



# St Richard's Church of England Primary School (VA)

## Headteacher Information Pack





# From the Chair of Governors

Dear Applicant

Thank you for your time in reading our application pack for a new headteacher at St Richard's Primary School.

I am a newly appointed Chair of Governors and whilst I may be new in my role, I have been on the Governing Body of St Richard's for a few years. During my time on the Governing Body I can truly say that I am proud to be associated with the school and both I and my fellow governors are consistently inspired by the pupils, staff and wider community in their belief in themselves. I hope that as you work your way through our application pack that you too will realise what a very special school we are.

After 12 years our wonderful Headteacher, Mrs Palmer, is retiring at the end of this academic year and the Governing Body is committed to finding a headteacher who will take our school forward to continue to excel at all that we do. In 2018 Ofsted gave us a GOOD rating ([srsa.richmond.sch.uk/ofsted/](https://srsa.richmond.sch.uk/ofsted/)) and our SIAMS 2019 report also graded our school as GOOD ([srsa.richmond.sch.uk/siams/](https://srsa.richmond.sch.uk/siams/)).

We are very proud of our single form entry school and we all work well together ensuring that our pupils are taught in a safe and secure environment, encouraging each one of them individually to achieve success. We have a nursery on site, which includes provision for two year olds, as well as a very popular Forest School, a fantastic playing field and a swimming pool.

Our ambition is to find a new headteacher who shares our vision and who will lead us into the future.

Thank you for your interest and we do hope that you will come and visit our school and see for yourself what an amazing place we are.

Best wishes,

Heather Clabon





## From the Vicar of St Richard's Church

As the vicar of St Richard's and Vice-Chair of Governors I'd like to add my thanks for your willingness to consider becoming our next headteacher. After three years here I can say with confidence that Ham is very much a warm and welcoming community with a strong sense of identity, and pride in our beautiful surroundings. With easy access to Richmond and Kingston, and across the river to Teddington, we enjoy the best of both worlds, being part of London but having the spirit of a village community and green space all around us.

Having been a governor of church schools for 27 years, I can honestly say that St Richard's is a very special school. You don't have to take just my word for it – it comes across loud and clear from the 2019 SIAMS inspection report. The key findings were that *"The school's Christian foundation can be seen in the unconditional love all staff have for the community. This in turn has a profound impact on parents who delight in belonging to a harmonious team. Staff respond to the individual needs of each pupil with generosity and bespoke care, enabling more vulnerable pupils to flourish."* As you can see from elsewhere in the pack, the theological roots of our Christian vision have recently been renewed, and they have been embraced by staff and pupils alike. The report also recognises that academic achievement is a priority too. Despite the challenges faced by many of our families (see the contextual data below), we are proud that *"St Richard's, at the core of its provision, nurtures and inspires all pupils to achieve without limits."*

In short, you are invited to become headteacher of a school which *"through its distinctive Christian vision, actively enables staff and pupils to flourish in this friendly and happy environment"*. That's what I have found, as well as a friendly and dedicated staff team, a committed and competent governing body, and remarkably well behaved and enthusiastic pupils, as I witness in my collective worship in church every Monday morning.

I very much hope that you will consider applying.

Simon Coupland



## Location







## What our children say about St Richard's

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*'St Richard's feels just like a second family.'*

*'St Richard's is a special school because no matter who you are, everyone will respect you.'*

*'This isn't just a normal school, it's a fun school where the teaching assistants and teachers make the learning fun.'*

*'St Richard's is a place of love and care.'*

*'The teachers explain things really well.'*

*'It feels like our second home!'*

*'St Richard's isn't like other schools. It is a special place with lovely teachers who will never give up on you.'*

*'The teachers are funny and kind and generous and patient and understanding.'*

”

We would like our new headteacher to be...





## What our parents say about St Richard's

“

*'Excellent school, always feel included and supported, all staff go above and beyond. And very proud to be a part of such a wonderful school.'*

*'Thank you so much, we are so grateful to all the staff for their hard work and flexibility to not only teach our children but to ensure they are happy, safe and feel loved.'*

*'The school and the staff's willingness to stay open (during lockdown) really was outstanding. You went above and beyond and it will not be forgotten.'*

*'I believe St Richard's finds the perfect balance between challenging able kids and making learning fun, and I couldn't have asked for anything more for my kids.'*

*'We cannot express enough how much of a gem you are to the teaching profession.'*

*'The staff are of a very high calibre, and know their stuff – they are confident in their own knowledge, but also have an excellent understanding of pedagogy.'*

*'We felt the warm caring atmosphere straight away.'*

*'Children are seen as unique and are able to flourish because teachers value them as individuals, and intentionally increase their self-esteem to give them confidence and a sense of who they are.'*

”

We would like our new headteacher to be...





