

**St. James Lower Darwen
Church of England Primary School**



**Headteacher
Application pack**

October 2024



St. James Lower Darwen CE Primary School

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Welcome letter from the Chair of Governors

Dear Applicant,

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

As a board of Governors, we are proud of what our school has achieved and excited about what the future holds. We asked our pupil voice group what qualities they think the new Headteacher needs – do read what they say as it gives a good picture of our school and children.

Our Christian vision is central to all we do and we have very strong links between our school and St James' Church. The importance of our Christian vision is reflected in what our children say – they want a Headteacher who can lead “creative worship”. The close link between school and church is further supported through weekly school worship in Church and Spirituality Days when children have explored topics in greater depth.

In the words of our pupil voice group, we are seeking someone who can “understand how children feel so that children can speak to them when they need to”. Our school serves a range of socio-economic contexts and this requires a Headteacher who can inspire and enable all our children to thrive and reach their full potential.

Finally, our foundation scriptures talk about how God has plans to give us hope and a future. We are excited about what God has planned for us as a school. We look forward to supporting our next Headteacher as they help us discern what comes next.

Yours sincerely,

Andrew Cole
Chair of Governors



A message from the Pupil Voice group

We are really glad that we have had the chance to help in the really important job of finding our new Headteacher. We have thought hard and talked about it and we think we need to find someone who can do all of these things.

We think our new Headteacher needs to:

- Understand our school rules and values
- Understand and do the Headteacher job, but also to be funny, interesting, helpful, able to talk to children and allow non-uniform days
- Have time for the job and always be doing something for the school
- Be smart and clever
- Have a loud voice, be brave and not get stage fright
- Know people's personalities so that they can
- Interact well with children
- Introduce themselves to children - e.g. coming round all the classes every morning to see that everyone is OK
- Let everyone have a voice
- Be approachable and understand how children feel so that children can speak to them when they need to
- Have a good sense of humour
- Be good at paperwork
- Know about worship in church, (including 'Star of the Week')
- Do creative worship
- Be able to stand up and do worship with all the children
- Understand that some children have special needs and can't do what other children can
- Understand behaviour and be able to manage it
- Know about all the subjects in the curriculum in case they have to teach it
- Make a calm atmosphere
- Have been a really good teacher

If you can do all of these things, we would like you to be our new Headteacher.

**From,
The Pupil Voice Group**



St. James Lower Darwen CE Primary School

Appointment of Headteacher

Agreed Timetable

Advert Live	Monday 7 th October 2024
School Visits (Available by appointment)	Thursday 17 th October 2024 (1-3pm)
School Visits (Available by appointment)	Tuesday 29 th October 2024 (1-3pm)
Closing Dates for Applications	Sunday 3 rd November 2024
Shortlisting	Thursday 7 th November 2024
Interviews – Day 1	Monday 25 th November 2024
Interviews – Day 2	Tuesday 26 th November 2024



HEADTEACHER ADVERTISEMENT

Leadership Pay Spine Group 2, points 12-18

Required Beginning of Summer term 2025 or earlier by agreement.

The Governors of St James' Lower Darwen Church of England Primary School are seeking to appoint an inspirational Headteacher, who has the skills and ability to drive our vision as a welcoming and aspirational primary school.

Everything we do as a school is underpinned by our Christian ethos. Our vision is that we will equip our children to live 'life in all its fullness' as we know God has a plan for each of us. As our children come from a range of contexts, we are seeking a Headteacher who is empathetic and can enable every child to thrive.

We are looking for you to have:

- The ability to embody the school's vision and mission within the school, the parish and the wider community.
- The ability to inspire and nurture talent.
- A proven track record of effective leadership and management of people.
- A commitment to working in partnership with governors, staff, parents/carers, church, other schools and the local community.

In return we can offer:

- A school family full of enthusiastic and spiritually inquisitive children.
- A supportive and talented team of staff and senior leaders.
- St James' Church which is passionate about school and church working together to see our community flourish.
- A highly supportive Governing Body, which fully encourages the Headteacher's continuing professional and spiritual development.
- A welcoming and well maintained school.
- Strong links with Blackburn Diocese and the Local Authority.

St James' Lower Darwen Church of England Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.



