

St Francis C of E
Primary School



Candidate Brochure
December 2024





Welcome from the Chair of Governors

Thank you for the interest you have shown in the post of Headteacher at St Francis Church of England Primary School, I would like to welcome you to our school on behalf of the children, staff and Governing Board

St Francis C of E School is a Christian school, that is committed to the best possible outcomes for children. This Headteacher post will lead the school in pursuit of excellence and foster the great work that has been undertaken over the last few years in order to achieve its ambitions.

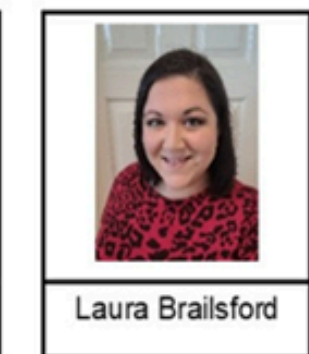
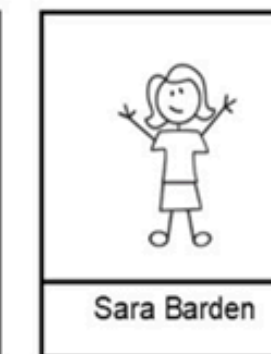
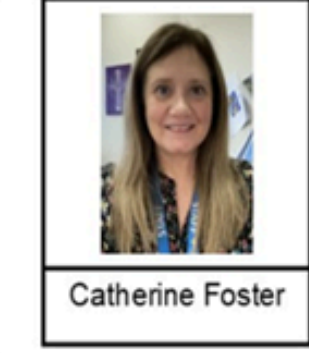
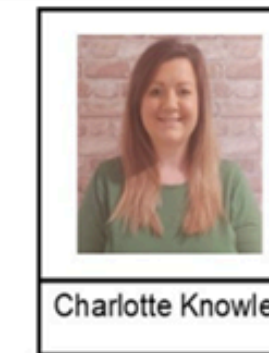
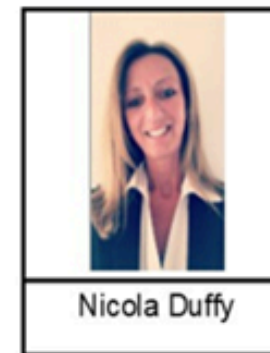
With a team of dedicated and committed staff, we are looking for someone to fulfil this role who can build on the great work done at this school so far to enable our full potential to be reached.

The Governing Board itself is made up of a dedicated group of diverse individuals who bring a range of skills and experience to support the strategic direction of the school and continue to drive forward our plans for improvement to ensure the best outcomes for our children.

As a governing board, we strive to work together as a team to help achieve the vision, values and strategic objectives of the school to continue making St Francis a great place to work and learn.

I would encourage you to take some time to look round our amazing school so please do come and visit us if you want to know more. Should you decide to pursue your application, I look forward to meeting with you.

Nicola Duffy
Chair of Governors





A message from the School Council

Here at St Francis our School Council is a crucial part of feeding back what its like to be at the school and what things work well and could be improved and their input is invaluable, we have two representatives from each year group and we asked a subset of them what it was like be at this school, the best thing about being at St Francis and most importantly what qualities they would be looking for in our new Headteacher. Here is what they said.

What's it like to be at St Francis?

- Its good, the teachers give you work that is 'just right'. They don't make it too hard or too easy.
- Its good, the teachers are strict but kind.
- It's amazing!
- It's entertaining but educational.
- There are fun tasks to help with our learning.
- It's creative.
- The denners are good! There are lots of choices.
- Encouraging.

What is the best thing about being at St. Francis?

- Lessons – they are fun and we learn.
- The school dinners.
- Open Play and Learning environment.
- The variety of play choices.
- How all the teachers help you.
- Developing friendships.

What qualities are you looking for in the next Headteacher?

- To be welcoming, creative, respectful, encouraging and organised.
- Someone who is fair and who makes sure each child has that they need.
- Community orientated.
- To respect other faiths and beliefs.
- Have a balance of strict and kind.
- Someone who loves working with children and loves play.

Thank you for the time you have taken to read their thoughts and views.

St. Francis School Council

Agreed Timetable



Date	Action
Tuesday 10th December 2024	Advertisement goes live
Monday 16th December 2024 and Monday 6th January 2025	School visits between 13:00 and 15:00
Sunday 12th January 2025	Closing date for applications
Thursday 16th January 2025	Shortlisting Meeting
Friday 17th January 2025	Invites to interview
Tuesday 28th and Wednesday 29th January 2025	Interview and assessment days

Livesey St Francis CE Primary School - Headteacher Advert

Loving Faith. Loving People. Loving Learning.

