

Reepham Church of England Primary School



Headteacher Recruitment Pack

The Governing Board welcomes applications from those who have previously applied.

Reepham is a Voluntary Controlled Church of England Primary School situated approximately 4 miles from Lincoln City centre. We are a popular and successful, one form entry, primary school which serves families from the local village and beyond. Pupils start their educational journey with us in Reception and move through the school until they leave us in Year 6 with results which are consistently higher than national comparisons.

The school has happy pupils who are eager to learn, they show good behaviour and play an important part in school decisions. The staff team are talented, dedicated and provide a highly effective education for our pupils.

The Governing Board are supportive and knowledgeable, they welcome applications from those with a passion for education and school improvement.

A letter from Dr Tim Rideout, Chair of Governors

Dear Applicant,

We are delighted that you are interested in the position of Headteacher at Reepham Church of England Primary School. After eleven years of outstanding leadership our current Headteacher has been appointed to a new headteacher position, the next chapter of his leadership career. We are looking to appoint a passionate and inspirational leader who will be an integral part of our School family, a leader who will continue, and build upon, the excellent work that has been done to date.

Our School values (Responsibility, Forgiveness, Love, Respect, Friendship and Co-operation) are embedded in all that we do and are evident throughout School life. We are a welcoming church school with a strong spirit and family feel, dedicated to supporting everyone within and across our School community to flourish. Behaviour at our school is excellent. We strive to ensure that all members of our School community understand that they are valued for who they are. We are committed to not just providing our children with an excellent education but also preparing them best for life beyond our School.

Our vision drives our School's strategy and curriculum. The vision is based upon three pillars, evoking Archbishop John Sentanu's words, 'the Gospel offers forgiveness for the past, new life for the present and hope for the future'. Our School curriculum is ambitious and broad, and our staff work hard to ensure that our pupils enjoy a wide range of creative learning opportunities and extra-curricular provision throughout the academic year. Our School has a strong relationship with our local church, Saint Peter and Saint Paul, and the pupils enjoy collective worship throughout the Christian calendar.

The successful candidate will be an approachable leader who is dynamic, aspirational, ambitious and has the energy, enthusiasm, and vision to continue to grow and develop our School, building upon the strong foundations already in place. The Governors are highly committed to the School's long-term development. We will support the new Headteacher to aid and foster excellent leadership across the School community.

We are all extremely proud of our school, and we hope this pack provides a flavour of who we are alongside information found on our website. We would be delighted to welcome you to visit us prior to your application when Mr Randall, our current Headteacher and one of our governors will be happy to show you around.

Kind Regards,

Dr Tim Rideout
Chair of Governors



A Church School

We are a proud Church school, our more recent SIAMS inspection (2017) stated Reepham Primary School has 'a true sense of family at its core.'

When the inspector looked at pupil progress she found:

'...it can clearly be seen learners want to do well and, equally as important, want each other to do well.'

'Outcomes are consistently well above national outcomes at all Key Stages.'

'Vulnerable groups (special needs, disadvantaged, English as additional language) achieve well through thoroughly planned lessons and resources to support them.'

When the inspector looked at teaching and learning she found:

'The school's Christian vision, for all learners to 'be best prepared for life', is fully achieved... These values underpin high quality teaching and learning.'

'Learners grow in self-belief and achieve very well in all aspects of their development.'

'The school has created an exciting & stimulating climate for learning, underpinned by high quality teaching.'

When the inspector looked at behaviour and safety she found:

'Learners say they feel safe... and are confident who to turn to should they feel worried about any issues.'

When the inspector looked at school leadership she found:

'The headteacher provides strong, effective leadership... He is well supported by the leadership team... they set the tone for relationships that are based on love and mutual respect.'

'Governors are very supportive... however they are not complacent and exercise the critical friend role very well.'

When the inspector looked at the impact of Collective Worship she found: 'High quality acts of worship... are inclusive and those of faith other than Christianity, and those of none, say they derive great benefits... Participants experience fun & excitement and join in enthusiastically.'

Ofsted

Our most recent Ofsted inspection was in December 2022.

Reepham was graded “Outstanding” in 3 of the 5 areas. This included being the first primary school in Lincolnshire, under the new framework, to get “Outstanding” for its Early Year Provision and also for both Behaviour and Personal Development!

