



Headteacher Application Pack

**St Mary's Church of England (Voluntary Aided) Primary School,
Chessington**



Christian vision and associated values are enabling pupils to 'Love Learning'.

(SIAMS, January 2020)

Issued: April 2021

Welcome from our Chair of Governors

Dear Applicant,

Thank you for your interest in St Mary's Church of England (Voluntary Aided) Primary School, Chessington and the vacancy for a new Headteacher. This is an exciting opportunity for us to appoint a strong and inspirational leader to continue the progress which has been made in recent times. We hope you will share the enthusiasm of both governors and staff in our journey, where pupils, teaching and learning, and the well-being of all are at the centre of all we do. We look forward very much to receiving your application.

Our Headteacher

We wish to appoint a leader with a proven track record as an effective practitioner, with a clear vision to which we can subscribe. Our Headteacher will embrace, support and develop our Christian vision within the whole school community and work alongside staff to demonstrate excellence. S/he will articulate high expectations in every aspect of our work, harness our energy, support our development as effective teachers, guide our pupils' learning and develop the confidence of the community.

The successful appointee will be uncompromising about our belief that every pupil has a right to a quality education, and will both understand and strongly promote inclusive practice. S/he will be a leader who can build on our values, and capitalise on our strong community links with other schools, our local church, external organisations and the Diocese.

Our School

St Mary's is an inclusive, caring and increasingly successful school with pupil achievement and well-being at its core. We thrive on the strength generated from our shared drive for success. Since February 2019, when we received our RI judgement from OFSTED, our school team has been on a remarkable journey and we are now a very different school community!

We are proud to be a vital and integral part of the community, and, as such, serving our community is a characteristic feature of our work. We are a Church of England school with a strong and distinctively Christian ethos, and we embrace pupils of all faiths.

Our children are well behaved and respond positively to their learning. Sport is a particular strength, and St Mary's excels in many inter-school challenges. The links with the vicar and parish church are strong; the children partake regularly in worship, and are enthusiastic visitors to the church.

Parents work with us and appreciate the involvement they have in their child's learning and the life of the school. We offer a school in which every pupil is proud and has a real sense of belonging and of being valued. It is so important to us that every child learns how to learn, is motivated to succeed, and leaves us with the determination to carry on the learning journey as a confident, self-assured individual. We believe every child can achieve with us, and make good progress from his/her respective starting point, as we meet the needs of every learner.

We have an experienced and hard-working staff, dedicated to improving education standards for all children and for instilling our Christian ethos through all that we do.

The governors are committed to working closely with the Headteacher and senior team to ensure the best outcomes for our children, their safety and well-being and that of the staff.

We offer an exciting, rewarding opportunity and our unswerving commitment to work with you.

Please Visit

We hope this application pack provides all the information about our Headteacher role that you need, and adequately demonstrates the vibrancy within the school and the enthusiasm of children, staff, governors and other stakeholders to work together to enable the best outcomes for our school. We encourage you to visit the school in person to see for yourself, and to ask any questions that you might have. Alternatively, we are happy to arrange Zoom tours.

Please contact Ms Sally Smith, School Business Manager: email: ssmith@stmarys.rbksch.org, or telephone: 0208 397 9597, to arrange a visit.

How to Apply

The closing date for applications is 3pm on **Friday, 30th April 2021**. Other important dates, together with details about how you might apply, are provided towards the end of this pack.

I look forward to receiving your application.

Yours sincerely,

Jack Foster
Chair of Governors

jfoster53.314@lgflmail.org

From the Vicar of St Mary the Virgin Church

Dear Applicant

One of the joys of being the vicar of St Mary's church is the strong relationship that exists between St Mary's Church of England (Voluntary Aided) Primary School and the church.

St Mary's is a truly special school with a strong community feeling. We are blessed to have a team of dedicated staff and after taking some positive steps forward under an interim head teacher are looking forward to finding a leader with the energy and commitment to help us to step boldly into the next chapter of our school life together.

In common with other Church of England schools, we are not a faith school for church members but a church school for the community. Our vision is that our school will be a blessing - a place where all our children are helped to flourish. We strive to be:

- a place of learning and discovery where confidence is built.
- a place of creativity where each child is encouraged to start to discover their own skills and passions.
- a place of community where we support and learn from each other.
- a place of joy where our children are excited to come to discover and delight.

