



# St Leonard's C E Primary School

Engage, Challenge, Inspire

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## Headteacher Candidate Pack





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We hope you will find the document and links in the pack helpful in completing the application form.

**The closing date for application is noon on Friday 14 April 2023**





# Letter from Chair of Governors

Dear Applicant,

Thank you for your interest in St Leonard's Church of England Primary School, and in the role of our new Headteacher. We hope you find the information in this pack both informative and encouraging and look forward to showing you around our very special school.

We are a warm, welcoming school where all children and staff are encouraged to develop and thrive. We provide a rich curriculum across all ages to encourage children to develop all their talents, supported by an enthusiastic staff team who enjoy sharing their knowledge and skills with pupils in class and in clubs.

St Leonard's was graded "Good" in both the SIAMS inspection of 2020 and the Ofsted inspection in 2022. This reflects the vision, hard work and dedication of everyone involved with the school to develop and sustain high quality teaching and learning. It also reflects the culture and ethos of our school, which embeds Christian heritage and values within our culturally diverse community.

Our commitment to safeguarding and the well-being of all our pupils and their families and carers is of paramount importance. While Grimsbury, the part of Banbury where our school is situated, has high levels of deprivation, our commitment incorporates our clear vision that high quality education and expectations for all our pupils will provide them with the best opportunity to reach their full potential throughout their lives. To achieve this, we seek to encourage and challenge all our children through increasingly individualised learning plans, whether our children be, for example, highly talented, those who have English as an additional language, or those with additional needs. "Life in all its fullness", our motto, is a lived experience in our school for each and every member.

If you are excited by the prospect of an ambitious primary school in a highly diverse community, with multiple needs and new opportunities, then please do visit us and consider applying to become our new Headteacher.

I look forward to receiving your application, and good luck.

Bridget Robb

Chair of Governors

St Leonard's CE Primary School.

March 2023





# Welcome to the School

We are a diverse school of 356 children from 24 countries speaking 33 different languages at home. We celebrate this diversity, while supporting everyone to achieve to their highest level through their time at our school.

## Christian Vision

As a Church School, St Leonard's provides love, care and support for all its families, nurturing children as individuals and as learners, so that they are able to become valuable citizens within wider society; preparing children for **Life in All its Fullness** (John 10:10).

Our Christian Vision is at the heart of our work, underpinning our values and aspirations for our children. We work with St Leonard's Church of England Church and the Banbury Madni Masjid Mosque, which are both in Grimsbury.

## School Values

At St Leonard's we expect all staff, pupils and parents to follow our School Values which are based upon teachings from the Bible.

- **Love** – "Love is patient, love is kind." 1 Corinthians 13 v 4
- **Respect** – "Show proper respect to everyone." 1 Peter 2 v 17
- **Responsibility** – "In his grace, God has given us different gifts for doing certain things well." Romans 12 v 6

These values are shared through our assemblies, collective worship and lessons and are embedded in the whole ethos of our school and the way we act towards each other. This is a school 'Where Everyone Matters', and teamwork for adults and children alike is highly valued.

## The St Leonard's Way – Engage, Challenge, Inspire

At St Leonard's School we want all children to benefit from the best education they can have. To do this we actively **engage** them in school life, **challenge** them to learn and progress to the best of their ability, and **inspire** them to be ambitious. We seek to work together with their families and the community to strengthen children's learning, and provide children with the foundations to prosper as citizens in British society.

We are supported by Oxfordshire County Council and the Oxford Diocese, and through the professional leadership of the current Headteacher and staff, new ways of working continue to be tried, tested and embedded.

## Safeguarding Children In Banbury (SCIB)

Our children face many challenges in their lives, and safeguarding is at the heart of our commitment to them. We are members of SCIB to ensure we have the highest safeguarding standards in our school, and work with other schools and professionals in the town to improve services for our children and their families.



# School Information

St Leonard's is Voluntary Controlled and linked to the Oxford Diocese of the Church of England. Most of our staff are employed by Oxfordshire County Council, who also provide us with our support services. The school was established in Banbury in the 1840s, but moved to its current site in 1995. The building has undergone various developments to respond to the growing demands of our community and is in essentially good condition. Currently, new house-building in Banbury is focused in other areas of the town, so the local population is stable in size. However, we do see an increase in the diversity of home languages, faith, traditions, and work opportunities for parents and carers.

Within the school, there is a great sense of fun and achievement in learning, accompanied by a general calmness and sense of purpose, reflecting both the passion and leadership amongst our staff. Our curriculum is broad and balanced and our commitment to a high quality curriculum across all year groups enables children to shine whatever their talents.

