

Ripon Cathedral School

Headteacher Application Pack



RIPON
CATHEDRAL
SCHOOL

Aspiring Flourishing Loving

OUR VISION

Our vision is for all members of our school family to be:

Aspiring to be the best that they can be

Flourishing in all aspects of their development;

spiritually, mentally, physically, and academically

Loving themselves and others as children of God

Ripon Cathedral School Headteacher – Application Pack



Aspiring Flourishing Loving

Contents

1. A letter from the Chair of Governors
2. School Vision
3. Life at Ripon Cathedral School
4. Advertisement
5. Job Description
6. Person Specification
7. Selection Process Details
8. Safeguarding Statement



Ripon Cathedral Church of England Voluntary Aided School – Headteacher



Dear Applicant

On behalf of the Governors, I would like to thank you for your interest in the position of Headteacher at Ripon Cathedral Church of England Voluntary Aided School.

The school community is excited by the prospect of working with a new Headteacher and is committed to supporting the successful applicant once in post. The school wishes to appoint a highly skilled Headteacher to lead our happy and hardworking team. We are very proud of our distinctiveness as a church school and our Christian vision for all members of our school family to be aspiring, flourishing and loving which is central to our work. More detail regarding our vision and how we implement it, is included on the next two pages of this pack. As a school we strive to ensure that children are prepared holistically for a life in a global community with the skills, knowledge and passion for learning that will help them to succeed.

The school is very proud of its achievements and determined to build on its existing high standards of teaching and learning in the future. We are looking to appoint a Headteacher who has strong Christian values; someone who believes in a rounded education as well as securing great results. Our new Headteacher will be a leader who is passionate about teaching and learning, an individual who is committed to achieving excellent outcomes for pupils, and someone who will champion the interests of pupils, staff and the local community.

The information given in the application documentation and the wealth of information available on our school website, <https://riponcathedralschool.org.uk/> should provide a good overview of life at Ripon Cathedral School.

You are warmly invited to visit the school, to see what makes us so proud and excited for the future. Please feel free to contact Tessa Rich, School Business Manager on 01765 602355 or email recruitment@riponcathedral.n-yorks.sch.uk to arrange a visit on one of the following dates: Tuesday 9th April, Wednesday 10th April and Friday 12th April.

I very much look forward to meeting you and receiving your application.



Kind regards
Mr Paul Nel
Chair of Governors



**Artsmark
Gold Award**
Awarded by Arts
Council England



Our Vision...



is for all members of our school family to be:

Aspiring to be the best that they can be

Flourishing in all aspects of their development;
spiritually, mentally, physically, and academically

Loving themselves and others as children of God

Aspiring



*“Rise up,
take courage
and do it.”*

(Ezra 10:4)



As a school family we value all God's children and ensure that every individual understands that they have worth.

- We encourage, motivate and challenge individuals to aim high.
- We promote our belief that through effort and application, success can be achieved.
- We provide opportunities for children to reflect, evaluate and question so that they can learn about who they are and how they relate to their world.
- We teach about Jesus and encourage all to aspire to follow his lead as we interact and show our love, care and commitment to others.

Flourishing

"Life in all its fullness."

(John 10:10)



As a school family we ensure that education is focused on the whole person.

- We provide the right conditions to ensure that individuals thrive, feel safe and belong in an inclusive, supportive and loving environment.
- We ensure that the curriculum is broad and addresses the needs of our children.
- We provide a rich school experience for all, full of opportunities to explore, challenge, question and encounter the world and all it has to offer.

Loving

"Love each other as I have loved you."

(John 15:12)



As a school family, we emphasise the importance of love and its transformational power.

- We learn to love ourselves as unique individuals and celebrate our similarities and differences.
- We love each other, recognising that we belong and are all equal.
- We love our community and families, knowing that all relationships can provide a vital source of love and support.
- We love God's world, appreciating the awe and wonder that inspires us on a daily basis.

Life at Ripon Cathedral School

Cathedral School has served the city of Ripon since 1812. The city of Ripon is located in North Yorkshire on the River Ure. Ripon is a beautiful market town that was founded over 1300 years ago, and is famous as an old Cathedral City where monasteries have stood since the 7th Century. Our school stands on the site of the monastery where St Cuthbert acted as 'Guestmaster'. We proudly continue welcoming visitors to our school in the friendly manner of St Cuthbert.



