



Head Teacher

Surrey Hills All Saints CofE Primary School



Candidate Information Pack
Spring 2021

WELCOME LETTER

Dear Applicant,

Thank you for your interest in this exciting and interesting opportunity to apply for the Head Teacher of Surrey Hills All Saints CofE Primary School. We are looking for a skillful, experienced practitioner to join our vibrant, successful and growing multi-academy trust; someone with a sense of passion and drive, to enable Surrey Hills All Saints Primary to transform children's lives.

Our vision is

Transforming schools – transforming lives

In the name of Jesus the Good Shepherd

This means we are committed to establishing academies, which educate the whole child, for wholeness of life, in the heart of their community.

The post will provide significant personal and professional development opportunities in a role where you know you are making a real difference.

We very much encourage and welcome visits to the school and we look forward to hearing from you. Please contact the Trust HR Team on 01483 910220 to make an appointment.

We look forward to receiving your application.



Paul Kennedy
Chief Executive Officer

OUR VISION

In delivering our vision of transforming schools and transforming lives, we want all our schools to be highly successful, inspirational and to enhance the life opportunities for every child we serve.

Our schools are places that are safe, where pupils reach their full potential, where positive memories are made and where children, parents, staff and the community take pride in their school.

All our schools are unique and we are committed to celebrating the local context of each schools and capitalising upon their strengths to the benefit of the wider Trust.

The quality and commitment of our people is at the heart of all we achieve. We value them and develop them and are an employer of choice.

To achieve this the Trust is deeply committed to all our schools and we are pro-active in developing partnerships across and beyond the Trust, with local authorities, within the Diocese and others to build improvements. Currently the Trust is rolling out an exciting strategy to create local hubs to further develop collaboration and partnership working for the benefit of children and communities and Surrey Hills All Saints Primary School will be part of a locality hub.

We create an effective climate for learning by:

- enabling children to know that they are uniquely valued
- providing a secure environment in which they can learn
- creating a clearly established framework of values
- offering children, whatever their faith or background, the opportunity to grapple with life's 'big questions'
- modelling Christian community life where all have a place and are encouraged to contribute.

We set standards of excellence in teaching and learning

We acknowledge that high expectations raise aspirations of pupils and their communities and believe that professional development of staff and school leaders is central to delivering this.

We offer a rich curriculum and inspiring learning environment relevant to our learners

In addition to high standards in the core curriculum, this also includes learning experiences that stimulate, challenge and inspire.

We build strong and effective partnerships with parents and the local and wider community because:

- the engagement of parents/carers is vital to children's educational achievements
- church schools are rooted in the local parish and wider church networks which provide practical and prayerful support for their schools
- children's personal development grows through membership of a community and enables them to become contributing citizens.

Safeguarding:

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

SURREY HILLS ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

Surrey Hills All Saints CofE Primary School is small rural school, on two sites in the Surrey Area of Outstanding Beauty, near Dorking. Key Stage 1, based in the village of Abinger Common is one form of entry, with Key Stage 2, based in Westcott, admitting an additional PAN of 10 pupils.

Our team of dedicated and enthusiastic staff set high expectations with a belief that every child can achieve. This coupled with our wonderful grounds provides a purposeful atmosphere, enabling effective teaching and learning to take place. We aim to provide the children in our care with the very best educational experiences and opportunities. Our bespoke curriculum promotes children's values, a range of life skills and a love of learning. We strongly believe that these combined will build the foundations for a successful education, helping the children in our care to become lifelong learners.

As a church school within The Good Shepherd Trust, we actively promote the development of Christian values and citizenship skills, equipping pupils for life in the wider world. These values underpin our curriculum and form the basis of social, intellectual, emotional, spiritual and moral development.

The Job - Head Teacher

SALARY: in line with Group 2 School ISR (Potential enhancement for an exceptional candidate).

RESPONSIBLE TO: Chief Executive Officer

CORE PURPOSE:

To provide professional leadership and management of the school community, children, staff and stakeholders to deliver outstanding outcomes for pupils.

You will develop and communicate the school vision which flows from the Trust's vision and values.

