



Headteacher Pack



Orford Church of England Primary School and Nursery

01394 450 281

admin@orfordcvap.org

School Lane, Orford, Woodbridge, Suffolk, IP12 2LU



Key Information

- Closing dates for applications is 5 May 2024
Interviews will be held week beginning 20 May 2024
- The Tilian Partnership is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

Leadership Scale L6– L11 (£53,380 - £60,488)

To start September 2024

The Governors of Orford Church of England Primary School and Nursery are seeking to appoint an outstanding and inspirational Headteacher to work in our wonderful school on the beautiful Suffolk coast.

We are committed to appointing an individual who has:

- ◆ Excellent leadership, management, communication, and personal skills.
- ◆ A drive and commitment to ensure the schools continue their recent upward trajectory.
- ◆ An outstanding teacher and team leader with a commitment to equality, diversity and inclusion.
- ◆ A thorough knowledge of teaching and learning and a good understanding of all aspects of the curriculum.
- ◆ Determination to ensure no learner is left behind so all learners reach their potential.
- ◆ Total commitment to ensure the safeguarding of all children
- ◆ A passion for supporting the Christian ethos for the benefit of our children and the wider school community

If you are an experienced teacher and middle leader with the aspiration to lead your own school we would be delighted to hear from you. We are looking for a strategic thinker with the skills, ability, and passion to support young people and colleagues to achieve and flourish. For full details of this position, together with the application process, please visit our website: www.tilian.org.uk

How to Apply

Candidates are asked to complete an application form which you will find on our website under Join Us, Vacancies.

Please also provide an accompanying letter addressed to Andrew Berry, CEO of the Tilian Partnership (no more than two sides of A4) outlining your suitability for the post. Please note that CVs will not be accepted.

Completed application should be emailed to Louise Bartrum, trust Secretary at HR@tilian.org.uk by 3pm on the closing date.

Shortlisted candidates will receive an invitation to attend for interview which will outline the expectations and pre-interview detail.

We welcome visits from potential applicants. Should you wish to have a tour of our school, please contact enquiries@tilian.org.uk (or phone the school directly).

Should you wish to discuss any matters please email enquiries@tilian.org.uk

We look forward to receiving your application.



Welcome

Dear Applicant

On behalf of Orford Church of England Primary School and Nursery, I would like to thank you for your interest in the vacancy of teaching head following the promotion of our current headteacher.

We are seeking to appoint an inspirational person with a track record of school leadership and sustained school improvement, with proven success in implementing strategies to improve teaching and learning, as well as pupil wellbeing and behaviour.

This is an exciting opportunity for an innovative practitioner to help lead the schools through to the next stage of our journey.

We will be pleased to receive applications from candidates who are currently Headteachers, Deputies or Senior Leaders in education.

The successful candidate will benefit from the support and mentoring of the Tilian Partnership and its family of schools, whilst retaining the autonomy, along with the governors, for school related matters.

I hope this information will encourage you to make an application but do please contact us if you need any further clarification. We look forward to hearing from you.



'Seeds sown in the good soil' Matthew 13:23

We recognise that each member of our school community is their own unique individual and provide the highest quality nourishment through the curriculum, Christian teachings, enrichment opportunities and our nurturing approach.

This ensures that everyone is able to truly flourish and develop into caring, compassionate and confident young people ready to take on the world beyond Orford C of E School Nursery.

We make learning exciting, fun and inspiring, give praise and encouragement to bring out the best in everyone and ensure they flourish.

Sowing Faith, Growing Learners, Inspiring Futures

We value each member of our school community as an individual; with the nourishment of our bespoke curriculum and Christian teachings, we ensure that everyone is able to truly flourish and that we achieve our mission to sow faith, grow learners and inspire futures.

We recognise the importance of the history of our school and continue to preserve its religious character following Church of England guidelines. We serve the children of our five parishes, and those from further afield, by providing a secure and safe place to learn where everyone has a voice and is heard.



