



ST EGWIN'S C.E. MIDDLE SCHOOL



Headteacher recruitment Spring 2023

Application pack:

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ST EGWIN'S C.E. MIDDLE SCHOOL

St Egwin's Church of England Middle School

Headteacher

Full time and Permanent

Leadership Scale L18 – L24

Group 4 School: 450 pupils

Required from: September 2023 or sooner if at all possible

A wonderful opportunity has arisen for an outstanding, energetic and committed candidate with excellent leadership and interpersonal skills to lead this thriving, over-subscribed Middle School into our next exciting chapter of development. The school is set in beautiful grounds on the outskirts of the ancient and attractive market town of Evesham in Worcestershire. Following a period of phased expansion, we have 450 pupils on roll across the 3 years (Y6, 7 & 8). We have recently invested in our buildings, including additional teaching accommodation. The school values its staff and prioritises their professional development and their well-being through both policy and practice.

Ofsted feedback (March 2019): "Pupils are hardworking, confident learners, orderly, smart, keen and ready to learn and articulate." "Relationships are a strength across the school."

We are seeking a candidate who:

- Can implement and embed proven school improvement strategies to ensure that the school continues to offer a consistently high quality of provision for our pupils as we move forward
- Is innovative, inspirational and able to motivate our staff and children, ensuring that they feel valued and supported in all that they do
- Has proven leadership, interpersonal and management skills
- Will embrace the onward development journey of the school positively, engaging fully with stakeholders
- Can continue to build on our strong relationships with parents/carers, local schools and the wider community
- Supports and values the distinctively Christian vision of our school.
- Will be responsible for, and committed to promoting, the welfare of all pupils, young people and vulnerable groups they may come into contact with in the course of their employment at the school.

Governors are seeking candidates with proven senior leadership experience in primary, middle or secondary phases.



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Visits to the school are actively encouraged and are scheduled for weeks beginning 6th and 13th February 2023 – days and times to be confirmed. Please contact the School Business Manager (Mrs Dani Davey) on 01386 446924 or by email at ddavey@st-egwins.worcs.sch.uk to arrange.

More information can be found on the school's website at

<https://www.st-egwins.worcs.sch.uk>

Closing date: 12 noon on Monday 27th February 2023

Interviews: Friday 17th March 2023

St Egwin's Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check along with other relevant employment checks. St Egwin's Church of England Middle School is an Equal Opportunities Employer.

Full information is available in the recruitment pack. Contact Dani Davey - see above.

It is essential that applicants use the Worcestershire County Council agreed application form, which can be found [here](#). We cannot accept CVs.



Our community fosters dignity by valuing every individual and their God-given uniqueness.

We endeavour to act justly, showing love and respect.

We thrive through growing resilience and living together gratefully with joy.





ST EGWIN'S C.E. MIDDLE SCHOOL

2. Letter from Chair of Governors

Dear Applicant

Thank you for considering applying for the role of Headteacher at St Egwin's Church of England Middle School. Should your application be successful, the team you will be leading is already highly motivated and committed to improving standards and outcomes for our pupils. The pupils are encouraged to be independent, mature, respectful and kind towards everyone they encounter at school and beyond, and we would expect our new Headteacher to engender this spirit of learning and personal development when they join our team.

We encourage you to visit our school as part of the application process so that you can see for yourself the positive behaviour for learning and our Christian vision and values in action. In line with our Christian vision statement the school values every individual and the part that they have to play, so we expect a strong ability to inspire every member of our school community to be the best that they can be.

As a governing body we recognise that all schools need to strive for ongoing development and improvement. Leading a school community is both challenging and exciting and we welcome creative and reflective thinkers who can lead the school forward as we aim to be the best school we can be, working closely with the Governing Body to achieve this.

As a church school we expect an understanding of the importance of Christian values while at the same time appreciating that these values can be shared by people of different faiths and those with none.

We hope that our pupil-centred, aspirational vision aligns with your own and that St Egwin's Church of England Middle School is a school that appeals to you in your next leadership step.