Ofsted reports are brief and represent a snapshot in time, but we believe our report really reflects our School values and the way we teach. The inspectors wrote:

- > Reepham Church of England Primary School is a happy school.
- > Leaders ensure the school’s core values are at the heart of everything that pupils do.
- > Pupils’ behaviour is exemplary.
- > Staff know pupils very well. They treat every pupil as an individual.
- > Leaders have high expectations of all pupils. They make sure all pupils achieve well. Pupils work hard and want to learn.
- > The Early Years provision provides an exceptional experience for children.
- > Pupils frequently celebrate the fact that ‘everyone is awesome’ in their school community.



Our Vision, Values and Strategy

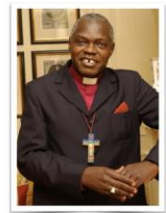
We are a family!

Our school vision is inspired by the words of John Sentamu, the former Archbishop of York. "The Gospel offers forgiveness for the past, new life for the present, and hope for the future." His words are the backbone of our school values, our strategy and our curriculum. Following them means: Reepham Church of England School will ensure everyone in our community is best prepared to live life in all its fullness...



The Gospel offers forgiveness for the past, new life for the present, and hope for the future

- John Sentamu



"Forgiveness for the past"

Be at peace and ready to learn: pastoral support, reading is a priority, interventions

"New life for the present"

Spiral curriculum, cohort specific, engaging lessons, good behaviour

"Hope for the future"

Pupils leave healthy, happy having enjoyed school and best prepared for the next stage

To be best prepared for the next stage in their educational journey!

Responsibility
forgivEness
lovE
resPect
friendsHip
co-operAtion
My school family

The Voice of our School Family

We asked our pupils what makes our school special:

- We are loved and cared for
- Our school prayer
- Our school council and house captains
- Our clubs
- Our Collective Worships
- We are kept safe
- Our teachers make things fun
- Supporting charities and having a tuck shop
- Our competitions like the reading raffle and spelling challenges
- Our Reepham Rangers activities
- Our fun days
- **We are a family!**

We asked our pupils what they would like to see in their new headteacher:

- Someone who is experienced at working with schools
- Someone who is confident and will talk to us
- Someone that listens to us
- Someone with a good sense of humour
- Someone who is kind
- Someone who helps us
- Someone who shows our values
- Someone who will work well with our teachers
- Someone that can manage bad situations or behaviour issues
- Someone who will give us a second chance and show forgiveness
- **Someone that supports everyone in our school family!**



The Voice of our School Family continued...

We asked our staff what makes our school special:

- The family feel
- We have high expectations
- The way we communicate with our parents
- We feel safe
- The way we support and challenge each other
- That the children are at the heart of what we do
- Our Church School ethos
- Reepham Primary is fun and exciting
- Everyone is valued

We asked our staff what they would like to see in their new headteacher:

- Someone who values the strengths of the school
- Someone who leads by example
- Someone who is fair
- Someone who is approachable
- Someone who is considerate of staff workload
- Someone who understands the circumstances of individuals
- Someone who has a good sense of humor
- Someone who is honest
- Someone who trusts us to do our job
- Someone who supports the managing of pupils' behaviour
- Someone who listens to opinions and respects us as professionals
- Someone who puts children at the heart of decision making
- Someone that has a clear vision
- Someone who can add further value to our school family



School Details

Address	Reepham C E Primary School High Street Reepham Lincoln LN3 4DP
Telephone	01522 750601
Website	https://www.reepham.lincs.sch.uk/
Group	Group 2
Number On Roll	200
Salary Range	L12-L18
Start Date	January 2025
Contact Correspondence	Email Louise Revitt, School Business Manager and Clerk to Governors: school@reepham.lincs.sch.uk
Recruitment Process	<u>Prospective Candidate Tours</u> Contact the school to book a place on one of the following tours: Friday 21st June 9.15am, 11am or 1.30pm Thursday 27th June 2pm or 4pm Closing date for application forms (available on our website): Thursday 4th July, Midday. Shortlisting: Monday 8th July. Interviews: Tuesday 16th July.
Safeguarding	The Governing Body, Lincolnshire County Council and The Diocese of Lincoln are committed to safeguarding and promoting the welfare of children and young persons and require all staff and volunteers to demonstrate this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Please note we may also carry out online searches of shortlisted candidates.

