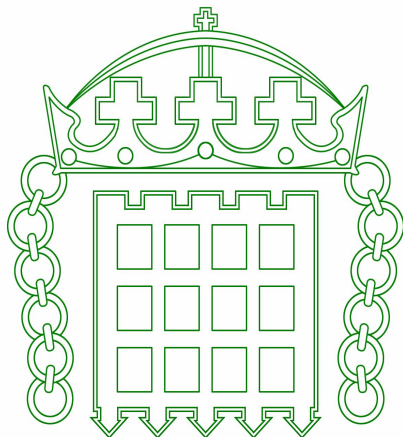


Headteacher Recruitment Pack

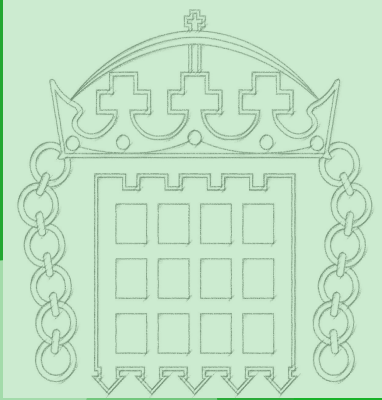
St John's Primary School

Wallingford

Spring 2024



Letter from the Governors



Dear applicant,

St John's is a one-form entry single academy trust in the historic Thames-side town of Wallingford in Oxfordshire. We pride ourselves on creating a supportive environment for our children to fully realise their potential. We have a very strong sense of community, and our values are at the heart of how we work.

As part of the Oxfordshire Primary Education Network (OPEN) umbrella trust - a collaborative partnership of forward thinking primary schools - St John's works closely with three other local schools who act as critical friends to support and challenge each other. The school has a talented and dedicated staff team and is supported by a hard-working PTFA.

Ofsted's most recent inspection, completed in July 2023, found that our staff "feel valued and are proud to work at St John's" and "go the extra mile to ensure that pupils are happy, safe and successful". They said that pupils "were adamant that everyone is treated fairly and valued as an individual", as well as reporting that they "behave well in lessons and are proud of their work". We would love you to come and see for yourself!

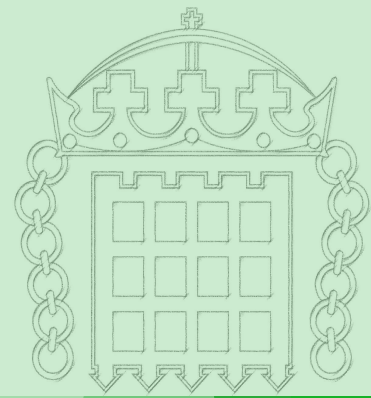
Our current Headteacher, who has been in post for ten years, is taking up a new role at the end of the summer term. Her departure creates a fantastic opportunity to lead a truly exceptional school. If you think it could be right for you please get in touch to arrange a visit by contacting the school office on office.2567@st-johns.oxon.sch.uk or 01491 837305.

With best wishes,

Sally Pearmain

Chair of Governors

What can St John's offer you?



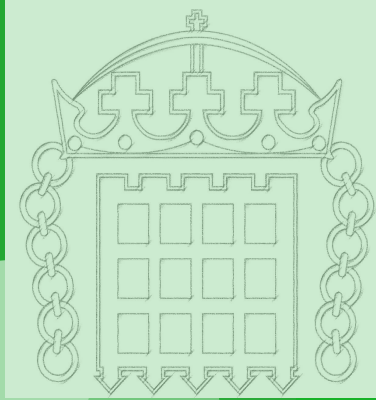
- A dedicated and hard-working staff team, with a strong sense of community
- Inquisitive, energetic and kind pupils
- An active and skilled Governing Board, who provide effective challenge and support
- An engaged and supportive parent body
- A commitment to your own Continuing Professional Development - including studying for the NPQH if you do not yet have this qualification
- The opportunity to be part of a highly collaborative umbrella trust of schools, committed to mutual support and the sharing of best practice
- A bespoke programme of induction, mentoring and coaching, drawing on the experience and expertise of Headteachers in the other OPEN schools as well as external resources.
- Regular supervision



Our ethos, values, and vision



St John's ethos



Childhood is precious, and at St. John's we want our children to feel happy and stimulated, to achieve the best educational standards they can within the context of their emotional welfare, and to further develop morally and spiritually.

