



St Michael's C of E Primary School, Sunninghill

Learning together through love, friendship, forgiveness and faith

Headteacher Application Pack September 2021



Message from the Chair

Dear Applicant,

Thank you for your interest in the position of headteacher at our school. Our current headteacher, Lorna Anderton, will be leaving us at Christmas and so, as a governing body, we are looking to appoint a headteacher to start in January 2022. This application pack provides further details about the school and includes a job description and a person specification for the post. We also recommend that you look at our website and we would highly encourage a visit, if possible.

We believe our school has much to offer to a headteacher. We are a one form entry primary school right in the centre of the vibrant community of Sunninghill. We were identified as 'Good' in our last Ofsted inspection in May 2020 and as 'Excellent' in our SIAMS inspection in January 2019. The Governors are seeking to appoint an inspirational leader who will build on the school's many strengths. The pupils, staff, parents and governors are proud of the school where children are happy, well behaved and enjoy their learning.

We asked our pupils what they thought about their school. They replied:

- Everybody cares for each other and are kind
- It is easy to make friends because it is accepting and welcoming
- I feel safe and so it is easy to learn
- Everybody is important and valued

They asked us to choose a new headteacher who is: kind and caring, welcoming, strict but fair and consistent, approachable and especially somebody who smiles!

As a voluntary aided school, we have strong links to the local parish church of St Michael's and draw on good support from the church; we would hope that our new headteacher would wish to build on this.

We all recognise that as a headteacher hard work and commitment is required, but we would also value somebody who takes the life-work balance seriously both for themselves and for the staff team.

We hope you will consider applying.

Dr Margaret Perkins
Chair of Governors

Our vision and values

'For we walk by faith, not by sight'

2 Corinthians 5:7

Our vision underlines our view that as a community we work together:

Learning together through love, friendship, forgiveness and faith'

In this way we aim to prepare and ensure that our children are guided to live their lives according to the teachings of Jesus.

As a church school, teaching, promoting and enacting Christian values forms the core of everything we do. Our school vision is underpinned by the Bible verse 2 Corinthians 5:7 which reminds us that we live by faith, trusting in God.

The SIAMS inspection in January 2019 recognised this, saying that, *'The impact of the school's Christian vision and supporting values holistically infuses and shapes the strategic and operational direction of the school.'*

The vision of the school was evident during the recent pandemic when the school remained open not only for children of key workers and also offered support to families within the community. St Michael's is recognised by the local community as a centre of reconciliation and support and outreach has a high profile in the life of the school.

Our values

Everything which happens at St Michael's is underpinned by the core values which are known as the 6Rs. These are:

Reflective

Responsible

Resourceful

Rational

Resilient

Respectful

Children who have demonstrated these values are honoured in collective worship times.

Pupils say that the school's values encourage them to be reflective, responsible, resourceful, rational, resilient and respectful. As one pupil said, these guide them 'to be the best people we can be.' Pupils take great pride in demonstrating these values. They wear the badge they receive in recognition of this with pride. Ofsted 2020

British values

We are an inclusive school that prides itself on celebrating and actively promoting what it means to be a positive child in modern Britain. We promote the values of British democracy, rule of law, individual liberty and most importantly a mutual respect and tolerance of those with different faiths and beliefs.

Pupils have the opportunity to have their voices heard through our School Council, House Systems and pupil questionnaires. The elections of House Captains and School Council Members rely on pupil votes

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young pupils to make choices safely, through the provision of a safe environment and empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advise how to exercise these safely, for example through our E-Safety and PSHE lessons. Whether it be through their choice in the level of challenge in their work, or their participation in our numerous extra-curricular clubs and opportunities, pupils are given the freedom to make choices.

Awe and Wonder

A key element of the outworking of the ethos of the school are whole school activities which offer 'magical experiences' to develop the children's sense of awe and wonder for the world around them. In the recent past these have included a beach day, a dance festival, tree trimming at Christmas and a visit from birds of prey. Children have also enjoyed visits from isingppop. (www.isingppop.org)

Before recent restrictions, pupils regularly visited a local care home.