Equal Opportunities	The Governing Body undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of protected characteristics of the Equality Act, 2010.
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JOB DESCRIPTION

Job Title: Headteacher

PURPOSE OF JOB:

Duties

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2020). The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school.

Main Purpose

The Headteacher will provide professional leadership, vision and strategic direction for the school in order to maintain and develop the school's ethos/Christian character which enables pupils and teachers to achieve effective learning. The Headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

MAIN DUTIES:

1	School culture • establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community • create a culture where pupils experience a positive and enriching school life • uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life • promote positive and respectful relationships across both school and community, and a safe, orderly and inclusive environment • ensure a culture of high staff professionalism
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2	Teaching • establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn • ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains • ensure effective use is made of formative assessment
3	Curriculum and assessment • ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught • establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities • ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading • ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
4	Behaviour • establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils • ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy • implement consistent, fair and respectful approaches to managing behaviour • ensure that adults within the school model and teach the behaviour of a good citizen

5	Additional and special educational needs and disabilities • ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities • establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively • ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate • ensure the school fulfils its statutory duties with regard to the SEND code of practice
6	Professional development • ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs • prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development • ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
7	Organisational management • ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care • prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds • ensure staff are deployed and managed well with due attention paid to workload • establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently • ensure rigorous approaches to identifying, managing and mitigating risk

8	Continuous school improvement • make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement • develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the context of our school • ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
9	Working in partnership • forge constructive relationships within and beyond the school, working in partnership with parents, carers and the local community • commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support • establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
10	Governance and accountability • understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility • establish and sustain professional working relationship with those responsible for governance • ensure that staff know and understand their professional responsibilities and are held to account • ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
General - The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures. At Reepham Primary School this currently includes providing 0.1 teacher cover (one afternoon PPA cover per week).	
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.	

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Person Specification – Head Teacher – Reepham Church of England Primary School

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. **When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.** These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Essential Criteria	Desirable Criteria
Personal Attributes / Qualifications	
Qualified Teacher Status	National Professional Qualification for Headship
Fully supportive references	Evidence of wider church and community involvement
Dedicated, child-centred, caring and with a sense of humour	
A commitment to uphold and promote the school's Christian ethos and life	
A commitment to respond to the voice of the child	
Be an excellent communicator, be approachable and accessible and have strong interpersonal skills	
Lead by example with integrity, inspiration, resilience and creativity, building on the existing base and valuing work already done	
Being forward-thinking and outward- looking in order to drive school improvement	
School Culture	
Evidence of creating a culture which allows every child to grow, develop and reach their full potential	Experience of developing positive relationships within a diverse, multi- cultural community
A commitment to proactively foster parental engagement	Evidence of creating experiences for all children beyond the statutory curriculum requirements

A commitment to promote diversity, equality and inclusivity as an essential part of the school ethos and values	Experience of leading Collective Worship in a primary school setting
Have the ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	
Knowledge of church school distinctiveness	
Values mutual support and respect, fostering strong working relationships and a collaborative culture	
Safeguarding	
Understanding of the DSL role	Experience of working as a DSL or DDSL
Understand and demonstrate the building of a strong safeguarding culture within a school	Current Safer Recruitment Training
Experience of working with external agencies to safeguard children	
Ability to demonstrate commitment to safeguarding and promoting the welfare of all children	
Curriculum and Assessment	
Have an excellent understanding and experience of a knowledge-based primary curriculum including EYFS	Experience of developing the wider curriculum in order to nurture 'the whole child'
A proven track record of successful Senior Leadership experience within a primary school	Experience of developing the wider curriculum in order to promote cultural capital
Is committed to aspirational educational standards for all pupils and staff	
Evidence of being a highly effective teacher who can share good practice	
Additional and Special Educational Needs	
Have a clear understanding of the SEND Code of Practice and proven experience of developing a culture which meets pupils' needs	Have experience of supporting pupils and families whose first language is not English and are new to the country
Experience of monitoring and evaluating the Pupil Premium strategy and its impacts on outcomes for children	Experience of fostering positive and successful working relationships with a range of external professional agencies
School Improvement	
Have the ability to articulate a clear vision	Experience of leading a church school vision

