



**ST LAWRENCE CHURCH OF ENGLAND  
VOLUNTARY AIDED PRIMARY SCHOOL**  
Dog Lane, Napton, Southam, Warwickshire CV47 8LU  
01926 812447  
office@stlawrenceprimaryschool.co.uk  
www.stlawrenceprimaryschool.co.uk



# **HEADTEACHER Candidate Pack Spring 2023**



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Contents

Our Vision .....	4
Information About Our School .....	6
A Message from Our Governors .....	7
Comments from Staff .....	9
A Message from Our Church .....	10
Our Diocese .....	11
Job Description .....	12
Person Specification .....	15
Application Information .....	17



St Lawrence is a happy school where Christian values and beliefs are at the heart of everything.

Pupils feel safe and valued. They say, 'Teachers believe in us and want us to succeed.'

*Ofsted January 2020*



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

## **Characteristics our children would like to see in a new Headteacher - do you recognise yourself?**

- ✓ Kind to all students and teachers and open to new ideas. Sets a good example and does not shout.
- ✓ Someone who is kind-hearted, a nice joyous personality, is responsible and respects the younger children as well as the older. Someone who enjoys their time as Head as much as we enjoy having them here.
- ✓ Good at learning names too, as sometimes it's nice to know that they know your name, and someone we can trust.
- ✓ Asks us if we are ok, stands outside in the morning to wait and greet us and has a smile on their face.
- ✓ Someone who is fun and who joins in with games that we play on the playground and with activities, sports day, theme days and conkers!
- ✓ Strict when needs to be, but easy to talk to. Calm - it's nice to have a fun teacher but not too hyper.
- ✓ Forward thinking to benefit others but does not waste money.
- ✓ Someone kind, jolly, equal to everyone, teaches each class lessons, does great assemblies, makes mistakes and understands health and safety.
- ✓ Someone who likes sports, funny jokes and someone sensible and not too strict or rude who knows what they are doing.
- ✓ Someone nice, who is funny and laughs and likes football and darts and a guitarist. To stay as a church school.
- ✓ Someone who understands what we need.
- ✓ Has a big bag of glue sticks!



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Our Vision



**'A happy church school that nurtures the unique talents of all individuals and brings them together so that they will soar on wings like eagles' (Isaiah 40:31)**

## **'nurtures the unique talents of individuals'**

In the parable of the talents, as told in both the Gospels of Matthew (25v30) and Luke, we know that we are all entrusted with talents. As a school, we recognise that each child and each member of the school community have talents: unique and yet all essential.

**We look for how these talents might be used to help children and colleagues thrive:** embracing the richness of these gifts that allow each person to make a special contribution to the wider school family.

In practice, this means that we take pleasure in discovering, valuing and celebrating the diversity of each child's talents. It also means that we recognise this in staff too and we have levels of subject specialism in place for teachers to further develop their expertise and enthusiasm with children. The bonus is that children benefit hugely whilst teachers get to know many more children from across the school. By developing this culture, we allow staff to acknowledge areas for development whilst encouraging those with expertise to share and grow their own talents.

## **'and brings them together...'**

Having individual excellence and talent has to be a good thing but it is for this reason that this line in our Vision Statement is included in order to bring all talents together to serve one another.

St Paul very eloquently communicates this in his first letter to the Corinthians (12v27). He highlights the unique qualities and characteristics of each part of the body; how they all have their different purpose and their interdependence. Though all different, he argues that the parts of the body need each other: there are many parts but only one body.

**St Lawrence CofE Primary School is no different – no one part of the school is less or more important than another part. As a school we are all part of the one body of Christ.** We might all have different jobs to do to make the most of the talents and experiences we have but... we are all God's children: all equally valued and all part of the school. In this spirit, the whole school has a reputation for its 'can-do' attitude, making things happen by drawing upon all sections of the school and the wider school community - the PTA, the church and a plethora of village groups - that have worked wonders by pulling together to make things happen and shine the light of hope and positivity to all who need it.

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

## **'they will soar on wings like eagles'**

**Put simply, we expect all across the body of the school family to be the best that they can be... because God, who never tires, is always with us.** As a school, we acknowledge in our School Vision the supremacy of God as we strive to make the most of our talents. His strength is behind us because we have every confidence that He really does want us to soar. We therefore have a duty to ensure that all do so.