Music is an important part of life at St Michael's and during their time in the school every child is given the opportunity to learn a music instrument.

Our school

About St Michael's C of E Primary School

The school was established in 1818 and moved to its present site in 1883. It is both geographically and socially at the heart of the village of Sunninghill. The village has a vibrant high street with a wide variety of small shops and a strong sense of community. There is a strong dramatic society which puts on regular performances and the annual wheelbarrow race is just one of the community events. The school site has been developed over the years, especially in the recent past, to provide facilities which are compatible with the 21st century curriculum.

There is a large area of astroturf at the back of the school which is used for outdoor play and allows sports activities to take place throughout the year. This area is also used by the local pre-school group. There is an outdoor classroom in this area. There is an outdoor classroom and an adventure area in the front playground for outdoor learning, and a 'barn' used by Year 1. The Early Years classroom has a large well equipped outdoor area.

The school has a large field at the end of the village which is used for Sports Day and other outdoor activities.

The classrooms are light and airy and the school also has separate spaces for group work and a large extensive library.

The school is highly regarded by the local community and we work in partnership with the parish church, other local primary schools, parents, carers and community groups. We also have strong links with Charters – the secondary school to which the majority of our pupils move on.

Our curriculum

As a Church school, our most basic purpose at St Michael's CE Primary is to encourage and help children to develop and achieve in all areas of the curriculum, within a kind and caring community, supported by a Christian ethos and the 6Rs. The true results of children's education will not always be able to be measured in terms of marks gained or even knowledge acquired, important though they are. We also highly value integrity, honesty, effort, maturity and responsibility as well as care and consideration shown towards others.

All the children in our school follow the National Curriculum and our approach is guided by our vision and values. We want our pupils to believe, achieve and succeed both during their time with us and in their future lives.

We offer a broad and enriching curriculum based on the 'Essentials Curriculum' of Chris Quigley. We also use Read, Write Inc., Talk for Writing, Accelerated Reading and Maths Mastery.

St Michael's offers a rich timetable of extra-curricular activities. In addition to the curriculum based school trips, local adventures are arranged into the community to maximise the wonderful surroundings of St Michael's. Nature trips have been taken by the Reception children to the local woodland, year 6 children visit the local supermarket to buy, make and sell food and tin pre-pandemic times, classes walked up to Cheapside village to wave to the Queen as she attended the Royal Ascot race course meeting. (Most children were lucky to receive a wave back.)

Residential trips take place in Upper Key Stage 2. Year 5 cohort visit "Mill on the Brue," an activity based centre in Somerset, famed not only for its excellent school based activities but also its home grown organic food.

Our assessment results tend to be above the national average; in 2019 the Key stage 2 results were in the top 20% nationally across all subjects.

We pride ourselves on our provision for children with special needs and this was recognised within the SIAMS report:

The curriculum, informed by the school's Christian vision, is tailored to meet the needs of every pupil the school serves. Leaders prioritise the inclusion of the most vulnerable. Staff are trained to a high level to effectively identify and support the needs of these pupils. Parents recognise the inclusive nature of the school where pupils are given a fresh start due to the inclusiveness of the school's vision. A parent said, 'staff go the extra mile to work with us for the best of our children'. Pupils attain highly within the safe and nurturing environment.

Our staff

We are very proud of our dedicated and diverse teaching and support staff, particularly in the light of the extra effort they have put in while navigating the challenges of the past two years. The staff is committed to the success of the school and the children and are creative in their approach to teaching, bringing the curriculum to life. Members of the staff team have a range of experience and each brings something special to our school community.

Staff value the community feel of the school, where everybody is supported, their well-being is a prime concern and they feel trusted by leaders to do the best for the children in their classes. All staff are valued and work together as a team. The importance of team work and of valuing each other is illustrated by the fact the teaching assistants are known as 'teaching partners' in the school.

