



# **St James CE Primary School**

## **Headteacher Recruitment Pack**

### **March 2023**



## **Let us Love, Let us Thrive**

St James C of E Primary School prides itself in providing a happy, safe, secure and supportive learning environment to enable each child to flourish. We are a highly inclusive school and value everyone's unique contribution to our school community. We are committed to making sure our children are equipped with the necessary skills, attributes and personal qualities that will allow them to contribute positively to their local community and the wider global community.

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# Letter from the Chair of Governors

Dear Applicant

Thank you for requesting a recruitment pack for the position of Headteacher at St James CE Primary School. We are looking forward to appointing our next Headteacher for September 2023 as the substantive Headteacher moves on to their next challenge in leading a new school.

We are a larger than average primary school with two classes in each year group. We also have a nursery provision and many of the children from the nursery join our school in Reception. We are located on an outer city estate in Sandwell and have fabulous links with the local community and, in particular, our local church.

Our previous Ofsted inspection rated us a 'Good' stating that: 'St James is a very inclusive school, which welcomes everyone. Pupils thrive because all staff want the best for them. Pupils come to school happy and want to learn. They behave well in lessons and at social times.'

We are also very proud of our most recent SIAMS inspection where the school received an 'Excellent' rating and noticed that 'Leaders are proactively committed to the community and 'go above and beyond' transforming the lives of those they serve.'

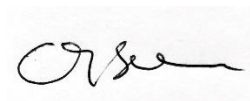
We are looking for an inspirational Headteacher who will be committed to continuing to serve our local community and provide outstanding leadership to our staff and pupils, following the Christian ethos of the school. The Governing body is looking to appoint someone who has the vision and skill to continue to add value to our school and provide children with an excellent education and the best start on their academic journey.

Our Christian vision is 'Let us love, Let us thrive' and this is embedded in everything that we do. The values that underpin this are love, friendship, honesty, peace, respect and endurance.

Visits to the school are warmly welcomed and we are more than happy to show you around our wonderful school.

We thank you again for taking an interest in our school and are looking forward to meeting you and receiving your application.

Yours faithfully



**Mr Chris Sale**  
**Chair of Governing Body**

# School Information

St James CE Primary school is a busy and happy two-form entry primary school on an outer city estate in Sandwell, West Midlands serving children from the ages 3-11. Currently, there are 457 children on roll. There is also a school-based nursery offering places for both 15 and 30 hours.

St James is a genuine caring community that seeks to ensure that our children have the best start in their education and a real family feeling.

Currently, 49.5% of our children are in receipt of pupil premium funding, 22.5% have SEND and 24% have English as an additional language. We do all we can to provide exciting extracurricular activities, educational visits, school residentials and visitors to give our children as many new or enhanced opportunities as possible. We strive to ensure that all children feel valued, happy and cared for. Inclusion is a priority for the school and the pastoral care our children receive is excellent.

The school has extensive grounds with a forest school area, playing field, AstroTurf multi-use games area and newly tarmacked playgrounds. The school runs a range of sports clubs every day after school.

## **Staffing Structure**

The school leadership structure consists of a Headteacher, two Deputy Headteachers, two Assistant Headteachers, two Phase Leaders and an Inclusion Manager. Most teachers are responsible for leading a subject and they are supported to do this by the Assistant Headteachers who are also our Curriculum Leaders.

We also have a well-established Well Being Team which consists of two Behaviour Mentors and a Child and Family Support Worker. This team is managed by our Lead Safeguarding and Parent Support Officer.

## **Curriculum**

At St James, we nurture the whole child. Our curriculum recognises children's prior learning experiences and is carefully designed to enrich and inspire pupils to become successful learners. We want our children to be brave, responsible, independent, communicators who are knowledgeable and self-motivated. The curriculum, and supplementary experiences at St James, are integral in developing these and supporting lifelong learning and future success.

St James has designed an ambitious curriculum which aims to meet the needs of all children in school and considers the community in which they live. We believe our children have a right to acquire the knowledge, skills and understanding needed in order to overcome social disadvantage and enhance their cultural capital so they can 'gain an advantage.'

Our curriculum prioritises knowledge, along with vocabulary acquisition, and holds reading at its core. We believe knowledge is power and is the key that opens many doors. Research has shown that a broad vocabulary is a key indicator to future academic attainment and frequent reading adds to children's vocabularies exponentially. It is our duty to equip children with the appropriate knowledge, skills and understanding they need in order to thrive and address any disadvantage.