The school has a pupil admission number of 45 pupils and from September 2023 children will be taught in vertically grouped classes across the school. We recognise that the journey through primary school lasts from reception to year 6, and we strive to implement a connected curriculum and learning goals that embed principles and confidence in children from an early age, making them creative and resilient learners. This has resulted in strong SATS outcomes, which in Key Stage 2 were higher than the national average in 2022. Our school also has a good reputation locally for supporting children with additional needs. We are aware of the options available to support the school's development, such as academisation, but have not yet considered the pros and cons for our school in depth. Like all schools, we continue to see the impact of missed learning, and the lack of wider educational opportunity due to lockdown and ongoing health challenges. Our finances have been a focus of the school leaders and our resources committee in recent years, and we are now progressing towards a sustainable financial model.

Throughout these real challenges, the school has maintained a high level of morale and commitment to the children and their families. This has been enhanced by a strong support network within the staff group and positive relationships with our families. As there are many parents who have not experienced the English school system themselves, the outreach work by our dedicated staff is paying dividends in helping to bridge the gaps in understanding and expectation.

St Leonard's faces its distinct challenges, but is a fundamentally happy, well-respected school where children and staff are valued and the local community celebrated.





# About Banbury

Banbury is a historic market town of about 50,000 people. It is the centre of an informal area known as "Banburyshire" that includes parts of West Northamptonshire, Warwickshire and north Oxfordshire. There are exceptionally good motorway, road and rail links to London, Oxford, Warwick and Birmingham. Like elsewhere, Banbury is growing rapidly with new house building.

Banbury is famous world-wide for the Lady on the White Horse nursery rhyme, and her statue is found at Banbury Cross. As well as the older shopping streets around the market square, there is the modern Castle Quay shopping centre, with a new cinema, restaurants and other family activities. The canal running through the centre of town brings tourists as well as boat-residents to the town. There is a market in the town centre on Thursdays and Saturdays.

The Mill Arts Centre runs a range of artistic and cultural events, while the Spiceball Leisure Centre has a swimming pool and many facilities for other sports.

Grimsbury became part of Banbury in 1974, having previously been in Northamptonshire. It has housing of mixed ages, and a range of local shops and businesses, which have attracted its highly diverse population. This rich heritage brings multiple languages and faith traditions to the community, but the area also has high indices of multiple deprivation. The community is served by St Leonard's Church of England Church and the Banbury Madni Masjid Mosque, both of which work with the school.

Links below for the Banbury Town Council website and their Town Guide:

<https://www.banbury.gov.uk/>

[https://www.localauthoritypublishing.co.uk/flip\\_guides/banburyguide/index.html](https://www.localauthoritypublishing.co.uk/flip_guides/banburyguide/index.html)





# Are you our new Headteacher?

We are looking for an existing or aspiring Headteacher who is a skilled practitioner, and wants to make a real difference to children's lives. Our new Headteacher will be joining a whole team who have a passion for the school and are ambitious for its children. New ways of working have been embraced and developed to work effectively with our children, and we expect the new Headteacher to lead and support us on this continued journey of development.

We want a Headteacher who will:

- Embody our Christian vision and our school values
- Inspire the children and excite them about being part of our school
- Engage regularly with children and staff in their classrooms
- Work collaboratively with the Leaders of Learning and other staff to promote and develop improvements in high quality teaching and learning across the school
- Oversee professional development of the staff, supporting, encouraging and providing quality feedback; they will also take tough decisions as needed
- Work with parents, staff and governors and be a pivotal part of our school community
- Provide strategic leadership to the school, be business minded and help us ensure financial sustainability, and be willing to make challenging decisions when needed
- Support the Eco-work in the school, exploring how we can use our grounds and other resources to better effect
- Work with the members of St Leonard's Church and the Banbury Madni Masjid Mosque to continue to encourage and enhance their involvement in the school and improve opportunities for children