Our pupils

The children are at the heart of everything we do. They are inquisitive, insightful and positive about their learning journey and have shown great resilience during recent times. We work with them to make our school a better place for everyone, especially through our school council. Our pupils come from a range of backgrounds which adds to the richness of the school community.

Our parents

St Michael's is committed to the parent/school partnership. The school looks to work closely with families to enable all the children to reach their potential. The school endeavours to keep families informed of all school activities and events through regular communication, including a weekly newsletter. The views of parents are sought throughout the academic year to help the school understand the views of the parents. Parent consultations are run both online and in person to help fit into the demands of family life, whilst providing teachers and carers the opportunity to understand more and support each child individually.

Parents are welcomed into the school and add an extremely valuable dimension. Amongst other things, parents listen to children read, help run and update the library, run clubs and attend school trips. Parents might also come to school to share their specific expertise and experience in the world.

St Michael's is fortunate to have an active PTA. The fund raising events they organise add financial value to the life of the children whilst at the school but also contribute to a strong community spirit for all to enjoy; for example, a recent Scarecrow Trail through the village was mentioned by BBC Radio Berkshire. There are numerous occasions during the year that parents are invited into the school to share in the children's world: open days, sports days, school productions and class assemblies, are some.

Job description

Job description: Headteacher

Reports to: the governing body

Context and job purpose

St Michael's is a one form entry Church of England Primary School that offers an excellent education to around 200 children. In partnership with parents, the parish church and the local community, we aim to develop the potential of everyone within an environment that offers both a high level of support but also a high level of challenge.

The headteacher will provide leadership to secure the continued success and improvement of the school. By recruiting, motivating and supporting all staff, managing the day to day operation of the school and working with the governing body they will ensure that all our pupils benefit from high quality education and achieve their potential, building on the school's Christian foundation. This will also involve working closely with advisors from Oxford Diocese Board of Education, RBWM, parents, carers and the whole community.

The headteacher is required to carry out his/her professional duties in accordance with the School's Teachers' Pay and Conditions Policy and in accordance with the Headteachers' Standards.

General duties

- setting the strategic direction of the school and ensuring its development
- ensuring that all children have access to high quality teaching based on a broad curriculum
- leading and managing staff and fostering effective relationships between all members of the school community
- ensuring the efficient and effective management and utilisation of the school's human and financial resources
- accounting for the school's effectiveness
- celebrating and developing the school's Christian ethos
- monitoring and safeguarding an inclusive ethos in which children from diverse communities are celebrated
- engaging with other local schools to build effective learning communities

Developing the school

The headteacher will work with the governing body and staff to develop a strategic vision for the school and analyse and plan for its future needs and further development. In particular, the headteacher will:

- with the governing body, develop the school's vision, ensuring that this is effectively communicated, understood and acted upon by staff, pupils, parents and carers
- ensure that all school policies are regularly reviewed and updated and that the governing body is involved in the process
- maintain appropriate educational and administrative records
- ensure that the management, organisation and administration of the school support the values and aims
- ensure the school continues to be inclusive and supportive of all
- create and maintain a nurturing environment that promotes and secures good behaviour, pastoral care and support through which learning can flourish

Developing staff and working with others

The headteacher will lead, inspire, support, challenge and develop staff. In particular, the headteacher will:

- ensure that up-to-date job descriptions are in place for all staff
- supervise and participate in the performance management of all staff and hold staff to account for their professional conduct and practice
- acknowledge the responsibilities and celebrate the achievement of individuals and teams
- inspire, empower and enable all staff to develop expertise in their respective roles by use of high quality continuing professional development training within school and beyond
- ensure development of effective pastoral systems for pupils and staff
- ensure that all staff are fully aware of safeguarding procedures and that these are rigorously implemented

Leading teaching and learning

The headteacher will work with the SLT and governors to secure and sustain effective teaching throughout the school. The headteacher will monitor and evaluate the quality of teaching and learning and the standards achieved by pupils, setting realistic but challenging targets. In particular the headteacher will:

- ensure that pupils leaving St Michael's will be ready for, and excited by, learning at secondary school
- ensure a consistent and continuous school-wide focus on pupil's achievements, using relevant data and benchmarks with sense and insight to monitor progress in every child's learning
- ensure that learning is at the centre of strategic planning and resource management
- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- implement strategies which ensure high standards of behaviour and attendance
- build on the partnership with parents and carers to support and improve pupils' achievements and personal development

Managing the organisation

The headteacher will deploy people and resources efficiently to meet the specific objectives of the school improvement plan. In particular, the headteacher will:

- ensure that the organisational structure enables management systems, structures and processes to work effectively in line with legal requirements
- produce and implement clear plans and policies for the development of the school and its facilities
- produce, in conjunction with the school business manager and the governors, an annual budget for the school, setting appropriate priorities for expenditure and allocating funds and resources accordingly
- show entrepreneurial flair in developing income streams for the school outside of block funding and continuing those already in place
- manage expenditure within the agreed budget and report termly to the governors
- ensure effective safety, security and supervision of the pupils, buildings and grounds
- monitor and review the range, quantity, quality and use of all available resources to improve the quality of education and to secure value for money
- recruit outstanding staff

Designated Safeguarding Lead

The headteacher will identify a clear safeguarding structure, either taking the role of Designated Safeguarding Lead on their own or delegating it clearly to a member of the Senior Leadership Team. In particular the headteacher will:

- be responsible for monitoring and ensuring that all safeguarding policies and procedures are followed by all teaching and support staff, maintaining detailed and accurate written records of child protection concerns (<https://www.st-michaelsprimary.co.uk/web/policies/368804>)
- support, advise and share expertise with all members of school staff, ensuring staff members have access to and understand the school's safeguarding policies and procedures and any local procedures ensuring child protection training is part of the induction of all new staff and that relevant training is provided to all
- annually review and update the school's safeguarding policies and procedures in light of any new guidance and present them to governors for approval
- meet regularly with the governor responsible for safeguarding to update on all child protection issues and investigations

SENCo

The headteacher will have the oversight and ultimate responsibility for teaching and learning in the area of inclusion, working closely with the Inclusion Manager who leads on the day to day operation of the SEND procedures. The role of SENCo may be delegated to another suitably qualified and experienced member of staff. In particular the headteacher will:

- ensure that all staff follow clear and consistent procedures
- ensure access to a broad and balanced curriculum for pupils with SEND
- establish a good partnership between staff, parents/carers, children and outside agencies and to involve parents and carers fully in decisions about their child's provision
- liaise regularly with the governor responsible for SEND

Christian ethos

The headteacher will work with the local clergy, the foundation governors and the Oxford Diocesan Board of Education to continue the strong Christian ethos of the school. In particular the headteacher will:

- ensure daily collective worship, play their part in leading it and encourage others to take accountability for worship and prayer
- nurture the school as a spiritual community
- foster a positive, caring and inclusive Christian ethos in which individuals feel valued and children respect both their own rights and the rights of others, as well as understanding their own responsibilities
- ensure that building up pupils' character and moral values is as important as their academic achievement

- encourage guidance, support and pastoral care for pupils and staff

Accountability

The headteacher is accountable to the Governing Body for the efficiency and effectiveness of the school. This accountability also applies to the school community, the local authority and the diocese. In particular, the headteacher will:

- fulfil commitments arising from contractual accountability to the governing body
- determine sound reporting systems which inform the appropriate members of the school community and beyond, including regular reports to the governors and sub-committees
- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

Strengthen community

The school is a key part of the community of Sunninghill and the headteacher will continue to develop this relationship. In particular the headteacher will:

- ensure continued strong links with the parish church
- create an outward facing school which is active in engaging with other schools, organisations and partners in the local community to develop, implement and champion best practice and generate new ideas and opportunities
- seek and develop appropriate opportunities to forge links with parents, carers, community figures and businesses to enhance and enrich the school
- maintain an active partnership with parents and encourage their support for and participation in the life of the school

This job description is not exhaustive. The headteacher will be required to carry out the full range of professional duties as set out in the relevant paragraphs of the School Teachers' Pay and Conditions document

This job description may be amended at any time after discussion with the headteacher.

