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TOGETHER WE WILL GIVE OUR  
CHILDREN THE ROOTS TO GROW,  
AND THE WINGS TO FLY

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# HEADTEACHER RECRUITMENT PACK

**October 2022**

*St John's C of E VA First School  
Christchurch Street East  
Frome  
Somerset  
BA11 1QG  
Tel: 01373 462251  
[www.stjohnsfrome.co.uk](http://www.stjohnsfrome.co.uk)*

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# KEY DATES AND CONTACT INFO

## KEY DATES: APPLICATION

- Closing Date: 3 November 2022 (midday)
- Shortlisting: 7 November 2022
- Interviews: 17 and 18 November 2022
- School visits: by prior arrangement only

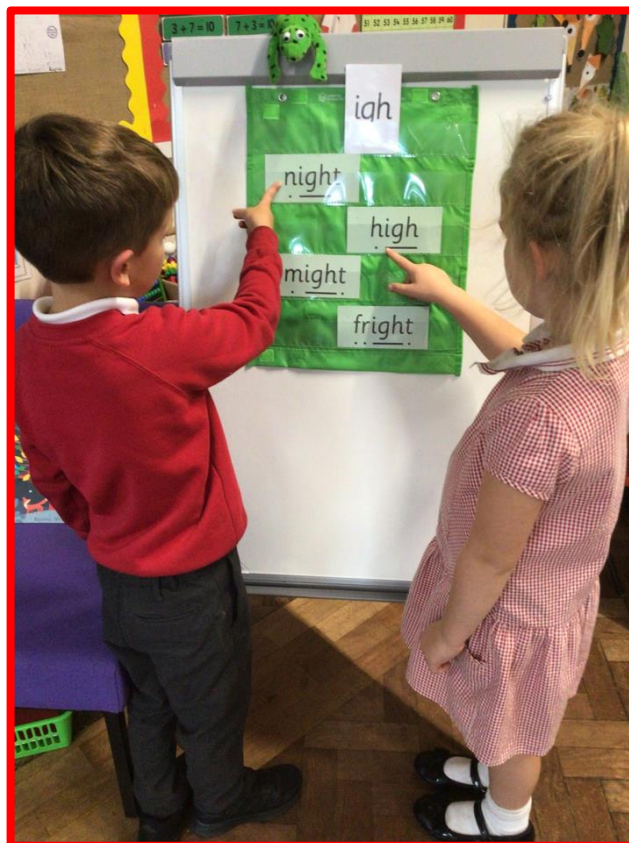
We encourage candidates to visit our school. To arrange a visit please contact Rosemary Conway, School Business Manager on 01373 462251.

## CONTACT DETAILS

St John's Church of England VA First School  
Christchurch Street East

Frome  
BA11 1QG

[www.stjohnsfrome.co.uk/](http://www.stjohnsfrome.co.uk/)  
[office@stjohnsfrome.co.uk](mailto:office@stjohnsfrome.co.uk)



# LETTER FROM THE CHAIR OF THE BOARD OF GOVERNORS

Dear Candidate

Thank you for expressing an interest in the position of Headteacher at St John's Church of England First School, Frome. I hope the following information will encourage you to proceed with your application.

St John's is a fully inclusive, caring school, and the needs of the children are central to all we do. Our school motto is 'Together, we give our children the roots to grow and wings to fly.' We aspire to nurture and help our children to be the best versions of themselves. We provide a high quality, rounded education for our children within the context of the Christian values of hope, wisdom, friendship, perseverance, self-control and respect, which are values shared with other faiths and non-faiths.

Our children enjoy their learning and work hard. They are encouraged to participate fully in all aspects of school life and a range of extra-curricular activities are offered providing the children with a fully rounded school experience. We enjoy music and arts and have an active school choir that does performances in the community. Our tag rugby team is unbeaten in the interschools tag rugby tournament!

