



Stratton Primary School

New Road • Stratton • Bude • Cornwall • EX23 9AP

Tel: 01288 353196

Email: secretary@stratton.cornwall.sch.uk

Application Pack Headteacher Stratton Primary School

School Group: 3
Salary Range: L13-19
(£56,721 - £65,735)

Full time
Permanent
Start date: September 2022



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www.stratton.cornwall.sch.uk

Facebook [@StrattonPrimarySchool](https://www.facebook.com/StrattonPrimarySchool)

January 2022

Dear Applicant,

Headteacher Appointment

Thank you for your interest in the position of headteacher at Stratton Primary School. This becomes available from September 2022 due to the retirement of the current well-respected and dedicated headteacher at the end of this academic year. Having read this letter and associated information, I hope that you are better informed of the post, the school and its location; and also excited about the challenges and opportunities it offers.

I will endeavour to summarise the key aspects of our school but our website www.stratton.cornwall.sch.uk and Facebook page @StrattonPrimarySchool also contain a wide range of news and information, including our latest Ofsted report and recent newsletters.

We are a very popular school and from September, having completed our final phase of expansion, we will have around 370 pupils on roll (with capacity for up to 420), ranging from 4-11 years of age in 14 classes. Our pupils benefit from the support of more than 65 hard-working and dedicated staff members and a governing body intent on continuing to make decisions with the education and development of our pupils at its heart.

There is an independent onsite playgroup and the school is a member of the Bude Communities' Schools' Trust (BCST).

We have a very attractive, well-maintained school site with great facilities that include several playgrounds, a large school field, a multi- purpose all-weather track, a trim trail, climbing and traversing walls, a popular library, a cooking suite and two school halls.



There are extensive opportunities for outdoor play and learning, including a woodland area with an adjoining pond, which are used for forest school activities. The school is also developing a small onsite farm comprising resident chickens and a polytunnel.

We are committed to the process of delivering the best possible learning experiences for all our pupils, and we believe in developing the whole child as well as having high expectations for their academic development. We prioritise and support the emotional and social wellbeing of our children through a range of approaches as well as delivering an enriching curriculum and extra-curricular activities.

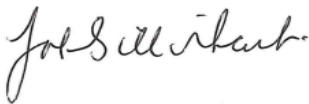
The town of Stratton is situated on the outskirts of Bude, which has twice been voted the UK's 'Coastal Town of the Year'. It is a rural, comparatively isolated location with a great spirit of community cooperation and collaboration. The school has a close relationship with its parents and is held in high regard as demonstrated in its very positive 'Parent View' feedback.

I hope that this letter gives you an idea of what our school offers but, without doubt, our pupils are the best ambassadors for the school so I warmly encourage you to come and visit us. Should you wish to do so, please contact the school secretary to make the necessary arrangements and we would be delighted to show you around.

Alternatively, if you would like an informal conversation with me, or the headteacher, then please notify the school secretary. Please rest assured that the governing body is both committed and supportive, and we will do all we can to ensure the transition process is as smooth as possible.

Once again, thank you for your expression of interest and I wish you the very best of luck should you decide to apply for the post.

Yours faithfully,



Jacky Sillifant

Chair of Governors



How to apply:

We hope you find this pack and the school website provide all the information you need.

If you require any additional information, please email secretary@stratton.cornwall.sch.uk or call 01288 353196. If you wish to discuss the position informally, or arrange an informal visit to the school, the admin team will put you in contact with the Headteacher or the Chair of Governors.

If you are unclear about any aspect of the application process, please contact Diane Bransgrove, Support Officer for Governor Services at Cornwall Council, in the first instance by emailing: headships@cornwall.gov.uk

Applications:

- Please ensure you complete all sections of the application form. The school is committed to safeguarding all young people and children and requires candidates to explain all gaps in their career history.
- Completed applications should be submitted by midnight **Monday 7th March 2022**.
- Please note that CVs will not be accepted.
- Please also note that any applications received after the closing date will not be considered.