Salary: Leadership Group 2, Point 12-18, £65,286 - £75,675 per annum

Desired Start Date: April 2025 – we are happy to negotiate a later start date if required

The Governors of St. Francis CE Primary School are seeking to appoint a new Headteacher to lead the school further in the pursuit of excellence in all areas. The successful applicant:

- must have a personal faith commitment and a firm belief in the intrinsic value of faith education and a clear understanding of the value of faith education.
- should have the strategic ability to use effective leadership skills with creativity and enthusiasm to continue the successful growth and development of our school community.
- will be approachable and nurturing to staff, families and children and will have strong management and communication skills to motivate at all levels.
- will have a strong, proven track record of raising standards.
- needs to have the energy, drive and ability to develop the potential of all staff and children.
- will work alongside governors to ensure their impact on school priorities and continued effective leadership of the school.
- will contribute to the vision of St. Francis CE School within the school, the parish and the wider community.

In return we can offer:

- a welcoming and well-maintained school situated in beautiful grounds in a rural location with easy transport access.
- enthusiastic, well-behaved children.
- a team of dedicated, hardworking staff and senior leaders.
- a highly supportive Governing Board.
- strong links with the Blackburn Diocese and Blackburn with Darwen Local Authority.
- a commitment to our Headteacher's continuing professional and spiritual development.

This post offers an excellent opportunity to join our community so if you believe you have the right skills, experience and qualities that we are looking for then we look forward to seeing your application.

Prospective candidates are warmly encouraged to visit our school and the proposed dates for appointments are Monday 16th December 2024 and 6th January 2025 and will only be available between 13:00 and 15:00. School visits are by appointment only so to arrange your visit please contact the school office via email: office@stfrancis.blackburn.sch.uk or via telephone: 01254 201 419.

You should provide a full statement in support of your application. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post and setting applied for.

Recruitment and Selection Process

Shortlisting will take place on Thursday 16th January 2025 and the selection process will be held on Tuesday 28th January and Wednesday 29th January 2025. Further details will be provided to candidates when invited to interview. Applicants will be advised by no later than Friday 17th January if they are to be invited to attend an interview.

Your completed application should be submitted to schoolhrteam@blackburn.gov.uk

The closing date for applications is Sunday 12th January 2025.

About Us

St Francis Church of England Primary School is a popular, one form entry, voluntary aided school in Cherry Tree, Blackburn where we all work by our vision of 'Loving Faith. Loving People. Loving Learning'.

In our Christian, caring school our vision is to aim for exceptional teaching and learning to inspire our children to be the best they can be. We constantly strive to improve our standards in order to give our children the best educational opportunities.

We provide a high quality education and our curriculum is enriched with real life experiences and encourages children to think imaginatively and make well informed choices. There is a strong determination to make every child's experience here a rich and rewarding one, so that they leave with a love of learning, high self-esteem, pride in their successes and a readiness to enjoy the challenges in life.

The academic year of 2022/2023 saw the school be inspected by both SIAMs in December 2022 and Ofsted in July 2023, and we achieved a 'Good' rating in both inspections which we are immensely proud of. This was a result of some amazing work that had been undertaken in the previous years to get us to that point.

Every aspect of the school has been rigorously reviewed and revamped to ensure that our children are able to achieve the best possible outcomes and this has been extended to our Outdoor Play and Learning environment too!!

Our school community has many stakeholders who make our school what it is today, we pride ourselves on our integration into the local Church (St Francis) and wider community. Each of our year groups have links with charities and our parent population is engaged through the Governing Board and PTA organisation.

A list of all our community stakeholders is provided on the school website and can be accessed via the link here and visit our Facebook page for a feel of what its like to be part of the team here at St Francis!!



Our Vision and Values



Our Vision

As a church school, we aspire to live life in all its fullness: Loving Faith. Loving People. Loving Learning. Following in the footsteps of Jesus.

Bible Roots

Our vision is rooted in the bible verse from John 10:10: 'I have come to give you life and life in all its fullness'

Vision Jigsaw

This shows our children 'what' we place our importance on and what we do to meet our vision

“ *Pupils engage well in lessons and care for one another* ”
Ofsted July 2023

“ *The importance of catering for the whole child and their wellbeing is at the forefront* ”
SIAMS December 2022



Our vision is at the core of everything we do

- It underpins our teaching and learning, interactions and environment



Headteacher Job Description



Church of England Voluntary/Methodist Aided Schools/Foundation Schools/Academies

This appointment is with the governing body of the school under the terms of the National Society Contract signed by the governors as employees.

This job description reflects the **National Standards of Excellence for Headteachers** (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils

A. The Core Purpose of the Headteacher

The headteacher is the prime mover in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

The core purpose of the headteacher is to provide professional leadership and management for the school within the context of the Trust Deed. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese, Methodist District officers, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils

Headteacher Job Description



B. The Four Domains of Headship

Domain One: Qualities and knowledge.