We aim to harness children's natural curiosity and encourage them to work both independently and co-operatively in the pursuit of knowledge and understanding. Children are given a broad education, with lessons that are challenging and interesting, based on the National Curriculum. Progress is closely monitored, so that each child receives appropriate work and is properly 'stretched'. We aim to recruit and train the highest quality staff, and to provide strong, supportive leadership from the management team and from an active and interested governing body.

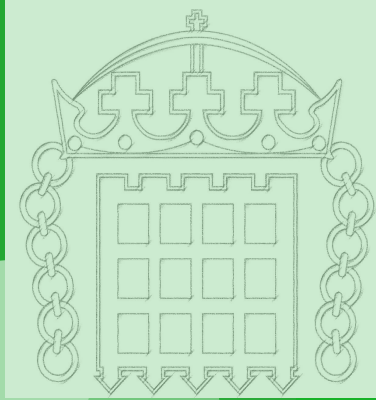
We encourage and value close links with parents and carers who are welcome to come and take an interest in, and help in, the school, and to discuss their child's progress and welfare. Parents are a child's first and most enduring teachers, and link the family to school and to the wider community.

We want our children to feel part of the school community and to care for their environment. We aim to provide attractive and fun areas for play and work.

All children should feel happy and secure during class and play times, and children's treatment of one another is an important aspect of community life in school. The school has a strong tradition of 'inclusiveness', and we take pride in the way that the children value and treat others well.

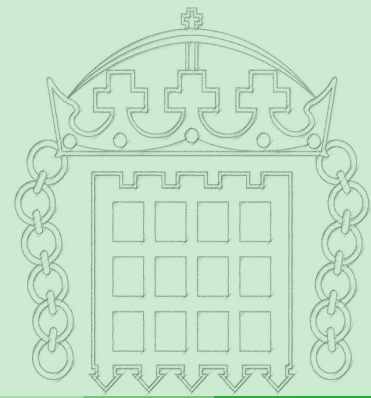
We have clear written policies and guidelines showing our expectations in terms of learning and behaviour. By helping the children to say 'no' to activities they consider to be wrong, whilst showing tolerance and respect for others, we make their lives happier now, and prepare them to be good citizens outside school and in their future lives.

St John's values



These permeate through everything that we do at St. John's, and we choose a particular value to focus on each fortnight. This value is explored in assemblies in order to deepen children's understanding of what it means and how they can incorporate it in their own lives.

St John's vision



At St. John's we have 6 vision themes which shape our curriculum and the experiences we offer our pupils during their time with us:

- Critical thinking and problem-solving
- Physical and mental well-being
- Local and global citizenship
- Communication and social skills
- Creativity and innovation
- Key academic skills

We are currently reviewing our vision, and have been consulting with staff, parents and children to find out what is most important to them. We look forward to our new Headteacher joining us at this exciting time, and helping to shape the St. John's vision for 2024 and beyond.



About our school



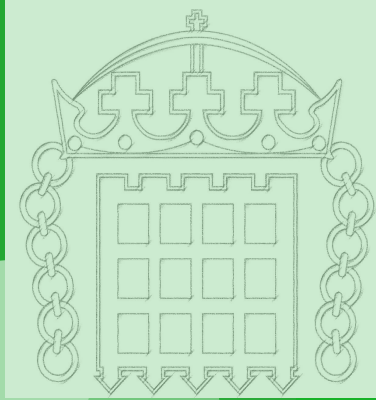
The curriculum

At St. John's, we pride ourselves on providing a **broad and creative curriculum** for our children. Our curriculum is enriched through a range of outdoor learning, sport, art and drama activities, after school clubs, themed weeks, trips and visits.

We have designed a **meaningful, ambitious and engaging curriculum**, incorporating our vision themes, and we aim to develop a love of learning in all of our pupils. We teach subject-specific skills and knowledge based on the National Curriculum, but **tailored to the needs and interests of our pupils, our school context and local community**. Within the focus for each term (e.g. Australia, Dinosaurs, Extreme Earth), each subject is delivered as a separate discipline, although links are made between subjects where appropriate.



The curriculum



We have selected **‘big ideas’ or concepts to underpin each subject**. Each termly unit provides opportunities to develop these ‘big ideas’. **Units are carefully planned and sequenced**, in order to build on children’s prior learning and provide the **skills and knowledge** for future learning in that subject.