I wish you all the best in your application and look forward to meeting you.

Yours sincerely

Pauline Paterson
Chair of Governors.



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MIDDLE SCHOOL**

3. Safeguarding statement

The Governing Body at St Egwin's Church of England Middle School is committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following the Guidance and Regulations to safeguard children and young people at all times. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS), along with other relevant safer recruitment checks.



**ST EGWIN'S C.E.
MIDDLE SCHOOL**

4. About our school

St. Egwin's Church of England Middle School has approximately 450 children on roll, with an age range of 10-13 years. We have a total staff team of approximately 50, about 30 of whom hold a teaching role. We have an annual intake of 150 children at the start of Year 6. Each year group is split into form groups and pupils work within ability groups for the teaching of core subjects.

Our school is set in the ancient and growing market town of Evesham in Worcestershire. The school has a wide range of facilities that enable the delivery of the modern curriculum. This includes specialist science and computing areas, a sports Hall and courts, mindfulness track and library. The building is well-maintained and recent building works have enhanced the premises and provision further, as well as enabling us to accommodate our increased PAN.

We work closely with our many feeder First Schools and the local High School, maintaining close links between both to enable smooth transitions for our pupils. We are proud of our link with a primary school in Tanzania, which was most recently visited by one of our Assistant Headteachers.

The school was rated as Good by Ofsted in our most recent inspection in March 2019. The full report is available on our school website. Governors and staff have worked closely with our stakeholders to develop our distinctively Christian vision and we are confident that we are well placed as we engage with the new SIAMS framework.



ST EGWIN'S C.E. MIDDLE SCHOOL

5. Aims and Values of the school

Love Respect Endeavour

Our community fosters dignity by valuing every individual and their God-given uniqueness.

We endeavour to act justly, showing love and respect.

We thrive through growing resilience and living together gratefully with joy.

Through our broad and balanced curriculum our pupils are supported to become independent learners. Our motto of '**Love, Respect, Endeavour**' strengthens pupils' ability to make good academic progress, deepen their awareness and responsibility towards the wider community and the environment, and live positively within society. This ethos underpins everything we do and we are proud that our pupils leave us well equipped for the next stage of their journey.

Pupil participation and giving pupils a voice is a key part of our work at St Egwin's. Pupils are increasingly involved in leading focus groups and initiatives on a variety of projects and the work of the School Council is highly valued. Personal development and confidence building are high priorities and many extra-curricular opportunities are available. Our regular newsletters evidence the wide range of activities pupils enjoy (please see website).



**ST EGWIN'S C.E.
MIDDLE SCHOOL**

6. Job description

Responsible to: The Governing Body, Local Authority and Diocese

Responsible for: All staff, volunteers and pupils within the school

General Duties and Responsibilities

To carry out the duties of the headteacher as set out in the current School Teachers' Pay & Conditions Document and aspire to fulfil the **National Headteacher Standards** (2020). These standards are built upon the Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Local Authority, the Diocese, the governing body, the staff of the school, its pupils and the parents of its pupils.

This job description may be amended at any time following consultation between the headteacher and Governing Body. This document should be reviewed regularly, in line with the National Standards of Excellence for Headteachers, changes to the STPCD and through appraisal procedures.

The Primary Purpose of the Job

The headteacher embodies and inspires the ethos and culture of the school, securing their vision with all the members of the school community. The headteacher establishes and ensures a safe and secure environment for learning and teaching that empowers both staff and pupils to achieve their highest individual potential whilst giving due regard to teaching, leadership and management needs of the school.



