

“Fun, Learning, Friendship”



**HEADTEACHER
RECRUITMENT
INFORMATION PACK**

BISHOP HENDERSON

Church of England Primary School

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1. Key Dates & Location

Applications Close **Midnight Sunday 13th February 2022**

Interview Dates **Wed 2nd and Thu 3rd March 2022**

Start Date **Thursday 1st September 2022**

School Visits Like all schools we are adhering to strict COVID safety guidelines and whilst it is desirable to invite you to visit our school, this may not be possible. We have prepared a couple of videos to enable candidates to have a virtual look around the school. See the Chair of Governors letter for the links.

Location



School Details

Bishop Henderson CofE Primary School
Farley Dell
Coleford
Radstock
Somerset BA3 5PN

Email

bishophenderson-coleford@educ.somerset.gov.uk

Website

www.bishophenderson.co.uk



2. Chair of Governors

Dear Candidate,

Thank you for expressing an interest in the Headteacher position at Bishop Henderson Church of England Primary School.

Bishop Henderson is a vibrant rural community village school that provides a safe environment where children are given every opportunity to achieve their full potential through a creative and exciting curriculum. Children are happy, polite, confident and keen to learn, where we consider each child as an individual and encourage them to take part in decision making activities, in particular through the School Council.

We are seeking a Headteacher who will embrace our vision for the school and continue to raise its great standards. The applicant will need to have a strong commitment to staff development, be conversant with current teaching and learning practices and will be committed to the advancement of the whole child, including embracing the Christian values the school follows.

The Governing Board at Bishop Henderson have high expectations, supporting and challenging the school to continue to raise its standards of teaching and achievement. These are currently difficult times, we are looking for someone who can lead us through them, taking us into the future where the school can grow and flourish.

A couple of points worthy of note is that the Governors are currently in the process of considering the future direction of the school with regard to joining a MAT or a similar school partnership. This consideration will still be in progress when the new Head is in post. There has also recently been planning permission granted for 60 houses to be built in the village, if the development goes ahead there may be an increase in pupil numbers in the future.

If you are interested in leading our team, please request an application form from the SSE Recruitment Team, returning it to them along with your covering letter.

As visiting the school may currently be difficult to arrange, we have produced a couple of videos to show you what it is like around the school, the first being our [Christmas Jumper Day](#) and the second a [virtual open morning](#) video to encourage potential parents to join the school. If you have any questions, please feel free to contact the school.

Thank you once again for your interest in applying to be our new Headteacher. We look forward to meeting you and discussing the contribution you could make to our school.

Yours faithfully,

Martyn Day
Chair of Governors

3. Introduction

Bishop Henderson is situated in an east-Somerset village, located in a quiet residential area at the top end of the village. The school was built in 1970 and is underpinned by Christian values, having strong links with the Holy Trinity Church in Coleford. The school is also part of the Wells Community Learning Partnership, which is made up of 15 schools, providing a supportive network to draw upon.

Coleford is situated in the area of Mendip, located in the triangle between Shepton Mallet to the west, Frome to the east and Radstock to the north. A relatively busy primary school with c175 children on the roll, we operate a LA maintained Nursery and 6 classes. We feed local secondary schools in Writhlington and Midsomer Norton.

Puffins Nursey is Local Authority funded and maintained and is part of Bishop Henderson school, offering quality childcare and education for children from the age of 2 years 9 months. Further details can be found by looking at their [webpage](#).

The school operates, in association with IG Sports, a Breakfast Club from 7.45am and an after school Star Club until 5.00pm.



4. Vision and Christian Values

www.bishophenderson.co.uk/visions-and-values/



Our vision is to create an environment where we are

Learning for life in all its fullness
by

Taking care and belonging

- Take care of friends, family and community
- Feel happy, safe, respected and included.
- Practice gratitude and kindness
- Make positive choices for health, well-being and relationships
- Celebrate diversity and inclusion
- Respect and look after the environment and the natural world

Exploring and Learning

- Be curious, ask questions and explore ideas
- Have self-belief, confidence and skills to be lifelong learners
- Develop knowledge and understanding of our world
- Have fun and enjoy learning, creativity and imagination
- Develop resilience

Being the best we can be

- Develop our unique skills and talents
- Achieve the highest possible standards
- Be ethical and do the right thing
- Be thoughtful, compassionate and responsible members of the local and global community.
- Live by the principles of peace, equality, justice and human rights.

Our school vision is linked to the Church of England's vision for education – educating for hope, wisdom, dignity and community

Our Christian Values

The diagram features nine icons arranged in a circle around the school logo. Starting from the top and moving clockwise, the values are: Service (hand with heart), Thankfulness (smiley face), Peace (peace symbol), Respect (thumbs up), Hope (butterfly), Perseverance (turtle), Compassion (hand holding heart), Justice (scales), and Friendship (two figures). The central logo reads 'BISHOP HENDERSON SCHOOL COLEFORD'.