● **Sowing faith:** belief in the positive potential of every child, lesson, action, opportunity

● **Growing learners:** offering an aspirational enriched curriculum bespoke to each individual, to ensure they gain the knowledge, experience and skills they require to be lifelong learners.

● **Inspiring futures:** building knowledge and skills to help children progress through their schooling and also beyond, into their adult lives.

Job Description

Job Purpose

- To provide vision and inspiration for the school
- To provide leadership, organisation and management of the school
- To work with the governing body and staff to develop and implement the school's strategic plan
- To work with the governing body to manage the school within the available resources
- To ensure continual improvement and high quality, creative and fulfilling education across all age groups and abilities in order to maximise educational, social and emotional development for all
- To develop standards of teaching, learning and achievement both in accordance with statutory requirements and in keeping with the special ethos of this school
- To work collaboratively with MAT heads and to encourage collaboration at all levels within the Trust

Ethos

- Undertake overall responsibility as the designated senior member of staff 'in charge'
- Actively participate in formulating the aims, objectives of the school and take a leading role in developing and implementing the policies through which they are to be achieved
- Lead and manage teaching and support staff and resources;
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Leadership, management and accountability

- To lead and manage teaching and support staff
- To monitor and review the work and organisation of the school to ensure effective implementation of policy and practice
- To enable all children to maximise achievement and minimise all forms of educational disadvantage
- To manage and monitor finance and resources effectively and efficiently in line with the strategic direction of the school
- To promote the development of teamwork, professional development and collective responsibility within the staff
- To liaise as necessary and appropriate with other recognised organisations or agencies in order to meet the needs of the school or those of any child, employee, parent/carer.
- To work collaboratively and strategically with the heads of the other schools within the co-operative trust to facilitate
 - collaborative working for teaching staff at all levels
 - appropriate and effective sharing of resources
 - future strategic development

Teaching and Learning

- Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community. Lead by example to promote the active involvement of pupils and staff in their own learning.
- Develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported.
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- Monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;

- Encourage the development of confident, independent and active learners across the school
- Monitor standards of teaching in the classroom and to appraise the quality of teaching throughout the school
- Ensure that all children receive a good quality education tailored to their individual needs and abilities
- Ensure that all aspects of school performance including pupil assessment are tracked, monitored and evaluated in a robust and rigorous manner and that this information is used to improve outcomes
- Work with staff and parents/carers to ensure that children have access to extracurricular opportunities and other educational and social experiences

Communication and Partnership

- Create and maintain an effective partnership with parents/carers to support and improve children's achievement and personal development
- Ensure that the school engages and communicates with the parents/carers in order to provide them with necessary information and to encourage their involvement in the life of the school
- Encourage and support the school's engagement with the wider community in order to promote a positive image of the school and to identify potential opportunities
- Organise and lead regular calendared staff meetings.

Site & Premises management

- Oversee Caretaking, Cleaning and Catering services on the school site;
- Liaise with contractors regarding working arrangements / access to the school site for maintenance, repairs and other scheduled project work.
- Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site.;
- Undertake the role of site Fire Officer

Safeguarding, equal opportunities and diversity

- Be responsible for promoting and safeguarding the welfare of the children through ensuring that the school's safeguarding policy and procedures are adhered to
- Act as Designated Safeguarding Lead
- Maintain an environment in which equal opportunities for all and the value of diversity are understood, visible and part of the everyday life of the school
- Encourage personal and social responsibility
- Identify and monitor the progress of vulnerable individuals or groups and to implement such interventions as may be effective to support them including the use of Pupil Premium and SEND funding
- Promoting and safeguarding the welfare of all children in the school, or with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies.
- The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

General

- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Principal and Governors which fall within the scope of the post.
- It is the responsibility of all staff to be proactive in communication: communicating issues to their line manager; ensuring that staff e-mails are checked regularly and ensuring calendars are checked regularly for updates.

