



St Matthew's CE (Aided) Primary School and Nursery Centre

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School Business Manager/Head's PA

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School Administrative Officers

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Headteacher Vacancy

January 2023

Job description

- Preserve and develop the Christian character of the school
- Develop the Christian ethos of the school, with a commitment to follow the school's values and mission.
- Foster and develop a caring and supportive ethos, bearing in mind the School's Christian foundation and denominational status.
- Ensuring that, in partnership with the governing body, collective worship reflects the church basis of the school.
- Develop and maintain effective relationships with the family of local church schools, the local church, the local clergy, the local community, the LA, the Diocesan Board of Education and other agencies.

Job Purpose

- To provide strategic, professional and committed leadership for our outstanding church school that secures our continued success and ensures a high-quality education for all of our children, resulting in them reaching (and exceeding) target standards of achievement.
- To inspire, motivate and empower all members of our school community to deliver our vision and to actively lead and develop the school's Christian ethos.
- To help our children become the very best version of themselves, no matter what their starting points
- To continue to ensure every child reaches their potential as 'Individuals working to potential with God' through: a rich curriculum; reflection and worship; a drive to continuously wish to improve – and to help build well-rounded young people who are courageous advocates, demonstrating care about the communities around them, respect for others, and compassion for many people, both local and global.

Terms

Our Headteacher will carry out their professional duties in accordance with and subject to The National Conditions of Employment for Headteachers and education and employment legislation.

Our Headteacher is accountable to our Governing Body for the standards achieved and the conduct, management and administration of our school subject to any policies the Governors may make.

*'Individuals, Working to
Potential, Together'*



St. Matthew's Church



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As the leader of a Voluntary Aided Church of England Primary School, our Headteacher is accountable to the Lichfield Diocesan Board of Education (LDBE) through the Statutory Inspection of Anglican and Methodist Schools (SIAMS) framework.

Aided schools have an active church commitment to the Church of England or a church which is affiliated to the Council of Churches for Great Britain and Northern Ireland or the Evangelical Alliance and is committed to applying their own faith practically to the Christian mission and ethos of the school.

This job description is based on the National Standards of Excellence for Headteachers and is subject to review.

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and our Head Teacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will have to provide or already have an Enhanced Disclosure from the Disclosure and Barring Service.

Core Purpose

The core purpose of this role is to provide professional leadership and strategic management for our school that ensures a secure foundation from which to achieve high standards in all areas of our school's work. Our religious values really matter to us at St. Matthew's. They support our vision and are a key focus for our daily reflections, as well as underpinning our behaviour policy. It is key that our Headteacher not only buys into these values, but also demonstrates them in their everyday actions.

To be successful in this role, our Headteacher will:

- Provide vision, leadership, support and direction.
- Sustain good teaching and learning and demonstrate an ambition to secure outstanding teaching and learning across the school.
- Create a safe and productive learning environment which is engaging and fulfilling for all students.
- Promote excellence, resilience and high expectations for all children.
- Promote the spiritual, moral, social and cultural development of all pupils within our school's Christian ethos.
- Evaluate school performance and identify priorities for continuous improvement.
- Be accountable for deploying resources to achieve our school's School Improvement Plan and priorities.
- Ensure that day-to-day management, organisation and administration is carried out effectively, in line with the School Improvement Plan.

Main Duties

- Improving the life chances of children
- Work to develop (and, where relevant, recruit) staff who have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of our children.



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- Recognise the role our parents, carers, families and communities play in helping our children to succeed and thrive through being healthy, staying safe, having a sense of wellbeing and making a positive contribution.

Our Headteacher will ensure that staff:

- Promote the highest standards of Equality and Safeguarding throughout our school.
- Have the highest expectations of every child and ensure that such expectations are met, promoting self-discipline and a proper regard for authority, encouraging exemplary behaviour and securing acceptable standards of conduct.
- Listen, question and respond to what is being communicated by our children and those caring for them.
- Understand the impact of transitions on our children, particularly in light of COVID-19, and support their personal development in a relevant and timely manner.
- Work successfully on a multi-agency basis and be clear about your role as our Head Teacher and the roles of other professionals within this context.
- Adopt the right approach to information sharing by following the correct procedures and policies, and by ensuring that the child, parent or carer understands the process.
- Look to ensure that every child attends our school and track attendance to sustain this at 96% or better.

Shaping the Future

Work to deliver our shared vision of through developing a school improvement plan which inspires and motivates our children, staff and all other members of our school community – and which further develops the ethos of our school.

Our Headteacher will:

- See through current projects and seek ways to develop new initiatives.
- Plan and operate strategically, ensuring all priorities outlined in our SEF and Summary Report are aligned to our School Improvement Plan with robust performance outcomes specified within Raising attainment Plans.
- Value the input of our pupils in to how our school is run so that they get to live out the vision of our school and also understand the value of service and contribution through leadership and volunteer roles.
- Ensure a strong focus on EYFS resulting in good outcomes for all of our pupils.
- Model for our pupils and staff the values, vision and ethos of our school.
- Ensure the aims and vision of our school are promoted and upheld
- Inspire, challenge, motivate and empower others to carry our vision forward.

Leading Outstanding Learning and Teaching

We are proud of our curriculum model and have developed it over the last two years to ensure that it is bespoke, progressive, deepens knowledge and understanding, and provides a range of interconnected learning opportunities so that our children can know more and remember more. It is underpinned by a clear intent, open-ended and rich learning experiences that go beyond the national curriculum to ensure it makes links with personal and spiritual development so that our children have the cultural capital needed for their next stage of learning and for their futures.