The curriculum is taught as discrete subjects. We do this as we want our children to understand each subject as an academic discipline. We want them to be immersed in a subject and feel inspired by what they learn within it. It is progressive, with the sequencing of knowledge and skills carefully considered in each year group. We have planned what knowledge we think is important children should know, and ensure it builds on previous learning and progresses over units of work, both within and between year

groups. This approach ensures knowledge is remembered and built upon, whilst ensuring conceptual understanding is deepened.

Wider curriculum: Our pupil's entitlement to a rich and varied curriculum is not limited to subjects. To widen our pupils' experiences, we include a number of enrichment activities, including providing a variety of after school clubs, residentials and educational trips and visits to enhance learning and allow children to develop interests and life skills. We encourage an active involvement in school life through our CREW Team, Ethos Ambassadors and School Council. We also utilise the expert skills of wider agencies including the police, local community groups and have very close links with the local church. We are fortunate to have an established forest school, which provides a wealth of learning opportunities beyond the classroom.

Curriculum Drivers	
<b>Brave</b>	<i>Children are brave enough to talk about the things that matter. They take risks, and know mistakes are how we learn. They have the courage and resilience to keep going, even when things become overwhelming. They can resolve conflict peacefully.</i>
<b>Responsible</b>	<i>Children are aware of their obligations to society, their community, the world, and to one another. They understand how their actions affect others and the world around them. Understand the importance of their locality.</i>
<b>Independence</b>	<i>Children can apply the skills and knowledge taught in a range of contexts. They can form their own opinions after hearing a range of opinions/facts.</i>
<b>Communicator</b>	<i>Children are able to effectively communicate with one another. They can articulate their reasoning and understanding clearly and with confidence. They can justify their reasoning when debating issues.</i>
<b>Knowledgeable</b>	<i>Children are well-informed about a range of topics and feel intelligent as a result. Children are proud to be clever and retain key facts and information.</i>
<b>Self-motivated</b>	<i>Children are inspired by what they see/hear/do within the curriculum. Role models are clear and support children believing in their own ability to achieve and further their life opportunities.</i>

### Governing Body

The school has a very committed Governing Body who are dedicated to furthering the development of the school. The current Governing Body consists of:

- 2 Foundation Governors
- 2 Parent Governors
- 1 Local Authority Governor
- 1 Headteacher Governor
- 1 Staff Governor
- 2 Co-opted Governors (Community) - plus one vacancy

# Vision, Values and Aims

Our school prayer states...

***Let us love and let us care.***

***Let our community spirit thrive.***

***With love for God and love for other people.***

***Let all our hearts come together to make our school the best it can be.***

This school prayer was written by a former pupil many years ago but is still relevant today as we provide a school where our young people can learn, care and love. We have a desire to create an environment where our school value of FRIENDSHIP, RESPECT, ENDURANCE, HONESTY and PEACE surrounded by LOVE, are an outward sign of our school vision.

Our school vision is focussed on how Jesus treated other people, with true love, respect and dignity, the epistle of James states, ***“Love your neighbour as you love yourself.” If you really keep that law, you are doing what is right.*** (James 2v8). This is the second commandment Jesus gave after he said we should love God with all our heart, it is God’s imperative that we love him and love others. Through our learning and our achievements both in school and beyond we want everyone to see their innate value to God and to others. When we love and value our own worth and achievements, we should be able to value the same worth and achievements of others, this reflects our school values of friendship, respect and peace. We celebrate together and support each other.

We want our school community to thrive; we want it to be a place of learning, where through honesty, hard work and endurance we all acquire knowledge and skills in order to reach our potential. Again the epistle of James states ***“But the wisdom that comes from heaven is pure... it loves peace. It thinks about others. It obeys, it is full of mercy and good fruit. It is fair. It doesn’t pretend to be what it is not.”*** (James 3 v17). This is the wisdom that we want all stakeholders to take away with them so that our community can flourish in new, different and better ways. We are creating an environment that continually permeates and positively changes the lives of the pupils and families we serve. Our school’s Christian vision is about creating a place of radical hospitality, creating a good welcome for all, enabling pupils and adults to flourish regardless of their starting point. We are about caring for and walking alongside families as they deal with the challenge of life, holding their hands when needed; practically and emotionally supporting and caring for our community.

