



Headteacher Recruitment Candidate Information Pack

Spring
2023

St Giles CE Primary School

Bringing out the best in every child



Letter from our Chair of Governors

Thank you for your interest in becoming the next Head Teacher at St Giles CE Primary, Horsted Keynes.

St Giles is a thriving school at the heart of its community, popular in the area for its nurturing ethos and confident, independent pupils eager to discover the world. We're extremely proud of our school and our warm and inclusive nature: welcoming to all while at the same time, delivering the highest standards of teaching and learning for all our pupils.

We're looking for a headteacher who is an inspiring leader, committed to carrying forward our journey of school improvement through a collective vision of our future. We want a leader dedicated to their staff team and their development and ready to get to know – and demand the best for – every pupil in their care. We may be a small school but we are ambitious for our future and hope to find a headteacher who wants to use their experience and knowledge to shape and lead that ambition.

We benefit from strong links with St Giles Church and are proud of our Christian distinctiveness and the support we get from our church community.

We have an experienced and committed governing body who all wish to see St Giles continue to provide its pupils with excellent standards of education delivered within a safe, friendly and caring environment.

If you have the experience, ambition and vision to work with us then we look forward to hearing from you. We would also encourage you to come and see the school and meet the children and staff, and see for yourself what we are offering to the right candidate.

I hope you enjoy learning more about our school.

With warm wishes
Helen Jones
Chair of Governors, St Giles CE Primary School



What are we looking for?

Someone who...

Is ambitious for the school and its pupils	Delegates to and empowers everyone in their team	Looks to the stars and wants all children in their care to aim as high as possible	Treats pupils with the respect that they themselves would expect
Has clarity of vision and how they will lead to achieve this	Has energy, drive and passion for helping children achieve their very best outcome	Loves the outdoors and embraces the wonderful location of the school	Gains the trust and respect of everyone in the school community
Gets to know each and every child in the school	Is inclusive and treats everyone equally	Celebrates achievement	Is outward facing and actively seeks interaction with parents
Inspires and develops their team to do their best	Nurtures our pupils to be ready for their future in the world	Treats all pupils as individuals with their own strengths and superpowers	Has fun, can be naughty and doesn't always take themselves too seriously!
Cares about everyone in their team: teaching staff, TAs, office staff and all support	Collaborates with governors to help them fulfil their duties	Rolls their sleeves up and gets things done	Thinks about the bigger picture
Pushes and supports their staff to deliver the best	Communicates with parents so they can support their children's education	Asks for help when they need it	Always has an open door



About St Giles

St Giles CE Primary School is a thriving and vibrant school in the West Sussex village of Horsted Keynes.

With 113 pupils currently on roll, we have four classes and a PAN of 20. Our last Ofsted inspection (2019) awarded us 'Good' as did our most recent SIAMS inspection (2018).

We have built a reputation as an inclusive and welcoming school committed to delivering the very best education for every child at the school. This has seen our numbers grow in recent years as we have become the school of choice for many parents from Horsted Keynes and surrounding villages. We're situated on the edge of the Ashdown Forest, offering our pupils amazing opportunities for outdoor learning including Forest Schools and many sporting activities.

We offer our pupils a broad and balanced curriculum and are proud of our focus on the arts, music and sport as well as more traditional academic subjects. We achieved strong KS2 SATS results in 2022 with 65% children gaining ARE, above the national average of 59%. Our curriculum is based on the needs of all learners and we have an experienced part time Inclusion Manager who offers additional support to any child who needs it.

We are lucky to be supported by a dedicated PTA whose tireless fundraising efforts ensure our pupils have enrichment activities on a par with larger local counterparts and last year alone raised £12,000.

We've got a strong, effective Governing Board who bring a wide range of expertise from a broad range of professions and a commitment to school improvement.

At the heart of everything we do is the desire to create a stimulating, happy and caring school based on strong Christian distinctiveness and values. We actively encourage all our pupils to be ambitious, achieve their best and support their individual talents.