It is for this reason that progress is properly planned, both with regard to academic excellence and personal development. It is why, as a school, we believe in providing a wide breadth of opportunity: lots of clubs and a broad curriculum. The fact that over 50% of KS2 children are learning how to play a musical instrument (in addition to all having access to musical tuition at some stage in KS2) and the fact that around 95% (on average) participate in some sort of club each year is an illustration of this commitment. It is also why we have planned opportunities for leadership development for the children, staff and those working with us. It is about spotting that talent and cultivating it. It is about gaining cultural capital for areas of the curriculum to open eyes and broaden horizons and drawing on the experiences of others. It is about fostering ambition and spawning purpose and direction.

When a child enjoys their school experience, they really do soar both academically and with regard to their personal development. This is true for all who work to support these children. **The school vision has been an anchor and inspiration** in both good and tough times: one that does indeed recognise the unique talent of individuals and values everyone so that they flourish. It is a vision that sees these individual parts come together as one body and as a strong community, just as described by St Paul in pursuit of excellence.

“ Leaders, governors and staff have planned an ambitious curriculum. They provide a wealth of opportunities for pupils to flourish.  
*Ofsted – January 2020* ”

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Information About Our School

Our church school is seen by many as the **heart of a vibrant village** noted for its location next to the Oxford canal and its windmill situated on the hill.

Over half the children currently come from outside our catchment area because of our **reputation for breadth and excellence in curriculum provision**, and our positive attitude to nurturing individual talents so that the children flourish and truly can 'soar on wings like eagles.'

**Little Lawrence's** is an integral part of our Early Years provision for the children who are rising 3 year olds and above, ensuring a very smooth transition into our Reception class. **Larks 'n' Owls is our wraparound care**: an essential element of the school in the eyes of a large proportion of our families.

The school has been much extended during its 25-year lifetime and has been kept in excellent condition. The newest addition is our kitchen... now providing great hot dinners for children across the school. A playing field, a wild area, play areas, a garden area and courtyard containing a 'Tardis' are all valuable assets to this much-supported school – this includes the support provided by our local church, the PTA and various community groups and charities including the Napton Music Festival.

St Lawrence CofE Primary School was born out of the desire to see excellent education at the heart of the village and has gone from strength to strength, embracing traditions but thriving on innovation.

“ St Lawrence is everything we could want for our children. Strong leadership, excellent teaching, well-behaved children. Lots of clubs and cultural activities. ”

*Ofsted – January 2020 (Quote from Parent)*

“ The inclusive and distinctive Christian character of the school results from the passion of the Headteacher, staff and governors to ensure Christian service in a church school for all. ”

*SIAMS – May 2016*

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**



# A Message from Our Governors

**Thank you for your interest in the role of Headteacher at our Church of England school.** Governors are passionate and work closely with the Headteacher and school leadership team to create the correct environment for learning - where every child is given the best possible opportunities to reach their fullest potential. Most importantly, in our role as governors, **we ensure that our children love coming to school and that the staff inspire a love of learning in them,** supporting them to the best of their ability through their learning journey and teaching them to believe in themselves and others, so that ultimately, they have the resources to provide a good foundation for adult life and achieve great things. **We feel strongly about the inclusion of all** and are here to oversee the school and ensure it is providing the best for our children in order to nurture their capabilities, including supporting the wider curriculum opportunities that children are offered, both during the school day and also the extended day.

**We see the school as being at the heart of our village,** rooted in the local community, with close links to the local church and the Diocese of Coventry. We value the school's pro-active approach to assuming involvement in our community, including annual traditions such as the village Remembrance Service, Christmas Concert with 'Nosh and Natter' and participation in on-going village life.

**As governors of a Church of England school, the principles of Christian values and community are at the heart of everything we do.** We support pastoral, worship and spiritual growth of the school, as well as growing the church and community link and helping to maintain the school's distinct Christian ethos. St Lawrence CofE Primary School Governing Body is made up of a group of experienced, skilled and dedicated volunteers who invest a huge amount of good will, hard work and time to support all strategic aspects of the school.

**The governing body at St Lawrence is committed, proactive, supportive and accountable for the performance of the school.** We are measured by three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction and consistency in good practice
- Holding the Headteacher to account for the educational performance
- Overseeing the financial performance of the school ensuring money is spent appropriately

“ Staff set high expectations for all pupils.  
Pupil's behaviour is excellent.  
*Ofsted – January 2020* ”

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

**St Lawrence is a voluntary aided Church of England primary school** where the governors are the employers. The governing body consists of Parent Governors, a Local Authority Governor, a Staff Governor and a majority of Foundation Governors appointed by the Diocesan Board of Education (DBE).