*"Parents are overwhelmingly supportive of the school. They praise its caring and friendly ethos where their children thrive both academically and in their personal development." (Ofsted)*

We are seeking a Headteacher who will embrace our vision for our children and continue to raise standards. The successful applicant will be an effective and confident leader, with excellent communication skills. They will be dedicated and resolute in their commitment to encourage and facilitate everyone in school to strive for, and achieve, their best. The successful applicant must be:

- self-motivated and enthusiastic,
- forward-thinking and creative in their approach,
- committed to the continuing development of the curriculum,
- committed to improving pupil performance.

St John's First School is situated centrally in Frome. We are seeking to appoint a headteacher who will actively seek to maintain and develop the school's links within our local community. We are an enthusiastic Governing Body, and we work closely with our Headteacher and staff in a supportive and challenging way to ensure continued improvements in achievement and attainment. Copies of all policies, key documents and reports are available on our website: [stjohnsfrome.co.uk/key-documents](http://stjohnsfrome.co.uk/key-documents)

This is an exciting opportunity to lead a strong and supportive school community. If you would like to apply, please complete the application form and email it to [SSERecruitment@Somerset.gov.uk](mailto:SSERecruitment@Somerset.gov.uk)

Thank you once again for showing an interest in applying to be our new Headteacher. We would love for you to visit our school and get a feel for what makes our school special. We look forward to meeting you and discussing the contribution you could make to our school.


Yours faithfully,

Claire Levene Plumb, *Chair of Governors*

## ABOUT OUR SCHOOL

We are a fully inclusive Church of England first school for 300 children aged 4 to 9 years in the heart of the busy market town of Frome, in Somerset. We are proud of our school and enjoy working together as a caring and respectful community of children, parents, teachers, and governors, giving our children 'the roots to grow and the wings to fly'!

Although our school day is busy, there is always a sense of calm and purpose. We all strive to do our very best in everything we do. We value excellent character (being respectful, friendly, and honest) every bit as much as our academic effort (hard work, progress, and attainment). Equally important for all of us is a sense of enjoyment; we believe school should be fun!

Our school staff, parents and governors work together to help our children flourish as respectful, confident, and aspirational citizens who seek to positively contribute to the school community, local community, and the world beyond. Our aim is to ensure that each member of the school community feels valued, so we follow some simple rules – the 5 Bs. 

- Be respectful
- Be kind and gentle
- Be careful
- Be responsible
- Be the best you can

In September 2012 Ofsted described us as 'a good school', 'a vibrant and a happy place to learn, where individuals are valued and enabled to develop a sense of wonder and curiosity.' In October 2017 Ofsted found that the school 'continues to be good' and that 'Leaders and governors are fully committed to implementing the necessary changes to ensure that the school goes from strength to strength'.

Frome has been named more than once as the [Best Place to Live](#) in the Southwest of England in The Sunday Times. Frome boasts a vibrant town centre with lots of independent shops and traders and a strong artistic community hosting the [Frome Independent Market](#) and the [Frome Festival](#). Frome is known for its community spirit and local initiatives such as "The Compassionate Frome" project and 'flatpack democracy'.





# OUR SCHOOL COMMUNITY

## Friends of St John's

Our Parent Teacher Association - Friends of St John's – is a registered charity which brings together parents, families of children at St John's, teachers, and staff to enhance the children's time at the school. The Friends organises fun and engaging events, to provide opportunities and additional resources to enrich their learning, all the while celebrating our lovely school community.

Throughout the year, the Friends organise fun events for the children and their families to get involved with such as Christmas and summer fairs; Pumpkin and Easter egg hunts; Movie and quiz nights and design your own Christmas card. Money raised by the Friends has helped towards the purchase of a class set of laptops, playground equipment, cookers and trolleys and has contributed towards learning enrichment in each class. At the end of May 2022, the Friends held a Platinum Jubilee Fair in celebration of the Queen's Jubilee. Years 3 and 4 did a maypole dancing display, and the school choir sang a song from each decade of the Queen's reign. There were 'Bake Off' and ice-cream flavour invention competitions, and lots of fun and games.



## School Council

We have an active School Council at St John's - a formal pupil-elected council that allows our children to have an active say in the school issues that affect their school experience. Classes hold yearly elections with one representative per class, who meet fortnightly with the Headteacher to discuss pertinent issues and to provide a pupil perspective.