A clear understanding of how to take the school forward, building upon existing strengths and taking all members of the school community with them	Experience of leading School Improvement projects including fostering links with teaching hubs etc
Seek external evaluations to challenge and support the work of the school	Experience of a successful Ofsted at leadership level
Welcome support and challenge from the Governing Body and actively support the Governors to deliver their functions effectively	Experience of a successful SIAMS at leadership level
The courage to navigate the school successfully through an uncertain external environment	
Behaviour	
Experience of managing a behaviour system which allows all children to flourish	Understands how to create a culture of positive behaviour
Experience of fostering positive relationships with all members of the school community in order to support children's behaviour	Has a clear understanding of Lincolnshire's Behaviour Ladder
Finance Experience	
Evidence of an understanding of school budgets	Understanding of careful financial planning and budget setting
An understanding of how budgets relate to the curriculum, staffing and sustainability of a school	Understanding of setting and reviewing Pupil Premium grant spending to secure strong pupil outcomes
Organisational Management	
Able to organise and manage own workload and that of others with due consideration to priorities, risks, and health and wellbeing of the team and wider community	Knowledge of integrated curriculum and financial planning
An approach to leadership which fosters a collaborative and positive working environment for a wide and varied staff team	Understanding the role of Health and Safety in the workplace
Be able to delegate appropriately and hold people to account gently	Be open to the use of digital technology to promote pupil learning and organisational efficiency
Professional Development	
Evidence of encouraging the personal and professional development of all staff	Abreast of the latest education development and research

Evidence of proactively pursuing continued professional development and being a lifelong learner	Have experience of supporting trainee staff and encouraging their professional development
	Evidence of identifying and developing emerging talent and leadership ability

Canon Paul Thompson
Diocesan Director of Education



Thank you for your interest in the position of Headteacher at Reepham Church of England Primary School.

As headteacher of a church school, you will be able to access a breadth of support services from both the Local Authority and the Lincoln Diocesan Board of Education (LDBE).

You will be warmly welcomed into the church school family. In the family, there is the diocesan education team and there are 142 Church of England schools and academies in the diocese of Lincoln. Each year, we hold the Church Schools Festival in Lincoln Cathedral for all Y6 pupils, staff and volunteers. This is a very special 'family' occasion and you of course would be most welcome to join us at this event if you are appointed.

When you start in your new post, we will ensure that a diocesan education adviser is allocated to you and in conjunction with the LA, we will arrange for you to have an experienced church school headteacher to mentor you in the first year of your new post. The diocese will invite you to engage in a range of activities to support you in your leadership role. They include:

- A diocesan development day for new church school headteachers
- Termly headteacher briefings
- Informal and bespoke support and advice from a named diocesan adviser and church school head mentor
- An annual adviser visit to help you further develop church school effectiveness
- Headteacher performance management support from a church school perspective
- School Improvement support
- Training, courses and conferences on a range of themes for yourself and leaders at all levels. Themes include SIAMS, RE, Collective Worship, Vision and church school distinctiveness and effectiveness.

For a more detailed overview of the diocesan support on offer, please visit the diocesan website at www.lincolndiocesaneducation.com where you will find the diocesan service level agreement and a range of other resources and materials.

I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

Thank you again for your interest in the post and we look forward to receiving your application.

Yours sincerely

Paul JE Thompson

Canon Paul Thompson
Diocesan Director of Education.

Edward King House – Minster Yard – Lincoln – LN2 1PU 01522 504010
paul.thompson@lincoln.anglican.org – www.lincolndiocesaneducation.com
Registered charity number – 1151733 Company number - 08334622

Reepham Church of England Primary School

Recruitment Privacy Notice

About Us

Reepham Church of England Primary School is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.
Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.
Retention periods for recruitment data are: 6 months

How do we keep your data safe?

Access to information is strictly controlled based on the role of the professional.
All staff are required to undertake regular data protection training.
Your personal data is not processed outside of the EU by the school.

Your Rights

You have a number of rights which relate to your personal data.
You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;
You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.
To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at Reepham Church of England Primary School

Alternatively, you can contact the school by writing to:
Reepham C E Primary School
High Street
Reepham
Lincoln
LN3 4DP

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

Last updated April 2024