



# Information Booklet

Oxford Diocesan Schools Trust

Headteacher Vacancy – North Hinksey CE Primary School

Dear Applicant,

Thank you very much for your interest in the role of Headteacher in North Hinksey CE Primary School within the Oxford Diocesan Schools Trust. This is an important role and we are looking for an exceptional person to join us.

Whilst we are a large family of mainly primary schools operating within Oxfordshire and Berkshire, we pride ourselves on being very different from the image you might have of working for a large multi academy trust.

Since forming in 2012 our ethos has been built on the principle of preserving the uniqueness of each ODS Trust school, and its place in the local community, and we are wholly committed to maintaining that family feel. As such, our headteachers are empowered to work with their local governing bodies to make the decisions they believe to be right for their pupils and community and they are supported by the wider Trust family to ensure they have the resources, skills and team to be able to do the job brilliantly.

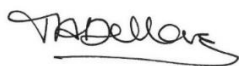
Working in an ODS Trust school means you will work with colleagues who care passionately about children and with a central team who will support you and share your ambitions to develop yourself and those around you. We can offer you a wide range of professional development opportunities, both formal and informal; we will provide induction and support as you need it; and we will want to draw on your strengths to support the development of others in due course.

As an established and successful Trust, we have built on a lot of good practice as we seek continuously to improve. We want to ensure that our organisation remains committed to our vision of the Common Good and all our staff model our values, whilst delivering excellent education in what still appears to be a challenging financial environment.

ODST has developed a hub model to allow clusters of schools to work together to achieve a common goal. Our hubs are geographically based to allow for close collaboration and ease of face-to-face contact and mobility of both staff and students. Central team members are allocated to specific hubs so that you will always have a named contact and can develop a great working relationship with that team member.

North Hinksey C E Primary School joined ODS Trust in 2017 and are part of our Oxford Hub. The school is particularly proud of its school values of 'Faith, Hope and Love' that underpin all they do, their strong, committed team and inclusive focus on nurturing every pupil and member of staff so they can 'Flourish and Achieve'.

I hope you will consider a future with North Hinksey and ODS Trust; this role will give you a real opportunity to develop further in your own leadership. You will almost certainly undertake tasks or solve problems you have not previously encountered, all the while contributing to the development of others and so make a difference to our children and young people. We look forward to receiving your application.



**Anne Dellar, Chief Executive Officer**



**Cath Wilson, Vice Chair of Governors**





## North Hinksey CE Primary School

*'And now these three remain: Faith, Hope and Love. But the greatest of these is Love'*

Corinthians 13:13

### Vision

To provide a high quality, holistic education, enabling everyone to flourish and achieve through developing their intellectual, spiritual, physical and emotional wellbeing.

### Aims

- Create a safe, enjoyable and nurturing learning environment
- Provide outstanding pastoral care for everyone
- Value, encourage and equip every member of the school team in their respective roles
- Create a culture of high expectations through all areas of school life
- Create a motivating learning environment through inspirational teaching
- Support all children to engage fully in their own learning and promote a love of learning
- Encouraging each child to develop self-confidence and practise care and respect for others
- Welcome difference and celebrate all that we can learn from each other

### Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

### Values

We are a Church of England school and all our work is underpinned by core Christian values of faith, hope and love.



At North Hinksey, the ethos of love for one another underpins all we do. We believe an atmosphere of respect, kindness and love supports all staff, pupils and families to feel welcomed and safe, and in turn enables all to flourish and achieve. Families of children attending the school generally live in the local area and there is a strong community feel about the school. The Home School Association (HSA) is led by parents who raise funds for the school through a range of family events.

Set in a quiet village location on the edge of Oxford city, we are a secure and attractive setting, with classrooms and learning areas well distributed across the site. There is plenty of space for our 210 children both indoor and out. We have a playground, playing field, a small forest school space and our much loved “Bug Bungalow” outdoor classroom to enable learning in all sorts of environments!

We are fortunate to have close links with the local churches. We have weekly collective worship in St Lawrence Church (next door to the school) with other key services at Harvest, Christmas and Easter taking place in St Peter & St Paul Church in Botley.

We also have close links with North Hinksey Pre-School who share our site. Whilst a separate organisation to the school, we work closely and effectively with the Pre-School leader and their team, joining together on a range of early years learning activities and opportunities. The majority of children from this setting become our Reception year and so this close collaboration provides real benefit for the children through an essential time of transition for them.

The current Governing Body is a committed, strong team with a sound understanding of their strategic role in supporting, and challenging, the school.