# What our teachers and governors say about St Richard's



*'I love being in a school where staff care so passionately about well-being of every child.'*

*'I am so proud to work in a school where all children are encouraged to achieve their very best and all successes celebrated from learning to swim to scholarships and everything in between.'*

*'St Richard's is the friendliest, most positive place I have ever worked, people really look after each other. This support of the staff - very much led by the Head Teacher, means that we in turn can support the achievement and well-being of the children really effectively.'*

*'The staff are passionate about helping the children achieve their best in all they do and support each other to make this happen.'*

*'I feel very lucky to work in such a supportive and caring school where we work through difficulties as a team and celebrate the achievements of all our children.'*

*'I'm proud to work in a school where all children are treated equally and fairly. At St Richard's, all the staff go above and beyond to ensure that the well-being of every single child is taken care of.'*



We would like our new headteacher to be...





# Statutory Data 2018/19

## and Current Contextual Information

### KS2 Outcomes 2019

	Reading	Grammar, Spelling and Punctuation	Maths	Writing	Science	Reading, Writing and Maths combined
	Test Results			Teacher Assessment		
Progress Score	+2.6	N/A	+1.1	+0.5	N/A	N/A
National	0	N/A	0	0	N/A	N/A
% at expected or above	74	81	71	77	84	65
National	73	78	79	78	83	65
% at greater depth	26	45	32	19	N/A	13
National	27	36	27	20	N/A	10
Average scaled score	104	107	104	N/A	N/A	N/A
National	104	106	105	N/A	N/A	N/A

### KS1 Outcomes 2019

	Reading	Maths	Writing	RWM Combined	Science
	Teacher Assessment				
% at expected or above	73	70	56	53	83
National	75	76	69	65	82
% at above expected	23	17	13	13	N/A
National	25	22	15	11	N/A

### Year 1 Phonics 2019

% Achieving the Expected Standard	88
National	82

### EYFS Outcomes 2019

% Achieving a Good level of development (GLD)	58
National	72





## Number on Roll

	Oct 2017	Oct 2018	Oct 2019	Oct 2020	Oct 2021
2 year olds:	19	13	17	11	15
Nursery:	26	18	21	19	17
Reception:	26	26	27	21	20
Year 1:	30	26	28	27	20
Year 2:	25	30	26	27	24
Year 3:	32	21	29	25	29
Year 4:	31	30	21	26	29
Year 5:	30	26	31	19	31
Year 6:	30	31	31	31	29
Total:	249	223	231	206	214
Total YR-6	204	192	193	176	182

## Free School Meals/Pupil Premium

We currently have 63 children entitled to Free School Meals, compared to 54 in autumn 2019, a 17% increase over 2 years. We have 67 pupils on roll entitled to the Pupil Premium Grant..

## Ethnicity

Currently 56% of our pupils are from ethnic backgrounds other than white British, an increase from 53% last year. There has recently been an influx of families from Hong Kong.

## EAL

72 pupils (33%) speak English as an additional language. Between them they speak 30 languages. Most spoken are Farsi/Persian or Dari/Persian, Chinese, French, Albanian and Polish.

## SEND

Code of Practice Level	Area of Need				Total
	Cognition & Learning	Communication & Interaction	Social, Emotional & Mental Health	Sensory & Physical	
SEN Support	9	10 (2 diagnosed ASD)	3	0	22
EHCP	4	14 (10 diagnosed ASD)	1	0	19
Total	13	24 (12 diagnosed ASD)	4	0	41

## Child Protection and Vulnerable Pupils

Child protection	3
Due to go to child protection conference	0
Child in need	4
Open to Early help/Family support	2
Referred to EWO	0
Other vulnerable children	12

In addition to this we have several families whom we regularly refer to the Foodbank for support.

## Pupil Attendance

Our full year attendance for 2020-21 was 97%. PPG students had a slightly lower attendance of 96%.



# Our Vision at St Richard's School

*We aim to enable every child to flourish in their potential as a child of God, to achieve without limits and to become an agent of change. We are committed to fostering good mental health and wellbeing for our whole school community. Our school is completely inclusive and distinctively Christian.*

Theological underpinning

***We aim to enable every child to flourish in their potential as a child of God,***

The foundational Christian belief about every human being is that we are all beautiful, because we are made in the image of God. 'God created humankind in his image, in the image of God he created them' (Genesis 1:27). That means that we are all to be equally valued, and that we were all made for creativity, collaboration and community with God and each other.