## Local Community

We love our town and there is a real local community spirit in Frome. We are part of the [Frome Learning Partnership](#), which is made up of seventeen schools in and around Frome who work together for the benefit of children. We actively engage in local events that bring the community together, showcasing our school and its diversity.

We are fortunate that we have a long-standing partnership with the Hope Foundation School Bhuj, in India. This partnership is very important to us, as it gives the children the opportunity to learn about another culture and education in another part of the world. The children sometimes skype and share lessons with their friends in India.



Each year, we hold a joint eco campaign; these often take the form of a Waste Week campaign or a Switch-Off Fortnight.

## Church



St John's school has good links with its local church, the Church of St John the Baptist.

Visits to the church are commonplace throughout the year, and not just confined to Christian festivals. Our daily acts of Collective Worship are mainly of a Christian character, but as a diverse and inclusive school, we also explore stories from other religions, faiths, and non-faiths - focusing on the moral messages that are relevant in the children's everyday lives.

We have services held in St John's Church for Harvest, Christmas, Easter and at the end of the year and believe that this is an important time for our school community to meet together. We sing hymns and songs and share an opportunity for daily reflection on spiritual and moral issues, promoting a common ethos with shared values, rooted in our church foundation.

## **GOVERNING BODY**

We have an enthusiastic Governing Body, and we are actively seeking to recruit new members. We enjoy good relationships with our headteacher and the staff. We work closely with all members to improve outcomes for the children. We monitor the school development plan and fulfil our statutory duties in all areas.

We meet at least twice termly as a full board and link governors undertake termly visits and report back to the board. The members of the board have a wide range of skills and experience. We ensure the budget is used appropriately to ensure the best opportunities and support for all our children.

The governors enjoy spending time with the children in school and accompanying them on external visits.

### **Board Members**

- Ms Claire Levene Plumb - Chair of Governors (Foundation Governor)
- Ms Kerry Smith – Vice Chair of Governors (Parent Governor)
- Ms Louise Williams – Vice Chair of Governors (Parent Governor)
- Mrs Janet Caudwell – Associate Governor
- Mr Dan Jackson – Staff Governor
- Mrs Claire Marsland – Headteacher
- Mrs Sam Nicol - Clerk to the Board of Governors



## WHAT THE CHILDREN SAY

We asked the children what they were looking for in a new Headteacher and these are the words they came up with:



## WHAT PARENTS AND CARERS SAY

We asked parents and carers what they are looking for in a new headteacher. They said:

- Warm, fun and relatable, especially to children
- Good at communicating effectively with both adults and children
- Excellent listening skills
- Innovative and inspirational
- Loves teaching and learning
- Enthusiastic and motivated.
- Welcomes parent involvement in school life
- Nurturing
- Has positive, forward-thinking ideas around inclusion, understanding that not all children fit in the same mould
- Strong interest in promoting art, design, music, and natural history
- Will prioritise teaching children about environmental issues and how to care for the environment and nature
- Will raise the profile of the school within the local community
- Will promote responsible citizenship



The Board of Governors' conduct an annual parents and carers feedback survey to gather their views on the school and identify areas to improve. See what parents and carers said about our wonderful school in [2022](#).

## WHAT THE STAFF SAY

We asked school staff what attributes they would like their new headteacher to have. They said:

- Forward thinking and proactive
- Dynamic
- Approachable and encouraging of others
- Enthusiastic and positive
- Inclusive and willing to work collaboratively with all staff
- A wise and consistent leader able to inspire and support the SLT and staff
- Is able to communicate a clear vision for the school
- Creative
- Empathy and compassion
- Nurturing
- Integrity
- Good communication and people skills
- Will identify and utilize the strengths of the staff
- Able to engage and inspire everyone in the school community
- Has a passion for the school and to drive improvement
- Willing to really get to know children, staff and the wider school community



## PERSON SPECIFICATION

We are looking to recruit an outstanding Headteacher that will demonstrate and uphold the [Headteacher Standards, 2020](#).

To meet the high standards expected of the leader of our school, the governing body is seeking to employ a person with the following qualities, experience, skills, and abilities.