If you would like to find out more about the school please visit our website:

<https://www.stjameslowerdarwen.co.uk/>

To learn more, we would love to welcome you to visit our school. To arrange a visit please contact Mrs J Warwick (office@stjameslowerdarwen.blackburn.sch.uk or 01254 698656). There will be 2 afternoons available for tours round school - Thursday 17th Oct 1-3pm and Tuesday 29 Oct 1-3pm.

Recruitment and Selection Process

Shortlisting will take place on Thursday 7th November

Interviews will be held on Monday 25th and Tuesday 26th November

Shortlisted applicants will be expected to attend on both day and further details will be provided to candidates called to interview. Applicants will be advised by no later than Monday 11th November if they are to be invited to attend an interview.

Applications

You should provide a full statement in support of your application. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post and setting applied for.

Your completed application should be submitted to schoolhrteam@blackburn.gov.uk

The closing date for applications is Sunday 3rd November

St. James' Lower Darwen CE Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.



St. James Lower Darwen CE Primary School

Headteacher Job Description

Church of England/Methodist Schools and Academies

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) 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 and in the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocesan Authority, the Governing Board, the staff of the school, its pupils, and the parents of its pupils.

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding a unambiguous Christian vision that seeks to empower all stakeholders to experience 'life in all its fulness' (John 10:10). The headteacher will provide professional leadership and management for the school that ensures compliance with the Trust Deed and enhances the Christian character of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality, and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation, and administration of the school.

As a leader of a church school, the Headteacher is responsible for ensuring that the provision of high-quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese/Methodist District, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.



Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

B. The Core Purpose of the Headteacher

1. School culture

Headteachers:

- Establish and sustain the school's Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community and wider Diocese/Methodist Circuit
- 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 based on Biblical values across the school community and a safe, orderly, and inclusive environment.
- Ensure a culture of high staff professionalism.

2. Teaching

Headteachers:

- 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.
- ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England



3. Curriculum and Assessment

Headteachers:

- Ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- ensure that a high-quality enquiry based Religious Education curriculum is used which is consistent with Church of England teaching.
- 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

Headteachers:

- Drawing on the Christian vision of the school, 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, according to Christian value.

5. Additional and special educational needs and disabilities

Headteachers:

- 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

Headteachers:

- 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.
- Ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious Education in the school, including drawing on expert provision at National Church and Diocesan level.

7. Organisational Management

Headteachers:

- 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

Headteachers:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school 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, including improving performance against the SIAMS criteria



9. Working in partnership

Headteachers:

- Forge constructive relationships beyond the school, working in partnership with parents, carers, the church, 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 in the Diocesan Authority and across other public services to improve educational outcomes for all pupils.

10. Governance and Accountability

Headteachers:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility.
- Establish and sustain professional working relationships 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.

The applicant will be required to safeguard and promote 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 and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.



Headteacher At St. James Lower Darwen CE Primary School

Person Specification/Selection Criteria

The applicant will be required to safeguard and promote the welfare of children and young people.

Selection decisions will be based on the criteria 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 and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Faith Commitment

	Essential/ Desirable
Full and active member of a church in membership of Churches Together in England, AMiE, Evangelical Alliance or Northwest Partnership. (This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school).	E

To be able to demonstrate their knowledge and understanding of the following in the context of a Church School.

Source – [A] - Application Form, [I] - Interview, [R] - Reference

	Essential/ Desirable	Source
Leading school worship.	E	AI
Ways of developing religious education and worship.	E	AI
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E	AI
How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	E	AI
Ways of leading the spiritual development of all the school community.	E	AI



[B] Qualifications

Qualification requirements	Essential/ Desirable	Source
Qualified teacher status	E	AI
Degree	E	AI
NPQH or equivalent.	D	AI

[C] Professional Development

	Essential/ Desirable	Source
Evidence of recent leadership and management professional development.	E	AI
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E	AI

[D] School leadership and management knowledge and experience

	Essential/ Desirable	Source
Successful leadership as a headteacher, deputy headteacher or assistant headteacher.	E	AI
Evidence of successfully leading school improvement.	E	AI
Evidence of the application of strategies to review, evaluate and improve teaching and learning.	E	AI
Experience of curriculum leadership and development.	E	AI
Experience of monitoring staff performance.	E	AI
Experience of effective budget management and financial analysis.	D	AI
The ability to provide support and advice to the Governing Body to enable it to meet its responsibilities.	E	AI
An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement.	D	AI
To have had experience of guiding, coaching, mentoring or training individuals or teams.	E	AI
Maintains good awareness of current national education policy and strategy.	E	AI



