



Information Booklet

Oxford Diocesan Schools Trust

Headteacher Vacancy: North Leigh CE Primary School

Dear Applicant,

Thank you very much for your interest in the position of Headteacher at North Leigh Church of England Primary School within the Oxford Diocesan Schools Trust. This is an important role and we are looking for an exceptional person to join us in either April or September 2023.

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.

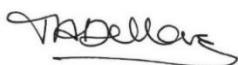
Since forming in 2012 our ethos has been built on the principle of preserving the uniqueness of each ODST school, and its place in the local community, and we are wholly committed to maintaining that family feel. As such, our headteachers are empowered to work with their local governing bodies to make 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 ODST 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.

I hope you will consider a future with us; 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



Letter of Welcome from our Governors

Thank you for your interest in the post of Headteacher at North Leigh CE Primary School. This is an exciting opportunity for an aspirational and collaborative leader to inspire our staff and whole school community in the next phase of our development. We pride ourselves on welcoming all children and supporting them to achieve their own personal best.



North Leigh CE Primary joined ODSST in July 2015, at the same time as we welcomed our previous Headteacher, marking a new chapter in our school's development. It is proud to be an inclusive school with strong ties to its community, and with active approaches to global learning. The numbers on roll are expanding, with new classrooms being built for Years 5 & 6 in 2019. Staff and Governors are focussed on providing a stimulating broad curriculum within a safe happy environment.

We are a thriving one-form-entry Church of England school (*Ofsted 2017 Good, SIAMS 2017 Outstanding*) with 182 children across 7 classes; including breakfast and after school provision on site. The school is located in the heart of West Oxfordshire and benefits from well-maintained buildings, two newly built classrooms for Years 5 and 6 and with further refurbishment planned for 2023. The school sits within secure and attractive grounds and has its own playing field and outdoor learning facilities.

At the heart of all we do are our Values - which support and nurture our children. We seek excellent academic progress and work to ensure that our children go on to secondary school as confident, independent and enthusiastic learners - ready for the next phase of their lives.

Schools need leaders and we take pride in nurturing them. Headship is not for everyone, and it **is** a challenge! If this would be your first headship, please do not hesitate to apply. We welcome new leaders and are ready to support and encourage them through the process. Our previous headteacher joined us as a new head and was recently promoted to a more senior role.

We are looking for an individual who will:

- Demonstrate innovation, excellent communication and intelligent leadership;
- Have an uncompromising commitment to high expectations that enables each child to flourish through a creative and challenging curriculum, enabling investigative and inspired learning;
- Embody and promote the school's Christian ethos and values;
- Is passionate about leading a school where the needs of every child are nurtured;
- Support and motivate our committed staff team by fostering respectful relationships and focusing on career development and wellbeing.

We can offer you:

- A school that is at the heart of its thriving community;
- An experienced and committed staff team who work well together and care deeply for their pupils;
- Children who are keen to learn, behave well and care for each other;
- A broad and balanced curriculum that offers ambition, creativity and wider learning opportunities;
- A dedicated governing body who support the Headteacher and care for staff wellbeing and professional development;
- An enthusiastic and engaged parent community, with a hardworking PTA;
- An excellent learning environment, with well-established outdoor learning facilities.

We hope this pack provides you with the information you need in order to consider the role. Please take a look at our website to gain an insight into our school. If you have any further questions, please do not hesitate to contact the Chair of Governors, Sophie Warner, via swarner@north-leigh.oxon.sch.uk

We warmly invite you to visit our school and explore whether we are the right school for you.

Sophie Warner
Chair of Local Governing Body



School Parliament (Pupil Voice): What we would like from our new Headteacher...

Listens to staff and children with understanding.	Kind, supportive and respect other people's ideas.
Full of imagination	Nurturing, encouraging and positive.
Help children realise their potential.	values everyone.
Likes smiling.	Helps us to accomplish our goals.

Key Information about North Leigh CE Primary School

North Leigh CE Primary School is a vibrant Church of England school in which our Anglican Christian values of respect, honesty, perseverance, creativity and community are at the heart of all we do. We work in partnership with parents and the wider community to help every child make good progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.



Our Vision for North Leigh grows from Christ's new commandment to his Disciples at the Last Supper:

‘Valuing everyone - in our school, in our community, in our world’

We value and celebrate everyone; nurturing and challenging all individuals to realise their potential, live full and meaningful lives and make a positive difference as global neighbours.

Love one another. As I have loved you... (John 13:34)



Contextual Key Information

Name:	North Leigh Primary School			
Address:	Park Road, North Leigh, OX29 6SS			
Website:	www.northleighprimaryschool.org.uk			
Age Range:	4-11			
Children on Roll:	182			
Pupil Premium:	22			
Early Years GLD:	76%			
Key Stage 1 Attainment:	Reading: 76%	Writing: 64%	Maths:72%	Combined: 64%
Key Stage 2 Attainment:	Reading: 68%	Writing: 75%	Maths: 82%	Combined: 57%

North Leigh Church of England Primary School

HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION



Job Description

Position Title: Headteacher

Responsible to: ODST and the Local Governing Body

Salary: Group 2: L9 – L15
Full time permanent position.

Start Date: April or September 2023

Application Closing Date:
Sunday, 29 January 2023, 23:59hrs

Interview Date:
Monday 6 February 2023

General Description of the Post:

The holder of the post will provide professional and strategic leadership and management for the school that builds on its success in ensuring outstanding education and opportunities for all children.

