



Headteacher vacancy  
Northbourne CE Primary School  
Information booklet



Dear Applicant,

Thank you very much for your interest in the role of Headteacher at Northbourne CE Primary School, Didcot within the Oxford Diocesan Schools Trust (ODST). This is an important role at the head of our thriving school community, for which we are seeking an exceptional and experienced school leader.

Northbourne CE Primary School joined ODST January 2018 and is part of our Southern Hub. The school, graded 'Good' by Ofsted in May 2022, is particularly proud of how its mission – to nurture excellence – infuses all its work, leading to a school community full of motivated, enthusiastic and happy learners, and committed, reflective and hard-working staff. The role of headteacher at Northbourne will provide a real opportunity to develop further your own leadership. You will almost certainly undertake tasks and encounter challenges you have not previously encountered, all the while contributing to the development of others.

Whilst ODST is 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, supported by the wider Trust family to ensure they have the resources, skills and team to be able to do the job excellently.

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 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 remains 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 grouped allowing for close collaboration and ease of face-to-face contact. Central team members are allocated to specific hubs enabling you to have a strong and supportive working relationship with a member of the Trust team.

We hope you will consider a future with Northbourne and ODST. We warmly invite you to visit our school and experience first-hand what an affirming, thriving school we have the privilege of leading.

We look forward to receiving your application,

**Anne Dellar, Chief Executive Officer**

**Kate Woods, Chair of Governors**

# Northbourne CE Primary School

## “Nurturing Excellence”



Northbourne CE Primary School is a thriving, over-subscribed one-and-a-half form entry primary school, judged as ‘Good’ by Ofsted in a recent inspection. The school is a part of Oxford Diocesan Schools Trust (ODST) and the Didcot partnership of schools. We currently have 315 children on roll across 11 classes, and a Nursery class with 2 sessions for up to 26 children each.

Our team of talented, committed staff share our ambitious vision and are dedicated in their approach to our mission of nurturing excellence, ensuring all pupils can thrive academically, socially and emotionally. The high aspirations we have for all our pupils, regardless of their background, are outworked through a curriculum that is motivating, relevant and challenging. The high expectations we have for our pupils is led and modelled by our staff, ensuring our pupils attain well and make good progress in all areas of school life.

Northbourne is a well-maintained school building, within attractive and spacious grounds. A unique building dating back to 1963, it has a courtyard garden at its centre, a large playing field enjoyed by KS1 and KS2, with a separate, extensive Early Years outdoor area. Our Forest School space and outdoor fitness trails in the playground encourage a healthy school environment, which fosters physical, emotional and mental well-being.



We are an outward-facing school community, and we greatly value the opportunity our local links provide; both within the ODST Southern Hub and the growing Didcot Partnership of Schools. Our close links to St. Peter’s Church are especially important, with clergy leading collective worship once a week and welcoming us into church for special services across the year; Harvest, Christmas, Pentecost, Easter and our Y6 Leavers Service.

We were delighted that our latest Ofsted inspection, in May 2022, recognised so many of our strengths, and reflected the school so well;

- How children are “nurtured and cherished”, with their individuality valued
- The effectiveness of the school’s work to develop character and responsibility
- The consistently strong attitudes to learning shown by our children, who are sensible, polite and kind
- The ambition of leaders and staff to broaden horizons and raise aspiration
- Our relentless focus on reading, communication and language
- The calm, purposeful learning environment school provides

Our most recent SIAMS inspection, in February 2017, judged Northbourne to be an outstanding church school:

- The school has an “exceptionally strong and vibrant Christian ethos”
- Children are loved and valued for their uniqueness, and this underpins the progress they make academically and socially, and building their confidence
- Parents have confidence in the school: *‘our children are kept completely safe and are in great hands’*
- Spiritual development is strong, and supports pupils in becoming reflective learners

Our current Governing Body is a dedicated, strong team, praised as “knowledgeable and skilled” in our most recent Ofsted inspection, who have an excellent understanding of their strategic role in supporting and challenging the school.

We have a thriving and committed PTA who work hard to raise funds for the school, providing children with a range of memorable events which they value greatly.



## Nurturing Excellence

*"You yourselves like living stones are being built up" (1 Peter 2:5)*

### Vision

At Northbourne we aspire to nurture excellence through our four core values of love, community, integrity and perseverance. Our vision and values are rooted in the life story of St. Peter who, through overcoming the challenges he faced on his spiritual and personal journey, became the rock on which Jesus built the church.

### Aim

By providing an inspiring curriculum and environment we will:

- Ignite a love of learning and educate all children to excel as individuals
- Promote responsible, compassionate global and local citizenship
- Develop and nurture self-aware, resilient and healthy children.

### Ethos and Values

Our Christian values are well-embedded and underpin our ethos as a Church of England school. Our children live out our values of love, community, integrity and perseverance in so many ways: through the respect they show each other and the adults who support them; in the way they value and celebrate difference and diversity; by showing deep compassion and empathy for others in our community and beyond; and through the inquisitive, curious and resilient approach they bring to their classrooms.

Alongside our values, our school rules – to be our best, to be kind and to be respectful – play an important role in ensuring our school is a vibrant, purposeful, safe and stimulating place to learn and work. Our children are motivated, polite, enthusiastic and eager to learn.

As they told our Ofsted inspector in May last year, *'Everyone works together as part of one big community.'*



We are looking for a headteacher who will build upon the strong foundations laid and continue to nurture excellence, enabling everyone at Northbourne to flourish.

Our new headteacher will:

- Lead by example with commitment, integrity, compassion and empathy
- Build upon our vision of nurturing excellence; embodying our church school vision, values and ethos
- Provide strategic leadership, leading to impactful change
- Develop and nurture healthy, resilient children who can excel as individuals
- Pursue the very best outcomes for all pupils and staff
- Work effectively with school families and the wider school community

In return we can offer you:

- Pupils who enjoy being at school, and who are engaged in their learning, behave well and show care and respect for each other
- A strong, committed and adaptable staff team who are committed to working together and supporting each other for the benefit of our children
- An effective Governing Body, who bring strategic vision and focus, supported by the ODST Governance Team
- Collaborative working and support from the ODST Hub of schools
- Strong links with the local schools, within and outside of the Didcot Partnership of Schools
- A workplace which encourages and supports a good work life balance



# NORTHBOURNE 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 ODST 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 that this vision reflects the values and ethos of the school;
- Providing positive, incisive strategic direction and leadership for sustainable success;
- 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>	<ul style="list-style-type: none"> <li>• Resilient with a strong belief and proven record of considering the wellbeing of self, staff and children.</li> <li>• A genuine excitement to work in a diverse school where we can celebrate our differences.</li> <li>• A desire to utilise the strengths of the wider-community to enrich the school.</li> <li>• An empathetic listener, whose door will be open to staff, children, parents, governors and the wider community.</li> </ul>	





## 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 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 Oxford Diocesan Board of Education (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 21<sup>st</sup> September 2023, 23:59.**

**Interviews for shortlisted candidates will be held on 29<sup>th</sup> September 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.

Northbourne 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. 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.