***to achieve without limits and to become an agent of change.***

The Biblical picture is also that God gives us responsibility and opportunity. 'The Lord God took the man and placed him in the garden of Eden to work it and care for it' (Genesis 2:15). Our life has meaning and purpose. We are here to care for our planet, our community, and each other. We want everyone to be bold: to become the best that we can be and to discover that our lives can make a difference.

***We are committed to fostering good mental health and wellbeing for our whole school.***

The heart of the Christian message is Jesus, and our year is shaped by his story. We celebrate his birth as the Light of the world (John 9:5), and so try to live so that our lives shine brightly, too. We rejoice in his resurrection, through which he gives us hope and joy. And throughout the year we remember that he came 'to give life in all its fullness' (John 10:10).

***Our school is completely inclusive and distinctively Christian.***

Jesus came to show God's love to everyone without distinction (Galatians 3:28). He calls us to follow his example by loving God and our neighbour, including especially the last, the least and the lost (Luke 10:25-37). We therefore welcome families of any faith and none, whatever their background or circumstances. And at the heart of our school is the love of God: his love for us and our love for him and one another.







## Our Faith ID

We stand shoulder to shoulder always ready to forgive

We use our heads to make good choices and achieve our best in all we do

We use our eyes and ears to learn what Jesus teaches us

We open our hearts to trust and worship God

We join our hands in love and friendship

We use our tongues truthfully and responsibly

We use our feet to share God's love with our community





# Job Description

**Job title:** Headteacher (full-time, permanent)

**Salary:** £62,924.10 to £71,666.00

**Responsible to:** The Governing Board



## Main purpose of the role

To lead St Richard's School with vision, passion and commitment to the Christian vision and values of the school, in partnership with the Governing Board, Senior Leadership Team, staff team, pupils, parents, Achieving for Children and Southwark Diocesan Board of Education.

In the light of this the Headteacher will be expected to:

- Lead by example, actively modelling and embedding into all areas of school life the Christian vision and core Christian values of the school.
- Provide the school with clear vision, leadership and strategic direction.
- Ensure the safeguarding and welfare of all members of the school community, and especially all pupils.
- Create an excellent learning environment in which every child is encouraged and supported to achieve without limits.
- Maintain the school's deeply caring environment of nurture and support for all members of our community.
- Manage the school's resources effectively to facilitate continual improvement to deliver our vision and plans.

## Ethics and professional conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. In particular, headteachers must uphold and demonstrate the Seven Principles of Public Life, also known as the Nolan principles. These are set out in the current [Headteachers' Standards](#) and the Headteacher must not only be familiar with them but also uphold them at all times. The current [Headteachers' Standards](#) also sets out the standards which the Headteacher of St Richard's School is required to uphold, in relation to:

1. School culture
2. Teaching
3. Curriculum and assessment
4. Behaviour
5. Additional and special educational needs and disabilities
6. Professional development
7. Organisational management
8. Continuous school improvement
9. Working in partnership
10. Governance and accountability

Candidates applying for the post of Headteacher are expected to have studied this document as it sets out the full breadth of leadership responsibilities they are expected to undertake within the school.





As a Voluntary Aided School, there is an additional requirement to ensure that the school's distinctive and inclusive Christian vision is effectively established and promoted, enabling pupils and adults to flourish. This is set out in the [SIAMS Evaluation Schedule](#) most recently updated in September 2021.

In particular, in relation to that Christian vision, the Headteacher will:

- develop and implement it, monitoring its impact to ensure the school's original foundation is maintained;
- ensure the school lives it out in relationships and partnerships with key stakeholders;
- apply it wisely and sensitively to ensure that the curriculum and extra-curricular opportunities meet the learning and spiritual needs of all learners;
- ensure it supports the character and moral development of all pupils, giving them aspiration for themselves and hope for the communities of which they are a part, including when circumstances are difficult;
- inspire the whole school community to engage in social action and to be courageous advocates for change in their local, national, and global communities;
- promote social and cultural development through the practice of forgiveness and reconciliation that encourages good mental health and enables all to flourish and live well together;
- create an environment that embraces difference where all pupils, whatever their background or ability, can flourish because all are treated with dignity and respect;
- ensure that collective worship and religious education are expressions of the Christian vision,
- ensure that the school provides high quality religious education effectively reflecting the Church of England Statement of Entitlement, and that pupils flourish.



The Headteacher will also be required to undertake other such reasonable duties as deemed necessary by the Governing Board.

This appointment is subject to the current conditions of employment set out in the [School Teachers' Pay and Conditions document](#) as they relate to headteachers, and to the general terms and conditions set out in the Burgundy Book.

St Richard's CE Primary School is committed to safeguarding and protecting the welfare of children. All members of staff and volunteers are expected to share this commitment.