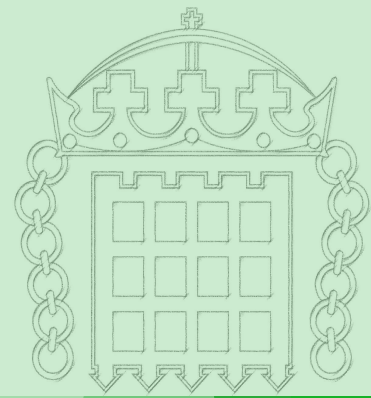
Visitors are invited into school to share their expertise and pupils are **regularly taken on educational visits to extend their learning**. We believe children learn best when their learning involves real experiences and has a purpose and audience. Each term’s learning culminates in an Open Morning or Afternoon, when parents are invited into school to share in their child’s learning. This might involve an exhibition of work, a performance or a class assembly, or perhaps the opportunity for parents to work alongside their children on a particular learning task.

We promote reading through use of high quality texts and use these to provide a stimulus for our writing units. When planning learning opportunities, teachers aim to provide as many opportunities for writing as possible. We aim to **ensure that all children enjoy books and read for pleasure**. This is promoted through attractive class and key stage libraries, the valuable work of our parent librarian, close relationships with our local book shop and Wallingford Library, and through special book events (e.g World Book Day, author visits).

We teach Maths through a **‘Maths Mastery’** approach. This approach is based on teaching children concepts using practical ‘concrete’ resources and pictorial representations as well as the abstract version of a concept. We use this approach in all year groups. Mastery aims to develop fluency, reasoning and problem solving for all pupils through providing opportunities for deep learning.

A photograph of three children in a forest setting. They are wearing winter hats and high-visibility vests, and are surrounded by tree trunks and fallen autumn leaves. The image is partially obscured by a green geometric overlay.

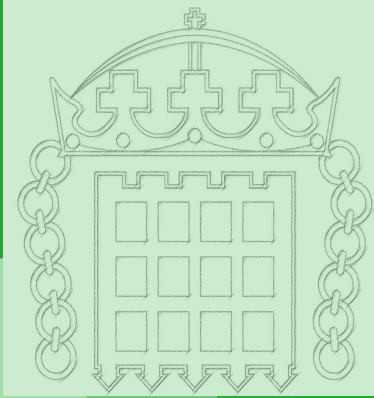
Beyond the curriculum



As a values school, our **assemblies** are based around the ‘**value of the fortnight**’. We follow the **Family Links Programme** as part of our PHSE curriculum. Our staff are also trained in **Zones of Regulation** and **PACE**, all of which underpin our behaviour policy. Through this we aim to develop pupils’ emotional literacy and wellbeing. Using the idea of ‘**Purple Learning**’, we teach children to become successful learners who enjoy challenge, understand that mistakes are part of learning, and are resilient.

All of our pupils take part in **Forest School** on our field, and we also have a **programme of residential visits** which begins with a ‘Nearly a Sleepover’ for Year 2, involves overnight stays for Years 3,4 and 5 and ends with Year 6 enjoying a five day residential in Devon. Our curriculum is further enriched by **sporting and non-sporting after-school clubs** which are offered by staff and parent volunteers. Our aim is to create inquisitive, confident and knowledgeable learners, with the capacity to work effectively with others and the resilience to cope with whatever challenges they meet on their learning journey at St John’s, as they move on to secondary school and into adulthood.

Ofsted's view of St John's



Our most recent Ofsted inspection, in July 2023, confirmed that the school continues to be Good. The report noted that:

“Staff go the extra mile to ensure that pupils are happy, safe and successful. Leaders have high expectations. They continually reflect on how they can improve the experience of pupils in this welcoming and nurturing environment.”

The report also highlights:

Teaching of Phonics and Early Reading

Emphasis on Reading for Pleasure

Development of an ambitious and interesting curriculum

Personal development programme

Provision for SEND pupils

Pupils' polite and considerate behaviour

Calm and purposeful atmosphere

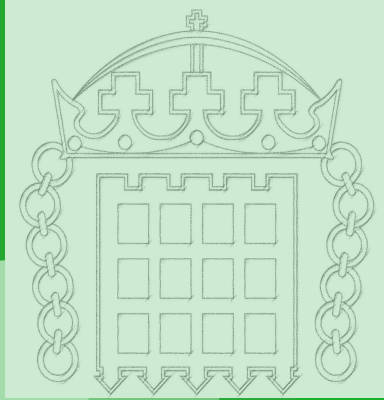
Enrichment of the curriculum through clubs, trips and participation in local events

Staff team who are committed and 'go the extra mile'

Governing body who offer support and challenge

Effective Safeguarding culture

OPEN Umbrella Trust



St. John's chose to become an academy in 2013, and joined with several other local primary schools to create OPEN, the Oxfordshire Primary Education Network. The decision to become an Umbrella Trust was based on the belief that as primary schools working together, we could achieve better educational outcomes for all of our children. We work very closely with our partners, Cholsey Primary School, Ladygrove Park Primary School and Willowcroft Community Primary school. There is a strong culture of collaboration and mutual support, based on trust. The OPEN Code of Conduct encapsulates how the schools work together, including key principles such as Listen, Challenge respectfully, Be honest, Be open-minded, Be willing to compromise and Focus on solutions.

