



# Head Teacher appointment

Marsh Baldon CE Primary School is seeking an exceptional and inspirational leader to be our new Headteacher to lead the school and continue our aim of delivering improved outcomes for all our children.

To start September 2023.

Closing date for applications is 21 April 2023.



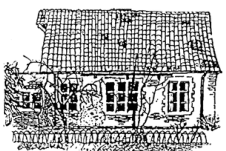
Marsh Baldon CE Primary School

*'I came to give life, life in all its fullness' John 10:10*



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# About Marsh Baldon School

Marsh Baldon is a Church of England Primary School in the heart of Marsh Baldon village, south of Oxford city. We are a very small but diverse and inclusive school with vertically grouped classes. The School overlooks the village green and benefits from a Forest School in a local woodland. The School is a member of the Wheatley Partnership.

We are situated in an idyllic, rural location with pupils who come from the local communities of the Baldons, Nuneham Courtenay and the wider catchment of surrounding villages and Oxford suburbs. The school is a part of the local community and welcomes children of all faiths as well as those with a different world view.

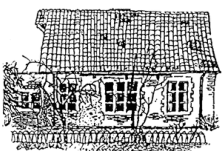
We value each individual and strive to enable each child to achieve their full potential. We have an exciting opportunity for a dedicated and forward looking professional to join our successful, popular school and steer it through the next stage of its development.

**Headteacher:** Beccy Harris

**Chair of Governors:** Tom James

“ *The school has been very ably supported by the local authority and diocese, and has benefited from collaborating with a network of other schools.*

Comment from 2018  
OFSTED report



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About the school 3



# Our school Vision

## Love, Respect, Courage, Integrity, Cooperation and Equality

Marsh Baldon is a small, inclusive school where all are supported to grow and learn, informed by the Christian values of Love, Respect, Courage, Integrity, Cooperation and Equality

We encourage an ethos of mutual respect and tolerance for all. We challenge and support all our young learners so they can make good progress, while enjoying their time at the school. We want the very best for all and we prepare our children for their continued journey as independent, free thinking, confident individuals.

“ *I really feel that the staff put the children at the centre of everything they do.*

Parent comment from 2018 OFSTED report



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Our school vision 4

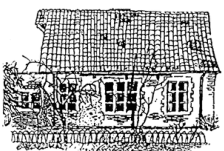
# The role

With the promotion of our current Headteacher, the Governors of this thriving Church of England Primary School are seeking to appoint an exceptional and inspirational leader to be our new Headteacher and to lead the school so that it continues to deliver improved outcomes for all our children.

In 2018, the school was judged as Good, along with a SIAMS Good rating in 2016. As part of the Wheatley Partnership, our school works closely with other local schools and with external partners to provide the best possible education for our children.

## **We are looking for a Headteacher who:**

- Has an inspirational and inclusive leadership style which will empower and motivate others.
- Is an excellent practitioner who has a proven track record of school improvement.
- Is committed to our inclusive approach which celebrates cultural, religious, ethnic and linguistic diversity.
- Has excellent interpersonal and communication skills.
- Has very high expectations of behaviour and is passionate about children's learning.
- Will be able to lead and manage our team of teaching and support staff.
- Is able to maintain and strengthen our current links with parents, the Diocese and the wider community.
- Will continue to work in partnership with our Wheatley Partnership schools.



# The role

## We can offer you:

- The opportunity to lead a friendly and hard-working team.
- The support of a dedicated team of staff and Governors who will work with you in setting and delivering the school vision.
- The opportunity to lead a school, which has been educating children since 1771 – with the original school building still in use today.
- The opportunity to work in a very positive, supportive and caring Christian school ethos
- The opportunity to develop the senior leadership team.
- The opportunity to build on established working relationships with parents and the local community.
- The opportunity to work in partnership with other Headteachers.
- A bespoke leadership induction programme and further CPD package.
- A large site with excellent outdoor provision, together with a Forest School in a privately owned woodland.

“ *I am so happy I made the choice for my child to attend this school.*  
Parent comment from 2018 OFSTED report



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# Application instructions

## Safeguarding

Marsh Baldon is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. This post is subject to an enhanced Disclosure and Barring Service check (DBS). Reference checks will also be completed prior to interview.

## The process

Visits to the school are most welcome and strongly encouraged by appointment. Please contact Mrs Jess Mackay in the school office on 01865 343249 to arrange a convenient date and time.

