



**St Matthias CE Primary School**

**Application Pack  
Headteacher (Maternity Cover)**







St Matthias is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.

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## Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at St Matthias Primary School. This is an exciting opportunity to cover our current Headteacher whilst she is on Maternity leave. We hope this pack supports you in finding out more about our school. The pack includes background information about the school and our Federation, Primary Advantage. It also includes information about the application process and the job description.

St Matthias is a one form entry primary school in the London borough of Hackney. We are located in Stoke Newington, a short walk from Newington Green in the heart of a diverse, vibrant and exciting community.

Our children come from truly diverse backgrounds and speak many different languages. We are a Church of England school and pride ourselves on our strong Christian ethos. We are one of eight schools within the Primary Advantage Federation. Being part of this Federation allows us to offer the unique opportunity to be part of a community of committed teachers and leaders who regularly share best practice and support each other. The Federation has allowed us to grow as a school but still maintain our distinct and unique identity. Our Local Authority Board (LAB) ensures that St Matthias makes decisions that are best for the school and its community.

This is an exciting opportunity for an inspirational, highly motivated, ambitious and dynamic leader, who in partnership with the Executive Principal and the Central Governing Board will continue to build on the school's success.

We are looking for a confident and experienced school leader who can continue to inspire our children and engage positively with members of our school community whilst the current Headteacher is on Maternity leave.

**The closing date for this application is: Friday 24th September 2021**

**Interviews for shortlisted candidates will take place on: Monday 4th October 2021**

If you have any questions about the application process please contact Venessa Williams on **02072541010**. Please send completed application forms to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

If you are an ambitious and confident leader we would like to meet you.

Kind regards,

**Sian Davies**  
Executive Principal





## Application Process

**Salary:** L14 – L21 (£66,114-£77,011)

**Application Closing Date:** Friday 24th September 2021

**Interview Date:** Monday 4th October 2021 *(please ensure you make yourself available for the whole day)*

1. Please read the application pack carefully. This pack contains the Headteacher competencies we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the Headteacher competencies when writing your personal supporting statement.
4. We highly recommend that you visit our school before applying. Please contact the school office on **020 7254 1148** to organise a visit
5. Should you have any queries about the application process please contact Venessa Williams on **020 7254 1010**
6. Completed applications should be sent by email to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

### SHORTLISTING

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

### SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



St Matthias is a one-form entry primary school with a Nursery. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 3 to 11 years old and we currently have 182 children on roll. There is one class in each year group with a maximum of 30 pupils in each class. Our children come from a wide range of backgrounds and approximately 39% of pupils speak English as an additional language. St Matthias is part of a culturally rich and diverse community where children are encouraged to embrace and celebrate their backgrounds.

- 56% of children are entitled to Free School Meals
- 58% of children are eligible for the Pupil Premium grant.
- 94% of pupils are from minority ethnic groups. The main ethnic groups are African, Caribbean and Indian.
- 14.4% of pupils are on the SEND register.

## **Our identity, Our world, Our voice, Our future.**

At St Matthias, we are committed to empowering our children to become independent life-long learners who:

- Know who they are
- Ask questions about the world around them
- User their voices to make a difference
- Aspire to greatness

Our Christian values nurture a safe, caring and inclusive environment, where together, we *'have faith, hope and love. But the greatest of these is love'* (1 Corinthians 13:13).

St Matthias provides a safe and happy environment for all of our children and staff to learn, develop and excel in their academic and social education. We believe that our children have to be supported to achieve and prepare for their lives ahead. Working together with their families, we will instil the values and care needed to ensure they become responsible, confident and capable members of society.

Our Christian ethos is underpinned by the principal of 'Love Thy Neighbour' and children are encouraged to love themselves and others to ensure respect for all and the right to knowledge.

We believe it is imperative that all children have the necessary skills and attitudes to equip them for an unknown but prosperous future, that allows them to make positive choices about their own lives. We offer a consistent approach to learning to ensure they have the skills necessary to apply to a variety of situations.





## Working with Partners

### **WITH ST MATTHIAS CHURCH, STOKE NEWINGTON**

The school enjoys an active and supportive partnership with the local parish church, St Matthias in Stoke Newington. We attend a weekly service, led by Father David, who also makes time to visit and discuss with the children, as well as engage in a range of different activities throughout the week. Daily collective worship assemblies are held, with prayers being said every day. All important Christian celebrations and festivals, like Christmas, Easter and Harvest, are held in the church, with parents and carers invited to attend.