Organisational Relationship:

The post holder will be accountable to ODST and the Local Governing Body for the leadership, internal organisation, and management of the school.

Conditions of Employment

The appointment is subject to the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, the School Standards Framework, the required standard for Qualified Teacher Status and any

Key Responsibilities

Strategic Direction and Shaping the Future

- Develop and deliver the strategic plan underpinned by the future needs of the school and sound financial planning.
- Work with the Local Governing Body, ODST central team and other key stakeholders to develop and drive a shared vision and create future strategic plans which will inspire and motivate pupils, staff, parents/carers and the wider community.
- Ensure that strategic planning takes account of the ethos and values of the school and integrates external best practice.

Leadership & Management

- Provide inspiration and strong leadership to staff.
- Lead by example and embody the school's Christian values for the pupils, staff, governors and parents of the school.
- Ensure that staff, parents, governors, local community and ODST are fully informed of progress and key developments.
- Ensure the arrangements for safeguarding are effective.

Teaching and Learning

- Create a culture of challenge and support, so that every child can gain confidence, achieve success and develop a love of learning.
- Collaborate with staff to monitor progress in every child's learning
- Continue to raise the quality of teaching and learning
- Assess, monitor and evaluate the delivery of the curriculum in order to identify and act on areas for improvement.
- Maintain and develop our creative and exciting curriculum and enrichment activities.
- Ensure that North Leigh CE Primary School continues to support children's intellectual and personal development; mental health and wellbeing.
- Encourage parental engagement with their children's development and the wider school community.

Staff Management and Development

- Work with governors to recruit and retain a high-quality leadership and teaching team.
- Ensure that staff wellbeing is emphasised as part of recruitment and retention.
- Maintain organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in-line with key priorities.
- Ensure effective planning, allocation, support and evaluation of work.
- Ensure clear delegation of tasks and devolution of responsibilities.
- Provide opportunities for growth and continuing professional development of the teaching team.
- Ensure that all staff receive regular performance reviews and have individual professional development plans to address skill gaps.
- Ensure that all staff are involved in the School Development Plan and kept informed of key priorities and developments.
- Maintain a rigorous approach to Safeguarding practices, and the health, safety and wellbeing of the school community.

Accountability

- Work with the Governing Body by providing information, objective advice and support to enable it to meet its responsibilities.
- Lead an organisation in which all staff recognise that they are accountable for the success of the school.
- Integrate outcomes of regular school self-evaluation with external evaluations when reporting to stakeholders.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including governors, ODST and parents.

Safeguarding

- Create a rigorous organisational culture which monitors and prioritises the safeguarding of pupils above all other considerations.
- Co-operate and work with relevant agencies to protect children.

Community

- Foster a school culture and curriculum which takes account of the context and richness within the school community.
- Create and maintain effective partnerships with parents, governors and ODST to support and improve pupils' achievements and personal development.
- Contribute to the development of teaching and learning by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Seek opportunities to invite parents, community figures and other organisations into the school to enhance and enrich the school and its value to the wider community.

Equal Opportunities

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

This job description should be read alongside the range of duties and responsibilities for Headteachers as set out in the annual School Teachers' Pay and Conditions Guidance. Candidates will be expected to have considered these in relation to their application.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Governing Body. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification



	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • DfE Qualified Teacher status • Evidence of relevant, recent professional development that prepares for this post • National professional qualification for headteachers or senior leaders or working towards this 	
Knowledge and Experience	<ul style="list-style-type: none"> • Substantial and proven successful primary teaching experience • An ability to demonstrate whole school impact • Significant knowledge and experience of primary education and the issues and challenges facing the sector • A broad understanding of the Ofsted framework and requirements • Up-to-date knowledge of safeguarding procedures and an understanding of the role's responsibilities with regard to safeguarding • Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment • Experience of educating children with special educational needs within an inclusive classroom • Experience in more than one appropriate key stage • Experience of monitoring and evaluating performance and practice • High expectations of pupil behaviour and the effective use of behaviour management strategies • Knowledge and understanding of the context of a Church of England primary school and of Christianity alongside awareness of and respect for other faiths • A secure understanding of school finances and the principles of budget setting • Knowledge of GDPR and the requirements relating to a school • Experience of leadership and management of change 	<ul style="list-style-type: none"> • Experience of early years leadership • Leadership experience in more than one school
Skills	<ul style="list-style-type: none"> • Excellent ability to lead, manage, support and inspire colleagues, particularly through change • The ability to communicate thoughtfully, fairly and confidently to children, staff, parents and the wider community • The ability to build effective relationships with a wide variety of people- staff, learners, senior leaders, governors, parents and the wider community • Ability to hold people to account and to challenge under performance • The ability to provide objective support and advice to the governing body, to enable it to meet its responsibilities • Excellent analytical, problem solving, negotiating and decision-making skills • The ability to confidently analyse and use data to improve the quality of teaching and learning • 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 	
Personal Qualities	<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>	

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 converter schools.

ODST currently consists of 36 schools across Oxfordshire and the Royal Borough of Windsor and Maidenhead 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 discussion 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

To arrange a school visit, please contact Bob Pattenden, School Improvement Advisor, on 07423 109 263 or email Bob.Pattenden@oxford.anglican.org

Applications should be made on-line at <https://www.odst.org.uk/vacancies>.
Please note, CVs will not be accepted

Start date: April or September 2023

Closing Date: Sunday, 29 January 2023, 23:59hrs

Interviews: Monday 6 February 2023

The Legalities

North Leigh CE 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.

All schools in the Oxford Diocesan Schools Trust (ODST) 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.