

Headteacher Applicant Pack



“ACHIEVEMENT, RESPECT AND CARE IN A HAPPY, CHRISTIAN
COMMUNITY”



Welcome from the Chair of Governors



Dear Prospective Applicant,

On behalf of the Full Governing Body at St Mark's C of E Primary, I would like to thank you for your interest in the position of Headteacher. I hope you will find this information pack a useful introduction and that you will proceed in applying for the post.

St Mark's has been on an exciting journey over the years building our learning community, alongside the Bournemouth Septenary Trust, working collaboratively to re-shape the way that we learn together and to challenge pedagogical approaches and practice. Our school is judged 'Good' by Ofsted (2018) and 'Outstanding' in our SIAMS Church school inspection (2018) and since the last inspection, leaders have been relentless and uncompromising in their pursuit of excellence.

Who are we and what makes us unique? Governors support the leadership team to be the best that they can be. The school has its own Christian distinctiveness and clear vision on where it wants to go. We build upon the experiences that children have when they come into school and ensure they are enriched, enhanced and supplemented with the broad and balanced curriculum which meets the needs of all our pupils, promoting and sustaining their thirst for knowledge and the love of learning.

The school's curriculum, ethos and expectations promote pupils' outstanding spiritual, moral, social and cultural development and also fundamental British values. Children explore the relationship between their values and ethos and their curriculum. St Mark's has a strong local reputation for its inclusive practice and SEND provision. We are passionate about equalities, identity and diversity and think systemically about our vision in practice.

Governors' philosophy is being pro-active and asking the right questions in this current landscape. Our Governors are very passionate about what our vision and values say about educating children for the world they live in. Throughout this difficult time of the pandemic, we see this as an opportunity to nurture our community of learners and increase their resilience. We see personal and pastoral support and guidance as crucial to academic success. We are never complacent and continuously seek to refine and improve, throughout constantly evolving challenges that school life brings. We strive towards emotional and academic symmetry, holistic development for all our children to be well rounded individuals, shared across a whole staff commitment to fundamental improvement in what we expect of education and how we expect that of educators.

We are looking to appoint an inspirational leader to build on the strengths of the school and to make sure that we continue to achieve the best outcomes for every child going

forward, drawing on the expertise of all community members. We are looking for a leader who will continue to promote innovation and a progressive approach to learning and teaching. We foster a constructive and open working relationship between the governing body and the headteacher, and, if successful, you will find yourself with a team of dedicated and experienced professionals ready to do what is best for our community.

We will do our best to welcome visits to the school (observing necessary protocols) as we understand how crucial a visit can be in deciding if this is the post for you. Please do not hesitate to email us if you'd like to know more about our school.

Yours faithfully,
Michelle Homer, Chair of Governors



Headteacher (Primary)



Due to the retirement of the current post holder, Governors of St Mark's Church of England Primary School are looking to recruit an ethical, innovative, collaborative and outward-facing leader with the skills and vision for exceptional education. This is a great opportunity for an experienced leader who fully shares our vision of inclusivity, strong relationships, intelligent practice and high expectations for all.

St Mark's Primary School is a thriving, happy, nurturing, inclusive Christian community of learners in the Diocese of Salisbury. Ofsted say we are a 'good' school (2018) and our SIAMS Church School Inspection again rated us as 'outstanding' (2018).

The school is a two-form entry academy, part of the Bournemouth Septenary Trust and sits at the heart of Bournemouth, an active, diverse and vibrant town on the south coast of England. Mark's Church of England Primary School is a thriving, happy, nurturing, inclusive Christian community

So what is distinctive about our vision?

- An uncompromising pursuit of an 'every child' policy that seeks to ensure the flourishing of all children
- The relentless pursuit of improving performance and standards in every area of school life
- A supportive environment for staff and pupils that contributes to the success of improved learning and wellbeing
- Christian values and ethos that permeate all aspects of education and behaviour
- "The partnership with the local church (St Mark's) is exceptionally strong" (SIAMS 2018)
- St Mark's has a strong local reputation for its inclusive practice and SEND provision

If you offer leadership which inspires and motivates others towards excellence, and which will ensure the very best education and environment for the holistic development and nurturing of our children, then we would love to hear from you.

