



# Head Teacher Recruitment Pack

November 2022



**St. Lucia's**  
Upton Magna

**NURTURE - NOURISH - GROW**





## From The Governors

Dear Applicant,

Thank you for your interest in our position of Head Teacher at St Lucia's C of E Primary School & Nursery.

Our school is situated in Upton Magna; a beautiful and historical village, east of Shrewsbury on the Shropshire -Telford border where we enjoy enviable views of the countryside and many generations of good relationship with the local community.

We are proud of our dedicated teaching and support staff, who balance their rigorous teaching and assessment schedules with building relationships with our individual learners, who are privileged to have these professionals around them and receive a high standard of personalised input and encouragement to help them meet their potential.

We have a committed and enthusiastic Board of Governors who are dedicated to supporting the Head Teacher, Staff and Families at St Lucia's to grow and develop our school and continue to strive for excellence in all areas. We have some exciting new opportunities and initiatives for the right candidate to explore and capitalise on for the benefit of all stakeholders.

We hope that this information pack provides you with a good understanding of who we are, but feel free to look at our website [www.stluciasprimary.co.uk](http://www.stluciasprimary.co.uk) for more information and we encourage you to visit the school in person where we look forward to welcoming you.

Best Regards

*Howard Barnes*  
**Chair of Governors**



## About Us

Based in the scenic Shropshire countryside, St Lucia's C of E Primary School & Nursery enjoys wide-open outdoor spaces and play areas that offer wonderful views of the Wrekin and vast opportunities for various outdoor activities. Our school was originally opened in 1858, and the original school building still stands in the village, reminding us of our important relationship with this local community.

A new modern school was designed and built for us across the road and opened in 1974. Comprising bright, spacious learning environments; that stimulate the interest and enthusiasm of our learners, as well as constantly evolving and improving facilities both inside and outdoors. Our Academic performance is solid, with learners regularly meeting and even exceeding required standards, including over the last few difficult years.

Our Nursery continues to grow and provide excellent EYFS learning experiences for our youngest learners, with a dedicated team of professionals. Our school also boasts an impressive on-site kitchen and meal provision; forest school adventures and learning; various eco-school initiatives and full wrap-around care at our Sunrise and Sunset Clubs. St Lucia's Church, as part of the community, offers generous support in promoting our Christian values and cooperation with the school to help in providing for many of our religious, social and community activities.



## Vision & Values

### NURTURE - NOURISH - GROW

Based on the Parable of the mustard seed, our entire school community came together to develop our school vision that reminds us how we all have the potential to grow and flourish: “from the smallest of seeds grows the greatest of trees”

VALUES		
RESPECT	RESILIENCE	RELATIONSHIPS
<ul style="list-style-type: none"> <li>▪ Other cultures</li> <li>▪ Environment</li> <li>▪ Others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Courage</li> <li>▪ Perseverance</li> <li>▪ Self-improvement and awareness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Patience</li> <li>▪ Kindness</li> <li>▪ Trust</li> </ul>

Our Christian values seek to underpin the belief that everyone in our school community should be valued and treated with respect.

This helps children to grow to become the best they can be as we prepare them on their life-long learning journey.

### Message from the Diocese of Lichfield

Our involvement in education in the Diocese of Lichfield goes back to the beginnings of the Christian story in Mercia. When St Chad, our first bishop, settled here to bring the good news to the people of his time the values and the culture of the Gospel, he set up a monastic community; and it is from monasteries that the first schools in our country grew. Today, as we seek to follow Christ in the footsteps of St Chad, our schools continue to offer good news, sound values and a nurturing culture to children and young people across the vastly diverse communities of modern Mercia. The work of our Diocesan Board of Education is wholly focused on supporting teachers, governors, churches and communities as they deliver high quality education to our students and their families: open and welcoming to all and offering a distinctively Christian approach.

**Bishop Michael**

## Key Information

<b>Age Range</b>	2-11
<b>Learners on Roll</b>	92 including Nursery (74 in Primary school)
<b>FSM</b>	8 learners
<b>SEND</b>	11 learners registered currently
<b>Attendance</b>	94.4%
<b>Class Structures</b>	Nursery Class 1: Reception Class 2: Year 1&2 Class 3: Year 3&4 Class 4: Year 5&6

We invite you to read and analyse the detailed financial data provided on the government website for St Lucia's financial management, expenditure and comparison with other, similar schools.

<https://schools-financial-benchmarking.service.gov.uk/school?urn=123508>

## Job Description & Details

**Salary:** L8 – L14 (£52 569 – £61 042) negotiable, dependent on qualifications and experience

**Hours:** Full-time, including teaching commitments

**Reporting to:** Governing Body

**Responsible for:** All staff employed at the school, including volunteers

**Pension:** Details about the Teachers' Scheme may be obtained from Teachers' Pensions - <https://www.teacherspensions.co.uk/>

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Scheme.

The Head Teacher is required to:

- Fulfil duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher and in line with the National Standards of Excellence for Headteachers 2015, keeping up to date with relevant developments, legislation and systems in education.
- Maintain and further develop the school's ethos, Christian distinctiveness, and strategic direction together with the governing board and through consultation with the broader school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness.



- Develop and implement strategies for school improvement that are realistic, timely and suited to the school's context
- Allocate financial resources appropriately, efficiently, and effectively in cooperation with Governors and LA guidance
- As Designated Safeguarding Lead take primary responsibility for all safeguarding and child protection in accordance with Keeping Children Safe in Education.