Our Vision and Values

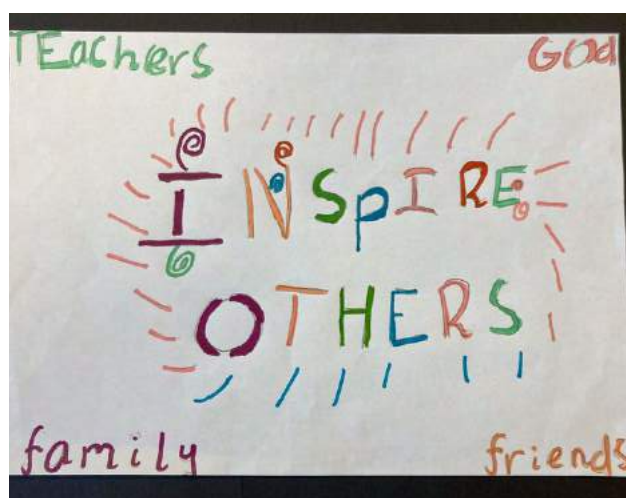
At St Giles, our distinctively Christian values shape all that we do. Our school is a nurturing community which inspires everyone to learn and thrive as individuals, with courage, compassion and creativity. We believe that our children will flourish in God's eyes today and in the future. As a school we work together with respect for God's world to create an inspiring, loving and caring community.

Underpinned by John 10:10, *"I have come in order that you might have life-life in all its fullness"*.

Our vision lays out everything that our school community believes, follows and embraces, always keeping it in mind so we can achieve the best for the school and its pupils.

This vision is at the heart of the school's life and has been shared with parents, staff, leadership and the children to ensure everyone works together with one clear aim.

From the vision, we adopt the Christian values of Nurture, Inspire, Respect and Achieve which shape everything about daily school life.



Welcome from Fr David Murdoch, Rector of Horsted Keynes



I pray for all concerned in the appointment process, and look forward to working closely with our next Head Teacher.

Fr David Murdoch

Thank you for considering applying to be the next Head Teacher of St Giles CE Primary, Horsted Keynes. I greet you as Rector here, and an ex-officio Foundation Governor. In all the parishes in which I have served for almost forty years, I have had the joy and privilege of having a Church Aided Primary School.

Since coming here, three and a half years ago, I have found Horsted Keynes to be a very special village, and St Giles a very special and welcoming school. The close relationship between church, school and community is a crucial part of that. I and my colleague, our Curate, Fr Peter Sutton, would hope to work closely with you in a mutually supportive and encouraging way.

We and some lay helpers share in leading a weekly collective worship in the parish church, attended by families, including a termly Eucharist. We also attend and support school events and are available to help with RE if requested as well as being on hand to give confidential pastoral support.

I head up an Ethos Group which supports RE and Collective Worship, prepares for our next SIAMS inspection, and seeks to keep at the forefront of everyone's mind the Christian nature of our school. We have recently signed a Diocesan Covenant between Church and School, committing ourselves to maintain and build upon our close relationship.

I would hope to see a strong commitment to the Christian nature of the school in its next head. At the same time, we recognise that the school is here to serve everyone in the village and beyond, whether or not they have any kind of religious faith.



"St Giles CE Primary School has a distinctive Christian character and a caring, nurturing ethos."

SIAMS Inspection Report, 2018



Our Ethos

The ethos of the school is seen everywhere: in the pupils' work, in the buddy system between the older and youngest pupils, in the wider community when the pupils represent the school and take part in village events, in their behaviour at school and outside at sporting events, trips and social occasions.

The strong links with the parish church of St Giles give the pupils an opportunity to experience the love of a Christian community and to develop an understanding of faith and belief, which they will take with them for the rest of their lives.

Church plays an important role in the life of the school. Friday assemblies are taken in Church as collective worship which parents are also invited to attend. A moving carol concert at Christmas is performed by KS2 children in church by candlelight each year for parents and is always a highlight of the calendar, as is the KS1 Nativity.

Living out our Christian ethos each day makes our school the thriving place it is.

What our pupils say

We asked our School Council to give you their view!

We want a Headteacher who is...

FUN!	KIND	Friendly	HONEST
	Strict	Fair	Listens
Caring	Imaginative	SPORTY	Funny
Generous	RESPECTFUL	Creative	Helpful
Responsible	Knowledgeable	ENCOURAGING	

Why would you want to be Head Teacher at St Giles?