Our school vision is 'Live Life, Love Learning. Guided by God.' In other words, to see each day as a gift to be embraced and as an opportunity to discover something new about ourselves, others and the world. We believe the values we see in the life of Jesus offer a firm foundation and as a school have chosen to focus upon five core values: respect, kindness, honesty, thankfulness and forgiveness.

One of the joys during my time at St Mary's has been seeing not just myself but church members wanting to support the school as governors and through regular visits of our Open the Book collective worship team. In our new head teacher, we are looking for a servant leader who is committed to strengthening the school-church partnership even further so that we may together be a blessing to our local community.

Yours sincerely,

Rev'd. Scott Edwards
Vicar, St Mary the Virgin, Chessington

From the Diocesan Director of Education

Dear Applicant

On behalf of the Diocese of Guildford, I warmly welcome your enquiry about the position of Headteacher of St Mary's School and I hope that you find this application pack useful in deciding to apply for the role.

I would encourage you to make an application for the role of Headteacher of this popular school, which is very much at the centre of the local community it serves and enjoys close links with its local church and the diocese.

This is a unique opportunity to lead a caring and inclusive school where staff, students, parents and governors work together to ensure that every child achieves the very best that they can be.

Every Church of England school within the diocese is part of the wider family of diocesan schools and enjoys a close relationship with the diocese. The Diocesan Education Team are available to provide support and advice to our Heads and Governing bodies and we offer training and professional development opportunities to all our school leaders as you develop your career.

Colleagues that are new to Church school Headship, are invited to take part in our Diocesan Induction programme which is specifically designed to meet the needs of Church school Headteachers.

The diocese is working closely with the governing body to ensure that we find the right person to lead St Mary's School.

Could that special person be you?

We look forward to hearing from you.

Yours sincerely,

Alex Tear
Diocesan Director of Education
Diocese of Guildford

About our School

St Mary's is a one-form entry church primary school with nursery situated in the heart of the community, and was established 150 years ago. The school is situated in a residential area in Chessington, close to the 12th century parish church. It is a friendly school, loved by children, staff, governors and parents alike. We belong to and receive support from the Guildford Diocese and Achieving for Children (AfC), Kingston upon Thames.

We enjoy considerable facilities: well-developed grounds with playgrounds; a multi-use games area; an extensive field and a wildlife area which is used throughout the year. We have a well-stocked library, ICT area, spacious hall, several learning hub rooms and light, spacious classrooms.

We are a Church School

Our governors and staff understand the importance of developing our distinctive Christian vision. We are focused on growing our close and mutually beneficial partnership with St Mary's Church, working closely and enjoying regular collective worship with the clergy.

Our Christian vision - Live Life, Love Learning. Guided by God - reflects the distinctive character, attitude and spirit of our school - the nature of its heart and soul. Most importantly, it is seen in the everyday life of the school, lived out in the relationships that are formed, the conversations that happen, the activities that take place and the choices that the children and staff make.

Our values are the principles that guide our lives and help us make decisions about how we behave. As a school, we have chosen five core Christian values that we believe are important to enable all of the children to flourish and become the best that they can be. Our Christian values are:

Respect Honesty Thankfulness Kindness Forgiveness

Our Pupils and Families

Our pupils enjoy coming to school and take pride in their achievements. They are engaged with their learning and show curiosity about the world around them. Visitors feel welcome at our school and comment positively about pupil attitudes and behaviour. We work in partnership with parents and wider families and have developed open and honest relationships with them. Families were particularly appreciative of the hard work by staff during the period of school partial closure, to maintain a good level of communication with parents.

Our Staff

Our staff are highly dedicated and committed to the success of each of our pupils. They recognise the long-term vision of improvement across our school, and the part they play in it. They work closely together as a team with our Headteacher and are extremely loyal and incredibly motivated, always putting the children first. Our staff bring a wide range of skills and experience. They appreciate and respond to the high quality development opportunities they are given. Each one shares high expectations, and welcomes the responsibilities of their role.

Our Governors

Our governors are committed to working in close partnership with the Headteacher and staff, and are deeply committed to the well-being and work-life balance of all our staff. Together with our staff, they are focused on ensuring the success, safety and well-being of all our pupils.

