection was in November 2014 and we received a monitoring visit in October 2020. During the inspection visit the inspection team judged the school as Outstanding. They went on to note that *All pupils are highly motivated, have a love of learning and make rapid progress in their learning across different subjects. Relationships throughout the school are highly supportive and caring and each pupil is known individually.*

Links with Kington St Michael church community are strong, reflecting our 'voluntary controlled' status. The parish church of St Michael and All Angels is within walking distance from the school and is used regularly for school services

and visits. The school has a Christian distinctiveness which is central to our journey, so an ability to demonstrate how Christian values support pupil achievement will be an essential consideration for any successful candidate. As a Church of England school, we also benefit from SIAMS<sup>1</sup> inspections. Our most recent review was in January 2024, when we were graded J1 with the inspector noting that *"A sense of belonging and looking after one another reverberates, driven by the Christian vision. It is seen in the genuine care shown by leaders and staff for each other, parents, pupils, and the community it serves."*



Our current headteacher leaves the school in August 2024 after 20 years, with the last five of those as Headteacher. She has laid secure foundations for her successor to build upon. A carefully constructed school development plan underpins the continuous improvements expected in teaching and learning, curriculum

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<sup>1</sup> Statutory Inspection of Anglican & Methodist Schools

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planning, and special and additional educational needs. We benefit from a committed and talented teaching and support staff, a family-friendly atmosphere, wonderful pupils and supportive parents and carers. A thriving 'Friends of Kington St Michael School' PTA provides additional financial and practical support, and we are part of a school hub sharing ideas and best practice with other local village primary schools, while strategic direction and oversight is ensured by the school's governors, working with Wiltshire Local Authority when needed.

The school buildings have been extended and modified over the last three decades, with the latest improvements including fibre broadband service in the area. The school building is situated at the end of a quiet cul-de-sac of housing and is surrounded on two of its boundaries by open farmland. The school is divided into five permanent classes - two of which are housed in mobile classrooms. One classroom is in a purpose-built log cabin. There is a multi-purpose hall, library and music room and areas for group teaching. We have a large playing field and playground areas. We have an outside amphitheatre for drama and storytelling, wooded area for outdoor learning and school vegetable gardens with greenhouse, as well as a nature area with a pond. Reception and Year 1 classes have their own outdoor learning areas.

We regularly utilise our local environment and all classes frequently visit the Millenium Woods, village allotments, local church and explore the village history. We are extremely fortunate to have such a rich and exciting learning environment on our doorstep!

This vacancy offers a fantastic opportunity for the right person to lead the school on our ongoing journey to maintain our outstanding status, to continue Kington St Michael School's development and to enable future educational successes. We have launched our own WrapAround Care provision "The Nest" this year and it is our ambition to extend our early years provision by establishing a pre-school in the future. The challenge will suit an ambitious and experienced school leader, passionate about teaching and learning and able to motivate and engage with our dedicated and loyal staff.

You can find out more about us in this pack and on our school website. You are also welcome to come and visit us to see for yourself what makes Kington St Michael Church of England Primary School so special. If you would like to arrange a visit then please do so by contacting the [office](#) on 01249 750454 or [admin@ksm.wilts.sch.uk](mailto:admin@ksm.wilts.sch.uk)

Warm regards

*Joanna Merry*

Joanna Merry - Chair of Governors

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## ABOUT THE VILLAGE OF KINGTON ST MICHAEL



The village of Kington St. Michael lies either side of the road between Chippenham and Hullavington which runs north-west from a small valley below Tor Hill rising about 20 metres to the brow of a hill overlooking the next valley. The earliest settlement, established by the 10th century, was at the southern end of the road around the stream in the valley. Here on the south-facing slopes are the church and manor house and other, later, principal buildings of the village. The parish of Kington St. Michael once included the hamlet of Kington Langley with its chapel of St. Peter but this became a separate parish in 1865. The present parish of Kington St. Michael now lies to the west of the A429 Chippenham - Malmesbury Road.



The name was originally just Kington, indicating a royal farm or manor and was first recorded in 934. After lands were given to Glastonbury Abbey by King Athelstan and a priory of Benedictine nuns was established, the word 'Minchin' was often added and the field name of Minchin Piece still exists. After the rededication of the church to St. Michael the name is normally recorded as Kington Michel or Kington Michael from 1279.

Evidence of prehistoric settlement in the area is provided by the Neolithic chambered long barrow at Lanhill and an early Bronze Age bowl barrow at Barrow Farm. This part of Wiltshire is likely to have been Romanized from the latter part of the 1st century A.D. with a Roman settlement at Easton Grey, a few miles to the north, and a villa at Stanton Court in the next parish. Although the first recorded settlement here is in the 10th century, it is likely that there was earlier Saxon settlement in this area.