Today, learning takes place in a spacious and modern school building, opened in 2002 as part of a private finance initiative. The ample grounds include a woodland area, peace garden, outdoor gym and forest schools' area. We are very proud of our distinctiveness as a church school. Ripon Cathedral is our parish church and all major Christian festivals are celebrated there. We have strong links with the Diocese and work in partnership with the wider church school family.



The school is oversubscribed with a thriving fully flexible nursery provision and wrap around care which offers breakfast, after school and holiday care. The warm, friendly and caring Christian ethos is palpable to any visitor. We engender high expectations in everything that we do and ensure that children enjoy all aspects of their learning.



At Ripon Cathedral School, we passionately believe that our children have the right to a broad and balanced curriculum. The curriculum of the school underpins all the learning that takes place and an engaging and inspirational curriculum fosters curiosity and a passion for learning so that children may develop into life-long learners. Our five curriculum pillars help to drive our curriculum and ensure that children encounter a broad learning experience that helps them to think, explore and apply their learning and knowledge in the world in which they live.

We are delighted that we have recently been awarded Artsmark Gold by the Arts Council. Artsmark empowers school with the skills needed to embed arts, culture and creativity across the whole curriculum. This award is a wonderful recognition of the creative range of opportunities that we provide at Ripon Cathedral School.



The school has achieved the Inclusion Quality Mark. Our report highlighted the following:
 'Leaders of Ripon Cathedral School are passionate about ensuing inclusion is at the heart of all their work.'
 'A warm welcome is extended to all visitors and families. Parents talk about feeling supported and valued, relationships between home and school are strong and supportive.'



Advertisement

Headteacher

Ripon Cathedral School

Required for **September 2024 or January 2025**

Salary – Leadership Scale L13 – L19 £63,430 - £73,509

(relocation package negotiable)

Full Time/Permanent

Apply by 15 April 2024, 17:00.

Ripon Cathedral School is a very popular school with excellent modern facilities and a strong church school ethos and vision. At our SIAMS inspection in 2022 the school was graded as 'Excellent' in all areas. In February 2020, our Ofsted Section 8 inspection continued our 'Good' judgement.

Do you have the vision, drive and passion to lead our successful and oversubscribed school?

We can offer you:

- An effective Senior Leadership Team.
- A supportive Governing Body.
- An excellent and committed staff who go the extra mile.
- Engaged, happy children who demonstrate 'outstanding' behaviours for learning.
- A positive, innovative culture.
- A modern, well-resourced and well-maintained school building.
- Strong mutually beneficial partnerships



Our school is a Church of England, Voluntary Aided Primary School which has been educating the children of Ripon for over 200 years. We are committed to our Christian vision for all members of our school community to be: aspiring to be the best that they can be, flourishing in all aspects of their development and loving themselves and others as children of God. The school enjoys an enviable reputation as a caring and inclusive place to learn, catering for a wide range of needs and abilities.

Our ideal candidates will:

- Confidently articulate, promote and enhance the distinctive Christian vision and values of the school.
- Lead by example and demonstrate an uncompromising and relentless drive for school improvement.
- Inspire, influence and empower others to secure excellence in teaching through rich learning opportunities.
- Be ambitious for all pupils; overcoming disadvantage and advancing equality.
- Focus on pupil well-being, demonstrating positive attitudes and high expectations of behaviour.

We are committed to safeguarding and promoting the welfare of all within our school community and expect all staff and volunteers to share this commitment.

You are warmly invited to visit the school, to see what makes us so proud and excited for the future. Please feel free to contact Tessa Rich, School Business Manager on 01765 602355 or email recruitment@riponcathedral.n-yorks.sch.uk to arrange a visit for one of the following dates: Tuesday 9th April, Wednesday 10th April and Friday 12th April.

This post is subject to an enhanced DBS check.

Please note that we do not accept CVs.

Completed application forms should be sent to recruitment@riponcathedral.n-yorks.sch.uk

Closing date: 15 April 2024.



Job Description

Main Purpose

To carry out the duties set out in the [School Teachers' Pay and Conditions Document](#).

The Headteacher will:

- promote and embed the school's Christian vision and values and adhere to the Governing Board's policies in line with the Scheme of Delegation.
- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work with and through others to secure the commitment of the wider community to the school.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To create a safe and caring environment for all pupils and staff and to promote and safeguard the welfare of all pupils and staff.

School culture

The headteacher will:

- establish and sustain the school's Christian vision and strategic direction in partnership with those responsible for governance and through consultation with the Diocese and 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 the school community and a safe, orderly and inclusive environment.
- ensure a culture of high staff professionalism.