### **WITH SECONDARY SCHOOLS**

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and Hackney Learning Trust to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

### **WITH INTERNATIONAL LINKS**

As part of our curriculum, we aim to develop children's awareness of global issues. Children make links with schools and communities in different parts of the world.

### **WITH PARENTS AND FAMILIES**

We know that the most successful education takes place when parents/carers, staff and governors all work together. Parents and carers are involved with the whole school community in a variety of ways:

- Parent Teacher Association
- Helping with visits & in class
- Supporting with fund raising events
- Attending curriculum evenings

### **LONDON DIOCESE BOARD FOR SCHOOLS (LDBS)**

The function of the LDBS and aspects of its governance is set down in the Diocesan Measure that has been approved by both Parliament and the Church. Key purposes of the LDBS are "to promote church schools" and "to promote education which is consistent with the faith and practice of the Church of England." St Matthias works with The Diocese of London, who play a key role in our school development and governance.

### **HACKNEY EDUCATION SERVICES (HES)**

HES is a department in Hackney Council's Children and Young People's service. The Hackney Education Services is responsible for Hackney's children centres, schools, early years programs and adult education.



## Key Priorities

To develop our key priorities, we have considered feedback from our OFSTED inspection in March 2018 where we were judged to be **Good** in every category. We have also considered feedback from our school improvement partner, information gathered through all aspects of monitoring and a wider consultation with stakeholders including parents and children. It includes the following priorities:

### KEY PRIORITY ONE QUALITY OF EDUCATION

- Ensure an increasing proportion of pupils are on track to reach end of year expectations in RWM
- Adapt the short term and long-term curriculum provision to provide focus on required areas post lockdown
- Provide focused CPD on assessment and particularly take account of training needed for ECTs
- Strengthen strategies to support the lowest 20% of pupils working across the curriculum to ensure rapid progress is made in reading, writing and maths

### KEY PRIORITY TWO BEHAVIOUR AND ATTITUDES

- To further improve lates and poor attendance <95% through rigorous tracking and monitoring of families
- To increase children's understanding of keeping safe online
- Increase quality opportunities for parental engagement and home school links

### **KEY PRIORITY THREE**

#### **PERSONAL DEVELOPMENT**

- Provide focus on oracy development so that all pupils can demonstrate understanding, express feelings and ask questions
- To continue developing strategies to support the whole school community with their wellbeing and mental health
- To provide continued opportunities for children to develop healthier and more active lifestyle choices
- To enhance provision in the teaching of music across all phases

### **KEY PRIORITY FOUR**

#### **LEADERSHIP & MANAGEMENT**

- To ensure leaders embed a robust monitoring and evaluation process linking action plans more closely to SDP
- To further develop our provision and PPG & Covid spend strategy to ensure that disadvantaged pupils achieve well in all phases
- Address diversity and anti-racism agenda ensuring the curriculum offer is reflective of our school community; providing opportunities for social conscience and social action
- Further scrutinise spending in order to increase the savings and efficiencies

### **KEY PRIORITY FIVE**

#### **EARLY YEARS PROVISION**

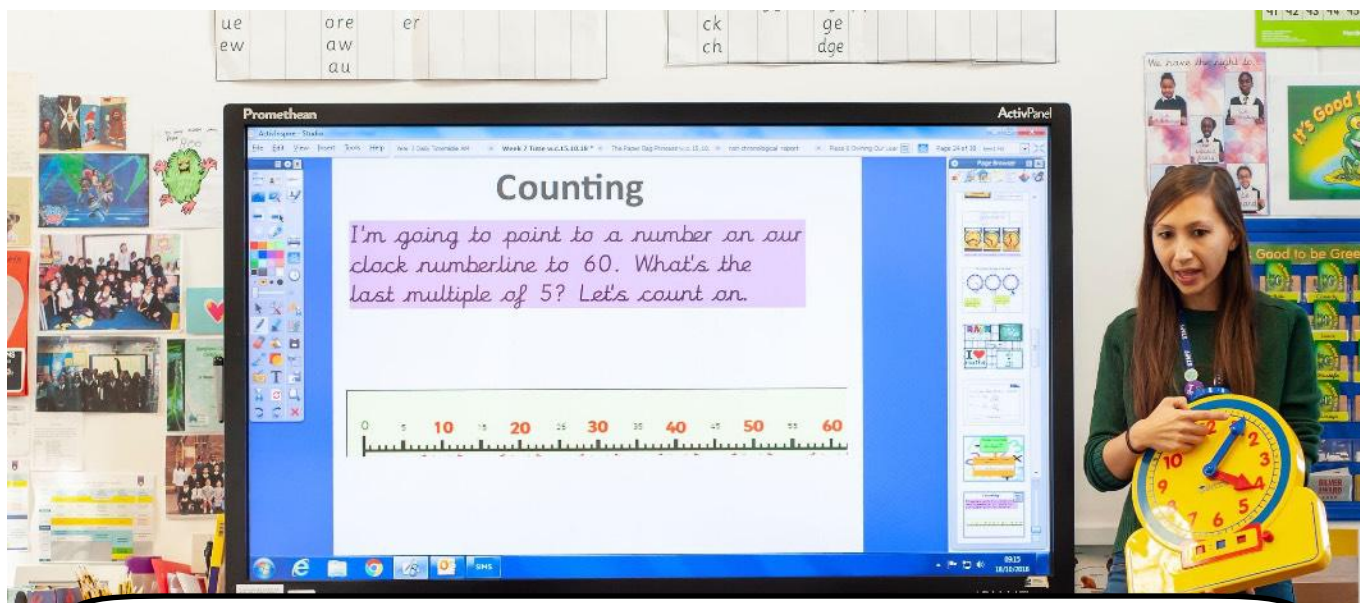
- To improve provision in the outdoor area- further develop risk taking, gross motor opportunities and language
- Implement the new EYFS statutory framework and non-statutory -supporting documents
- Monitor the pupil roll and take appropriate decisions to respond to falling numbers