A Recruitment Pack, including further information, a job description and person specification can be downloaded from the school website at:  
<https://www.marshbaldonschool.co.uk/vacancies/>

Application forms are supplied with the Recruitment Pack and should be completed and emailed by **9.00am on 21 April 2023** to **office@marshbaldonschool.co.uk**.

School will be closed during the Easter holiday, from 3rd-16th April. However, we will be looking at email every day, so please write to us if you have any questions. Shortlisting will take place on 21 April 2023 and successful candidates will be invited to an interview that evening. **Interviews will take place on 28 April 2023**. Further details about interview arrangements will be provided to those shortlisted.

If you have any questions or would like more information then please contact the **Chair of Governors, Tom James, chair.governors@marshbaldonschool.co.uk**.





# Job description

This vacancy has arisen due to the promotion of the current Headteacher. The school has valued her extensive contribution and governors are keen to recruit a Headteacher who will commit to our current school improvement journey. The staff, parents and governors have a deeply held belief in, and commitment to, all of our children. We also have an active PTA that contributes to enhancing school life.

This job description is subject to the general conditions of service for a teacher as set out in the current School Teachers' Pay and Conditions document. The successful candidate will be expected to carry out these duties or any subsequent legislation. This job description will be reviewed at least annually and any change will be subject to consultation.

**Responsible to:** Board of Governors through the Chair of Governors

**Responsible for:** Leadership, management, teaching and learning of all children and all operational aspects of the school

**To commence:** September 2023

**School:** Marsh Baldon Church of England Primary School, Marsh Baldon OX44

**Number on Roll:** 75

**Contract type:** full time, permanent

**Salary:** Leadership Scale L10-L16



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Job description 8



# Duties and responsibilities

## Strategic purpose

The post holder shall be responsible to the board of governors for the overall leadership and management of the school, working with governors in leading colleagues in the development of strategy, policy and development plans. In particular, s/he shall advise on and implement rigorous academic and pastoral policies to ensure that children receive the highest standard of education, and that demanding and measurable targets and objectives are set for staff.

## Core responsibilities

- Lead, manage and develop staff to ensure that the school's organisation, curriculum, and resources enable everyone to achieve the highest possible standards.
- Ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for children and a rich extra-curricular programme.
- Lead and direct all members of staff and pupils, through direct management, ensuring that effective responsibility is delegated through an appropriate management structure, and that the school complies with educational and other relevant legislation, including health and safety.
- Be responsible for promoting the aims and Christian values of the school and ensure effective communications with all stakeholders, including governors, staff, children, parents, the Diocese, the wider community served by the school, the local authority (LA) and relevant government agencies.
- Shall attend meetings of the governing board, provide governors with regular reports on school developments and activities and consult with the governing board whenever appropriate.
- Shall keep abreast of changes in government/education policy and wider educational practices, and shall be accountable for the effectiveness, efficiency and quality outcomes of all aspects of the school, including financial and human resources, pupil behaviour and discipline, educational and support services, marketing and communications.
- Shall, with the governing board, lead the shaping of the school's future and ensure that all stakeholders are enabled to contribute effectively to the progress and development of the school.



# Duties and responsibilities

- Shall support the busy and varied life of the school, attending its events and wider programme of activities.
- Shall ensure that safeguarding of pupils is given the highest priority at all times.

## Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- In particular, attention is drawn to the requirements entitling Headteachers to a reasonable amount of time during school sessions, having regard to his/her teaching responsibilities, for the purpose of discharging his/her leadership and management responsibilities.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff members are required to participate in the school's appraisal scheme.