Criteria	
Essential	Desirable
Qualifications and training	
Qualified teacher status	NPQH/CEPQH certificate or equivalent, or a commitment to work towards this
Evidence of recent and relevant CPD	A good understanding of SEND
	Designated Safeguarding Lead Training
Knowledge and Experience	
Substantial proven experience of successful senior leadership within schools	Experience of working within a Church of England School and actively contributing towards its Christian distinctiveness
Experience of making informed and impactful decisions/recommendations based on thorough analysis and interrogation of data	
Ability to manage financial and human resources effectively to achieve the school's priorities, improve the quality of education for all pupils and provide value for money	
Knowledge and understanding of the legal responsibilities (e.g., SEND, safeguarding, health & safety) and ability to implement them effectively and efficiently	
Ability to promote strategies for ensuring inclusion, diversity and access and supporting a culture where all pupils can achieve success	
Experience of supporting, training, and helping to coordinate the professional development of colleagues	
Extensive knowledge of current educational issues, including their implications and potential impact	
Secure knowledge of the primary curriculum, including early years curriculum.	
Experience of communicating effectively both orally and in writing to a wide variety of audiences and in a variety of settings	
Experience of maintaining and developing good links with parents, carers, the community, the church, and the LA to enhance and enrich the school and its value to the community	



Leadership and management	
To have a vision of the overall aims and direction of a successful school and be able to communicate these to inspire and motivate others	
Proven track record of high-quality leadership, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies	
Ability to access and analyse relevant data and to use this information to set priorities and determine school action	
Experience of developing a school curriculum demonstrating progression of skills in each subject area, and clear intent, implementation and impact.	
Commitment to leading the development of the school as a Church School	
Experience of establishing and sustaining a high standard of behaviour for all children	
Experience of ensuring that the school's vision and values permeate through all aspect of school life	
Ability to motivate and encourage the children to aim high	
Safeguarding	
Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures	Experience of being a Designated or Deputy Designated Safeguarding Lead
Personal attributes	
Positive attitude towards your own wellbeing and that of the school community	
Personal resilience	
Committed to developing the wider curriculum including music, creative arts, sport	
Willingness to lead/facilitate choir, school performances and other activities	
Supportive and inclusive leadership style	
Forward thinking and proactive, and a creative problem solver	
Strong listening and communication skills	
Approachable and empathetic	
Motivated, enthusiastic, and positive	
Able to relate to people from different walks of life	
Ability to manage own workload and that of others to allow: <ul style="list-style-type: none"> <li>• an appropriate work/life balance</li> <li>• working well under pressure</li> <li>• motivation, enthusiasm, and commitment</li> </ul>	
Fully supportive of the school's Christian vision and values	

# JOB DESCRIPTION

We are looking to recruit an outstanding Headteacher to fulfil the following job description:

Job Purpose	
<ul style="list-style-type: none"> <li>To fulfil all duties and requirements as set out in the <a href="#">2020 Headteacher Standards</a> or any subsequent superseding Standards</li> </ul>	
<ul style="list-style-type: none"> <li>To provide effective and supportive leadership and direction, in consultation with the Governors, staff, parents and the Frome Learning Partnership; ensuring a high quality of education for all pupils, irrespective of their background or additional needs.</li> </ul>	
<ul style="list-style-type: none"> <li>To maintain and develop the relationships that have been created with the wider community and the Frome Learning Partnership to keep the school outward looking, whilst not losing sight of the need to encourage good progress and attainment amongst all pupils.</li> </ul>	
<ul style="list-style-type: none"> <li>To support and develop a Curriculum that is intended to develop the whole child; socially, emotionally, morally, culturally, physically, spiritually and intellectually and to provide the basic skills needed for life and work; aiming to develop enquiring minds and a spirit of curiosity and the skills to work independently and as a team.</li> </ul>	
<ul style="list-style-type: none"> <li>To carry out all professional duties in accordance with, and subject to the standard pay and conditions as set by the Department of Education.</li> </ul>	
Key Relationships	
To establish and maintain effective working relationships with:	
<ul style="list-style-type: none"> <li>The school Governors and staff</li> </ul>	
<ul style="list-style-type: none"> <li>Parents and carers</li> </ul>	
<ul style="list-style-type: none"> <li>Headteachers in the Frome area through the Frome Learning Partnership &amp; other forums</li> </ul>	
<ul style="list-style-type: none"> <li>Early Years Providers</li> </ul>	
<ul style="list-style-type: none"> <li>All relevant stakeholders and practitioners involved in the care and education of children</li> </ul>	
<ul style="list-style-type: none"> <li>Local community</li> </ul>	
<ul style="list-style-type: none"> <li>The Diocese of Bath &amp; Wells</li> </ul>	
<ul style="list-style-type: none"> <li>St John the Baptist Church, Frome</li> </ul>	
Key Responsibilities & Accountabilities	
In consultation, where appropriate, with the Governing Body, the Local Authority, the Diocese, the staff and parents, to maintain and develop the following:	
<ul style="list-style-type: none"> <li>To inspire children in their learning ensuring it is fun and relevant</li> </ul>	
<ul style="list-style-type: none"> <li>To meet the needs of families and involve them in their children's learning</li> </ul>	
<ul style="list-style-type: none"> <li>To value children as individuals but to encourage them to recognise the needs of others</li> </ul>	
<ul style="list-style-type: none"> <li>To help children to feel safe and to be happy and healthy</li> </ul>	
<ul style="list-style-type: none"> <li>To give children access to the skills they need to enjoy life and achieve personal fulfilment</li> </ul>	
<ul style="list-style-type: none"> <li>To involve children within the wider community</li> </ul>	
<ul style="list-style-type: none"> <li>To foster a positive, caring, and inclusive Christian ethos, whilst promoting an understanding of, and respect for other faiths and cultures.</li> </ul>	
<ul style="list-style-type: none"> <li>To maintain the school's Christian distinctiveness, and its vision and values</li> </ul>	
Strategic Direction & Development	
<ul style="list-style-type: none"> <li>To provide effective leadership, ensuring that the school is maintained as a stimulating place of learning, where children will enjoy success and reach their full potential whilst gaining a happy and positive experience</li> </ul>	
<ul style="list-style-type: none"> <li>To maintain and develop existing strategic views and plans, underpinned by sound financial planning and management, identifying and determining its philosophy, overall aims and objectives and setting a clear direction for the school</li> </ul>	
<ul style="list-style-type: none"> <li>In consultation with the Governing Board and staff, to review the School Development Plan and, underpinned by sound financial planning, set a clear vision and direction for the school, identifying priorities and targets, and determining how high standards will be maintained.</li> </ul>	
<ul style="list-style-type: none"> <li>To promote and safeguard the welfare of all children within the school by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibility and that staff, pupils, parents and carers, and others feel able to raise concerns and that these are addressed sensitively and effectively</li> </ul>	
<ul style="list-style-type: none"> <li>To secure and develop effective teaching and successful learning and achievement for all children in their spiritual, moral, cultural, mental and physical development</li> </ul>	