Person specification

What we are looking for in a successful candidate

E: Essential D: Desirable

Qualifications

- Qualified teacher status (E)
- Evidence of further professional study or training (E)
- Evidence of educational leadership training (E)
- NPQH (D)

Experience

- Successful experience in a senior leadership role in a primary school (E)
- Proven ability and excellence as a primary teacher (E)
- Experience of successfully leading whole school initiatives (E)
- Experience of successfully managing the professional development of staff (E)
- Experience of formal performance management procedures (D)
- Experience of school budget management (E)
- Experience of developing relationships with the wider community (E)
- Experience of making constructive links with the church and diocese (D)

Professional knowledge and understanding

- Excellent knowledge of developments in primary education and current challenges (E)
- Strong understanding of pedagogy and the latest developments in teaching and learning (E)
- Ability to analyse and interpret data, evaluating and applying findings (E)
- Understanding of how high quality performance management for all staff is linked to school improvement (E)
- Up-to-date knowledge of child protection requirements (E)
- Basic knowledge of health and safety and employment law (E)

Competencies

- Skilled leader and team player able to plan, organise, communicate and delegate efficiently (E)
- A willingness and ability to organise and lead collective worship, promoting the Christian ethos of the school (E)
- Ability to develop professional partnerships with all stakeholders (E)
- A commitment to a culture of inclusion, diversity and access (E)
- Demonstrate the personal enthusiasm for commitment to learning for the whole community (E)
- Robust understanding of technology to support teaching, learning and school system management (E)
- Good understanding of financial regulations and effective financial management (E)
- Experience of working with governors (E)

Personal Attributes

- Commitment to the Christian ethos of the school (E)
- Personal impact and presence which inspires confidence and trust (E)
- Listens to the opinions of others carefully but is not afraid to make their own decisions (E)
- Supports in public and challenges in private (E)
- Able to analyse, prioritise and meet deadlines (E)
- Flexible and prepared to seek advice and support (E)
- Committed to inclusion with high expectations for all (E)
- Demonstrates integrity, diplomacy, resilience, patience and confidence (E)
- Concerned for the pastoral welfare of others, especially staff and pupils (E)
- The ability to 'grasp the nettle' with difficult issues (E)
- High standard of written communication (E)
- Able to switch off in the holidays and weekends (E)

How to apply

Look at the website

For further information about our school, including details about our policies, we strongly encourage prospective applicants to visit our school website www.st-michaelsprimary.co.uk

Visit first

We highly recommend that prospective applicants visit our school prior to submitting an application. To arrange a tour please contact office@stmichaelsce.co.uk. The current headteacher, Lorna Anderton, will show prospective applicants around the school. Please let us know if you have accessibility or other additional requirements.

Those who are unable to visit will not be disadvantaged in the application process.

If you wish to discuss the role further, please contact Dr Margaret Perkins, Chair of Governors at m.perkins@stmichaelsce.co.uk

To apply for the role

Download the application form for teachers from the school website https://www.st-michaelsprimary.co.uk/web/job_application_forms/290971 and complete.

Email a copy of your application form to Helen Miles before the deadline for application closes. clerk@stmichaelsce.co.uk

Timetable

Closing date for applications: Midday (12 noon), Friday 8 October 2021

Shortlisted applicants will be notified by the end of the day: Monday 11 October 2021

Interviews: Monday 18 October 2021

Position to commence: January 2022

Key Information in brief

Type: Full-time / permanent

Salary: London Fringe Group 2 L8 – L21 (£51,314 - £69,509)

Checks: This position is subject to satisfactory references, DBS and medical check.

Equality opportunities

St Michael's C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer and welcome applicants regardless of age, gender, ethnicity or religion.