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Key Areas of Responsibility

The Quality of Education

To hold central responsibility for raising the quality of learning and teaching, and for pupil achievement. This includes monitoring and evaluating the effectiveness of learning outcomes as well as setting high expectations. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The headteacher will do this by:

- ensuring a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress of every child's learning;
- ensuring a culture and ethos that challenges and supports, so that all pupils can make good progress, achieve success and take ownership of their own learning;
- demonstrating ambitious standards for all pupils;
- ensuring all learners receive appropriate challenge and support appropriate to their needs;
- challenging underperformance at all levels and ensuring effective appropriate action and follow-up;
- establishing creative, responsive and effective approaches to learning and teaching;
- determining, organising and implementing a diverse and flexible curriculum and ensuring a continuous effective assessment framework;
- ensuring that learning is at the centre of strategic planning and resource management;
- implementing strategies which secure high standards of behaviour and attendance within the ethos of a Church school;
- monitoring, evaluating and reviewing classroom practice and promoting improvement strategies where necessary;
- leading by example, and teaching when and where required to do so;
- Taking a strategic role incorporating new and emerging technologies (which have proven benefit) to enhance and extend the learning experience of pupils.

Strategic Development

To work with the Governing Body, staff and other stakeholders to create a shared vision and strategic plan for the school development. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils, providing a world class education for pupils it serves.

- Oversee the implementation of a newly developed curriculum and monitor its impact
 - Understand the new Ofsted framework
 - Ensure the clear articulation of Christian values for the school; that this is shared, understood and acted upon effectively by all.
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- Work within the school community, including the Diocese, to translate the vision and values into agreed objectives and operational plans which will promote and sustain school improvement.
 - Demonstrate the distinctive vision and values in everyday work and practice in order to develop a shared culture and positive climate.
 - Ensure creativity, innovation and contemporary educational thinking to achieve excellence.
 - Ensure that the strategic planning takes into account the diversity, values and experience of the school and community at large whilst maintaining the distinctive caring ethos of the school.

Personal Development and Developing Others

Effective headteachers manage themselves and their relationships with others well, building and supporting a professional learning community that helps others to achieve. Through performance management and continuing professional development (CPD), the headteacher will support staff to achieve high standards. He/She will manage the complexity of a school environment and be committed to their own continuing professional development, including distinctive training and development as appropriate for Church school leadership .

- Always treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture.
 - Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
 - Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
 - Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
 - Acknowledge the responsibilities and celebrate the achievement of individuals and teams.
 - Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
 - Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
 - Regularly review own practice, set personal targets and take responsibility for own personal development.
 - Manage own workload and that of others to allow appropriate work/life balance.
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Leadership and Management

The headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The headteacher will ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities are to include the monitoring of the roles and responsibilities of those adults working in the school, ensuring a happy workforce where roles are clearly identified and are mutually beneficial. The headteacher will ensure that resources are deployed to achieve value for money and should also seek to build successful organisations through effective collaborations with others.

- Create and maintain an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within an autonomous culture, policies and practices take account of the Diocesan, national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and initiatives, receiving training where necessary to ensure a sound understanding of educational budgets and rigorous financial management.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the visions and goals of the school.
- Establish rigorous, fair and transparent systems and measures for managing performance of all staff, addressing any underperformance, supporting staff to improve, and valuing and sharing excellent practice.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Working with Governors and Wider Stakeholders

The headteacher is responsible to the whole school community in carrying out their responsibilities. They are accountable to a wide range of groups; pupils, parents, carers, Governors, the Diocesan and Local Authority. They are accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the educational service more widely. Headteachers are legally and contractually accountable to the Governing Body for the school, its environment and all its work.



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- Fulfil commitments arising from contractual accountability to the Governing Body.
 - Work with the Governing Body (providing written information, objective advice and support) to enable it to meet its responsibilities.
 - Further develop the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
 - Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
 - Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
 - Reflect on personal contribution to school achievements and take account of feedback from others.