Ofsted/SIAMS Inspections

Our recent OFSTED Inspection in February 2019 gave an overall judgement of 'Requires Improvement', and the notable areas being judged as 'Good' were: Personal Development; Behaviour and Welfare; and Early Years Provision. A link to the full OFSTED report can be found via the school profile section in this pack.

The school underwent a SIAMS inspection in January 2020, with an overall judgement of RI, but the impact of collective worship judged as Good. Their report included the following comments: *"Worship is central to the life of the school and is an expression of Christian vision." And "St Mary's is on a developmental journey of improvement ... green shoots of development are breaking through in many aspects."*

Our most recent director's review commented on the honesty of the senior leadership team and their ability to reflect on recent improvements and their clear commitment to the school community. It recognised the good progress made under the new leadership structure and across all aspects of school activity.

Financial Position

Historically the budget has been in surplus but a recent fall in pupil numbers means that the financial position has become more vulnerable. However, the introduction of cost saving measures, and use of reserves have been successful in achieving a balanced financial position, as numbers steady.

Achieving for Children

AfC provides children's services to schools in Kingston, Richmond and more recently Windsor and Maidenhead. The services in Kingston were judged 'outstanding' by Ofsted, following their inspection in October 2019. By putting children and young

people first in the design, delivery and evaluation, AfC ensures that they are supported to live safe, happy, healthy and successful lives. The service offer is informed by leading practice and a strong evidence-base of what works best. AfC provides comprehensive school improvement and support services to which St Mary's has full access as a premium member.

We will offer our new Headteacher:

- An exciting opportunity to lead and shape our school, and enable us to develop our role in the local education community
- A Church school recognised for its inclusive culture which is ambitious for all our children, enabling them to become independent and resilient learners, confident to communicate their ideas and values
- New to Kingston induction
- An experienced Headteacher as a mentor in your first year
- A strong network of local schools
- Leadership support
- Support and training from the Diocese of Guildford

What Do Parents Think of Our School?

Parents/carers embrace the values of the school and relish the opportunity to be involved in and contribute to school life and their children's education. They too feel valued and consulted. Here are just a few comments received from a parent survey conducted in the Summer 2020:

"A big thank you to all staff throughout my child's primary schooling – we will be forever grateful to you all for making my daughter's school life a fun and safe place to have been taught in. "

"My son has grown in confidence and ability this year, due to his teacher's patience and excellent teaching skills."

"Thank you for the insightful feedback and clearly highlighting areas to focus on for further development."

"We have been overwhelmed by our daughter's progress in upper KS2 and have so valued the support of her team in Year 5 and her Year 6 teacher's ability to motivate, give confidence to and consolidate her primary education."

"It was my son's first school year, it is clear how much he is passionate about school, friends and teachers. He developed talk, because English is not his language, we speak only Portuguese. Thank you so much for the patience and affection given to him at this incredible school."

"Beyond thrilled with the approach."

"Thank you for making the introduction to St Mary's class such a positive experience."

"I loved reading my son's report; it was so full of detail and content about his progress. He has had a great year and really benefitted from such a committed and engaging teacher. I am very happy with progress."

"We are very pleased and proud of our child's progress and level of learning in Butterfly class. She has flourished and her reading and writing has greatly improved as has her confidence. Thank you to the teaching staff for their dedication and care over the last year, very much appreciated."

"You have a wonderful team at St Mary's – well done!"

What Do Pupils Think of Our School?

"I like painting butterflies and I love the teachers" (EYFS)

"I like it that teachers don't tell you off if you do something wrong but they tell you what to do next time. Also, I like that they are so caring and they make learning fun" (Yr6)

"Everyone knows everybody and looks after each other (like a family)."

"I like it when the Open the Book and Scott visits us and tells us different stories about Jesus and his life". (Yr6)

"I like playing house on the pirate ship with my friends and the lego box too." (KS1)

"I like going into the art area and playing on the slide." (KS1)

"At St Mary's it is very easy to make friendships and the teachers try their best to help us with everything". (Yr6)

"I like how the school takes part in key events, such as Remembrance Day, Diabetes awareness week and Harvest." (Yr6)

"The teachers make learning fun."