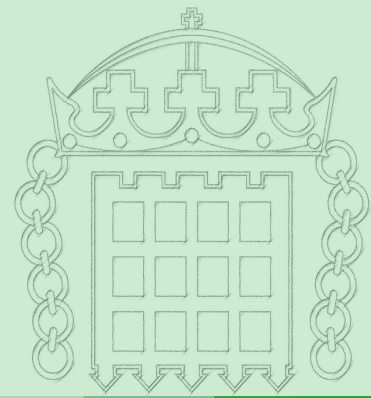
Currently all 4 schools are single academy trusts, with their own funding coming directly from the Secretary of State for Education. Each OPEN school has signed a partnership agreement with the other schools which commits it to "work together and support each other by establishing the Trust to raise standards across the schools and improve achievement levels." Each school is accountable to its own Governing Body and also to the Trust itself.

As a Director of St. John's Primary School academy, the Headteacher is responsible for leading and managing St. John's. In addition, being a director of the OPEN Trust brings wider responsibilities to both support and challenge colleagues in partner schools. Schools set an OPEN Raising Achievement Plan each year, share data, carry out annual peer review visits and validate each other's SEFs. Staff work together across different roles, eg. Heads, Deputies, School Business Managers, SENDCos, subject leads and class teachers, to provide support and share best practice.

Staff are supported through a range of initiatives, including joint training and opportunities for CPD. This year we have implemented an exciting lesson study programme, where teachers work with a partner in another OPEN school, with a focus on a key learning strategy such as scaffolding, questioning, modelling or partner talk. Teachers have had the opportunity to plan lessons together, visit their colleague's school and observe the lesson taught, as well as review the impact on pupils' learning. Feedback has been very positive and we are currently planning an end of year event to share what has been learned across all OPEN schools.

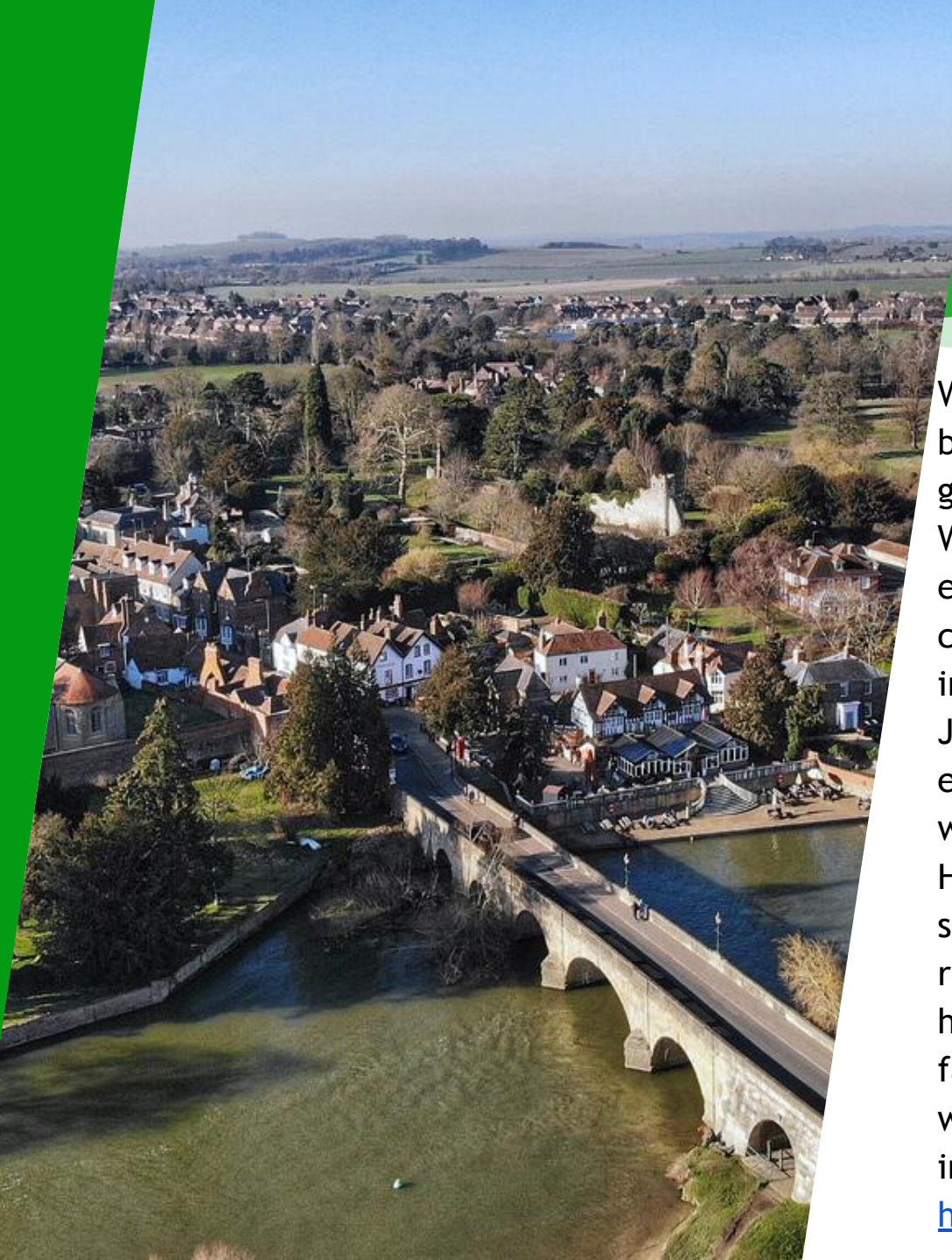
Pupils also have opportunities to meet and work together with their peers in other OPEN schools, including in a range of sports tournaments and activities - most recently an OPEN yoga session!