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## About Our School



The school's [website](#) provides a comprehensive overview of the school. There are currently 136 pupils on roll, taught across five classes. Year group sizes vary, with a published admission number of twenty-one. Many pupils live in the village, but others also travel in from surrounding villages and there is a school bus provision for children coming from north Chippenham.

The school is proud to offer a range of extra-curricular enrichment activities and offers breakfast and after-school wraparound care as well as a number of clubs and activities.

The school aims to support each individual and encourage them to flourish. Pupils are encouraged to explore and develop their own values and beliefs (which may or may not be Christian), and to appreciate the richness and diversity of the world. Spiritual development cannot always be structured and opportunities may arise spontaneously out of the school day. A range of experiences and curriculum areas provide opportunities for spiritual development (eg. Circle Time, drama, PSHE, science, humanities, PE, music and RE.)

Walking around the school we hope you will see:

- A spark within us
- An appreciation for ourselves, others and the world around us
- A smile throughout our bodies
- Individuals who form a loving community
- A longing to continually grow and develop
- People who help to make the world a better place
- An openness to look beyond ourselves.



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## THE ROLE

### Core Purpose

We are looking for a full-time, permanent head teacher to join from September 2024. The head will be responsible to the Chair of Governors and the school's governing body and will be responsible for all the staff, volunteers, and children within the school community.

In return we offer a Group 1 salary, between point 10 and 16 which will be based on the experience that you bring to the role.

We ask that the headteacher will:

- carry out the duties of headteacher in accordance with the School Teachers Pay and Conditions based upon the Headteachers' Standards and the Teachers' Standards;
- lead and manage the school in an inspirational and ambitious manner that demonstrates the school's agreed vision and Christian values;
- embed a culture of high expectations of achievement, behaviour, personal responsibilities, and relationships across the school;
- 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;
- establish and oversee systems, processes, and policies so the school can operate effectively;
- allocate financial resources appropriately, efficiently, and effectively;
- work effectively with the Governing Body welcoming both challenge and support;
- ensure there is a secure knowledge and commitment to the delivery of safeguarding throughout the school.

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### THE ROLE

#### Qualities

The headteacher will:

- 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.

#### Duties and Responsibilities

##### School culture and behaviour

The headteacher will:

- sustain the school's Christian values, ethos, and strategic direction in partnership with those responsible for governance and through consultation with the school community;
- further develop a culture where pupils experience a positive and enriching school life;
- uphold ambitious educational standards which prepare all pupils for their next phase of education and life;
- ensure a culture of high 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.

##### Teaching, curriculum, and assessment

The headteacher will:

- both deliver and ensure of others, high-quality, expert teaching across all subjects and phases reflecting the school's vision and values in order that pupils flourish as learners and the highest possible standards are achieved;

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- ensure the teaching of a broad, structured, and coherent curriculum which sets out the knowledge, skills and values that will be taught in ways appropriate for our school;
- ensure effective curriculum leadership, developing subject leaders with high levels of relevant expertise and access to professional networks and communities;
- ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum;
- effectively use a range of assessments and then ensure resulting data is used to inform strategy and decisions at whole school, subject, and pupil level;
- ensure robust and reliable progress data is maintained for all pupils and this is used to inform next steps.

### 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 including those who are vulnerable and those with additional needs;
- make sure the school operates 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](#).

### 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 and self well with due attention to workload;
- ensure a rigorous approach to identifying, managing, and mitigating risks;
- plan for and deploy all staff effectively to improve the quality of outcomes;
- work with the Governing Body to set an annual budget consistent with school priorities;
- strategically monitor and manage school budgets to secure the long-term future of the school;
- ensure the school sets and maintains high standards for health, safety and wellbeing;



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- report openly and honestly to the Governing Body on the performance of the school;
- work in partnership with Wiltshire Local Authority, Bristol Diocese, local educational establishments, and other agencies.

### Professional development

The headteacher will:

- ensure staff have access to appropriate, high standard professional development opportunities aligned to whole school and individual needs;
- keep up to date with developments in education;
- seek training and continuing professional development to meet needs including for self.

### Governance, accountability and working in partnership

The headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility;
- 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;
- develop and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including governors, parents, and carers;
- forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community;
- maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils;
- 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.

### Other areas of responsibility

The headteacher will:

- Drive engagement with our community which includes the pupils, staff, parents/carers, the Church, local residents, and wider community stakeholders.

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. It will be reviewed at least annually as part of the Headteacher's performance management.

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### PERSON SPECIFICATION

The table below is a summary of the main attributes that the Governing Body wish to see in the newly appointed headteacher. They should be read in the context of this whole candidate pack and considered alongside the job description. The method of assessment will be a mix of evidence through application, presentation, interview, and on-site tasks at interview.