Start date	September 2021	School type	Mainstream
Contract type	Full time (STPCD conditions)	Phase	Primary
Contract term	Permanent	Funding Status	State - Academy
Grade	Leadership	Gender	Mixed
Salary range	L16-L22	Age Range	4-11 years
FTE annual salary	£61,166 to £70,745	Suitable for NQTs	No

To discuss your application or arrange a tour of St Mark's School, please contact Mr Triplow, School Business Manager, on 01202 512241 or email us at office@st-marks.bournemouth.sch.uk. Details of tour arrangement can be found in the Applicant Pack.

To apply for this vacancy, please submit an application form on <https://jobs.dorsetforyou.gov.uk/>. Only applications completed via the Dorset Council website will be accepted.

The closing date is **Thursday 21st January 2021 at midday**. We will hold a full-day of interviews and selection activities on Tuesday 9th February 2021.

St Mark's Primary School is an equal opportunities employer. We value diversity and inclusiveness. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people.

Our children would like someone who is ...



Job Description for Headteacher (1 of 2)

Start Date – September 2021



The Primary Purpose of the Job of Headteacher

The headteacher embodies and inspires the ethos and culture of the school, securing their vision with all members of the school community. The headteacher establishes and ensures a safe and secure environment for learning and teaching that empowers both staff and children to achieve their highest individual potential whilst giving due regard to teacher, leadership and management needs of the school.

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and personal conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the pupils
- Take responsibility for their own continuous professional development, engaging critically with educational research

Duties and responsibilities

The headteacher will:

1) School Culture

- Establish and sustain the school's ethos, including the Christian values and character, and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

2) Teaching and Learning

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment
- Ensure the teaching and learning reflects the distinctively Christian vision and values of the school in order that pupils flourish as learners

3) Curriculum and Assessment

- Ensure a broad, holistic, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4) Behaviour

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly and demonstrated by all staff and pupils. Approaches will 'live out' the school's Christian vision.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen



Job Description for Headteacher (2 of 2)

5) Additional and Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

6) Staff Management and Professional Development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7) Organisational Management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Take on the role of Designated Safeguarding Lead within the school ensuring that the welfare of all children are the priority at all times
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

8) Continuous School Improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9) Working in Partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers, churches and the local community
- Commit the school to work successfully with other schools and organisations, including The Diocese of Salisbury, BCP and Bournemouth Septenary Trust in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10) Governance and Accountability

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and 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

This document will be reviewed regularly, through annual performance management/appraisal procedures. This job description may be amended at any time following consultation between the headteacher and Governing Body.

Person Specification for the Appointment of Headteacher (1 of 2)



The following is a summary of some of the main attributes that the Governing Body would wish to see in the successful candidate for Headteacher at St Mark's C of E Primary School. Generic qualifications, knowledge, experience, skills and qualities to fulfil this role are set out in the [Headteachers' Standards 2020](#) (DfE 2020). Application statements should reflect how you can demonstrate your fit with the Headteacher Standards and person specification.

Qualifications and Experience			
		Essential	Desirable
1	Qualified Teacher Status	Y	
	Qualified to at least Degree Level (or equivalent)	Y	
	Qualified to teach and work in the UK	Y	
2	Readiness for headship – NPQH, or evidence of equivalent level of learning - achieved through senior leadership role within a school		Y
	Readiness for headship - Successful experience as a School Leader at least at Deputy Headteacher level	Y	
	Readiness for headship - Successful experience as a Headteacher/Principal		Y
3	Successful teacher in the primary phase, significantly raising the attainment and accelerating progress of children in classes you have taught and subjects led	Y	
	'Outstanding' teacher in primary phase		Y
	A proven track-record/ability to develop others to achieve significantly improved outcomes for children via your support/intervention	Y	
4	The governors expect the Christian ethos to be fundamental to and permeate all aspects of the school life and curriculum. Applicants must be fully supportive of the aims and ethos of a Church of England School	Y	
	Applicant will ideally be a practising Christian		Y
5	Recent and relevant in-service professional development and/or training which has had direct impact upon leadership/school improvement	Y	
	Recent and relevant experience and in-service professional development and/or training including school-wide Operational Skills, Financial Management and Managing Teams		Y
	Recent in-service professional development and/or training in Safeguarding	Y	
	Recent experience within the role of a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead		Y