About Wallingford



Wallingford is a small market town on the River Thames between Oxford and Reading. The town is continuing to grow, as new homes are built and its population increases. With its rich history, open spaces and regular community events, it is a desirable place for families to bring up their children. The annual Bunkfest music festival draws increasing numbers of visitors to the town. Pupils from St. John's enjoying taking part in the Wallingford Carnival every June, with their themed costumes and props often winning praise (and prizes!) from the judges. The Hithercroft Sports Park, river, castle Meadows and outdoor swimming pool provide a wide range of sporting and recreational opportunities. The town is also fortunate to have a family-friendly museum to shed light on its fascinating history, and a well-stocked library - both of which host visits from the children of St. John's. For more information on Wallingford, visit

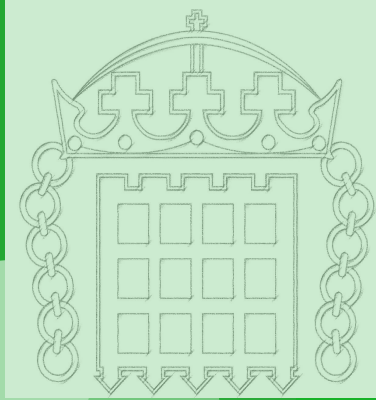
<https://www.wallingfordtowncouncil.gov.uk/visitors/>



Headteacher Specification



Job description



List of key job responsibilities

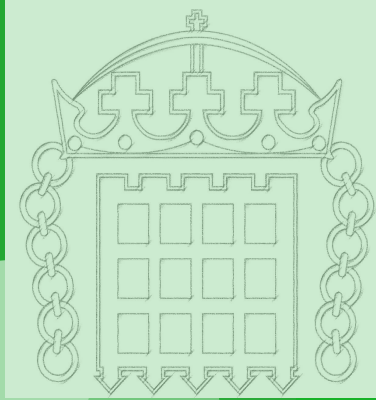
Learning

- Develop and sustain the school's ethos and learning strategy, with the governing body and the SLT.
- Deliver the overall learning strategy.
- Lead the development of our ambitious and creative curriculum.
- Collaborate widely, bringing external ideas and challenges with the aim of enabling every child to reach their full potential.
- Use a range of assessment and monitoring information to evaluate progress and attainment.

Whole school strategy, organisation and development

- Ensure our Raising Achievement Plan is based on robust self-evaluation, make sure it is delivered, and impacts on outcomes for pupils.
- Share responsibility with the Governing Body for shaping the future of the school.
- Fulfil the role of director of St John's Academy Trust, as well being a member of the governing body.
- Create a culture and environment where pupils are nurtured and experience a positive and enriching school life.