Vision, Values and Community

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. The headteacher is committed to engaging with the internal and external school community to secure equity and entitlement. They will collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

- To further continue and develop the school ethos, culture and curriculum which takes account of the richness and diversity of the school's communities, whilst maintaining the distinctive nature of the school.
 - Ensure learning experiences for pupils are linked into and integrated with the wider community, including the Church community.
 - Ensure a range of community-based learning experiences, building on links with the Church and the Diocese of Worcester.
 - Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
 - Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values within the wider community.
 - Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
 - Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
 - Co-operate and work with relevant agencies to protect children.
 - Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
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ST EGWIN'S C.E. MIDDLE SCHOOL

Safeguarding Children & Safer Recruitment

St Egwin's Church of England School is committed to safeguarding and promoting the welfare of children and young people. The headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff, volunteers and governors accountable for their contribution to safeguarding regulations. Specifically:

- To ensure any policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
 - Sufficient resources and time are allocated to enable a designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
 - Ensure compliance with statutory "Keeping Children Safe in Education" requirements.
 - Ensure compliance with Prevent duty guidance;
 - Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.
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7. Person specification

Please see below the qualities we are looking for in our new headteacher. Evidence for these will be gathered from the application (A), during the interview (I) and from tasks undertaken on the day of interview (T). Each is categorised as essential (E) or desirable (D).

	E	D	Evidence
QUALIFICATIONS			
QTS with degree level education or equivalent	•		A
Commitment to own continuing professional development in school leadership and management	•		A
National Professional Qualification for headteachers		•	A
SKILLS AND EXPERIENCE			
Having been a successful Senior Leader in an education setting	•		A I
Have high organisational skills appropriate to both the daily running and strategic development of the school	•		A I T
Experience of leading development, encouraging innovation and supporting others to this end	•		A I
Demonstrable ability to analyse pupil attainment and progression data, and to use this to improve standards of learning and teaching	•		A I T
Having held the position of Headteacher or equivalent		•	A I
STRATEGIC DIRECTION AND DEVELOPMENT			
Ability to develop, communicate and implement a coherent and robust vision for the school in consultation with stakeholders	•		A I
Ability to guide, motivate, inspire and challenge others to achieve agreed aims	•		A I
Experience of school self-evaluation, improvement, monitoring and planning	•		A I T
GOVERNANCE, ACCOUNTABILITY AND COMPLIANCE			
Ability to work with the Governing Body and an understanding of its statutory duties	•		I
Commitment to being transparent and accountable to parents, governors, external bodies and the local community	•		I
Experience of financial planning and budget management		•	A I
LEADERSHIP AND MANAGEMENT			
Ability to lead, inspire and develop the talents and abilities of staff	•		A I
Effective communication skills for a range of audiences	•		A I T
Evidence of making a key contribution to school improvement	•		A I
Ability to demonstrate innovative approaches to school improvement, leadership and governance		•	A I



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QUALITY OF EDUCATION			
A highly effective teacher with proven strong teaching	●		A I
Experience of setting and achieving challenging goals for children of all abilities	●		A I
Experience of analysing pupil performance data to improve learning and teaching outcomes	●		A I T
Experience of ensuring the effective delivery of the current curriculum requirements and related assessment materials		●	A I
Ability to challenge underperformance in teaching outcomes, and support improvements	●		I
Commitment to a curriculum that is broad and balanced, which motivates the interest of all pupils	●		A I
To have high expectations of all children irrespective of starting points	●		A T
SAFETY AND WELL-BEING OF PUPILS			
Experience of, and total commitment to, safeguarding and protecting the welfare of pupils	●		A I
Ability to support an environment which encompasses all aspects of safety and well-being	●		A I
WORKING WITH THE WIDER COMMUNITY			
Commitment and ability to work in partnerships with parents and the wider community	●		A I
PERSONAL QUALITIES			
A clear enthusiasm for, and love of, learning	●		A I
Passion for ensuring each and every pupil flourishes	●		A I
Emotional resilience, self-knowledge and reflective practice in your work.	●		A I
Excellent communication and interpersonal skills, working with a range of audiences	●		A I
Honesty and integrity at all times	●		A I
A positive, proactive mindset with the ability to deal with challenging circumstances and issues creatively	●		A I T
VALUES, VISION AND COMMITMENT			
Understand and uphold the Christian vision and values and their role in the life of the school	●		A I T
Commitment to the highest educational and personal achievement for every pupil	●		A I
Understand the headteacher's position as role model for both staff and pupils	●		A I
Commitment to inclusion and equal opportunities for all staff and pupils	●		A I



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