Our strong links with our local church provide regular Christian input and help in creating an environment that is aware of the church year’s patterns and that partnership contributes to the flow of worship and devotion to God.

Our school Vision sets in place our desire to love and thrive, our school prayer is our daily petition for help to achieve the school values we have in place, so that we can be a community rooted in the love of God where we go out from our school into our local, national and international communities to make a difference and contribute positively to society.

# School Values

Our school values are principles that guide our thinking and our behaviour. At St James, every individual is valued for who they are and what they contribute to the school. Our values are intended to support the personal, social and spiritual development of every pupil throughout the school.

Our school Values are:

- Respect
- Honesty
- Peace
- Friendship
- Endurance
- Love

These school values flow into all aspects of our learning community and are the outward expression of our combined learning and our desire to create a school environment where everyone can be successful today and be prepared for tomorrow.

# Our Aims

At St James Primary School we aim to nurture and maximise the full learning potential of each child, and foster their spiritual, moral, cultural, mental and physical development. We want our children to be happy, healthy and successful, within our school family. We seek to achieve our school values by ensuring that we meet the following aims.

- Be a happy, welcoming and caring school where we recognise, affirm and develop the uniqueness of each individual.
- Provide a safe, purposeful and stimulating learning environment where all children can flourish.
- To value childhood as an intrinsic right of all children.
- Enable every child to learn, grow and reach their full potential.
- Help children develop high self-esteem, confidence and a strong sense of identity.
- Inspire the children through an ambitious knowledge rich curriculum which supports children to be brave, responsible, independent, communicators who are knowledgeable and self-motivated.
- Foster a desire for learning and high achievement in a changing and challenging world.
- Teach Christian values to children, inviting them to build their own lives upon them.
- Work together as a hardworking, dedicated and enthusiastic community, where all contributions are valued.
- Recognise and value parents as the first educators of their children, fostering positive relationships and strong working partnerships between the school, parents, and all those responsible for the children's welfare and education.
- Teach the children to value and celebrate diversity within the school and beyond.
- Help the children develop respect and responsibility for themselves, for others, and the world in which they live.

# Job Description

<b>Job Title</b>	Head Teacher
<b>Leadership Scale</b>	ISR 18 – 24 (£66,684 - £77,237)
<b>Responsible to</b>	The Governing Body
<b>Responsibility</b>	To provide leadership and management for the school to the highest professional standards

## General Information

The appointment is subject to the current conditions of employment for School Leaders as contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status, and other current legislation.

The job description may be amended at any time following discussion between the Governing Body and the Head Teacher.

## Job Purpose (including main duties and responsibilities)

- To provide strategic and operational leadership and management that enables the school to give every pupil an outstanding education.
- The post holder will promote the highest possible standards of achievement and well-being to secure the long-term success of the school.
- To deliver the vision, values and curriculum to ensure that St James C E Primary School overcomes students' barriers to learning, equipping them with the skills for their futures.
- To develop partnerships with local schools and the wider community and meet the requirements of the Local Authority, Department of Education, Ofsted and other stakeholders.
- To instil a creative and innovative style of leadership that inspires the pursuit of excellent educational standards and high aspirations for all students.
- To demonstrate a dynamic and professional leadership style, which motivates staff, sets high expectations, enhances achievement and encourages rigorous and on-going self-evaluation.
- To create a culture that challenges prejudice, values diversity and promotes equality.
- To act as the Designated Safeguarding Lead (DSL) for our school.
- The post holder will be required to carry out their duties in line with professional standards and codes of conduct.