[E] Experience and knowledge of teaching

	Essential/ Desirable	Source
Successful teaching of pupils in the primary phase.	E	AI
To have a working and current knowledge and understanding of all 3 Key Stages in the primary phase.	E	AI
Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan.	E	AI
Commitment to ensuring inclusion and addressing diversity positively.	E	AI
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E	AI

[F] Experience and knowledge of teaching

	Essential/ Desirable	Source
Strong behaviour management skills.	E	AI
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E	AI
To be a leader of learning demonstrating, promoting and encouraging excellent classroom practice.	E	AI
A commitment to the professional development for all staff and self.	E	AI
To have good judgement, including the ability to assess and balance risks and opportunities	E	AI
A desire to engage and work collaboratively and constructively with parents and carers.	E	AI



[G] Personal Qualities

	Essential/ Desirable	Source
The ability to build, create and then communicate a clear Christian vision for our forward thinking school	E	AI
A passion for achieving the very best outcomes for all children	E	AI
The capacity to provide inspirational, enthusiastic and innovative educational leadership.	E	AI
A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual.	E	AI
Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	E	AI
An ability to establish effective working relationships with other professionals and the wider community	E	AI
Excellent interpersonal skills.	E	AI
The ability to perform effectively under pressure.	E	AI
Think analytically and creatively and demonstrate initiative in solving problems	E	AI
Be aware of their own strengths and areas for development; listen to and reflect constructively upon feedback from others.	E	AI

[H] Safeguarding

	Essential/ Desirable	Source
Displays commitment to the protection and safeguarding of children and young people	E	AIR
The ability to form and maintain appropriate relationships and personal boundaries with young people	E	AIR
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	AIR
Will co-operate and work with relevant agencies to protect young people	E	AIR

[I] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the National Headteachers' Standards (2020) which also form the basis of the Job Description for a Headteacher in a VA school. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in St. James' Lower Darwen Church of England Primary school.



[J] Confidential References and Reports

	Positive and supportive faith reference from the priest/minister where the applicant regularly worships <i>Candidates who do not use their Parish priest/minister must give an explanation in the letter of application</i>	E
	Positive recommendation from all referees, including either current headteacher, Chair of Governors, employer or CEO Trust Lead.	E

[K] Application Form and Supporting Statement

You should provide a full statement in support of your application. The supporting statement should not exceed 1300 words in length, be clear, concise, and related to the post and setting applied for.

PLEASE DO NOT INCLUDE CVs with your application as these will not be considered.



Dear Prospective candidate,

FAITH REFERENCES

As you are aware the person specification for the post for which you are applying states that you are asked to provide a 'positive and supportive faith reference from the priest/minister where the applicant regularly worships'.

In the light of this and given that a priest is often managing ministry teams and/or more than one church/parish, we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask them to agree to act as a referee
2. Ensure that the priest is aware of:
 - Your involvement in parish life e.g. groups you attend/lead, Bible reading or intercession rota etc (it may be that currently you are not heavily involved in parish life due to other commitments)

Note: When considering worship attendance and involvement, priests will be asked to comment on commitment beyond attendance at school services that might constitute part of any candidates employed role.

- Your present post – name of school, areas of responsibility, etc
- The post to which you are applying – name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

Candidates who do not use their Parish priest/minister must explain the reason for this in the letter of application. This can be for a number of reasons, e.g. because the parish is in vacancy, or a recently appointed priest. Whatever the situation, failure to explain may lead to your application not progressing further in the process.

The following websites set out the current list of churches that are members of Churches Together in England, the Evangelical Alliance and North-West Partnership. Please ensure that your place of worship is on the list. If you have any questions with regard to your church's affiliation or the contents of this letter you should contact the Diocesan Adviser for the appointment at janet.grime@blackburn.anglican.org
The list of Churches Together in England and its associated bodies can be found at www.cte.org.uk
The list of member churches of the Evangelical Alliance can be found at www.eauk.org
The list of member churches of the Northwest Gospel Partnership can be found at <https://northwestpartnership.com/>

Yours faithfully,

Janet M Grime
Associate Advisor for Blackburn Diocese



Attendance Policy Statement

St James' Lower Darwen Church of England Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.