A disclosure and Barring Service (DBS) certificate will be required for this post. The post will be subject to enhanced checks as part of the school's Prevent duty. The Headteacher will be the lead authority on safeguarding and will therefore be required to keep fully acquainted with the relevant legislation and of any changes that may come about in safeguarding practice.

This job description may be amended at any time following consultation between the Headteacher and the Governing Board.



## Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the application, interview and/or tasks.

	Essential (E) or Desirable (D)	Evidence in application (A), interview (I) and/or task (T)
<b>Qualifications and training</b>		
1. Qualified Teacher Status	E	A
2. Clear evidence of commitment to professional development in leadership	E	A
3. NPQH or working towards	D	A
4. Level 3 Safeguarding	D	A
<b>Faith</b>		
5. A practising and committed Christian	E	A, I, T
6. Commitment to the vision and values of the school as expressed in our vision statement and Faith ID	E	A, I, T
7. Commitment to working closely with St Richard's Church and Southwark Diocesan Board of Education	E	A, I
8. Ability to lead inspiring and relevant collective worship	E	A, T
9. Experience of leadership in a faith school and the SIAMS inspection framework	D	A, I, T
<b>Experience</b>		
10. Recent successful leadership and management experience in a UK primary school, including work with EY, KS1 and KS2 teams and children	E	A, I, T
11. Understanding of current best practice with regard to safeguarding and commitment to its implementation across every aspect of school life	E	A, I, T
12. Proven track record as an excellent classroom practitioner	E	A, I, T
13. Experience of effective monitoring and evaluation of the quality of teaching and learning in order to improve provision and raise pupil achievement	E	A, I, T
14. Recent experience of planning a creative, relevant and balanced curriculum, based on the English national curriculum; thorough knowledge of the expectations of Ofsted regarding a good quality of education	E	A, I





## Person Specification

15. Understanding of finance and resource management, including setting and monitoring budgets, staff deployment, premises, health, and safety	E	A, I, T
16. Deep understanding of the measures which need to be taken to support pupils, staff, and school life in general during and in the aftermath of a pandemic	E	A, I
17. Effective partnership with the Governing Body	D	A, I
18. Knowledge of the PATHS® childhood development programme and Maths Mastery	D	A, I
<b>Skills</b>		
19. Strong communication skills (spoken and written) with all school stakeholders	E	A, I, T
20. Management of good pupil behaviour modelled on inclusion and the restorative approach	E	A, I, T
21. Ability to analyse assessment data effectively to raise pupil achievement	E	A, I, T
22. Good understanding of IT and its value in promoting effective teaching, learning, and school leadership and management	E	A, I, T
23. Proven commitment to enabling all pupils to achieve their potential, including children with SEND, EAL, PPG and more able children	E	A, I, T
24. Good organisational and decision-making skills	E	A, I, T
25. Experience of Google Classrooms and Google Meet	D	A, I
<b>Personal qualities</b>		
26. A pastoral heart for the whole school community and their well-being, coupled with a concern for families and their needs	E	A, I, T
27. Commitment to promoting equality and valuing diversity, championing this with staff, pupils, and parents	E	A, I, T
28. Commitment to creating a trusting, supportive and collaborative working environment, including the ability to delegate appropriately	E	A, I, T
29. Ability to maintain a healthy work-life balance and desire to support and encourage others to do so	E	A, I
30. Empathetic and approachable attitude, coupled with a willingness to challenge inappropriate or unacceptable behaviour or attitudes in others	E	A, I, T
31. Emotional resilience and self-control even under pressure, without losing a sense of humour	E	A, I, T



# The Selection Process

School visits will be available during the weeks commencing 10, 17 and 24 January 2022. To arrange a visit, please contact Jo Wilson, School Business Manager, on the phone number or email below:

<b>Close of Applications:</b>	Monday 31 January 2022 @ 12 noon
<b>Interviews:</b>	Tuesday 8 and Wednesday 9 February 2022
<b>Start Date:</b>	1 September 2022
<b>School address:</b>	Ashburnham Road, Ham, Richmond upon Thames, TW10 7NL
<b>Phone number:</b>	0208 940 7911
<b>Email:</b>	<a href="mailto:jwilson@srsa.richmond.sch.uk">jwilson@srsa.richmond.sch.uk</a>
<b>Website:</b>	<a href="https://www.srsa.richmond.sch.uk">https://www.srsa.richmond.sch.uk</a>

*St Richard's CE School is committed to safeguarding and to the welfare of children, young people and staff. The successful applicant will be subject to reference checks, permission to work in the UK and an enhanced Disclosure and Barring Service (DBS) check.*

*For all information relating to privacy, data protection and GDPR please view the documents on our school website: <https://www.srsa.richmond.sch.uk/gdpr/>.*