5. Governing Board

Chair	Martyn Day	Co-Opted
Vice Chair	Karl Bevis	Co-Opted
Members	Laura Cray Rev Clarissa Cridland Gary Gray Nikki Reynolds Bryn Steeds Kirstin Tesoriere Adam Townsend	Parent Ex-Officio Co-Opted Parent Co-Opted Staff Foundation



We have a strong, stable Governing Board, where the Governors are influential in shaping the direction of the school and work closely with the Headteacher to shape the future and improve the outcomes for all pupils. The Governing Board fulfils their statutory duties at all levels, holding senior leaders to account for all aspects of the school's performance.

The Governing Board carries out an annual audit of skills and training, allowing the Governors to be appointed to roles on the basis of their experience. This directly impacts on holding the school to account and enables the school to demonstrate openness and transparency to stakeholders, and to provide confidence in the way in which the school's resources, particularly its budget and Pupil Premium monies are managed.

The Governing Board meets monthly for 10 months of the academic year, with the Business sub-committee additionally meeting to look after the finance and business aspects. Full Governing Board meetings are normally held on a Wednesday evening for two hours starting at 6.30pm. These are normally of a blended nature, allowing those that cannot attend in person to attend meetings remotely during these testing times.

6. Working Together

We have good Pupil and Parent satisfaction.

We welcome parents and other members of the community to come and see us, whether to share a concern or to offer help. Parents are provided with quality information on our website and weekly newsletters. Teachers are also accessible using Seesaw, where a more personal touch can be afforded, and information passed out, including the booking of school meals and parents' evenings using the ParentMail app.

Friends of Bishop Henderson School (FBHS), is a registered charity and is the active PTA for the school. It is run by parents, staff and friends of the school. The money raised contributes towards many projects across the school, such as the cost of enrichment days, activities and the purchases of resources. The FBHS organise and run a wide variety of highly successful events each year, including summer & Christmas fairs, cake sales, film nights and the occasional sponsored event.



We would like our new Headteacher to build on what has been achieved so far, to continue to inspire our existing, highly motivated and professional staff team and bring new ideas and approaches to further improve the progress of the school.

7. Pupil & Parent Views

We asked pupils to say 'one' word about what they would like the new Headteacher to be:

- Funny Friendly Smiles Listens
- Fair Helpful Strict Kind

For those that one word was not enough:

- Know what they are doing
- Be seen around school and not in the office all day
- Don't shout
- Easy to talk to, willing to help



Extracts from Parents' Feedback:

"I just wanted to say that our daughter has settled in very well and loves everyone that is involved with Owl class. She has also found the Buddy system very helpful as we quite often hear about her buddy and other classmates. We were worried she might struggle as it was a new school for her and she didn't know anyone but she seems to have made new friends easily and been made to feel very comfortable there."

"My children have both had really lovely experiences of school at Bishop Henderson so far. They went from sobbing their hearts out in the early days to announcing that they loved school, just a few weeks into reception."

"These really supportive approaches are no less emphasised than through the buddy system. I've never heard of another school adopting this amazing system for the entire first year of reception. Not only did my children love it but they're already really keen to be buddies themselves. I've noticed that it also seems to encourage all ages of children to play with each other at break times. This in turn helps younger children to settle into school life."

"We feel incredibly lucky to have such a lovely school on our doorstep."

"Our daughter has thrived under the excellent educational framework provided by Bishop Henderson School and its team of dedicated teachers. Now in her fourth year, she has established a close knit group of friends, but maintained her love of learning and her desire to do well at school. I'm not exaggerating when I say, she actually looks forward to the end of the holidays so that she can return to the classroom. I believe that one of the most important aspects of primary education is instilling a love of learning in young minds, Bishop Henderson has certainly succeeded at that."



8. Polices

At Bishop Henderson we provide opportunities for all children to grow in confidence and independence, and to understand the value of co-operation. We encourage our children to further their initiative, taking responsibility for their actions and developing their knowledge of community respect.

Bishop Henderson School is committed to safeguarding and promoting the welfare of children. All our staff receive regular child protection training which includes school child protection procedures and policies, and all have current enhanced CRB/DBS checks. We follow Department for Education (DfE) guidelines for 'Safer Recruitment' when employing new staff.

Our safeguarding policy and procedures apply to all of the school community, including all staff, governors and volunteers working in the school, and any visitors or contractors working on site.



Polices & Documents

There are a multitude of polices and documents, far too many to list individually here. If you take a little time to around the [school website](#) you will find them all there.