You can be the boss!	The children are AMAZING	You'll meet new people	You can help create amazing futures
So they can help children improve and develop	The school is a great community	Everyone is kind and caring, buddies look after each other	They can help us learn values and how to lead a good life
We have a lovely building and playground	The adults are kind and help us	To be part of the St Giles experience	Behaviour is amazing

What do the children love about the school....

Amazing teachers!

I love being part of the school community

Special weeks like Science, Art, Dyslexia awareness, maths and book week.

Making great friends

Forest School sessions and being in the moat!

The people in it!

Amazing playground, moat and the field. I love the mud and the birds!

Buddies activities

Skipping ropes and play equipment

Art and drawing

Food!

Special events and school trips, like going to the theatre and the seaside!

Sports clubs (football) and sport events like going to Cumnor and other schools

We can be ourselves

Singing and music, I love singing in church as well

Opportunities in PE with Alfie our coach

Lovely children!

I like the choice of homework



Our School at a Glance

St Giles Church of
England (Voluntary
Aided) Primary School

113
Pupils

PAN
20

Attendance

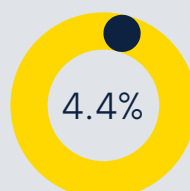


2021-22
(excl Covid absences)

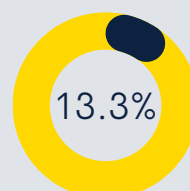


Autumn term 2022

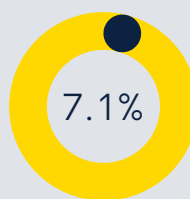
Our Pupils



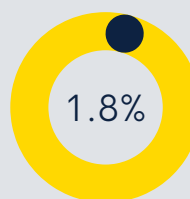
Proportion of
EAL
(5 pupils)



Proportion
of SEND
(15 pupils)

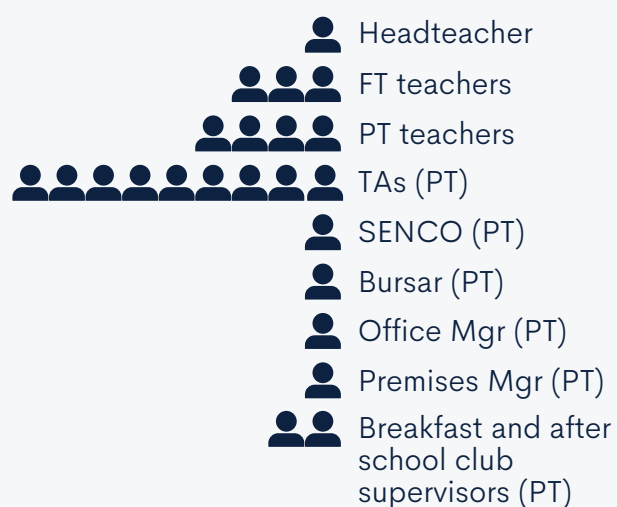


Pupil
Premium
(8 pupils)



EHCP
(2 pupils)

Staff



Class Structure

Oak Class: Reception + Year 1

Elm Class: Y1 + Y2

Sycamore Class 1: Y3

Sycamore Class 2: Y4

Maple Class: Y5 + Y6

School Life

Our pupils love coming to school at St Giles.

We have five classes with most having two year groups which encourages friendships throughout the school, independent of age.

Our buddy system pairs older and younger pupils who get together frequently throughout the year for many activities: from Christmas card making to sponsored walks.



Being in an area of outstanding natural beauty makes St Giles a very special place. The vast majority of children walk to school and enjoy quiet roads and beautiful scenery whilst catching up with friends arriving at the gate refreshed and ready to learn.

Afterschool and breakfast wraparound care is very popular and often oversubscribed. There are also clubs such as netball, art, ballet and football after the school day with lego and chess club in the lunchbreak.

Reflecting our strong Christian values, our year six school leaders are known as School Bishops as opposed to Head Boys/Girls. These year six students are elected by pupils and staff and lead the school in events, services and prayer. They do a fantastic job of representing the school and providing guidance for younger children.

Being outdoors is very important for everyone at St Giles and all of our pupils take part in a term of Forest Schools during the school year.

Sport is very popular at school. As well as the regular PE sessions, extra sessions are organised at local schools and facilities, including cross country at Cumnor House, swimming at the Dolphin Centre and badminton at Haywards Heath College.