<ul style="list-style-type: none"> <li>To ensure that the management and organisation of the school is consistent with its Christian distinctiveness and inclusive ethos, and supports the school's vision and values, and aims and objectives, whilst giving staff the opportunity to take responsibility for decisions and outcomes</li> </ul>
<ul style="list-style-type: none"> <li>To maintain and develop collaborative engagement with all stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>To ensure that parents and carers have a good knowledge and understanding of the curriculum, empowering them to support their children's learning and progress and of the school's aims and objectives</li> </ul>
<b>Teaching &amp; Learning</b>
<ul style="list-style-type: none"> <li>To continue the rise in standards across the school so that all pupils achieve the best of their ability, within the overall framework provided by the National Curriculum; and to continue to assess, monitor and evaluate the curriculum in order to identify and act upon areas of improvement and to lead in the provision of excellent teaching</li> </ul>
<ul style="list-style-type: none"> <li>To lead in the embedding of ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes including SEND, CLA, disadvantaged pupils, higher attainers and other vulnerable and under performing groups</li> </ul>
<ul style="list-style-type: none"> <li>To promote a broad and balanced curriculum and extra-curricular opportunities which contribute to the children's moral, social and cultural development</li> </ul>
<ul style="list-style-type: none"> <li>To secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities; ensuring the appropriate standards of professional performance are established and maintained through a programme of monitoring and evaluation</li> </ul>
<ul style="list-style-type: none"> <li>To develop and maintain effective partnerships with parents, other schools, the local communities including business and industry, so as to extend the curriculum, enhance teaching and learning and improve pupil achievement, experience and personal development</li> </ul>
<b>Safeguarding</b>
The headteacher has responsibility for:
<ul style="list-style-type: none"> <li>Ensuring all the statutory duties relating to safeguarding are embedded</li> </ul>
<ul style="list-style-type: none"> <li>Sustaining a culture of vigilance</li> </ul>
<ul style="list-style-type: none"> <li>Continuing to promote the school's reputation for safeguarding</li> </ul>
<ul style="list-style-type: none"> <li>Strengthening provision for children with additional needs, looked after children, and vulnerable pupils and their families</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring the safety and security of all children, staff and visitors to the school site</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining the school environment</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining and promoting the school's inclusive ethos and equality, and challenging discrimination</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring all statutory duties relating to the SEN code of practice and looked after children are met</li> </ul>
<ul style="list-style-type: none"> <li>Promoting the health, safety and wellbeing of all children</li> </ul>
<b>Leading, Managing &amp; Deploying Staff</b>
The headteacher will:
<ul style="list-style-type: none"> <li>Develop and support middle leadership, embedding prior knowledge and encouraging further responsibility and accountability, to positively impact pupils progress and ensure that teachers receive information they need in order to carry out their professional duties</li> </ul>
<ul style="list-style-type: none"> <li>Identify emerging talents and shape the quality of current and future staffing through high quality training and coaching, and sustained professional development</li> </ul>
<ul style="list-style-type: none"> <li>Manage the arrangements for the deployment and supervision of all teaching and support staff in the school to maximise their contribution to the improvement of the quality of the education provided and the standards achieved</li> </ul>
<ul style="list-style-type: none"> <li>Implement and sustain effective systems for the management of staff performance, participating in arrangements for the appraisal of performance and the appraisal and performance management of teaching and support staff, as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that professional duties and conditions of employment including those for the Headteacher, and national and local conditions of service for teachers and support staff are fulfilled</li> </ul>
<ul style="list-style-type: none"> <li>Maintain and enhance the decision-making structure, providing opportunities for teaching and support staff participation, and establish channels of communication, including the use of formal procedures to solve problems and resolve conflict</li> </ul>

### **Deployment & Resources**

The headteacher will:

- Be proactive, working with the Board of Governors, the School Business Manager and other staff, in recognising financial constraints and seeking to find solutions to ensure that the aims and objectives of the school can be delivered
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and management of all resources including staff, within the parameters of the prevailing annual budget agreed by the Board of Governors
- To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the 2021 School Teachers' Pay and Conditions Document or any subsequent superseding document
- Ensure the sound financial management of the school in accordance with LA regulations and within the agreed framework for Schools Financial Value Standard
- Make arrangements for the security and effective supervision of the school buildings and their contents, and of the school grounds, ensuring that such resources are managed and maintained sufficiently to meet the needs to the curriculum and to comply with all relevant Health & Safety Regulations and laws
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money

### **Accountability**

The headteacher will:

- Be accountable for the efficiency and effectiveness of the school to the Board of Governors, Local Authority, Ofsted, Diocese, SIAMS and any other stakeholders including parents through and in accordance with the National Standards for Excellence
- Comply appropriately with the requirements of the Local Authority, Ofsted, SIAMS and the Diocese in accordance with their responsibilities to ensure an efficient and improving education service in Somerset and with the requirements of the Board of Governors in respect of the strategic management and direction of the school
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, maintaining and providing adequate and appropriate records, statistical data and returns

\*The job description may be amended at any time after consultation with the post holder.



***We love our school - we hope you do too!***