The provisional interview dates are **Tuesday 22nd and Wednesday 23rd March 2022**. Should you decide to apply, please confirm your availability for both these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that, if you are shortlisted, we will request a reference prior to interview.

Stratton Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to pre-employment checks which include applying for an enhanced DBS disclosure.



School Structure

Leadership:

Governors

Headteacher

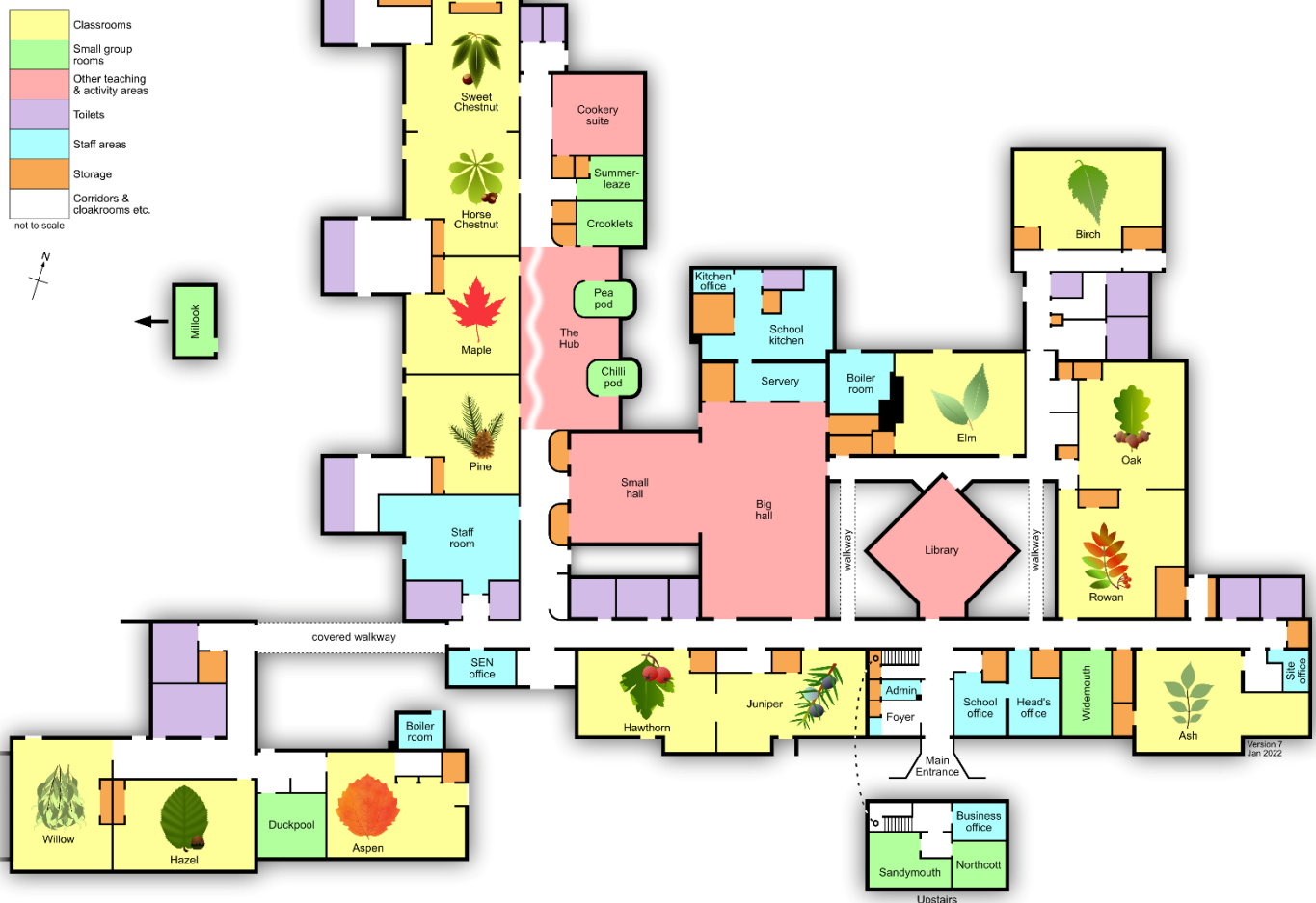
Assistant Head T & L	Business Manager	Assistant Head Inclusion
KS Assessment Leaders Teachers Subject Leads Teaching Assistants Cover & PPA HLTAs	Admin Team Site Team Catering IT Technician Breakfast & After School Club Teams	SEN TAs Emotional Well-being Champions SALT Champion Autism Champion Inclusion Teachers