"St Giles is exceptional and we are so happy. The school has worked so hard on its values of and the children clearly benefit from these."

Parent Survey, Summer 2022



Enrichment

Pupils at St Giles have a fantastically varied and busy life. As well as the day-to-day business of learning, our children are offered a lot of enrichment opportunities.

Annual school highlights include the May Fair – a brilliant community event which opens with the whole school performing traditional dances around the May pole on the village rec – and the Christmas Fair, held at the school with crafts, singing, games, stalls and refreshments.

Both of these are organised by the PTA and the funds raised are used for a range of resources and enrichment activities including a new suite of laptops, tennis lessons, skipping and music workshops, author visits, new books for the library, whole-school trips to the theatre, orchestra visits and so on.

The school also regularly has focus weeks where different areas of the curriculum will be expanded. These include sports, science, art and RE weeks and parents and the wider school community are often involved. Kids enthusiastically take part in World Book Day each year and KS2 performs a show each year with all pupils encouraged to take part.

Our School Development Plan

Our School Development Plan is the strategic document that lays out key areas of development for St Giles. Closely aligned with the school vision and values, it sets out the actions and resources needed to achieve the priority areas of improvement on an annual basis.

The Head Teacher works with the staff and governing body to set each year's priorities which then form the basis of overall school monitoring as well as performance management targets for staff.

Our priorities for this academic year are grouped into six categories.



1

To ensure that pupils develop their knowledge and skills effectively in all foundation subjects and that the curriculum is taught consistently well across the school.

2

To sustain and build upon the good quality teaching across the school. To ensure all pupils, including the most able and SEND, are challenged to reach their full potential.

3

To ensure the revised EYFS curriculum is implemented effectively and the learning environment enables all pupils to achieve highly.

4

To ensure St Giles is a calm and orderly environment in which pupils can learn effectively.

5

Ensure that the St Giles School Christian Vision influences the whole school community allowing it to continue to flourish and provide an outstanding education to all pupils.

6

To ensure the school is sustainable into the future.

"We are particularly happy with the interesting additional activities to help with curriculum learning, the focus on one to one reading to help progress and all round concern for emotional wellbeing."

Parent Survey, Summer 2022

Our Curriculum

St Giles is a village school with community at its heart. We recognise and celebrate partnership working and we involve children, parents, staff, governors and the local community when planning and delivering our school curriculum.

We are committed to inclusive, high-quality teaching and learning to ensure that every child makes good progress and all children leave us knowing their strengths and weaknesses, and having reached their full potential. We aim to give all learners, particularly disadvantaged and those with special educational needs, the knowledge, skills and attitudes to aim high, succeed and to be lifelong learners ready for the next step in their education.

We provide a broad and balanced curriculum that meets the needs of all pupils and is carefully crafted to be ambitious for all. We plan for all children to develop key vocabulary, skills and knowledge sequentially throughout their entire school journey.

We aim to create a calm, purposeful learning environment in which pupils achieve their best. Our staff team promotes self-reflection, a growth mindset and the resilience to cope with both learning and life challenges.



SEN & Vulnerable Groups

Currently the school has 15 pupils with special educational needs – 13% of the 113 register. Two pupils have an EHCP, we have 2 PLAC/LAC children and 8 Pupil Premium children. We've also welcomed five Ukrainian pupils into our school in the last year.

We have a dedicated Inclusion Manager who works two days per week. She is also a part-time teacher in the school, teaching Elm class (year 1 & 2) two days per week in a job share, so she has a consistent relationship with and knowledge of our SEN pupils.

Our teaching strategy is based on a quality first teaching approach. Every teacher is a teacher of 'pupils with special needs' and work is differentiated to ensure all pupils make good progress.

Investment in new teaching practices, including Rekenreks, Little Wandle and the Mastering Numbers programme were all assessed and chosen because they benefit all pupils, including our SEN population.



St Giles is an inclusive school and at assemblies and other school events, all pupils are encouraged to take part regardless of ability. At our recent school carol concert, all pupils in KS2 were encouraged to read out their own words in front of the congregation, which was a significant achievement for some of our children.

"All children have the best attention paid to them and any extra help or guidance is identified and acted upon. The school provides a lot of support for all pupils."