# Person specification

Job Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Headteacher or experienced deputy or assistant head</li> </ul>	<ul style="list-style-type: none"> <li>• Recent and relevant in-service training</li> <li>• NPQH</li> </ul>
<b>Shaping the future</b>  <b>Experience, skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Create and secure a commitment to a clear vision for an effective school</li> <li>• Plan strategically with a sense of priorities</li> <li>• Initiate and manage change and improvement</li> <li>• Ability and willingness to support maintain and develop the Christian ethos of the school</li> <li>• Communicate effectively to a wide audience both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• Person with a clearly articulated vision for the future development of a distinctive and effective CE school</li> <li>• Experience of writing and working with a School Development Plan</li> </ul>
<b>Strengthening the community</b>  <b>Experience, skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain effective relationships with all members of the school community</li> <li>• Working constructively with governors</li> <li>• Work constructively with the local community, diocese and the Local Authority</li> <li>• A commitment to develop partnerships with other educational providers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a governor</li> </ul>
<b>Leading learning and teaching</b>  <b>Experience, skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Skilled primary classroom practitioner</li> <li>• Experience of core subject leadership</li> <li>• Promote and secure the success of pupils of all abilities and needs</li> <li>• Understanding of special needs issues and practice with a commitment to a culture of inclusion, diversity and access and positive strategies to promote these</li> <li>• Experience of raising standards through assessment</li> </ul>	<ul style="list-style-type: none"> <li>• ICT co-ordinator</li> <li>• SENCo experience</li> <li>• Experience of teaching mixed age classes</li> </ul>





<p><b>Leading learning and teaching</b></p> <p><b>Experience, skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Understanding of Foundation Stage, KS1 and KS2 Curriculum</li> <li>• Understanding of how children learn and a keen interest in the development of teaching methods</li> <li>• A clear understanding of current curriculum</li> <li>• Commitment to lead and promote pupils' spiritual, social, moral and cultural development</li> <li>• Manage pupil behaviour effectively through a caring, supportive and positive approach</li> <li>• Recognise and promote effective teaching</li> <li>• Ability to monitor, evaluate and develop teaching for learning</li> <li>• Willingness and ability to lead Christian collective worship, promoting the Christian ethos of the school</li> </ul>	
<p><b>Managing the organisation</b></p> <p><b>Experience, skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Good leadership and management skills</li> <li>• Demonstrate high level organisational skills</li> <li>• The ability to work in a team with shared accountability</li> <li>• Experience of school self-evaluation</li> <li>• Understanding school budget management</li> <li>• Ability to analyse performance data, establish benchmarks and set targets for improvement</li> <li>• Understanding the elements of Leading Performance Management and staff development</li> <li>• Ability to delegate responsibilities and monitor practice to see they are being carried out</li> <li>• Experience of dealing sensitively with people and resolve conflict</li> <li>• Ability to ensure that resources are efficiently and effectively used to achieve school's aims and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Three years senior management experience</li> <li>• Experience of leading, developing and managing a high performing team</li> <li>• Demonstrate the use of appropriate leadership styles in different situations</li> <li>• The ability to investigate, solve problems and make decisions</li> </ul>



<p><b>Secure accountability</b></p> <p><b>Experience, skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Understanding of the headteacher's responsibilities and accountability to pupils, governors, parents, LA, diocese and wider community</li> <li>• Thorough understanding of the statutory framework for education and the legal framework that underpins school management</li> <li>• Understanding of Ofsted and SIAMS Inspection</li> <li>• Understanding safeguarding policies</li> </ul>	<ul style="list-style-type: none"> <li>• Management experience of preparing for Ofsted and SIAMS Inspections</li> <li>• Demonstrate experience of working with a governing body to enable it to meet its statutory responsibilities</li> </ul>
<p><b>Qualities</b></p>	<ul style="list-style-type: none"> <li>• Person who values and has high expectations of each child</li> <li>• A positive role model for staff and pupils, who inspires confidence and trust</li> <li>• Enthusiasm and sense of humour</li> <li>• Personal impact and presence which inspires confidence and trust</li> <li>• A good, sensitive listener who demonstrates integrity, diplomacy and confidence</li> <li>• Commitment to maintain a healthy work/life balance and supporting others in doing so</li> <li>• Integrity</li> <li>• Self Confidence</li> <li>• Energy, vigour and perseverance</li> <li>• Adaptability to changing circumstance and new ideas</li> <li>• An ability to foster an open and fair culture</li> <li>• A commitment to own personal development</li> <li>• Skills to maintain and promote the school's ethos and effective team working</li> </ul>	



# Contact details

## Marsh Baldon CE Primary

The Green  
Marsh Baldon  
Oxford  
OX44 9LJ

01865 343249  
[office@marshbaldonschool.co.uk](mailto:office@marshbaldonschool.co.uk)

## Chair of Governors

Tom James  
[chair.governors@marshbaldonschool.co.uk](mailto:chair.governors@marshbaldonschool.co.uk)