Job description



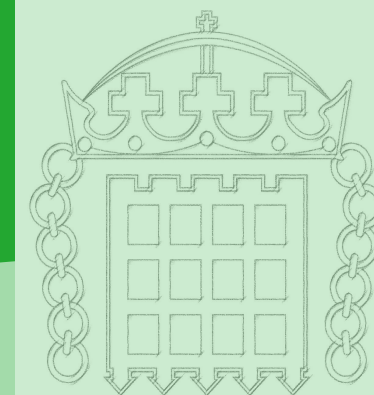
Staff management

- Ensure a culture of staff professionalism.
- Maintain and develop a high quality team of staff, and manage staff performance effectively.
- Sustain and develop quality first teaching.
- Inspire staff to innovate and share their expertise to improve the school.
- Promote curriculum leadership, supporting subject leaders to access relevant support and development beyond the school.
- Provide high quality CPD for staff to enable them to fulfil their roles and progress in their careers.
- Support staff wellbeing and encourage all staff to maintain a good work-life balance.

Resource management

- Set and monitor the school's budget.
- Ensure the school remains in compliance with the ESFA's financial regulations and our funding agreement.
- Organise and deploy resources within the school.

Job description



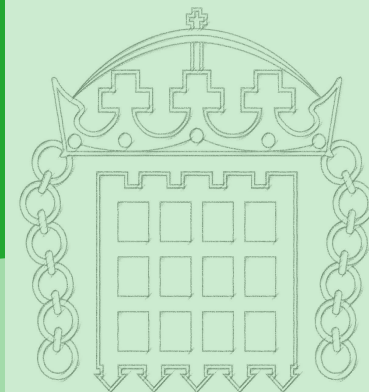
OPEN Trust

- Be a director of the OPEN Umbrella Trust, working with other headteachers and chairs of governors and sharing accountability for performance across the whole trust.
- Offer support and challenge across the trust as part of our school-led approach to improvement, based on peer review.
- Undertake a collaborative annual school improvement assessment with each school in the umbrella trust.
- Build staff networks across all schools in the trust for peer support and development.

Other responsibilities

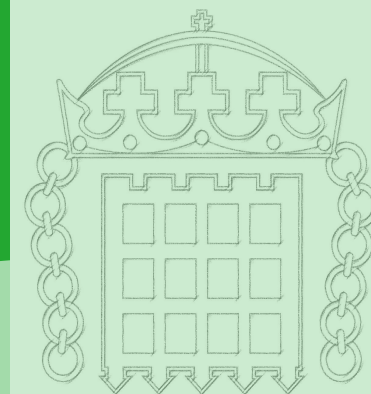
- Become the external face of the school in the community, ensuring good communication between the school, parents and carers and professional agencies.
- Promote and safeguard the welfare of pupils at the school.
- Encourage high standards of behaviour, demonstrating a consistent approach based on the school's values and behaviour policy.
- Ensure compliance with all statutory requirements, including implementing the SEND Code of Practice.
- Demonstrate a strong commitment to their own professional development.
- Undertake any other reasonable duties requested by the governing body and directors of the trust.

Person specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Degree level qualification 	<ul style="list-style-type: none"> • NPQH qualification
Experience	<ul style="list-style-type: none"> • Senior leadership experience in a primary environment • Demonstrable record of raising achievement • Successful experience of curriculum development • Experience of effective safeguarding 	<ul style="list-style-type: none"> • Experience of successfully leading a team (pupils and staff) • Successful teaching and/or leadership in more than one key stage • Successful experience in a Designated Safeguarding Lead role • Successful work with SEND students (and supporting staff with the increasing challenge of managing complex SEND needs in a mainstream school)
Professional Knowledge	<ul style="list-style-type: none"> • Good knowledge of the primary curriculum and how to develop curriculum strategy for the school, and support staff to deliver it 	<ul style="list-style-type: none"> • Strong and up to date knowledge of pedagogy and commitment to own professional improvement • Understanding of the budget process and how to align the school's budget with educational goals. • Understanding of effective strategies to support pupils with disadvantage • Knowledge of the best approaches to support pupils with SEND.