## **Leadership, Strategic direction and development**

- Work with the Governing Body to create the strategic vision, ethos and curriculum plan for the school.
- Ensure the successful delivery of the vision, ethos, aims and objectives as determined by the Governing Body.
- Ensure that, in partnership with the Governing Body collective worship reflects the Church Diocesan basis of the school.
- Foster and develop a caring and supportive ethos bearing in mind the school's Christian foundation and denominational status.
- Provide dynamic, consistent and motivational leadership team to the staff, children, families and wider community served by the school.
- Translate the school's vision and aims into operational objectives and plans, motivating and empowering others to carry the vision forward.
- Deliver a curriculum model that will address the barriers to learning of students.
- Implement robust and sustainable strategies to drive through changes necessary to deliver high quality services, within the school and for the broader community.
- Ensure high quality, multi-agency services are available to support the educational, social and behavioural needs of students attending St James C E Primary School.
- Gain and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans.
- Ensure that the provision reflects the highest professional standards and receives positive OFSTED reports.
- Ensure that statutory requirements, the decisions of the Governing Body and the needs of the students, their parents/carers, commissioners and the community are met.
- Develop a school that is constantly seeking ways to learn and improve its performance.
- Ensure that the school's values, ethos, policies and procedures are relevant, fair, inclusive and consistently implemented.
- Be responsible for the management, development, and resourcing of policies.
- Advise the Governing Body on the formation of the annual budget in order to ensure the school achieves its objectives.
- To be accountable for monitoring, evaluating and reviewing, health and safety, and risk assessment of the school ensuring that the school provides a safe working environment for both staff and students.
- Deliver effective operational management for St James C E Primary School's financial and physical resources.
- Supervise the efficient management of the school budget.
- Supervise effective use and development of School premises and resources.
- Act in accordance with legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

## **Teaching and learning**

- Secure and sustain high quality teaching and effective learning across the school.
- Monitor, evaluate and review classroom practice and promote improvement strategies; aiming for outstanding standards of teaching and learning at all times.
- Maintain high expectations amongst staff for the progress of all students.
- Determine and implement an appropriate curriculum, which motivates students and is personalised to meet individual needs.
- Develop a wide range of curriculum enrichment activities.
- Lead on school development initiatives.
- Ensure a consistent and continuous school-wide system of pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, evaluate and report individual pupil progress.
- Develop strategies that will promote 'Learner Voice' and involve students in a meaningful way.

## **Pupil welfare**

- Develop and give a high level of attention to effective relationships within the school and between the school and the local community.
- Develop strategies which promote the highest standards of behaviour and attendance.
- Provide nurturing and attentive pastoral care for all students.
- Ensure that students' needs identified through their EHCP targets are addressed and met.
- Ensure that the health and care needs of each student are assessed and consistently met.
- Provide opportunities for students to understand and adopt healthy behaviours and lifestyles.
- Provide opportunities for students to develop their spiritual, moral, social and cultural understanding.
- Manage pastoral care and pupil welfare.

## **Partnerships**

- Create strong links and collaborative ways of working with all stakeholders including the wider community and other schools, to achieve common goals.
- To work with other public and voluntary sector agencies, and local businesses in the local community to develop curriculum opportunities.
- Work with partner agencies to protect and safeguard students.
- Foster and maintain links local schools.
- Commitment to the school and its links with the wider community, including St James Church in the parish of Rounds Green.
- Commitment to collaboration with the Diocese of Birmingham.

## **Managing people and developing strong working relationships**

- Advise the Governing Body on the recruitment and selection of staff.
- Ensure all teaching and support staff are fully informed of strategic and operational objectives.
- Provide inspirational leadership and guidance for staff.
- Establish staff roles and responsibilities, initiating and maintaining suitable staff performance management procedures and ensuring systematic and equitable professional development arrangements.
- Implement the School's Appraisal Policy and processes that will set operational and/or performance goals for all members of staff and which are clearly linked to the long-term objectives as set out in the strategic and annual improvement plans.
- Ensure the development and implementation of effective HR policies and procedures for staff induction, professional development and performance review in line with school policy.
- Encourage and manage the on-going professional development of staff ensuring that the Continuous Professional Development (CPD) strategy is aligned with the strategic goals of St James C E Primary School.
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school.
- Participate in CPD in pursuit of school improvement and disseminate learning to appropriate school staff.

## **Safeguarding Students**

- Have due regard for safeguarding and promoting the welfare of students ensuring that the child protection procedures are adopted and adhered to by the school.
- Ensure that the highest priority is given to following the guidance and regulations to safeguard children and students.
- To ensure the safety and welfare of children, students and vulnerable adults at all times.
- Report to the appropriate authorities any concerns relating to child protection or protection of vulnerable adults.
- Undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearances.
- Ensure all stakeholders have undergone the statutorily required clearance.

## **Accountability**

- Work closely with the Governing Body.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning; high achievement and value for money.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, e.g. governors and parents.

- Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement.
- Work with the Governing Body to regularly review performance and development, set personal targets and take responsibility for own development.
- Carry out such other duties as required by the Governing Body and are commensurate within the role.

## Person Specification

This person specification should be read in conjunction with the latest School Teachers' Pay and Conditions Document. The Governing Body, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title, may modify it.

Method of Candidate Assessment: A = Application Form  
I = Interview  
R = Reference

Essential	Desirable	A/I/R
<b>Qualifications</b>		
Qualified Teacher status	NPQH	A/I
Evidence of relevant professional development at senior leadership level		A
Evidence of recent relevant professional development and training, including safeguarding and financial management		A
Commitment to further develop own professional knowledge and skills		A/I
<b>Experience</b>		
Experience of collaborative working with vulnerable families and multi-agency teams to support students and their families		A/I
Experience of managing change		A/I/R
Understanding of financial planning, budgetary management and principles of best value		A/I
Proven record of innovative curriculum design that reflects the needs of the students		A/I/R
Experience of managing and leading a wide range of staff		A/I
Experience as a lead for appraisal		A/I
Experience of planning, and evaluating a School Improvement Plan		A/I
Experience of using a range of tools and evidence, including learner performance data, to support, monitor, evaluate and raise standards in all aspects of provision		A/I

Experience of working successfully with governors, parents, Local Authority and other partners	Successful experience of working with a diverse community	A/I
Commitment to the school and its links with the wider community, including St James Church in the parish of Rounds Green.  Commitment to collaboration with the Diocese of Birmingham.		A/I
Evidence of implementing effective whole school safeguarding policies and practices	Experience of being the Designated Lead for Safeguarding or the Deputy Designated Lead for Safeguarding	A/I
Knowledge and experience of the common inspection framework in a leadership and management role (Ofsted)		A/I
<b>Abilities and Skills</b>		
To develop and communicate a clear vision so that others are inspired to embrace it		A/I/R
Able to provide effective and inspirational leadership that inspires confidence and motivates staff, parents and students		A/I/R
Able to prioritise and organise the demands of being a Head Teacher and being able to delegate effectively		A/I
Experience of leading and managing a wide range of staff		A/I
Demonstrate excellent interpersonal skills, both written and oral		A/I/R
<b>Knowledge and Understanding</b>		
Clear understanding of the role of self-evaluation in the continuous improvement of the school		A/I
Knowledge and understanding of local and national trends and requirements in education		A/I
Secure knowledge and understanding of safeguarding procedures		A/I

Knowledge and understanding of legal issues, including equal opportunities		A/I
Knowledge and understanding of the responsibilities of running a CofE voluntary controlled school		A/I
<b>Personal Qualities</b>		
Exceptional role model with the highest standards of integrity, who is approachable and demonstrates a strong and collaborative leadership style		A/I/R
Dynamic and reflective leadership qualities that ensure the continual drive towards excellence for all students		A/I
Ability to make difficult decisions based on putting the students first		A/I
Ability to manage change and work under pressure		A/I
Willingness to ask for advice and support where necessary		A/I

# Safeguarding Statement

St James CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and clearances, including an enhanced disclosure from the Disclosure and Barring Service/ and or barred list checks.

All Posts involving direct contact with Children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#) .

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS's Code of Practice.

The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

We are also committed to securing genuine equality of opportunity, in all aspects of our activities as an employer and education provider.



# How to Apply

We ask you to complete the application form which should relate to the job description and person specification which is attached to the job advertisement.

Please email all completed forms to our Business Manager, Mrs Lisa Barrett:

[lisa.barrett@stjamespri.uk](mailto:lisa.barrett@stjamespri.uk)

**Application closing date: Friday 14<sup>th</sup> April 2023 at 3.00 pm**

**Shortlisting: Monday 17<sup>th</sup> April 2023**

**Interviews: Monday 24<sup>th</sup> April and Tuesday 25<sup>th</sup> April 2023**

## **School Visits**

Visits to school are strongly recommended and warmly welcomed between Monday 13<sup>th</sup> March 2023 to Friday 31<sup>st</sup> March 2023. To arrange an appointment for a visit, please contact Mrs Lisa Barrett, School Business Manager on Tel: 0121 552 5491 (Option 3) or email:

[lisa.barrett@stjamespri.uk](mailto:lisa.barrett@stjamespri.uk)