QUALIFICATIONS AND TRAINING	Essential	Desirable	Application	Interview
Qualified teacher status	X		X	
Evidence of gaining or working towards NPQH or equivalent		X	X	
Further professional / academic study e.g. MA		X	X	
Proven commitment to ongoing CPD including work relating to leadership, curriculum development, leading teaching & learning, safeguarding	X		X	
Experience and knowledge	Essential	Desirable	Application	Interview
Experience as a headteacher	2 years	4 years	X	X
OR				
Experience as a deputy headteacher	2 years	4 years	X	X
OR				
Experience of leading whole school improvement	2 years	4 years	X	X
Experience of the challenges found when working in a small school		X	X	X

Ability to support, maintain and develop the Christian values of the school	X		X	X
Experience of designated safeguarding lead (DSL)		2 years	X	X
OR				
Experience of deputy designated safeguarding lead (DDSL)	2 years		X	X
Leading teaching and learning across the full primary range with proven evidence of improving outcomes	X		X	X
Up to date knowledge and understanding of Ofsted expectations and their application	X			X
Experience of a senior role in an OFSTED inspection	X		X	X
Experience of a senior role in a SIAMS inspection		X	X	X
Leading curriculum development to ensure secure and consistent implementation resulting in sustained impact	X		X	X

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Experience of using a range of data, information and evidence to drive decision making and improve outcomes	X			X
Successful experience of using performance management along with professional development for all staff to raise standards	X			X
Successful track record of setting and managing budgets	X			X
Knowledge and understanding of 'RI' school improvement needs and what is required to drive improvement		X		X
Evidence of working effectively with governors to ensure robust scrutiny, to build and maintain relationships and deliver the school's goals	X			X
Experience and secure knowledge of SEND needs, systems and protocols	X		X	
<b>PROFESSIONAL SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Proven ability as a classroom teacher	X		X	X
Ability to use a range of leadership styles	X		X	
Ability to motivate and empower pupils and staff	X			X

The confidence and ability to lead collective worship	X		X	X
Ability to communicate clearly and effectively through a range of media	X		X	X
Ability to delegate effectively and appropriately	X			X
Confidence to escalate issues and challenge unrealistic demands when appropriate.	X			X
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
A passion for learning that extends beyond the school	X		X	X
Communicates with clarity, integrity and enthusiasm, respecting the needs, responses and opinions of others	X			X
Confident and able to remain calm, enthusiastic and positive when working under pressure	X			X
The ability to inspire trust and commitment from the whole school community	X			X
Understand and committed to promoting the safety and wellbeing of the whole school community, including oneself	X			X
The ability to adhere to the principles of public life	X			X

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## APPLICATION PROCESS AND TIMELINE

The governing body wishes to work closely with the candidates so that candidates are informed of the results as we move through the application process as soon as is practicable. The table below gives the details of our planned dates through the process.

Item	Date
<b>Closing date</b>	12pm on Friday 26 <sup>th</sup> April 2024
<b>Shortlisting</b>	Week commencing 29 <sup>th</sup> April 2024
<b>References</b>	Will be sought for candidates called to interview prior to the interview date
<b>Interview invitations</b>	Candidates selected for interview will be contacted by 12pm on Wednesday 1 <sup>st</sup> May 2024
<b>Interview dates</b>	Thursday 9 <sup>th</sup> and Friday 10 <sup>th</sup> May 2024
<b>Appointment effective from</b>	Sunday 1 <sup>st</sup> September 2024

Applicants will be required to fill in the online form hosted on the Wiltshire jobs website. As part of the application process, you need to fill in the application form demonstrating how you meet the criteria in the person specification. In your accompanying letter, you are also asked to describe how you would use your current role in either senior leadership or as a subject leader to further school improvement at KSM. Please do not exceed two sides of A4 in answering this question as anything above this will be discounted.

Kington St Michael C of E Primary is committed to safeguarding and promoting the welfare of children and young people and to the principles of inclusion and diversity in both employment and the delivery of services. We expect all staff and volunteers to share this commitment.

### CONTACT US

The governing body understands that applying for the role of a headteacher is demanding, time consuming and can be stressful. We want to be sure that we are appointing the right candidate and support all candidates through the process wherever appropriate. If you have any questions about the application process then you can [contact](#) Joanna Merry, Chair of Governors with your questions and she will reply back to you.



# Kington St Michael Church of England Primary School

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Kington St Michael Church of England (Voluntary Controlled) Primary School

The Ridings

Kington St Michael

Wiltshire

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[www.ksmschool.co.uk](http://www.ksmschool.co.uk)

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