"I find that it is really easy to talk to our teachers and get their help." (Yr6)

"The teachers encourage you to do your best and will help you when you need it." (Yr3)

"I like the play role area. I play Mums and Dads." (EYFS)

"I enjoy being a part of the choir and being able to sing at the care home."

"I like all the clubs that we have, especially Sportszone." (Yr5)

Headteacher Job Description

This Job Description should be read in conjunction with the person specification, the letter from the Chair of Governors, the information related to St Mary's Church of England (Voluntary Aided) Primary School, and other supporting documents.

This job description is based on new Headteachers' Standards (2020) which define the high standards expected for all Headteachers within a self-improving school system.

Salary range: L12-L18 (Leadership Group 2) £58,688 - £67,496.

Responsible to: The Board of Governors of St Mary's CoE Primary School

Purpose of the Job: To be the strategic lead professional at St Mary's CoE Primary School, Chessington. The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the education and future life opportunities of all pupils.

Main Duties:

- To be the lead professional and positive role model within our community
- To work to an agreed vision, underpinned by clear Christian values which will be evident throughout the school
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition
- To be a champion for the disadvantaged within the school and the wider community
- To lead by example in delivering the professional conduct and practice of teachers to the highest standard
- To engage in classroom teaching as necessary
- To enable a climate in the school which enables all pupils to display exemplary behaviour
- To be a positive role model, helping others recognise and celebrate difference and to respect diversity
- To have ambition and seize opportunities for the school to share good practice and expertise, across and within the school, learning from others beyond its boundaries

Qualities and Knowledge:

- Hold and articulate clear Christian values and moral purpose, focused on providing the highest quality education for the pupils who will be served by St Mary's CoE Primary School
- Demonstrate honest and transparent personal behaviour, positive relationships and attitudes towards pupils, parents/guardians, staff, governors and the local community

- Lead by example with integrity, creativity, resilience and clarity, drawing on your own scholarship, expertise and skills, and of those around you
- Sustain wide, current knowledge and understanding of educational and school systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, with a clear set of principles centered on the school's vision
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

Pupils and Staff:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as the basis for sharing best practice within and across schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, and leading to clear succession planning
- Hold all staff to account for their professional conduct and practice, and maintain a working ethos where professional curiosity flourishes

Systems and Process:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding our Christian ethos and the principles of transparency, integrity and probity
- Ensure compliance with the school's policies and procedures, and contribute to the development and shaping of these within the leadership team
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and value excellent practice
- Welcome strong governance from the governing body and actively support all governors to deliver their functions effectively - in particular, their role in setting school strategy and holding the Headteacher to account for pupil, staff and financial performance
- Exercise strategic, curriculum-led financial planning to ensure the equitable and effective deployment of budgets, resources and accommodation, in the

best interest of pupils' achievements and the school's sustainability, and within agreed guidelines

- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

The Self-improving School System:

- Create an outward facing school which will work with other schools, St Mary's church, and organisations in the locality, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality and sustained professional development for all staff
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Inspire and influence others, within the school, and with local partnerships, to believe in the fundamental importance of education in young peoples' lives and to promote the value of education

Person specification

<i>The following skills and attributes are all essential unless indicated by **.</i>
Professional Qualifications & Experience
Qualified teacher status
Successful Deputy or Headteacher
NPQH**
Experience and understanding of relevant IT and its effective use in school, for curriculum and administration
Evidence of CPD
Experience of management of staff and finances at a senior level
Evidence of good or outstanding teaching within the primary age range
Leadership and Management
Ability to develop and communicate a clear vision for the school, in consultation with governors and stakeholders
Ability to translate that vision into agreed strategic plans for school improvement
Able to demonstrate commitment and leading by example
Ability to lead confidently and effectively with high expectations, and to develop and empower individuals and teams
A clear understanding of what constitutes an excellent school, quality teaching and an ability to develop a vibrant educational environment
Strategic thinker and exemplary practitioner – one that models practice
Experienced in leading school improvement – demonstrating motivation and inspiration
An unswerving commitment to making the school work effectively towards the academic, spiritual, moral, social, emotional and cultural developments of its pupils
Can demonstrate a sound understanding and practice of adapting to current educational thinking on how children best learn and how to develop their whole life skills and personalities
Proven commitment to work collaboratively and transparently with the governing body
Able to embrace, embody and articulate the school's vision and values
Empowers individuals and develops strong leadership structures and management systems
Determines improvement priorities and plans effectively to address them
Understands systematic school self-evaluation and how to lead it and how to share it with others, establishing shared commitment and responsibility
Safeguarding
Promoting the safety and well-being of all pupils, and empowering others to do this
Experience of creating a strong safeguarding culture within school
Up to date knowledge of safeguarding requirements and legislation
DSL qualification (Lead or Deputy)