Parent Survey, Summer 2022

Early Years Foundation Stage

We follow the Department of Education EYFS Foundation Stage Curriculum and believe a well-planned curriculum provides a foundation for pupils to develop positive attitudes to learning and school, and sets the expectations for the years ahead.

Recognising that every child is a unique individual with differing starting points, learning styles and interests, the school works to support each child through flexible learning approaches, developing strong relationships, and through skilled assessment and teaching.

The curriculum is adjusted to meet the needs of each child ensuring they receive the support they need to develop the core skills required for successful learning.

St Giles has a large classroom and dedicated, covered, outside areas that provides a stimulating learning space. Resources and facilities have been upgraded in recent years, and along with teacher training and development has led to a stimulating, improved environment.



"St Giles gives a great introduction to school. The sense of community is great, especially thanks to the buddy system and links to the village community."

Parent Survey, Summer 2022

Oak class make full use of these facilities with a combination of adult-led and continuous provision opportunities, which enables pupils to develop their learning independently through exploration and challenge.

The Characteristics of Effective Learning are at the heart of the Early Years Curriculum developing pupil's skills in playing and exploring, active learning, creativity and critical thinking.

The school has excellent links with Horsted Keynes Preschool, and other local nurseries, providing a comprehensive range of transition visits, activities and orientations to ensure starting school is an exciting step for pupils and parents alike.

Safeguarding and Child Protection

St Giles CE Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding, including our Child Protection Policy which can be viewed on the School Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

We ensure that our concerns about our pupils are discussed with their parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Any offer of employment will be subject to pre-employment checks including an enhanced DBS disclosure and the receipt of satisfactory references and relevant original ID documentation. At St Giles we believe in, and are fully committed to, equality of opportunity for all and understand that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policies section of our website.





Financial Information

St Giles has achieved a balanced budget or a small surplus each year for more than five years. Careful planning and management of expenditure is exercised by the Head Teacher and her staff, with the strong professional support of our part-time Bursar. The School Development Plan provides a focus for prioritising expenditure.

The Governors have appointed a Resources Committee to assist them with their oversight over finances (and also property and health and safety), and the Committee is chaired by a Governor who is an experienced accountant. Three other Governors, all with relevant experience, are members of the Committee, as are the Bursar and the Head Teacher.

In 2019, St Giles received £50,000 from the Chichester Diocese in LCVAP funds which were used to renovate the external fabric of the buildings, and in 2022 we were awarded a grant of £90,000 from the re-named School Condition Allocation funding from the Diocese which we are going to use for renovating parts of the interior of the premises.

Like many other Church of England schools our buildings and most of the land are owned by a trust. The trustees also have financial assets and we are very fortunate that they are able to support us by generously donating the 10% of capital funding which has to be contributed by the Governors because of our status as a Church of England Aided school.

Our PTA is also a generous provider of financial support for discretionary expenditure.



"The whole school is a family.
They all look out for each other."

Parent Survey, Summer 2022



About the Area

St Giles Primary School is situated in Horsted Keynes which is an idyllic, ancient village in an area of outstanding natural beauty on the edge of the Ashdown Forest. The village is popular for its picturesque Green, thriving community, country walks and Norman church.

Local amenities include a village shop, two pubs, a popular cricket club, two village halls and tennis club and courts.

The school has strong links with the tennis club with regular sessions provided for the children and is heavily involved with the community; including helping out at the monthly village lunch and taking part in events such as the village nativity.

The village is home to plenty of families with young children and has a Preschool which takes children from two until school age.

Haywards Heath is around 12 minutes by car or bus and provides a fast train service to London, Brighton and Gatwick. The village has great road links to the whole of Sussex, Kent and South London.



Thank you for your interest in the position of Head Teacher at St Giles CE Primary School.

Visits to the school are warmly encouraged.

Please contact the school office to make an appointment.

office@stgilesprimary.co.uk

Tel: 01825 790240

If you need any support to enable you to take part in the recruitment process, please do let us know.

If you have any questions or need any further information, please get in touch with the Chair of Governors: hjones@stgilesprimary.co.uk

Key dates

Closing date for applications: 13 April 2023

Shortlisting: 19 April 2023 (evening)

Interview: 24 April 2023 with successful candidates invited back on 25 April 2023