



*Love to Learn,
Learn to Love*

Sulhamstead and Ufton Nervet
CE (VA) Primary School
Church Lane, Ufton Nervet,
Berkshire, RG7 4HH

0118 983 2223
soffice@sun.w-berks.sch.uk
Find our website [here](#).



Sulhamstead and Ufton Nervet
CE (VA) Primary School

Headteacher Recruitment Pack

Spring 2021





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Some WW2 Blitz artwork by our Yr 5/6 class





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A letter from our Chair of Governors

Dear Applicant,

We are excited to introduce you to Sulhamstead and Ufton Nervet Primary School. Thank you for downloading this welcome pack, which we hope will be useful and inspiring as you consider your application for Headteacher. We think it's an opportunity not to be missed!

The next few pages aim to give you a feel for the school's ethos, values, achievements and vision for the future. As a small, rural village school, we pride ourselves on our tight-knit sense of community. Our children live by and love the school's chosen Christian values, and everyone from staff, to parents, to governors pulls together to ensure their continued progress and wellbeing.

We're proud of our pupils' academic achievements, and strive to maintain a high standard of teaching and learning, but we think school should provide more than test results: we're truly invested in supporting the complete, well-rounded potential of each of our children, including their emotional, moral and social development. We aim for them to leave us empowered to learn and determined to do tangible good in the world.

We welcome pupils and staff of any faith or none, and are deeply committed to furthering our children's knowledge of and respect for other cultures and traditions. We also prize our distinctively Christian character, and our close ties with our local CE church, village neighbours and wider community.

We're searching for a dynamic, compassionate Headteacher who can preserve our much-loved ethos while leading us forward to an exciting future. We'd love you to visit us, to see our school for yourself and to ask any questions.

Yours sincerely,

Angela Hartley-Kane, Chair of Governors





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About the application process

Key Dates

Closing date for applications: midday on Thursday 13th May

Interview date: Friday 28th May

Candidates shortlisted will be notified by Monday 17th May.

In accordance with pandemic restrictions, candidates will be informed whether the interview will be conducted virtually or in person before the interview date.

Filling in your application form

Application forms are available upon request from recruitment@westberks.gov.uk, and submitted here too.

Please ensure you have filled in the form in full, and pay particular attention to the Person Specification to ensure you meet essential criteria.

References

References will be requested for shortlisted candidates within two days of a final list being drawn up. Please ensure you have contacted your referees to inform them that we will be in touch.

Arranging a visit

We would welcome visits from prospective candidates to get a feel for the character of our school first-hand. Please contact us on 0118 983 2223, or email soffice@sun.w-berks.sch.uk. Please note that due to coronavirus restrictions, visits may only take place at the end of the school day, and face masks, social distancing and hand sanitizer will be required.





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Headteacher Job Description (1/3)

1. Strategic Direction and Development of the School

In order to lead the school into its next phase of development, the Headteacher will:

- Work with the Governing Board to develop a strategic vision for the school in planning its future needs
- Inspire and motivate pupils, staff, governors, and parents
- Shape and implement the School Development Plan through continuous improvement
- Work to raise the profile of the school to attract more pupils
- Work closely with the Governing Board, staff, Diocese, parents, LA and local community
- Create an environment where every child feels included, cared for and secure

2. Teaching and Learning

In order to maintain and further improve the high quality teaching and learning this school prioritises to ensure pupils' achievement, the Headteacher will:

- Lead by example to improve and develop teaching within the school
- Ensure an environment which promotes outstanding teaching, learning, and high standards of achievement set out in the professional development framework
- Monitor, evaluate and review the quality of teaching and learning to improve the outcome for every child
- Monitor the impact of SEND interventions, including outside agencies, to ensure all pupils are well supported and make excellent progress
- Review and react to data to enable tracking of pupil progress and the implementation of appropriate teaching strategies
- Implement and monitor the curriculum to ensure that it meets statutory requirements and fulfils the needs of our pupils
- Lead regular, meaningful collective Christian worship for the school community alongside staff and the local parish church Rector
- Teach as required by agreement with governors





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Headteacher Job Description (2/3)

3. Leadership and Management

The role of the Headteacher is one of leadership. A high level of achievement will come through a culture of challenge, motivation, influence and support. To this end, the Headteacher will:

- Encourage all staff to proactively engage in continuous professional development
- Ensure that the Governing Board's performance management policy is implemented, while providing appropriate guidance, support and training to all staff
- Promote an open, fair, honest and respectful environment, underpinned by the Christian ethos and chosen values of the school
- Regularly review their own effectiveness
- Effectively delegate tasks and responsibilities amongst the staff as appropriate, to ensure clear prioritisation of own workload
- Ensure effective management of the school budget, in collaboration with the Governing Board
- Comply with statutory regulations and requirements
- Ensure that school buildings, contents and grounds are safe, secure, and used to their full potential

4. Accountability

In recognising their responsibilities and accountabilities to all the stakeholders of SUN School, the Headteacher will:

- Be responsible for safeguarding at all levels
- Maintain a working relationship with the LA, Diocese and other relevant parties
- Use self-evaluation to ensure the demands of Ofsted and SIAMS are met
- Have full reporting responsibility to the Governing Board
- Ensure that parents/carers are well-informed about the curriculum, progress and wellbeing of their children
- Carry out duties which may reasonably be required by the Governing Board





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Headteacher Job Description (3/3)

5. Strengthening the Community

Working to develop positive working relationships to further embed SUN School within the heart of the community, the Headteacher will:

- Continuously develop and strengthen the partnership between our school and our parish church, St. Mary Sulhamstead Abbots, and the Parish Councils
- Listen to and value the ideas of our children through the School Council
- Create strong links with parents/carers, communicating well to ensure that they always feel heard and understood
- Collaborate with 'Friends of SUN' (school PTA)
- Form relationships and work with local primary and secondary schools

Please note: this Governing Board, Diocese, Local Authority and Headteacher working with children and young people all have a responsibility for safeguarding and promoting their welfare. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau.

The Headteacher is accountable to the Governors for the standards achieved, and the conduct, management and administration of the school, subject to any policies which the Department for Children, Families and Services and the Governors may make.





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Person Specification

Experience in Teaching and Leading	Essential/ Desirable
Headteacher/Deputy Head or equivalent Senior Leadership role	E
Teaching across and/or knowledge of all Primary Key Stages, including Early Years Foundation	E
Familiarity with curriculum development, monitoring and assessment	E
Experience of raising pupil attainment through rigorous analysis and tracking	E
Keen to develop the skills and strengths of colleagues	E
Have previously worked closely with colleagues, governors and parents in developing the school's ethos, values and objectives	D

Professional Understanding	Essential/ Desirable
Commitment to the requirements of safeguarding children and young people	E
Commitment to and promotion of personal and staff work-life balance	E
Knowledge of Voluntary Aided schools and the role of their Governors	D





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Person Specification

Qualifications	Essential/ Desirable
Qualified Teacher Status	E
Evidence of personal development, in aspects listed in job description	E
Safer recruitment training	D

Organisational and Management Skills	Essential/ Desirable
Focused on getting the best from pupils of all abilities and needs	E
Committed to the promotion of pupils' spiritual, social, moral and cultural development	E
Willing to develop the school's strong Christian ethos	E
Eager to build an effective team through supportive and inspirational leadership	E
Experienced in school budget management	D
Comfortable with the use and management of the school's IT platform, including its mechanisms for home learning	D
Ready to be involved in extra-curricular activities	D





About our school

A safe, secure place for children to grow

Located at the heart of two villages in beautiful West Berkshire countryside, our school uses its rural setting as a rich resource for learning. The grounds include a spacious field, adventure playground and a garden space for quiet reflection. At Harvest, Christmas and Easter, we hold services of celebration and thanksgiving at our local parish church, St Mary Sulhamstead Abbots. Classes take frequent woodland walks, and we're generously supported by the educational trust at nearby Ufton Court, which provides themed topic days like Year 3/4's recent Stone Age Day, or Year 5/6's WW2 evacuee experience.

An ambitious, well-rounded curriculum

We aim to provide a creative, wide-ranging curriculum that fires our pupils' imaginations and gives them a lifelong love of learning. Each of our staff members acts as a particular subject lead and ensures the development of vital skills through a range of memorable activities. While Covid-19 has necessarily limited our use of outside resources this year, we've previously had visits from a mobile planetarium, held themed Wellbeing Weeks and Sports Weeks, taken classes to Reading Museum and Windsor Castle, and had real, live owls flying around our school hall for the morning!