Here are links to a few of the more important ones:

- [General Policies](#)
- [Safeguarding](#)
- [SEND](#)
- [Pupil Premium](#)
- [Curriculum Statement](#)

Latest [OFSTED report](#) (GOOD)

Latest [SIAMS report](#) (EXCELLENT)

9. The Job

Statutory

- To fulfill all the requirements and duties as set out in the 2020 School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers
- To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the 2020 School Teachers' Pay and Conditions document
- To promote and safeguard the welfare of all children within the school by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff
- That resources are allocated to allow staff to discharge their responsibilities and that staff, pupils, parents, and others feel able to raise concerns and that these are addressed sensitively and effectively
- To carry out teaching duties in accordance with the school's schemes of work and the National Curriculum. This may vary from time to time according to the schools needs

Specific

The School's Governing Board wishes an emphasis to be placed on the following:

- To provide effective leadership to ensure that the School is maintained as a stimulating place of learning, where children will enjoy success and reach their full potential and gain a positive and happy experience
- To continue the rise in standards across the school with particular reference to academic performance, so that all pupils achieve to the very best of their ability. To lead in the provision of excellent learning and teaching
- To foster a positive, caring and inclusive Christian ethos, whilst promoting an understanding of, and respect for other faiths and cultures
- To provide an innovative and enriched curriculum including the spiritual, moral, social and cultural development of all pupils
- To have due consideration for the National Standards of Excellence for Headteacher as published by the DfE
- In consultation with the Governing Board and staff, to review the School Development Plan and underpinned by sound financial planning, set a clear vision and direction for the school, identifying priorities and targets and determining how high standards will be maintained
- To lead the school through rigorous self-evaluation, including quality assurance and performance management at all levels
- To further develop partnerships with a variety of stakeholders through collaboration

10. Job Description

Job Title: Headteacher

Salary Range: L10-L14 (£52,723-£58,135)

Responsible to: Governing Body

Job Purpose: To provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategy

Main Duties and Responsibilities

A. Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing & improving a thriving school
- Consult staff, pupils, parents, governors to create a strategic plan (the School Development Plan – SDP). Manage the implementation of the SDP and monitor its impact
- Advise the governing body on the formulation of its policies and their implementation, and attend meetings of the governing body and its committees as requested
- Create an outward-facing school which works with other school and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils

B. Teaching and Learning

The Headteacher will assist the Governing Body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- Monitoring and evaluating the curriculum for both quality and value for money
- Promoting the effective management of pupil behaviour and ensure a sense of calmness through the effective management of pupil behaviour
- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis

C. Leading and Managing Staff

The Headteacher will:

- Promote the school's ethos and create and maintain good working relationships among all members of the school community
- Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- Hold all staff to account for their professional conduct and practice, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document
- Liaise with representatives of teacher organisations
- Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

D. Efficient and Effective Use of Staff and Resources

The Headteacher will:

- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

E. Accountability

The Headteacher will:

- Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance - recognising that the Governing Body is accountable for the success of the school
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- To be the designated Safeguarding lead and be accountable for all elements of this role

F. Professional Development

The Headteacher will:

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils

This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.



11. Person Specification

The person specification shown over the next couple of pages shows the key abilities and skills we are looking for in our new Head teacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context.

Key Competencies for the post are:

- ◆ Demonstrable experience of school senior leadership
- ◆ To be able to lead by example
- ◆ Evidence of strategic approach to developing teaching and learning, in partnership with all school stakeholders
- ◆ Evidence of working to uphold the Christian values of a church school



ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher Status • Degree (or equivalent) • Recent evidence of relevant professional development 	<ul style="list-style-type: none"> • Hold a current NPQH certificate or equivalent
Experience	
<ul style="list-style-type: none"> • Successful experience as deputy head or headteacher • Evidence of effective teaching (at primary school age), assessment and target setting • Extensive leadership experience • Good understanding of whole school development processes, including reviewing and developing the curriculum • Ability to determine priorities and implement them effectively • Evidence of use of successful strategies that nurture the potential of all pupils and staff • Demonstrate good understanding of performance management • Be fully supportive of and committed to the aims and ethos of a Church of England school and be able to demonstrate the ability to maintain the religious character of such a school. • Ability to promote effective working relationships with all • Ability to work in partnership with the governing body, all staff members, parents and pupils • Extensive knowledge of current educational issues, including their implications and potential impact • Committed to safeguarding and the welfare of young people • Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success 	<ul style="list-style-type: none"> • Experience of coaching /mentoring • Experience of working in collaboration with other schools to realise improvement and raise standards • Experience working with a formal Partnership or MAT • Ability to manage, monitor and review the use of all available resources, ensuring best value • Experience of working within a Church of England School and actively contributed towards its Christian distinctiveness

ESSENTIAL	DESIRABLE
Skills	
<ul style="list-style-type: none"> • An excellent communicator • An effective leader who can demonstrate an ability to rigorously self-evaluate the work of the school • The ability to inspire, challenge, motivate and empower others to implement the school vision over the short, medium and long term • Can foster supportive relationships with both adults and children • Experience of setting and achieving ambitious, challenging goals and targets • Can build upon relationships with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements 	<ul style="list-style-type: none"> • Effective ICT skills to support teaching, learning and reporting
Personal Qualities	
<ul style="list-style-type: none"> • Ability to manage time well and work under pressure to deadlines • Effective interpersonal, communication and presentation skills, both written and oral • Be self-motivating and achieve challenging professional goals • Take full responsibility for own professional development • Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour • Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas • Demonstrate enthusiasm for, and commitment to the role; along with reliability, integrity and a passion for education 	<ul style="list-style-type: none"> • Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances

Around the School



Outdoor Activities