Class organisation :

September 2022

Reception	Sweet Chestnut class & Horse Chestnut class
Year 1	Maple class & Pine class
Year 2	Willow class & Hazel class
Year 3	Aspen class & Hawthorn class
Year 4	Juniper class & Ash class
Year 5	Elm class & Birch class
Year 6	Rowan class & Oak class

STRATTON PRIMARY SCHOOL



Job description

Headteacher: Stratton Primary School

The job description is subject to the general conditions of service for a headteacher as set out in the current School Teachers Pay and Conditions Document.

In carrying out his/her duties the headteacher shall consult, where appropriate, with the Local Authority, the Governing Body, the staff of the school, parents and pupils.

Shaping the future

The Headteacher should be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school's community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Duties and responsibilities

A) Strategic direction and development of the school

To work with the governing body, to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context:

1. To formulate overall aims and objectives for the schools and policies for their implementation
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities, responsibilities and experiences of adult life
3. To develop with staff, pupils, parents and governors policies relevant to the needs of the school
4. To implement the local authority's and governing body's policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils in relation to gender, race disability and special educational needs
5. Secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
6. To ensure that all those involved in the school are committed to the aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
7. To ensure that the management, finance, organisation and administration of the schools support their vision and aims
8. To ensure that policies and practices take account of government legislation, national, local and school data and inspection research findings
9. To monitor, evaluate and review the effects of policies, priorities and targets of the schools in practice and take action if necessary
10. To arrange for a deputy headteacher or other suitable person to assume responsibility for the discharge of the headteacher's functions at any time when absent from school

B) Leading and teaching

To work with the governing body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment
2. To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
3. To ensure that learning is at the centre of strategic planning and resource management
4. To establish creative, responsive and effective approaches to learning and teaching
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
6. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community
7. To be able to implement strategies which secure high standards of behaviour and attendance
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework

9. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils
10. To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken in line with Every Child Matters.
11. To fulfil the headteacher's duty under the 1988 Education Reform Act in relation to the National Curriculum and Religious Education
12. To make appropriate arrangements for a daily act of collective worship in accordance with the 1988 Act.

C) *Leading and managing staff*

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To participate in the selection and appointment of teaching and non-teaching staff in the schools
2. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
3. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff, in work carried out in school and work carried out elsewhere and helping to maintain a reasonable work-life balance
4. To implement and sustain effective systems for the management of staff performance, incorporating appraisals and targets for teachers, including targets relating to pupils' achievement
5. To assess whether a teacher at the school who requests an assessment has passed the threshold, subject to the approval of the assessment arrangements by an assessor, and where requested to do so providing assistance to an assessor in relation to threshold assessments at the school
6. To participate in arrangements for headteacher performance management
7. To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.

D) *Efficient and effective deployment of staff and resources*

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

1. To allocate, control and account for those financial and material resources of the school which are delegated to the headteacher by effectively managing the school's budgets and material resources
2. To work with governors and senior colleagues to recruit staff of the highest quality available
3. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
4. To advise the governing body and implement decisions in relation to staffing
5. To advise the governing body on the adoption of effective procedures to deal with the competence and capacity of staff
6. To advise governors on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control
7. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
8. To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the local authority
9. To undertake responsibilities as defined in the LA's Health and Safety Policy and to be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
10. To ensure that appropriate risk assessments are undertaken before sanctioning and participating in any potentially hazardous activity
11. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
12. To ensure that staff are encouraged to attend INSET which increases their knowledge and understanding of their roles and responsibilities.