### **KEY PRIORITY SIX**

#### **RELIGIOUS CHARACTER**

- SIAMs training in preparation for SIAMs inspection Sept. 2021
- Continue to develop and refine the teaching of religious education
- SMSC development opportunities to be implemented across the curriculum





## About Primary Advantage



### PRIMARY ADVANTAGE FEDERATION

St Matthias is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### OUR COMMITMENTS

**Every teacher is a great teacher; every school is a great school.** We aim to move incrementally towards excellence in all aspects of our work.

**All pupils will make good or better progress** and will be properly equipped for the next stage of their schooling.

**Learning environments** are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

**Curriculum provision is bespoke,** broaden horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

**Our learning community provides** opportunities for growth for pupils, staff and families.

### PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system

Find out more information about Primary Advantage Federation by visiting [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)



# Headteacher Competencies

**Job Title:** Headteacher  
**Reports to:** Executive Principal  
**Salary:** L14-L21 (£66,114-£77,011)

To carry out the professional duties of a Headteacher as described in part nine of the school teachers' pay and conditions document. Candidates must take heed of this information. The assessment process at interview will be looking for the following criteria:

## Qualifications and Experience

### ESSENTIAL

- Degree and Qualified Teacher Status.
- Successful experience as a Headteacher, Deputy Headteacher or Head of School
- Recent continual professional development that enables the applicant to succeed in a headteacher role.
- Relevant teaching experience at primary school level

### DESIRABLE

Experience of teaching in an inner-city and culturally diverse environment

## Leadership and strategic direction

- Ability to work with the governing body to create and develop a clear vision for the future of a school
- Capacity to lead change, identify areas of improvement and implement in order to maintain outstanding status
- Demonstrate track record of providing inspiration, motivation and strong leadership to all staff and the school community
- To set high expectations for every child and ensure all pupils achieve these standards

## Teaching, Learning and Assessment

- A commitment and driving passion for the inclusion of all children in a high-quality education
- Ability to provide pupils with the excitement of a relevant, challenging and creative curriculum that raises standards of education for all.
- Evidence of raising standards across a primary school through monitoring, analysing and evaluating the quality of teaching and learning.
- Experience of monitoring, analysing and evaluating pupil performance information to help set improvement priorities and raise standards.

## Staff management and development

- A leader who can engage and motivate staff in a culture of high expectation.
- A leader who holds promoting the relationship between excellent teaching and raising achievement at the heart of their practice.
- Experienced in developing and creating opportunities for high quality staff, focused on raising achievement.
- Ability to engage collaboratively with and respond to challenge from the governing body.

## Organisation and management of systems and resources

- Ability to set, interpret, monitor and manage a budget.
- Excellent analytical skills with the ability to prioritise demands and manage financial and human resources to ensure high educational achievement.

## Personal attributes

- A confident leader, able to engage and inspire all members of the school community to enhance pupils learning.
- Highly professional and demonstrating integrity at all times.
- Outstanding communication skills, both written and verbal.
- Understanding and ability to create and maintain an environment which promotes high standards of behaviour, alongside pupils', moral, social and cultural development.





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