Within the school's Christian ethos, the headteacher will:

1. Hold and articulate clear Christian values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Church foundation of the school.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local Church and wider community.
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Church of England/Methodist school.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's Christian vision, ably translating local, national, Diocesan and Methodist policies into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain Two: Pupils and staff.

Within the school's Christian ethos, the headteacher will:

1. Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. 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' wellbeing, taking full account of the school's Church of England/Methodist foundation.
3. Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Christian values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

Headteacher Job Description

The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.



Domain Three: Systems and process.

In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. In order to provide an efficient, effective and safe Christian learning environment, the headteacher will:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within a Christian context.
2. Within the school's Christian ethos, provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Christian character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Domain Four: The self-improving school system

Working in a spirit of collaboration to secure Christian principles of equity and entitlement, the headteacher will:

1. Create an outward-facing school which works with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the Church community to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. Within the school's Christian ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. 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 specially within a Christian context.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

Headteacher Person Specification



Person Specification for

Headteacher in St Francis CE Primary School, Voluntary Aided School.

The applicant will be required to safeguard and promote the welfare of children and young people

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Faith Commitment		
	Essential/Desirable	
Full and active member of a church in membership of Churches Together in England, AMiE, Evangelical Alliance or North West Partnership. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).	E	
To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.	E	
	Essential	Desirable
Leading school worship.	E	
Ways of developing religious education and worship.	E	
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E	
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	E	
Ways of leading the spiritual development of all the school community.	E	

Headteacher Person Specification



[B] Qualifications		
	Essential	Desirable
Qualified teacher status.	E	
Degree.	E	
NPQH or equivalent.		D
[C] Professional Development		
	Essential	Desirable
Evidence of recent leadership and management professional development.	E	
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E	
[D] School Leadership and Management Knowledge and Experience		
	Essential	Desirable
Successful leadership as a headteacher.		D
Successful leadership as a deputy headteacher or assistant headteacher.	E	
Evidence of successfully leading school improvement.	E	
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E	
Experience of curriculum leadership and development.	E	
Experience of monitoring staff performance.	E	
Experience of effective budget management and financial analysis.		D

Headteacher Person Specification



	Essential	Desirable
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.		D
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.		D
To have had experience of guiding, coaching, mentoring or training individuals or teams.	E	
Maintains good awareness of current national education policy and strategy.	E	
Experience of working constructively with parents.	E	

[E] Experience and knowledge of teaching

	Essential	Desirable
Successful teaching of pupils in the primary phase.	E	
To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase.	E	
Experience of teaching in more than one school.		D
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E	
Commitment to ensuring inclusion and addressing diversity positively.	E	
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E	
Experience and knowledge of SEND.		D

Headteacher Person Specification



[F] Professional Attributes

	Essential	Desirable
Strong behaviour management skills.	E	
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E	
To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E	
A commitment to the professional development for all staff and self.	E	
To have good judgement, including the ability to assess and balance risks and opportunities	E	
A desire to engage and work collaboratively and constructively with parents and carers.	E	
The ability to plan, prioritise and organise self and others	E	

[G] Personal Qualities

	Essential	Desirable
A passion for achieving the very best outcomes for all children	E	
The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E	
A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E	
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	E	
An ability to establish effective working relationships with other professionals and the wider community	E	
Excellent interpersonal skills.	E	

Headteacher Person Specification



	Essential	Desirable
The ability to perform effectively under pressure.	E	
The ability to build, create and then communicate a clear Christian vision for our forward thinking school	E	
Think analytically and creatively and demonstrate initiative in solving problems	E	
Be aware of their own strengths and areas for development; listen to and reflect constructively upon feedback from others.	E	
The ability to inspire confidence.	E	

[H] Safeguarding

	Essential	Desirable
Displays commitment to the protection and safeguarding of children and young people.	E	
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E	
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E	
Will co-operate and work with relevant agencies to protect young people.	E	

[I] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Headteachers' Standards (2020) which also form the basis of the Job Description for a Headteacher in a VA school. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in the school.

Headteacher Person Specification



[J] Confidential References and Reports

Positive and supportive faith reference from the priest/minister or Pastor where the applicant regularly worships. Candidates who do not use their Parish priest/minister must give an explanation in the letter of application.	E
Positive recommendation from all referees, including either Local Authority or CEO Trust Lead.	E

[K] Application Form and Supporting Statement

You should provide a full statement in support of your application. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post and setting applied for.	
PLEASE DO NOT INCLUDE CVs with your application as these will not be considered.	E

Thank you for your time