**The key characteristics of a voluntary aided school (as opposed to an academy, voluntary controlled or community school) are:**

- Governors appoint and employ all staff
- Governors are responsible for admissions arrangements, approved by the LA and the DBE;
- Governors determine the RE syllabus which should reflect the Anglican tradition and worship reflects the Anglican tradition
- Governors ensure clarity of vision, ethos and strategic direction
- Governors oversee all strategic aspects: safeguarding; health and safety; school improvement, including curriculum; ethos; staffing; budgets; building development.

**As Headteacher, you will have the opportunity to work closely with governors, develop your own expertise and model the school for the foreseeable future.**



Pupils make excellent academic and personal development as a result of the Christian ethos of the school.

*SIAMS – May 2016*



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**



# Comments from Our Staff

**In no particular order, we are looking for someone who.....**

- places the wellbeing of children and staff at the heart of all they do: a Headteacher that cares, who embraces individuality and makes me feel valued
- encourages personal development and training
- has a strong vision which is forward-thinking and embraces change and innovation
- takes on board ideas from all members of staff, encourages team collaboration and who empowers staff to take responsibility, shares credit and praise and is open-minded
- continues the family feel of our school
- is approachable and makes themselves available: is visible and active around the school with children and parents
- will treat all staff, regardless of position, the same: with encouragement, compassion and humility
- listens to the whole story and does not jump to conclusions
- promotes inclusivity, has a good understanding of SEN but respects that we are a mainstream school
- is an organised, enthusiastic and approachable leader with a proven track record of channelling new ideas and initiatives, and who cares about the wellbeing of staff and children.



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Message from Our Church

I believe that the school and church (and the wider community) have a very strong and special relationship, grown out of shared events, activities and experiences over the years.

It is always a joy to be welcomed into the school, particularly to lead assemblies and collective acts of worship (along with other members of the assembly team). We also love the school joining us in church on the top of the hill at least four times a year to mark the special festivals and the celebration at the end of the school year. The school assembly

planning team makes an excellent contribution to the content of the service and the school orchestra plays a magnificent part in leading the singing. I am always impressed by the enthusiasm of the children, their spirituality and their understanding of the Christian faith. They are encouraged to put their Christian values into practice in their everyday lives in order to make a difference in the world.

I, along with other members of the local congregation, am always ready to offer pastoral support and guidance. I have worked alongside staff, parents and pupils when they have been faced with tragic events, whether within the school community or the wider world. I have had a shared responsibility for the wellbeing of both staff and pupils and I am an ex-officio member of the governing body.

Although I am retiring before the new Headteacher is in post, we have a strong team of lay people already working in the school in a variety of roles, and I hope the special relationship between school and church will continue to develop. Sue Watkins will be taking the role of Substitute Ex-officio.

It is my continued prayer that each child will flourish, to become a unique individual, making their own contribution to the life of the school, so that they will each 'soar on wings like eagles'.

Rev Gillian Roberts  
Priest-in-Charge



Christian values securely underpin the practice and policy of the school and result in excellent relationships and attitudes to learning.

*SIAMS – May 2016*



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- ✚ 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- ✚ facilitate creative and flexible networking between schools;
- ✚ promote excellence and distinctiveness within the family of church schools/academies and beyond;
- ✚ share best practice collectively;
- ✚ provide professional development: for staff at all stages of their careers and for governors;
- ✚ facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- ✚ support the process of academy conversion;
- ✚ promote the establishment of new church schools;
- ✚ represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- ✚ champion inclusion and equality including advising on admissions policies and managing appeals;
- ✚ protect the status of church schools
- ✚ and promote the importance and the continuance of the voluntary sector.