Person specification

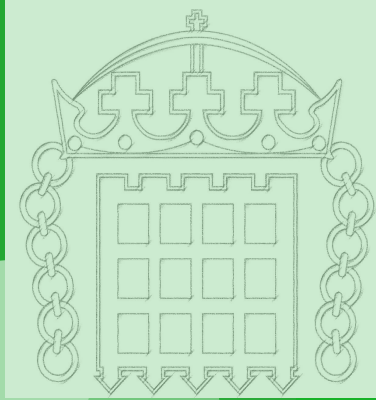


	Essential	Desirable
Skills and personal attributes	<ul style="list-style-type: none">• Excellent communication, presentation and interpersonal skills• Ability to clearly articulate their vision for leading the school to outstanding learning and teaching• Ability to make evidence based decisions• Ability to reflect self-critically• Honesty and integrity• Good organisation and time management, able to decisively establish priorities among competing demands• Ability to collaborate effectively with colleagues within school, and partners outside the school	<ul style="list-style-type: none">• Motivating - a positive and optimistic personality, able to inspire others even in challenging times• High expectations for behaviour, behaviour for learning and academic performance.• Analytical - able to read and apply data to form strategy and make tactical decisions• Problem solver - uses a creative yet practical approach to solving problems as they arise• Resilient, and able to maintain their own wellbeing• Growth mindset - evidence of ongoing personal CPD. Strong commitment to staff CPD, able to identify and nurture talent wherever it is found• Nurturing - understands the importance of, and how to improve, staff and pupil wellbeing

The St John's community



Parents' view of St John's

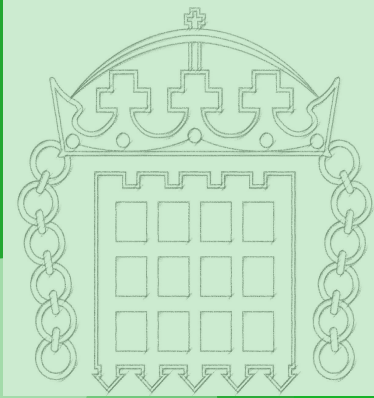


We asked parents to identify what values St John's stood for, and this is what they said:



Staff view of St John's

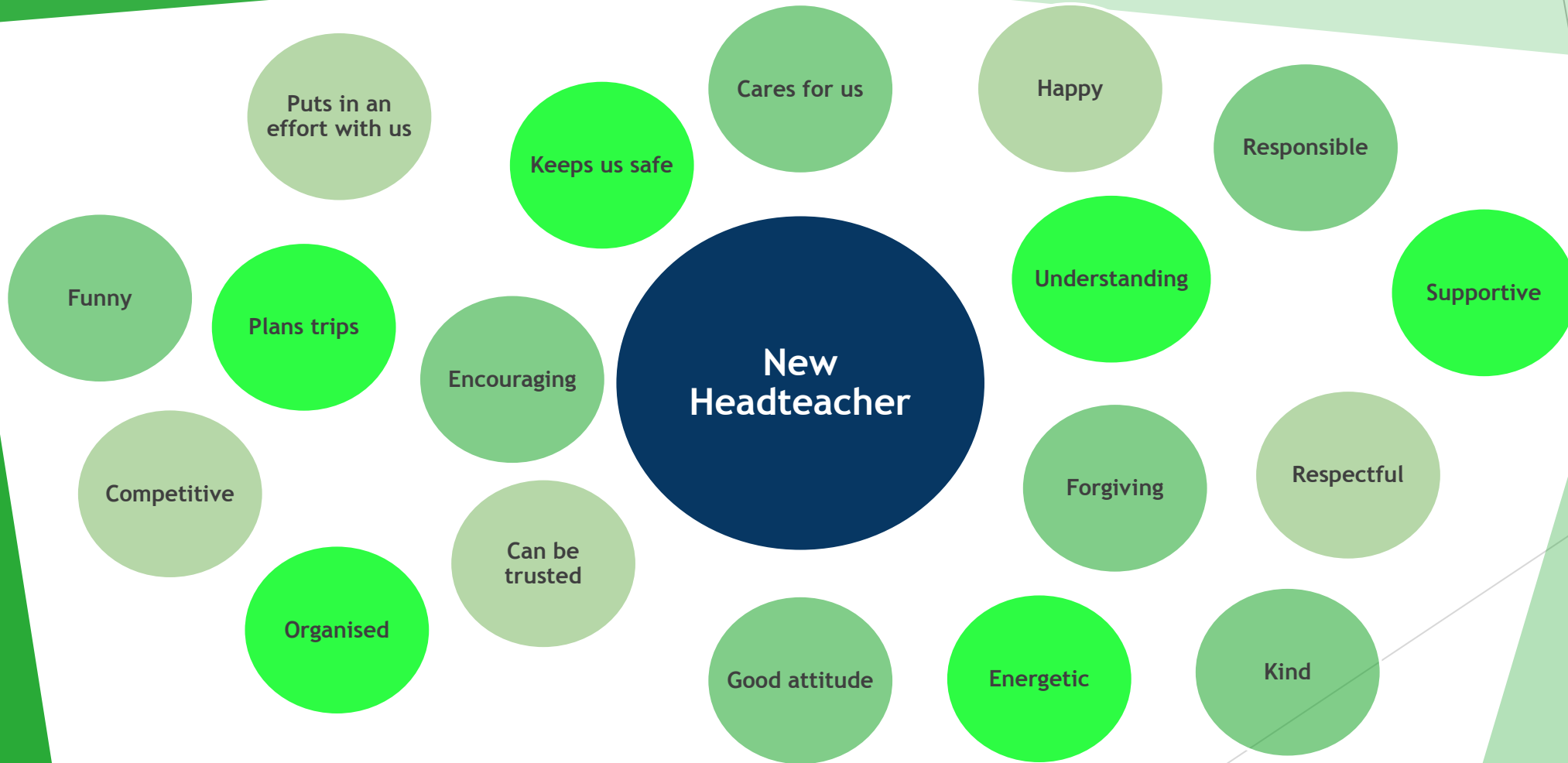
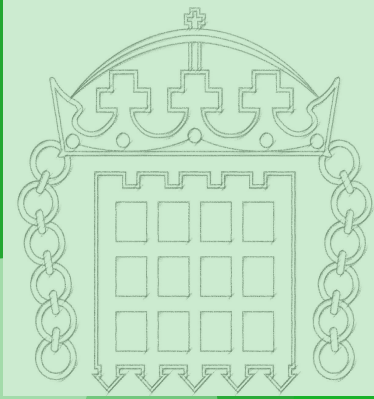
We asked our staff to share what is important to them in a headteacher:



Staff like...	<ul style="list-style-type: none">• Feeling valued• Feeling supported• Being consulted on important decisions• Being able to ask for help without judgement• Feeling part of a team and community
Staff would like their new Headteacher to...	<ul style="list-style-type: none">• Have a child-centred approach to leadership, and spend time getting to know the children• Be approachable and supportive in resolving issues that arise• Work collaboratively with all staff• Recognise the importance of staff wellbeing and workload, including continuing to support supervision sessions• Take time to build relationships with staff• Have an appreciation of the increased SEND and high level behaviour, emotional and social needs that teachers are dealing with in the classroom• Recognise opportunities to help staff develop professionally, through opportunities for CPD and wider responsibilities• Understand the importance of support staff and their roles in the school community• Get to know the school before implementing significant changes• Make evidence-based decisions, drawing on relevant pedagogical research
It is important to staff that...	<ul style="list-style-type: none">• There continues to be an open door policy• All children continue to have experiences that go above and beyond the curriculum - Wow! Moments and opportunities for trips• The school continues to feel like a community and a team, where they are consulted on and part of decisions that are made• The curriculum they have worked hard to develop does not drastically change• Their knowledge and experience of the age group they teach is trusted• Existing commitments around working arrangements are honoured

Pupils' view of St John's

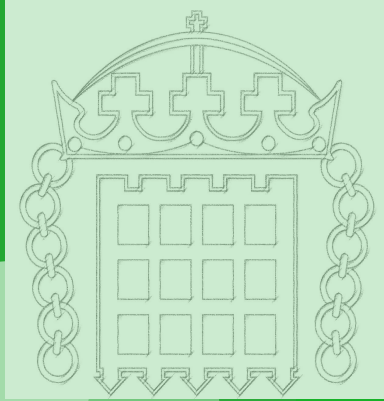
We asked our pupils to share what is important to them in a headteacher:



The application process



How to apply



Application

Please complete the application form accompanying this information pack, and include a detailed statement explaining how you meet the requirements outlined in our person specification and job description.

Please send your completed form to: office.2567@st-johns.oxon.sch.uk, marked for the attention of Sally Pearmain, Chair of Governors.

References

Please provide details of two referees, one of whom must be your current or most recent employer. We will perform reference checks for all candidates invited to interview.

School visit

We encourage all applicants to come and visit the school, which can be arranged by contacting the school at: office.2567@st-johns.oxon.sch.uk.

Safeguarding

St John's 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. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

The Selection Process

Closing Date:

Applications must be received by **4pm on Thursday 9th May, 2024**

Shortlisting & Interviews:

We will inform candidates shortlisted for interview by **Monday 13th May 2024**.

First round interviews will take place on **Wednesday 22nd May 2024**, with final stage interviews taking place on **Thursday 23rd May 2024**.

Start Date:

The start date will be discussed with the successful candidate.

We anticipate the new headteacher starting in either **September 2024** or **January 2025**.