Teaching

The headteacher will:

- 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.

Curriculum and assessment

The headteacher will:

- 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.
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.
- ensure reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- adapt teaching and curriculum approaches in line with research and best practice.

Behaviour

The headteacher will:

- 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 ensuring high standards of pupil behaviour and courteous conduct in accordance with the school's positive behaviour policy

- implement consistent, fair and respectful approaches to managing behaviour.
- ensure that adults within the school model and teach good behaviour, respect and love.

Additional and special educational needs and disabilities

The headteacher will:

- 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.

Professional development

The headteacher will:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to the priorities of the school.
- 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.

Professional development (continued)

- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it.
- support the development of leadership of a Church school and succession planning.

Organisational management

The headteacher will:

- 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 and adherence to the school's Financial Procedures Policy.
- 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.
- establish and sustain professional working relationship with those responsible for governance.
- ensure that staff know and understand their professional responsibilities and are supported through appraisal processes.

Continuous school improvement

The headteacher will:

- work closely with the SLT and staff to make use of effective and proportional processes of evaluation to identify and analyse school performance 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 school's context.
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in partnership

The headteacher will:

- forge constructive relationships beyond the school working in partnership with parents, carers, the Cathedral and the local community.
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- build effective relationships with organisations within the community that support the school.
- work with the Friends of the school to develop provision and opportunities for all members of the school community to come together.

Governance and accountability

The headteacher will:

- 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 the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- ensure that governors are kept fully informed about the operation of the school.
- share school evaluation information to support governors in setting the strategic direction of the school.



Person Specification

Qualifications and Training	Essential or Desirable (E, D)	Application (A) Interview (I) Reference (R)
1. Qualified Teacher status.	E	A
2. Evidence of recent professional development relevant to headship.	E	A
Christian Ethos and Values		
3. A practising Christian, who will actively live out and embed the Christian vision and core Christian values of the school, in accordance with the tenets of the religious denomination of the school.	D	A, I, R
4. Confidently articulate and promote and enhance the distinctive Christian values and ethos of the school.	E	I
5. A commitment to work closely with Ripon Cathedral, local churches and the Diocese to promote and understanding of the Christian faith and respect for other faiths and worldviews.	E	A, I, R
Experience and Skills		
6. Recent successful experience of headship in a primary setting.	D	A, I, R
7. Recent successful experience of senior leadership in a primary setting.	E	A, I, R
8. Evidence of successful impact on raising standards and continuously improving pupil outcomes.	E	A, I, R
9. Evidence of successful leadership in a distinctive, church school setting.	D	A, I, R
The Selection Panel will require evidence that you work within the whole of the National Standards of Excellence for Headteachers. There will be a particular focus on the following competencies:		
10. School Culture (Headteacher Standard No 1)	E	A, I, R
11. Continuous School Improvement (Headteacher Standard No 8)	E	A, I, R
Safeguarding – Please note this post is subject to a satisfactory enhanced DBS check		
12. Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people.	E	I, R
13. Ability to form and maintain appropriate relationships and personal boundaries.	E	I, R
14. Emotional resilience in working with challenging behaviours.	E	I, R
15. Appropriate use of authority and discipline.	E	I, R
Personal Attributes		
16. Share a passion for the transformational power of education.	E	I, R
17. Have the ability to inspire adults and children.	E	I, R
18. Excel in clear, effective communication for engaging with the entire school community,	E	I, R
19. Lead by example with openness, honesty and integrity.	E	I, R



Selection Process Details – How to apply

Application deadline

Completed application forms must be received by 15 April 2024 at 17:00.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application to Tessa Rich at recruitment@riponcathedral.n-yorks.sch.uk.

Receipt of all applications will be provided by email.

Selection process

The selection process may have a combination of tasks, activities and interview. Further details will be provided to the shortlisted candidates.

Shortlisting will take place on the 16th April 2024. All applicants will be written to either thanking them for their interest or inviting them to the selection process to take place on the 24th and the 25th April 2024.

Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

We are committed to treating all applicants fairly and within safeguarding and equalities legislation. Please see statement at the end of this pack.



Safeguarding Statement

1. The Governing Body is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. The following pre-employment checks will be required where applicable to the role and settling:

- receipt of satisfactory references*
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness
- verification of qualifications
- overseas check (if appropriate)

- verification of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK

NB It is illegal for anyone who is barred from working with children to apply for, or undertake, Regulated Activity.

5. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

6. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

7. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

8. The Governing Body is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

9. Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the ROA1 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).