# What our pupils have said

*Be good as a teacher,  
leader, listener and  
communicator*

*Be fun, caring  
and kind*

*Take part in school  
life and be proud of us*

*Stand up for us -  
advocate!*

*Show school values,  
respect everyone equally  
and  
show they are special*

*Have a good  
memory*

*Understand our school  
community (languages,  
culture, religion)*

*Inspire us in  
assemblies*



# What our staff have said

*Work collaboratively  
with us all to continue  
improvements*

*Be business  
minded*

*Get to know our  
children by name  
and their families*

*Demonstrate our  
Christian values in all  
you do*

*Come and see teachers  
and teaching assistants  
regularly with our  
classes*

*Be proud of the  
school*

*Work with support  
staff to ensure the  
smooth running of the  
school*

*Join in the fun  
and enjoyment*



# What our parents have said

*Understanding  
our families and  
communities*

*Be someone who  
loves the job*

*Be approachable and  
will listen*

*Be a positive leader*

*Have good  
communication  
with us*

*Be child-centred*

*Be proud to represent  
the school*

*Be passionate*



# What our governors have said

*Help us to  
sustain financial  
sustainability*

*Sustain improvements in  
teaching and learning*

*Demonstrate our  
Christian values in all  
you do*

*Be ambitious for the  
whole school and proud  
of achievements*

*Be child focused*

*Actively engage  
with the Banbury  
community*

*Work effectively  
with governors*

*Be creative in how  
best to use the school  
resources*



# How to apply

**Salary Type: Leadership**

**Salary Details: L18 - L24**

**Application Closing Date: Noon on Friday 14 April 2023**

**Interview dates: Monday 24 and Tuesday 25 April 2023**

**Start Date: 1 September 2023**

**Contract Hours: Permanent, Full-time**

**Location of role: Banbury**

- Please read this application pack carefully
- Complete the application form in full: CVs will not be accepted

**In addition to the application form, we would welcome a 500 word statement about your teaching and learning philosophy and how you have put this into practice.**

We invite you to visit our school before 31 March so that you can get a feel for our area before applying. To arrange a visit, please email our School Business Manager, Linda Keane, at

[sbm@st-leonards.oxon.sch.uk](mailto:sbm@st-leonards.oxon.sch.uk).

Should you have any queries on the application process please email Linda Keane at

[sbm@st-leonards.oxon.sch.uk](mailto:sbm@st-leonards.oxon.sch.uk).

Please note: the school will be closed, and emails only checked occasionally from 1 April to 13 April, during the Easter Holidays.

Completed application forms should be emailed to [sbm@st-leonards.oxon.sch.uk](mailto:sbm@st-leonards.oxon.sch.uk).





# Headteacher Job Description

This job description is based on and subject to the general conditions of service for a headteacher as set out in the current School Teachers' Pay and Conditions Document.

## DUTIES AND RESPONSIBILITIES

### 1. Whole school organisation, strategy and development

- a. **Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school**
  - b. **Develop, implement and evaluate the school's policies, practices and procedures**
- Work with the governing body to develop a strategic vision for the school, which reflects its church school status; and analyse and plan for the future needs and further development of the school
  - Ensure that a School Improvement Plan, based on robust self-evaluation, is in place, and is delivered with positive impacts on school outcomes
  - Enable the governing body to challenge and support the school effectively to enable it to meet its responsibilities by attending meetings and providing timely and relevant information on:
    - Progress against School Improvement Plan
    - Pupil attainment, progress and achievement and quality of teaching and learning
    - Action arising from any recent audits
    - Child safeguarding, bullying, exclusions, and attendance
    - Other matters the governing body needs to be informed about in order to be effective in its leadership
  - Propose to the governing body a balanced budget that meets the needs and addresses the priorities within the School Improvement Plan across the planning period
  - Ensure creativity, continuous improvement and the use of appropriate technologies to achieve excellence and a broad curriculum, equipping pupils for their next stage of education
  - Promote the vision and values of the school, and demonstrate them in everyday work and practice to allow both children and adults to flourish
  - Lead assemblies to promote the Christian culture and values of the school
  - Promote the development of our nursery, and our breakfast and after school provision



# Headteacher Job Description

## 2. Teaching and Learning

- a. **Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils**
  - b. **Model high quality teaching and engage with teachers and children in the classroom**
- Work with staff and the governing body to secure and sustain effective learning throughout the school
  - Plan and ensure effective delivery of a broad and engaging curriculum that inspires the development of our children, and implement an effective assessment framework
  - Monitor and evaluate the quality of teaching and standards of pupils' achievement across the school, using benchmarks and rigorous analysis of data to identify priorities for school development and setting targets for improvement
  - Establish creative, responsive and effective approaches to learning and teaching, including the use of new and existing technologies to enhance the learning experience of pupils
  - Demonstrate and articulate high expectations and set stretching targets for the whole school community
  - Promote a culture and practices that enable all pupils to access the curriculum
  - Ensure the school fulfils statutory duties regarding the SEND Code of Practise; have ambitious but realistic expectations for all pupils with SEN and disabilities
  - Ensure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
  - No fixed teaching commitment is required