E) Accountability

To be accountable for the efficiency and effectiveness of the school to the local authority, governors, pupils, parents, staff, local employers and the community:

1. To liaise and co-operate with education officers and support services in the evaluation, monitoring and inspection of the schools according to such arrangements as may be required by or agreed with the local authority
2. To provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
3. To report to the governing body on the discharge of the headteacher's functions and the affairs of the school
4. To create and develop an organisation in which all governors and staff recognise that they are accountable for the success of the school
5. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OfSTED and others, to enable them to play their part effectively
6. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement
7. To report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document
8. To provide information about the work and performance of staff where it is relevant to their future employment.

F) Strengthening Community

1. To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's community
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
3. To ensure learning experiences for pupils are linked into and integrated with the wider community
4. To ensure a range of community-based learning experiences
5. To work in partnership with other agencies in providing for physical, academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
6. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community
7. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
8. To co-operate and work with relevant agencies to protect children
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools
10. To ensure that the school offers appropriate extended services

G) Pupil Care

1. To ensure that provision in the school enables all pupils to receive their entitlement under Every Child Matters
2. To arrange for effective induction of pupils entering the school and transferring to secondary school
3. To determine, organize and implement, in concert with other appropriate persons or bodies, a policy for the personal, social development of pupils including pastoral care and guidance
4. To determine and arrange means to promote among pupils, self-discipline and a proper regard for authority; to encourage good behaviour and seek to secure acceptable standards of conduct at all times when pupils are on school premises or under school direction while out of school
5. To handle individual disciplinary cases, including power to exclude pupils in accordance with provisions of the latest legislation

Headteacher Person Specification



Qualifications and experience	Essential	Desirable	Evidence
Appropriate initial teaching qualification	✓		AF
Qualified teacher status in England and Wales	✓		AF
Substantive Headship or evidence of NPQH		✓	AF
Recent, relevant successful senior leadership and management experience in a primary school setting or a similar position within a Local Authority	✓		AF
Professional knowledge and skills			
Extensive knowledge and understanding of current educational issues and legislation		✓	SS, I
An understanding of and commitment to safeguarding and promoting children's welfare	✓		AF, SS, I
Understanding and experience of assessment requirements and pupil tracking systems to ensure good progress in academic achievement and other aspects of pupils' development	✓		SS, I
Demonstrate an understanding of the implications of a rural, coastal and remote setting	✓		SS, I
Effective operational knowledge of Foundation Stage and Key Stages 1 and 2		✓	SS, I
Evidence of good teaching practice		✓	I, R
Leadership and Management			
Evidence of managing change effectively as a strategic leader	✓		SS, R
Evidence of contributing to the raising of standards through continuous and sustainable school improvement	✓		SS, I, R
Experience of monitoring, evaluating and taking action on the effectiveness of teaching and learning through professional dialogue, mentoring & coaching	✓		SS, I, R
Experience of motivating, supporting and challenging teaching and non-teaching staff	✓		SS, I, R
Experience of working in partnership with Governors, parents/carers and the community	✓		SS, R
Evidence of establishing a good rapport with parents/carers	✓		SS, R
A commitment to promoting the school in the community	✓		SS, R
A commitment to the continuous professional development of all staff	✓		SS, R
Successful experience of liaising with external agencies	✓		SS, R
Proven ability to lead and manage the curriculum		✓	SS, R
Successful experience of managing budgets and resources	✓		SS, I, R
Evidence of recent and relevant further study		✓	AF, SS
Philosophy			
Evidence of a commitment to the development of the whole child	✓		SS, I, R
Evidence of an inclusive approach towards the education of all children	✓		SS, R
Maintain high standards of behaviour by continuing the current positive supportive approach to a school culture rooted in relational practice	✓		SS, R
Commitment to enhancing school provision through extra-curricular activities	✓		SS, R
Personal Qualities			
Outstanding communication skills	✓		I, R
Outstanding interpersonal skills	✓		I, R
Approachable – a person who is able to offer pastoral guidance and support across the staff and school community	✓		I, R
Enthusiastic – a sense of humour with an open and friendly personality	✓		I, R

AF = Form

SS = Supporting Statement

I = Interview

R = References