Person Specification for the Appointment of Headteacher (2 of 2)



	Leadership Skills and Knowledge	Essential	Desirable
6	The ability to articulate and communicate a Christian vision for St Mark's Primary School as a distinctive and effective Church School and the commitment to uphold and develop its Christian values	Y	
7	Is able to set a clear strategic plan and direction for the school and communicate it effectively with the school community	Y	
8	The confidence and ability to lead inspirational Collective Worship appropriate to our Voluntary Aided school status (1944 Education Act)	Y	
9	Can demonstrate impact of building effective working relationships beyond a school – e.g. cluster working, trust-wide improvement, research hubs or local authority/ diocese work		Y
10	Demonstrates the ability to develop others, to lead by example and to support and champion staff and children, creating an inclusive environment that engages all stakeholders and nurtures all children to achieve their potential	Y	
11	Can evidence successful use of performance management and professional development of all staff, including the effective management of underperformance where required	Y	
12	An inspiring, dynamic leader who has successfully used whole school self-evaluation (e.g. lesson observations, work scrutiny and data analysis) to identify weaknesses that need addressing, raise standards and bring about sustained school improvement	Y	
13	The ability to secure effective, transparent governance and to build an open working relationship with the Governing Body and BST schools.		Y
	Leading Teaching and Learning		
14	A passionate belief in the potential of every child and successful development and promotion of inclusion	Y	
15	A Leader of Teaching who can evidence sustained school improvement through leading, coaching and motivating staff	Y	
16	Successful leadership and development of a holistic, balanced and effective curriculum which develops pupils spiritually, morally, socially & culturally and supports their academic, creative and physical development and well-being	Y	
17	Awareness and understanding of the current Ofsted and SIAMS requirements	Y	
	Personal Characteristics		
18	A believer in the power of education and having a passion for learning that extends beyond the school	Y	
19	An inspirational leader able to inspire trust, commitment and mutual respect between children, families, staff and the wider school community	Y	
20	A person with high personal standards, moral integrity and who 'lives out' Christian values in their daily life	Y	
21	Strong interpersonal, written and oral skills and a good sense of humour	Y	
22	Robust and resilient personality ready to bring energy, drive and innovation	Y	
23	A reflective practitioner with a desire to learn	Y	



Key Information About Our School

Our school website <https://www.st-marks.bournemouth.sch.uk/> contains a wealth of information that you will find useful including:

- A [video tour](#) for prospective parents
- Key information relating to our results and our curriculum
- Links to our Ofsted and SIAMS inspection reports
- A range of key policies
- Whole school and curriculum newsletters
- Information about our clubs and activities
- A link to the Bournemouth Septenary Trust
<https://www.bournemouthseptenarytrust.org.uk/vision/>



Application Process



If you offer leadership which inspires and motivates others towards excellence, and which will ensure the very best education and environment for the holistic development and nurturing of our children, then we would love to hear from you.

To discuss your application or arrange a tour of St Mark's School, please contact Mr Triplow, School Business Manager, on 01202 512241 or email us at office@st-marks.bournemouth.sch.uk. We are welcoming after school tours on Thursday 7th or 14th or Friday 8th or 15th January 2021 at 3.30pm, 4.00pm or 4.30pm. Alternatively we have a [video tour](#) available on our website.

To apply for this vacancy, please submit an application form on <https://jobs.dorsetforyou.gov.uk/>. Only applications completed via the Dorset Council website will be accepted.

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