Person Specification

	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> Degree or equivalent with Qualified Teaching Status 	<ul style="list-style-type: none"> Relevant further professional qualifications and training
Experience	<ul style="list-style-type: none"> Proven track record of effective leadership Proven track record of good teaching which has led to high standards of pupils' learning Successful experience of working with parents/ carers Commitment to safeguarding issues and understanding of promoting the welfare of children Experience of leading a team and effective delegation 	<ul style="list-style-type: none"> Experience of working across Key Stages Experience of reporting to governors Experience of leadership in a small school
Knowledge and Understanding	<ul style="list-style-type: none"> Good knowledge and understanding of expectations for age range across the school Understanding of the opportunities and challenges for staff when using published schemes Understand how to implement inclusive practices which demonstrate you can cater for all educational needs Good understanding of effective assessment procedures, recording and reporting Knowledge of statutory policies and procedures including safeguarding and child protection Knowledge and experience of IT for teaching and management purposes Good understanding on the way in which children develop and learn Knowledge and understanding of how to promote wellbeing of staff Knowledge and understanding of the wider curriculum including framework for independence Knowledge of how data and target setting can raise standards 	<ul style="list-style-type: none"> Up to date knowledge of current issues relating to education Designated Safeguarding Lead training
Skills	<ul style="list-style-type: none"> Ability to skilfully and effectively deploy staff for the benefit of the school and for their professional development Ability to evaluate the effectiveness of teaching and learning Good behaviour management strategies Good interpersonal and organisational skills Creative and imaginative thinking in order to identify opportunities and anticipate problems Good communication to a range of audiences Excellent time management, with the ability to meet deadlines. 	<ul style="list-style-type: none"> Proven skills in effective school leadership e.g. leading a school through a good Ofsted

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Personal and professional commitment to the ethos and aims of the school • Support and promote the vision of the school as a Church of England primary school • Positivity and resilience • Commitment to raising achievement, attainment and aspirations • Determination to ensure the success of all • Able to use initiative and solve problems • Able to reflect on own practice and identify areas of development • Calmness under pressure • Flexibility, energy and enthusiasm 	<ul style="list-style-type: none"> • Highly effective communication skills with staff, parents and pupils including evidence of dealing with “difficult conversations” effectively



Message from our Chief Executive

The Tilian Partnership is a high performing primary MAT based in Suffolk. We are centred around the three key themes of Autonomy, Integrity and Partnership.

Because of this, our schools remain in control of their curriculum, finances and other major decisions when taken for the best interests of their pupils. We involve our Heads in MAT decisions so we provide the services that schools truly need.

We believe that all schools are entitled to high quality School Improvement. We therefore have a dedicated team to support school improvement and utilise expertise from our schools and external practitioners to help Heads develop their schools.

We understand that Headteachers are vital to the success of a school and we also know the pressures on them. We have therefore prioritised Headteacher well-being through support services such as confidential, half-termly, coaching sessions with an independent and trained coach as well as the creation of a new role focused on ongoing support for heads (once again completely confidential). We are also fully supportive during inspections, before, during and after to give heads and staff additional support, guidance and back-up.

Andrew Berry, CEO of the Tilian Partnership



Statement on Child Protection and Safeguarding

simplifying IT

The Tilian Partnership is committed to safeguarding and promoting the welfare of our pupils. We expect all staff and volunteers to share this commitment. In our schools we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at one of our schools you will be subject to a safer recruitment process as follows:

1. If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).
2. During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children
3. If you accept a post at one of our schools you will be required to complete an enhanced DBS.

Important documents to read

- [Safeguarding Policy](#)
- [Tilian Code of Conduct for Staff](#)
- [Staff Induction Policy](#)



The
TILIAN PARTNERSHIP

*Inspiring to Achieve
and Aspiring to Excel*

enquiries@tilian.org.uk