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Our Headteacher will:

Ensure a high quality of education and learning is delivered for our children which maximises their achievements within a successful learning culture

Ensure that a high level of focus remains on reading, writing and maths and that all of our children – Including those with Special Educational Needs and Disability (SEND) or are classified Pupil Premium-benefit from a whole school approach that means they are able to achieve good levels of progress.

- Demonstrate personal enthusiasm for, and commitment to, the learning process.
- Ensure an ambitious, robust curriculum is fully understood, and taught confidently and consistently across all year groups, demonstrating clear progression.
- Demonstrate the principles and practice of effective teaching and learning.
- Through observation and analysis of teaching and learning activities, identify strengths and weaknesses and act on them.
- Access, analyse and interpret information, and use it effectively.
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement.
- Acknowledge excellence and challenge areas of development in our school, including considering academisation as an opportunity to grow and develop.

Developing Self and Working Well with Others

- To develop effective relationships and communication which underpin a professional learning community that enables everyone in our school to achieve.

Our Headteacher will:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.
- Promote an environment where continual professional development is an integral part of our school's ethos.
- Collaborate and network with others within our Cluster of schools and local Church Schools.
- Challenge, influence and motivate colleagues to attain excellence.
- Give and receive effective feedback and act to improve personal performance, including the performance management of all our staff.
- Ensure full and appropriate support for our staff and children.
- Accept support and challenge from others, including external advisors, colleagues and governors.

Managing the Organisation

Our Headteacher will provide effective organisation and management of our school and identify ways of improving organisational structures and functions based on rigorous self-evaluation.

Our Headteacher will ensure our school and the people and resources within it, are organised and managed to provide an efficient, effective and safe learning environment. This includes adhering to safe employment procedures which place the safety of our children and staff at the heart of all practices.



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Our Headteacher, working closely with the School Business Manager, Site Manager and Governing Body, will provide a safe environment for all our children, staff and members of our school community.

To maintain and develop a successful organisation through effective collaboration with others our Head Teacher will:

- Ensure a strong leadership model which incorporates subject leaders, middle leaders and our Senior Leadership Team is effective and focused on delivering a strategic plan and address school priorities diligently with rigour, efficiently and effectively.
- Foster excellent behaviour and attitudes of our children and develop their independence in achieving this.
- Undertake proactive and regular performance management with staff.
- Think creatively to anticipate and solve problems.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and ensure others do the same.
- Make professional, management and organisational decisions based on informed judgements.
- Manage, control and account for the financial and material resources of our school.
- With our Governing Body, plan, set and monitor our school budget, maintaining tight control on budgetary spend and taking best value fully into account.

Strengthening Community

Our Headteacher will forge and develop supportive relationships with our parents, carers, church, our community, other schools and various services that enhance the education of children and the wider community and enable staff to feel valued and enjoy positive working relationships. As a church school, we are fully inclusive, as we are here for 'all faiths and none' and our vision is to ensure that every child in our care experiences life in all its fullness, underpinned by Christian values and teachings.

Our Headteacher will:

- Recognise that being a church school brings a core purpose and focus to the personal development of our children, morally, culturally and spiritually.
- Recognise and take account of the richness and diversity of our school's communities.
- Understand and adapt to the context in which our school is situated.
- Work effectively with other educational institutions in the area including primary and secondary schools.
- Work effectively with other agencies including for example, Social Care, Health and Child and Mental Health Services.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Listen to, reflect and act on community feedback.

Safeguarding and Equality

- To have due regard for safeguarding and promoting the welfare of our children, and to follow KCSIE and child protection procedures adopted by the governors.



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- To act as principal the Designated Safeguarding Lead (DSL) for our school.
- To actively promote, implement and monitor equal opportunities across all aspects of our school.
- To value all members of our school community and celebrate diversity and promote social inclusion.
- To implement our Governing Body's policies on race and equality .
- To promote and provide for equal opportunities for all of our children and staff in relation to gender, race, disability and special educational needs, paying particular attention to those with protected characteristics.

Securing Accountability

Our Headteacher is legally and contractually accountable to the Governing Body for our school, its environment and all its work. Our Head Teacher must also fulfil the wider accountabilities in relation to our children, parents, carers, and other relevant groups, including the LDBE.

Our Headteacher will:

- Engage our school community in the systematic and rigorous self-evaluation of the work of our school and work closely with a School Adviser and Governing Body to ensure that effective school self-evaluation informs school improvement priorities in the short term.
- Collect and use a rich set of information (including assessments and data) to understand the strengths and priority areas of our school.
- Ensure our school is prepared to engage with external bodies for evaluation and challenge.
- Ensure effective management of our school budget and best practice in financial and employment matters.
- Demonstrate an understanding of educational issues at a local and national level and anticipate trends.

The School Buildings and Site

- Ensure effective supervision and security of our school buildings, contents, and grounds.
- Ensure any maintenance, repairs or moderations are acted on promptly and in accordance with Health & Safety regulations by liaising with the School Business Manager and Site Manager.
- Maximise the potential of our site to provide stimulating learning environments, sport and play provision and community facilities.
- Ensure employees work in compliance with our school's Health & Safety policies and under the Health & Safety at Work Act (1974), ensuring the safety of all the parties with whom they come into contact, such as members of the public, on the premises controlled by our school.
- Ensure compliance of procedures at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish these goals.