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About our school

A range of extracurricular activities and wraparound care

Every child is different, and we want to support them in developing their interests and discovering new ones. While most of our extracurricular activities are currently on hold due to pandemic restrictions, we normally offer a variety of popular after-school clubs, compete regularly in inter-school sports championships, and host Berkshire Maestros musical instrument lessons during the school day. Our wraparound care provider, Funtastic Kids, holds sessions before and after school in the hall.

A values-led Christian ethos and community

Staff, parents and governors alike are invested in the social, emotional and moral growth of our pupils, and proud of the distinctively Christian character of our school. The Head, staff, and Rector of our local parish church lead regular worship assemblies, and our six chosen values are deeply embedded in our school life. Children nominate their friends for being good examples of the values, and their small acts of kindness are recorded in the school Rainbow Book and celebrated in assembly. We're also well supported by an enthusiastic, motivated PTA, 'Friends of SUN', who organise events and raise money for whole-school trips and equipment.





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Facts and Figures

Type of school	Church of England Voluntary Aided
Age range	4-11
Location	Ufton Nervet, West Berkshire
Number of children on roll (April 2021)	98
Current management structure	Head, Senior Teacher
Classes	4
Attendance (2020/21)	97.4%
% children with SEND	10%
% children in receipt of PPG	7%
EYFS GLD % (2020)	58%
KS1 results (2019)	Reading 87% (exceeding 40%), Writing 73% (exceeding 20%), Maths 73% (exceeding 27%)
KS2 results (2019)	Reading 69% (exceeding 31%), Writing 75% (exceeding 13%), GPS 63% (exceeding 6%), Maths 81% (exceeding 13%)
Latest Ofsted report (2017)	Good
Latest SIAMS report (2018)	Good





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What our parents say

When we asked our parents what they appreciated about SUN school, their responses often touched on the warm, inclusive atmosphere that makes every child feel cared for.

They particularly praised the 'lovely relationships' between staff and children, the prompt communication between staff and parents, and the good balance of curriculum subjects taught in a stimulating way.

*"School feels like an
extension of the family."*

From our 2020 Parent Survey:

100% of respondents said that their child is happy at SUN school.

100% said their child is safe and well looked after.

100% of parents whose child has SEND requirements said that their child is given the support they need to succeed.



*"The school values
produce an atmosphere
where every child feels
accountable, included,
and able to strive for
better."*





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What our staff members say

We asked our staff members what they value about working at SUN school, and several highlighted the communal sense of purpose and teamwork that holds them together.

'It's a family atmosphere', said one, 'with dedicated and caring staff. The children are always put first, whether in the development of their learning or their social skills'.

Another member of staff appreciated the sense of history embodied in the school, that they continue to educate the children in the local area, following in the footsteps of those from long ago.



"I love the fact the SUN children tend to remain friends for life, and leave ready for their next journey."

And what would they value in a new Headteacher?

'Someone who's passionate about doing their best for every child'.

'Someone with integrity'.

'Someone who values the fact that we're a church school'.

'Someone who's able to communicate effectively with the team, and promote our school to take it forward'.

"I think the new Headteacher needs to be a good people person, be fair...and although they need to be an effective teacher, they also need to be a manager!"





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What our pupils say

Talk to our children about their school, and you're unlikely to get a word in yourself: they overflow with enthusiasm and affection!

Many of the pupils we asked mentioned the six school values, often listing them all for our benefit. 'We have fun here', said one, and another added 'I like all of the teachers, and the children are all kind'.

Others touched on the sense of sharing and trust that they felt in class. One child appreciated that we care about the environment and nature, and another wrote about how much they enjoyed the peace garden and adventure playground!

We also asked the children what they'd like a new Headteacher to be, and here's what they said:

'Be kind'. 'Be generous'.

'Be strict (a little bit!)'.

'Show humility'.

'Be thoughtful'. 'Have courage'.

'Help us if we're
struggling to do
things'. 'Be on time!'

'Smile!'



...If that sounds like you, we'd love to hear from you.