*'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.*

*Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'*

Bishop Christopher



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Job Description

**Post title:** Headteacher  
**Salary range:** L13 - L19 (£59,558 - £69,022)  
**Responsible to:** The Governing Body - St Lawrence CofE Primary School

## Main Purpose

The headteacher will:

- Together with the governing board, establish and sustain the school's Christian ethos and strategic direction through consultation with the school and parish communities
- Establish and oversee systems, processes and policies so the school can operate effectively and maintain Christian distinctiveness
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Provide leadership rooted in the Christian foundation of the school

## Responsibilities

### School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Promote and model Christian values that underpin the school's Church of England foundation
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a rich broad, structured and coherent curriculum

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

### **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum and 'soar on wings like eagles'
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

### **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk across all parts of the school

### **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

### **Governance, accountability and working in partnership**

The headteacher will:

- Champion the relationship with the Foundation Governors, local church and diocese
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

The above is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities</b>						
1	Passionate about creating a rich inclusive learning environment where every individual member of the school community is known and valued	✓		✓	✓	
2	Committed to leading the development of a distinctive church school ethos based on personal commitment to Christian values	✓		✓	✓	✓
3	Can articulate the vision to inspire, motivate, encourage and support the school community by creating a culture of aspiration and high expectation	✓			✓	
4	Ensures a good work life balance and wellbeing for all members of the school community, including themselves	✓		✓	✓	✓
5	Is an outstanding, reflective practitioner who demonstrates evidence of learning from experience	✓			✓	✓
6	Has an active relationship with a Christian community		✓	✓	✓	✓
7	Has a 'can do' approach to problem solving	✓		✓	✓	
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent		✓	✓		
4	Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning	✓	✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Successful recent strategic leadership experience	✓		✓	✓	✓
2	Experience of senior leadership in a Church of England school		✓	✓	✓	✓
3	Proven track record of managing successful improvement	✓		✓	✓	✓
4	Has experience of creating staffing models which build the organisation and encourage individual staff to grow and realise pupils' potential	✓		✓		✓
5	Experience of working in collaboration and/or partnership with all stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives	✓		✓	✓	

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**



Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
6	Proven track record of financial management against an agreed strategic plan in which educational priorities are met and value for money is ensured	✓		✓		✓
7	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and wellbeing	✓		✓	✓	
8	A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment practices	✓		✓		
<b>Leading Teaching and Learning</b>						
1	A proven track record of ensuring the highest possible standards in teaching and learning with the ability to model excellent classroom practice	✓		✓	✓	✓
2	Able to model positive behaviour management and ensure the implementation of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	✓		✓	✓	
3	Experience of sustaining positive outcomes and improved life chances for all pupils	✓		✓		✓
4	Successful experience of developing and embedding the wider curriculum	✓		✓	✓	



Pupils feel safe and valued. They say, 'Teachers believe in us and want us to succeed.'

*Ofsted – January 2020*



**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**



# Application Information

Thank you for your interest in this post. Candidates are invited to visit our school before making an application. If you would like to arrange a visit, please phone us on 01926 812447 or email [office@stlawrenceprimaryschool.co.uk](mailto:office@stlawrenceprimaryschool.co.uk)

***Closing date: 24 April 2023 at 12 noon***  
***Interview dates: 03 and 04 May 2023***  
***Start date: 01 September 2023 (negotiable for the right candidate)***

In addition to the standard application form, we ask candidates to include one side of A4 outlining the following:

**'Your educational philosophy and values relating to our Church of England school.'**

If you are selected for interview, please familiarise yourself with our Child Protection Policy, which is available on our [website](#).

We require three references for headship appointments. In the case of applicants who are currently employed as a headteacher these need to come from:

- The Local Authority or Academy Trust where you are currently employed
- Your Chair of Governors
- Another referee who is able to support your application of the post of Head teacher who can comment upon your skills and qualities to lead a CE school.

In the case of applicants who are not currently employed as a Head teacher, referees will need to include:

- The Head teacher in your current or most recent school
- Another referee who can attest to your professional skills including leadership and management skills
- Another referee who is able to support your application for the post of Head teacher within a Church of England school who is able to comment upon your skills and qualities to lead a church school.

Completed applications and equal opportunities forms should be emailed to [helen.gibson@coventrydbe.org](mailto:helen.gibson@coventrydbe.org) or posted to Helen Gibson, Coventry Diocesan Board of Education, The Benn Education Centre, Craven Road, Rugby, CV21 3JZ. (If you do not receive acknowledgement of an electronic application within 24 hours please telephone 01788 422800.)

If at any stage you feel that your application has not been dealt with fairly, please write with your complaint to:

Warwickshire County Council, Human Resources, Shire Hall, Market Place, CV34 4RL

**A happy church school that nurtures the unique talents of individuals and brings them together so that 'they will soar on wings like eagles' (Isaiah 40:31)**