Faith Commitment
Committed to leading and developing the Christian ethos and character of the school
Able to provide leadership in the spiritual development of pupils and staff
Able to articulate a vision of Christian education which will inspire children staff and parents.
Able to lead collective worship
A practising Christian**
A commitment to enriching the distinctive Christian ethos of the school.
** desirable

School profile and data

Pupil numbers on the roll at October 2020 were 202, as follows:

Year	Nos.	SEN	EAL	PPG/LAC
N	17			
R	21	1	6	1
1	30	4	6	6
2	30	7	0	2
3	25	5	2	5
4	21	7	2	4
5	30	5	3	3
6	28	6	5	5

Nursery

EYFS Profile Data 2019

	L&A	U	Sp	M&H	H&SC	SC&SA	MFB	MR	R	W	N	SSM
Exp	33%	30%	37%	30%	27%	37%	37%	30%	50%	70%	63%	60%
Exc	50%	53%	50%	50%	53%	43%	43%	50%	20%		7%	10%
Total	83%	83%	87%	80%	80%	80%	80%	80%	70%	70%	70%	70%

70% of children achieved a good level of development compared with the national level of 71.8%

Key stages one and two (teacher assessments Summer 2020)

Class	Reading	Writing	Maths	RWM Combined
Y2	59%	44%	48%	41%
GDS	(22%)	(7%)	(11%)	
<i>National (2019)</i>	75%	69%	76%	
Y6	79%	66%	79%	66%
GDS	31%	10%	21%	10%
<i>National (2019)</i>	73%	78%	79%	65%

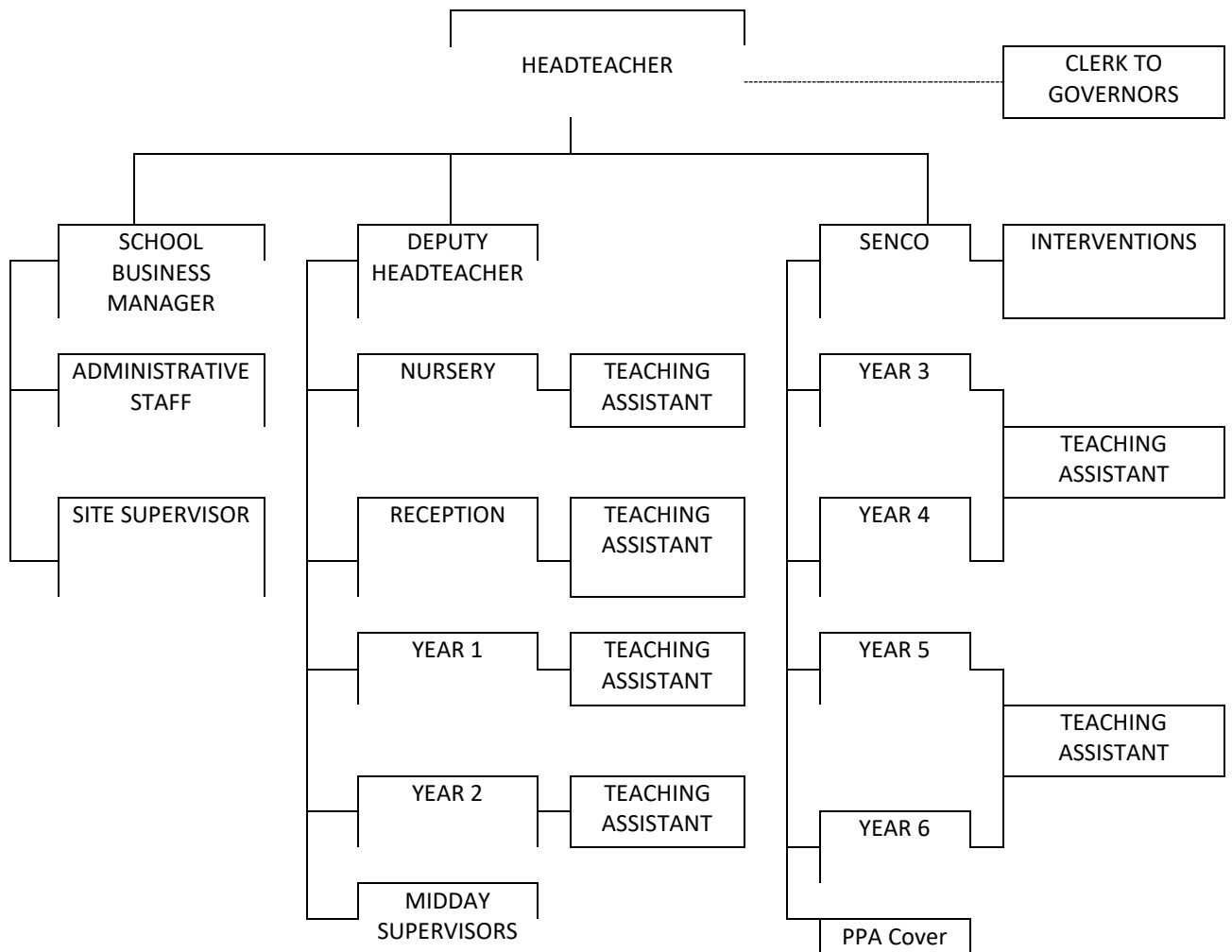
OFSTED Inspection: the full report of the 2019 inspection can be found at:

<https://reports.ofsted.gov.uk/provider/21/102593>

SIAMS Inspection: the report of January 2020 can be found at:

https://www.cofeguildford.org.uk/docs/default-source/making-disciples/nurturing-education/education/siams/st-mary's-primary-chessington_final-report.pdf?sfvrsn=4dbd0632_1

Staff structure



How to apply

Alongside this Application Pack you will find an Application Form and a link to our school website. We cannot accept CVs – please ensure you complete the Application Form provided.

The Application Form invites you to provide further information in a 'Statement of Application'. Please will you include:

- The reasons why you wish to apply for this post
- The personal qualities and experience you will bring to the role
- Your current and recent responsibilities and achievements which are relevant to this application
- Evidence of the impact your experience and achievements have had
- Details of any other relevant interests or activities

Please consider the **person specification** and **job description** very carefully when completing the Application Form and in preparing your covering letter, which should not exceed 2 pages of A4.

Please send your completed Application Form to Ms Sally Smith, School Business Manager, by email to ssmith@stmarys.rbksch.org, or by post to the following address:

Attn: Ms Sally Smith
St Mary's CoE Primary School
Church Lane
Chessington
KT9 2DH

Visits to the school can be arranged on school days (Monday to Thursday) between Tuesday 20th and Thursday 29th April, 2021. Please contact the School Business Manager to confirm a convenient date for your visit. If you would prefer to have a virtual visit, this can also be arranged with the School Business Manager.

Selection process

The shortlist will be drawn up in the week beginning 3rd May 2021, and the interviews and selection will take place on Thursday 20th and Friday 21st May 2021. Further details will be sent to those candidates shortlisted for interview. Applicants will be informed by Tuesday, 11th May 2021 whether or not they have been successful in reaching the shortlist for interview.

Failure to send your Application Form to the above address may invalidate your application. Applications will be acknowledged by e-mail within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the School Business Manager.

Key dates

Deadline for receipt of applications: 3pm on Friday, 30th April 2021

Shortlisting: Friday 7th May 2021

Interviews: Thursday 20th and Friday 21st May 2021

Start date: September 2021 or January 2022

Safer recruitment

St Mary's Church of England (Voluntary Aided) Primary School and Achieving for Children are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection processes reflect this commitment. The successful candidate will be subject to Disclosure and Barring checks along with other relevant employment checks.

Contact details

St Mary's CoE Primary School, Chessington
Church Lane
Chessington
KT9 2DH

Telephone: 0208 397 9597

Web: <https://www.stmaryschessington.co.uk/>