## Duties & Responsibilities

In relation to the following, the Head Teacher is expected to:

### **School culture and behaviour**

- Fulfil the role of *Leader* within the school; using your strong moral values and high standards of interpersonal and communication skills, inspire and lead a team of staff and governors in all areas, creating a cohesive team and enthusiastic school culture.
- Maintain and enhance public trust, communication and relationships with school families and the broader school community, through high standards and professional conduct, to the benefit of all stakeholders
- Ensure all learners, regardless of their needs, are treated as individuals and are inspired in their learning, to fulfil their personal potential through the expectation of best efforts and high standards of achievement
- Encourage the existing culture within the school, where children are eager to learn, embrace friendships and develop their emotional intelligence while experiencing a positive and enriching school environment
- Maintain quality relationships between classes and learners of all ages in their cross-class learning and mentorship "buddy" lessons
- Uphold high educational standards in order to equip pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism, instilling a strong sense of accountability in staff for the impact of their work on learner and school success
- Encourage exemplary behaviour from pupils, built on rules and routines that are understood by parents, 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**

- Maintain high standards of quality teaching across all subjects and phases that is evidenced by school performance and results
- Make effective use of performance data to inform future decisions and corporate strategy
- Ensure the teaching of a broad, structured and coherent curriculum that meets with all relevant guidance and regulations
- Maintain and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks, communities and training
- Be committed to being a teacher of exemplary quality when taking up a teaching role
- Ensure the school fulfils all statutory requirements regarding the SEN Code of Practice

- Maintain and enhance the supportive, inclusive culture and practices at the school, enabling all learners to access the curriculum while holding ambitious expectations of these learners
- Ensure that the school works effectively with all relevant stakeholders in identifying and communicating additional needs of learners and providing support where appropriate
- Ensure staff have access to relevant, quality professional development opportunities for the benefit of the school
- Create an ethos in which staff are encouraged and motivated to develop their skills and knowledge; identifying talents and coaching leadership development

### **Managing the school**

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care and as Designated Safeguarding Lead (DSL) and take responsibility for keeping up to date about national safeguarding requirements
- Manage staff wellbeing with due attention to workload and professional support
- Ensure rigorous approaches to identifying, managing, and mitigating risk
- Manage and organise the school estate efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements, including matters of general estate maintenance and development

### **Governance, accountability and partnerships**

- Understand and comply with the role of effective governance in the school
- Ensure that all staff understand their professional responsibilities and are held to account, with necessary procedures in place to ensure effective performance management and encouraging excellence
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Strive to work successfully with other professionals, schools, and organisations in the broader community
- Report to Chair of Governors through regular meetings and attend Full Governing Body and committee meetings as required
- Collaborate effectively with the governing board for the benefit of the school as a whole

The post is subject to:

- The terms and conditions for teachers as set out in the School Teachers' Pay and Conditions Act 1991 and any orders made under it;
- The other terms and conditions set out in the various national collective agreements in force from time to time;
- The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- Statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- The conditions set out in the Job Description and in the letter of appointment.

PERSONAL SPECIFICATIONS CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>		
Qualified teacher status	X	
Degree	X	
National professional qualification for headship (NPQH) or willingness to undertake		X
Completion of appropriate Child Protection Training or Designated Safeguarding Lead training	X	
SEN and/or other continued professional development		X
<b>Experience</b>		
Experience in senior leadership or deputy in a primary school	X	
Successful teaching experience as a class/subject teacher working with pupils across the primary age range and able to model professional skills & knowledge	X	
Involvement in development planning & school evaluation		X
Experience of successfully managing challenging conversations & relationships	X	
Experience of managing change successfully		X
<b>Skills and Knowledge</b>		
Ability to develop flexible and effective approaches to learning and teaching which will lead to continuing high standards within the government framework	X	
An understanding of small primary school context and how to ensure quality teaching in mixed year-group classes		X
The ability to use school data to identify weaknesses and set targets to raise standards	X	
Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve	X	
Understanding of school finances and the ability to manage school budgets to meet the strategic aims of the school		X
Effective communication and interpersonal skills and the ability to understand the views of others and build effective working relationships	X	
Excellent understanding of and ability to use technology and IT, taking IT/computing lead in school	X	
Understanding of SEND code of practise and how to create a fully inclusive learning environment	X	
<b>Personal Qualities</b>		
Ability to lead, inspire, influence, challenge, motivate and empower others	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality wherever required	X	
Commitment to safeguarding and equality	X	
Commitment to promoting the Christian distinctiveness of a C of E School	X	
Strength of character, energy, resilience, humour, and perseverance	X	



## Interview Process

We encourage you to come and visit St Lucia's C of E Primary School and Nursery and allow us to show you around. We are certain you will appreciate just how lovely our school is!

Visits will be by *appointment only*. Please contact [barnes.h@st-lucias.shropshire.sch.uk](mailto:barnes.h@st-lucias.shropshire.sch.uk) to make arrangements for a visit prior to the 6<sup>th</sup> of January 2023.

The closing date for applications is **Friday 6<sup>th</sup> January 2023**

The application form should be completed – CVs are not accepted. Applications should be received by midday on Friday 6<sup>th</sup> January.

Your application should be completed on-line <https://shropshire.gov.uk/> The School's HR Officer, Alan James may be contacted regarding any queries.

Tel: (01743) 257834 e-mail: [alan.james@shropshire.gov.uk](mailto:alan.james@shropshire.gov.uk)

If you require a different version please e-mail [Resourcing@shropshire.gov.uk](mailto:Resourcing@shropshire.gov.uk).

Our shortlisting will take place during the week of the **9<sup>th</sup> of January 2023**

Interviews will take place during the week of the **16<sup>th</sup> of January 2023**

### **Reference checks are made prior to interview**

*The school is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All Teaching posts are subject to the Asylum and Immigration Act requirements.*

*Shropshire Council is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.*