Our last Ofsted inspection was in November 2021. We are particularly proud of these highlights that very effectively summarise the strengths of our school:

- The school’s values of faith, hope and love filter into all areas of school life
- Relationships between staff and pupils are warm and respectful
- Staff have high expectations
- Classrooms are hives of activity
- Leaders and governors have high ambitions for all staff and pupils
- Staff feel valued and respected. They enjoy working at the school and with each other

In 2019, SIAMS recognised the school as a Good church school. The key findings echo many of the themes found in the Ofsted inspection:

- Honest and robust leadership at all levels, driven by the school’s Christian vision, ensures an empowering and transformative culture of success, based on faith, hope and love. This enables all, including the most vulnerable, to flourish and achieve well on the journey towards excellence.
- Virtuous pastoral care in this Christian community is genuinely supportive of pupils and adults and their mental health and wellbeing. Staff tirelessly support one another, the pupils and their families.
- The mutual partnership between the churches and the schools, notably through the dedicated rector, enriches the worshipping lives and nurtures the spiritual journeys of all the community.
- The school benefits from the support of ODST and is beginning to share good practice with other schools in the diocesan family.

We are looking for a headteacher who will continue to tangibly enable all to flourish and achieve.  
You will:

- Lead the school with enthusiasm, compassion, kindness and understanding
- Strive for the very best for every pupil and member of staff
- Embody and promote our church school vision, values and ethos
- Work effectively with parents/carers and the wider school community
- Continue to develop the excellent, inclusive provision that is place for every pupil

In return we can offer you:

- Pupils who are enjoy being at school, and who are engaged in their learning, behave well and show love for each other
- A strong, adaptable staff team who are committed to working together and supporting each other for the benefit of our children
- An effective Governing Body, willing to support within a strategic overview focus and supported in this by ODST's governor services
- Support from the ODST Hub of schools
- Strong links with the local secondary school, and a group of other local headteachers of primary schools



# NORTH HINKSEY CE PRIMARY SCHOOL

## HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION



The DfE's 'National Standards of Excellence for Headteachers' gives details of the generic role and professional responsibilities of the Headteacher. You should be familiar with these.

Within that framework, the school's Local Governing Body and ODSST are seeking to emphasise the following.

### JOB PURPOSE

To develop further an innovative, happy and successful primary school by:

- Providing a strong, clear, inspiring and widely shared vision for its future and positive, incisive strategic direction and leadership for sustainable success, and that this vision reflects the values and ethos of the school;
- Ensuring the highest possible quality, depth and breadth of education, range of opportunities and standards of attainment for all children;
- Developing and managing the school efficiently and effectively, building on its strengths of inclusivity and support of individual needs, maintaining a culture of innovation to sustain prolonged developments and improvements across every aspect of the school;
- Fostering and building on the Christian ethos of the school, as welcoming to families of all faiths and none;
- Engaging children, parents and staff as a community of learners;
- Ensuring the school is rooted in its local community and has good relationships with other stakeholders.







## Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• DfE Qualified Teacher status</li> <li>• Evidence of relevant, recent professional development that prepares for this post</li> <li>• National professional qualification for headteachers or senior leaders or working towards this</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Substantial and proven successful primary teaching experience</li> <li>• An ability to demonstrate whole school impact</li> <li>• Significant knowledge and experience of primary education and the issues and challenges facing the sector</li> <li>• A broad understanding of the Ofsted framework and requirements</li> <li>• Up-to-date knowledge of safeguarding procedures and an understanding of the role's responsibilities with regard to safeguarding</li> <li>• Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment</li> <li>• Experience of educating children with special educational needs within an inclusive classroom</li> <li>• Experience in more than one appropriate key stage</li> <li>• Experience of monitoring and evaluating performance and practice</li> <li>• High expectations of pupil behaviour and the effective use of behaviour management strategies</li> <li>• Knowledge and understanding of the context of a Church of England primary school and of Christianity alongside awareness of and respect for other faiths</li> <li>• A secure understanding of school finances and the principles of budget setting</li> <li>• Knowledge of GDPR and the requirements relating to a school</li> <li>• Experience of leadership and management of change</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of early years leadership</li> <li>• Leadership experience in more than one school</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent ability to lead, manage, support and inspire colleagues, particularly through change</li> <li>• The ability to communicate thoughtfully, fairly and confidently to children, staff, parents and the wider community</li> <li>• The ability to build effective relationships with a wide variety of people- staff, learners, senior leaders, governors, parents and the wider community</li> <li>• Ability to hold people to account and to challenge under performance</li> <li>• The ability to provide objective support and advice to the governing body, to enable it to meet its responsibilities</li> <li>• Excellent analytical, problem solving, negotiating and decision-making skills</li> <li>• The ability to confidently analyse and use data to improve the quality of teaching and learning</li> <li>• The ability to create and implement a strategic school improvement plan, based on effective self-review which identifies priorities and targets ensuring that every child can be their best</li> </ul>	
<b>Personal Qualities</b>	<p>Is resilient with a strong belief and proven record of considering the wellbeing of self, staff and children.</p> <p>A genuine excitement to work in a diverse school where we can celebrate our differences.</p> <p>A desire to utilise the strengths of the wider-community to enrich the school.</p> <p>An empathetic listener, whose door will be open to staff, children, parents, governors and the wider community.</p>	



## Why ODST?

The Oxford Diocesan Schools Trust (ODST) is the largest Multi-Academy Trust (MAT) in Oxfordshire and is in the top 1% for size, based on number of schools, of MATs in England. It was founded in 2012, originally with 3 sponsored and 2 convertor schools.