## 3. Safeguarding, health, safety and discipline

- a. **Promote the safeguarding, safety and well-being of pupils and staff**
  - b. **Ensure good order and discipline amongst pupils and staff**
- Promote and uphold a strong safeguarding culture across the school community, ensuring current good practice is both sustained, and continues to evolve to remain up to date
  - Ensure the policies and procedures relating to safeguarding and safer recruitment are adopted by the governing body and are fully implemented and followed by all staff



# Headteacher Job Description

- Ensure sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- Ensure all staff and volunteers feel able to raise concerns about poor and unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies
- Implement strategies which secure high standards of behaviour and attendance
- Consider the well-being and work/life balance of staff in the school, and consider strategies to improve their well-being and therefore effectiveness

## 4. Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance. Develop clear arrangements for linking appraisal to pay progression and advise the governing body on pay recommendations for teachers**
  - Organise and deploy resources within the school**
  - Promote harmonious working relationships within the school, and maintain relationships with organisations representing teachers and other members of the staff**
  - Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments**
- Develop an organisational structure which reflects the school's vision and values and enables the management systems, structures and processes to work effectively in line with legal requirements
  - Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding; celebrate success and accept responsibility for outcomes
  - Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
  - Manage and organise the school environment effectively to ensure that it meets the needs of the curriculum, and health and safety regulations
  - Work closely with the administrative staff and all support staff to ensure the smooth running of the school
  - Support our Leaders of Learning and subject leaders in the development and whole-school implementation of core and non-core subjects
  - Embed a range of technologies to effectively and efficiently manage the school



# Headteacher Job Description

## 5. Professional Development

- a. **Promote the participation of staff in relevant continuing professional development**
- b. **Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff**
- c. **Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction**

- Ensure that all staff are encouraged to access appropriate, high-standard professional development opportunities
- Manage staff with due attention to workload and broader well-being
- Demonstrate strong commitment to their own professional development

## 6. Communication

- a. **Consult and communicate with the governing body, staff, pupils, parents and carers**

- Be the external face of the school to our community, ensuring good communication between the school and everyone with whom we work
- Embody excellent leadership together with confident, clear and sensitive oral and written communication skills appropriate for all stakeholders
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers, to ensure that they are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets

## 7. Work with colleagues and other relevant professionals

- a. **Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies**

- Maintain an outward-looking perspective through creating learning experiences for pupils within the wider community
- Build a school culture and curriculum which takes account of and utilises the richness and diversity of the school's communities and nurtures relationships through effective communication, to enhance and enrich the school and its value to the wider community
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning partnerships



# Person Specification

All elements are essential unless marked D - desirable

## Qualification and training

- Degree and Qualified Teacher Status
- Evidence of commitment to own professional development and its corresponding impact
- NPQH (D)

## Experience

### Essential

- Highly successful and varied teaching experience demonstrating a positive impact on all pupils' progress and outcomes
- Evidence of successful leadership in a school, liaising collaboratively with colleagues and driving change in a positive way
- Experience of promoting a strong safeguarding culture
- Evidence of using assessment data to raise standards and achievement for all pupils and demonstrate its impact on school improvement planning
- Experience of creating excellence in stakeholder engagement e.g. maintaining effective partnerships with parents, the community and other schools to enhance pupils learning
- Experience of effective working with governors to create and articulate a clear vision for the future of the school and delivery against this vision
- Experience with the financial and resource management of a school
- Experience of recruitment, selection, appointment, development, and performance management of staff

### Desirable

- Experience of leading CPD and of monitoring its impact (D)
- Experience of working in a Church of England school and an understanding of SIAMS (D)





# Person Specification

## Personal attributes and competencies

### Essential

- Outstanding teacher with a love of education, a passion for the whole curriculum, and up to date knowledge of best practice
- Excellent time management and organisational skills, with the ability to remain calm under pressure and meet deadlines
- Able to communicate clearly and effectively, both verbally and in writing, with a range of individuals, groups and larger audiences
- A desire to get to know all the pupils in the school, and engage fully in the life of the school
- An effective team player, able to lead, listen, collaborate and motivate with energy and passion with excellent interpersonal skills and the ability to quickly establish good relationships with adults and children
- A commitment to the promotion and development of the school's Christian foundation and vision, with a commitment to equality, inclusion, and diversity
- Approachable, flexible, resilient and optimistic with a good sense of perspective and humour
- Desire to foster strong links to the local community and make use of resources in our surroundings
- Self-aware; prepared to ask for help and support where necessary





# Contact Information

Overthorpe Road, Banbury, Oxfordshire, OX16 4SB

01295 262507

Contact email for application - [sbm@st-leonards.oxon.sch.uk](mailto:sbm@st-leonards.oxon.sch.uk)