ODST currently consists of 43 schools across Oxfordshire, the Royal Borough of Windsor and Maidenhead, and Reading and has significant primary expertise and capability, with all our schools covering at least some part of the Primary phase.

## Our Vision

ODST is committed to delivering an excellent education which meets the needs of all learners. We are proud of our track record of delivering improvements in schools experiencing challenge, and in supporting our strong schools to continue to develop and be in a position to share their expertise with others. ODST's vision for education centres on our sense of a community which works for the common good. The Trust's key values are identified as:

**Inclusivity:** Our schools embrace equality of opportunity and a wholly inclusive approach to education. We believe every person matters.

**Empowerment:** A fully functioning community is one where each person knows their own value and potential. Our job as educators is to enable that potential to flourish; to create a culture where children can be nurtured to be the best they can be. We believe this is best done by empowering each other to contribute the best we have to give.

**Community:** Communities are important and flourish best when relationships are strong. We believe our schools and the people in them are a vital part of many different communities, all of which can be enriched as we work together.

**Abundant Living:** We want our schools to be places where children are loved, nurtured and learn to live well. We believe all people should be enabled to fulfil their whole potential, not just professionally and academically, but also creatively, morally and spiritually.

**Service:** Our schools are outward-facing communities where we all learn to serve others and contribute to the common good.

Each ODST school maintains delegated authority to make local decisions as we recognise that each is unique and can only meet the needs of its local community if that remains the case.

## School Improvement Support

ODST has a very strong package of support, development and challenge for its school leaders and governors.

As part of our planned school improvement support across the Trust, our SI team and school leaders engage in a discussions regarding where the school's performance is currently in terms of pupil outcomes, quality of teaching and learning, and leadership. Our Local Governing Bodies (LGBs) are also part of this process and the subsequent monitoring.

The agreed work pattern for schools in the Trust consists of not fewer than six regular visits to each of our schools.



## Continuing professional development (CPD)

ODST is very proud of the level of professional development offered to our staff, and believe we offer an excellent support package for staff at all levels in our organisation, to enable them to fulfil their potential, and thereby support children's learning in the best way. This includes:

- **Headteacher & Senior Leaders:** Access to termly Headteacher conferences; termly leadership briefings that include school improvement; the opportunity to work and share with a local hub of ODST schools that contains a significant number of existing partnership schools;
- **Governors:** Termly leadership briefings and specific governor training arranged through either ODST or a sister organisation;
- **Teachers:** We have a well-developed series of network meetings held regularly in the Trust (e.g. for early years leads, for maths leads, for RE leads etc) led by a range of subject experts. This is provided as part of our SLA with the schools and also includes a cycle of moderation for mathematics and English;
- **Administrative staff:** Termly business manager meetings provide the opportunity for training and development and the sharing of knowledge and new procedures across the Trust.

## Central team support

The central ODST staff team is based in our office in Wantage with a remote office in central Oxford comprising a finance team, an HR team, school improvement team and operational management team, as well as administrators and the CEO. We work closely together and with ODBE staff who provide all our capital bid and project management services on a contractual basis and additional pastoral support. School support, for each professional area, is not limited in any way so that we can ensure each school can access the support it needs when it needs it.



## The Application Process

### What to do next?

For more information, and to arrange an informal visit to the school, please contact Bob Pattenden, School Improvement Adviser on 07423 109263 or via email at [bob.pattenden@oxford.anglican.org](mailto:bob.pattenden@oxford.anglican.org).

Applications should be made on-line at <https://www.odst.org.uk/vacancies>.

Please note that CVs will not be accepted.

Closing date for applications is Sunday, 26<sup>th</sup> March 2023.

Interviews for shortlisted candidates will be held Friday, 21<sup>st</sup> April 2023.

As an equal opportunities employer, we encourage applications from suitably qualified candidates irrespective of background. Therefore, if for any reason you require adjustments to support your application please provide details on your application. For example, extra time or flexibility on the assessment process and/or a visit to the school to accommodate a particular need.

North Hinksey C E Primary School, as a member of the Oxford Diocesan Schools Trust, is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Online checks may also be carried out to comply with KCSIE.

All schools in the Oxford Diocesan Schools Trust are committed to equality and diversity and the safeguarding and wellbeing of all children and young people across the Trust. The Trust expects all staff and volunteers to share this commitment.

The Headteacher will be required to demonstrate a commitment to promoting and safeguarding the welfare of children and young people in the school and to become the Designated Safeguarding Lead (DSL) for the school.

From a GDPR perspective, the information you have provided will be stored on our secure database and will only be used to process your application. It will not be passed to any other organisation.