As the strategic lead you will be responsible and accountable for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

As Head Teacher you will be responsible to the Chief Executive Officer, and on a local basis to the Strategic Hub Leader, for your performance, and you will be accountable to the Local Governing Committee for the outcomes of the school, as reflected in the [scheme of delegation](#) from the Trust Board. As the leader of the school community, you will model and promote positive attitudes and relationships amongst staff, children, local governing committee members and parents in keeping with the Trust's vision and values.

- To ensure the best possible progress and outcomes for the pupils of the school through robust monitoring, evaluation
- The effective day to day management of the school;
- The effective implementation and embedding of the agreed vision, values and policies within the school;

You will be accountable for:

- The evaluation of pupil progress and outcomes and the quality of teaching and learning, and the consequent planning for continual improvement within the school;
- Securing high quality aspirations, confidence, learning and progress for all pupils within the school;
- The development of strategies for a positive transition into the school, and on to the next phase education for children and parents;
- To take lead responsibility as DSL, SPoC and as the strategic leader for keeping children safe. This includes responsibility for statutory child protection and safeguarding compliance in the school.
- Continued development of a rich partnership with families and the local community to build an aspirational learning community;
- The delegated school budget and the management of the staffing structure and staffing budget, within that allocation;

- The effective recruitment and selection of staff in line with Trust policy and the agreed staffing structure;
- The promotion of The Good Shepherd Trust and the development of effective and productive relationships with a wide range of stakeholders.

Through your leadership, you will:

- Drive and inspire a passion for learning in every member of the school community;
- Manage the school on a day to day basis and ensure the school is compliant with all statutory requirements;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Keep informed of developments within the National Curriculum and other relevant curriculum development sources, to ensure that the curriculum is rich, relevant and inspirational and contributes to outstanding educational and whole-person outcomes;
- Develop the School Development Plan, driven by the school's vision and values to raise standards, improve the quality of teaching for learning and promote a positive ethos
- Lead the Senior Leadership Team;
- Line manage specific staff including members of the Senior Leadership Team;
- Take responsibility for overseeing the induction of all NQT's, new staff, supply teachers and the consistent implementation of all Trust and additional local policies and procedures
- Coach, mentor and motivate staff to build a culture of personal responsibility, high levels of commitment, standards and drive for success;
- Ensure that very high expectations of pupil achievement are established throughout the school and secured;
- Ensure that the impact of teaching in all year groups is securely good and often outstanding;
- Ensure that all children make optimal progress including where there are barriers to learning, through clear, consistent and excellent systems and provision for all, actively promoting inclusion;
- Ensure the rigorous use of robust data regarding pupil progress and outcomes to optimise learning for all children and to drive up standards of teaching and learning across the school;
- Lead, all aspects of the management, control, curriculum and discipline of the school;
- Play an active part in the local hub in order to deliver improved outcomes for children in terms of progress and in their holistic care and development.

General:

- To participate in the Trust's performance management, appraisal and training arrangements for Head Teachers.
- Proven suitability to work with children and commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to attending Trust meetings and training as directed.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

The Person

Attributes Including National Standards for Excellence in Head Teachers

	Essential	Desirable	Evidence
<i>Qualifications</i>	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of significant and relevant continued professional development • Current DSL and Prevent certificated training (within the last 2 years) • Previous experience as a Headteacher 	<ul style="list-style-type: none"> • Has gained accreditation for further professional study (e.g. MA, DipEd) • NPQH 	<i>Application form</i> <i>References</i>
<i>Experience</i>	<ul style="list-style-type: none"> • Significant teaching and senior leadership experience within the primary phase • Experience of Ofsted inspection at senior leadership level Has successfully undertaken appropriate Safer Recruitment, Prevent, Child Protection training and undertaken DSL duties • Has been actively involved in school self-evaluation and improvement planning, with proven impact, including ‘diminishing the difference’ for disadvantaged pupils, realising the potential of more able pupils, whilst driving high standards for all • Can articulate and improve upon the school’s current position with accuracy and integrity • Excellent classroom practitioner, with experience of coaching and mentoring improvement in others 	<ul style="list-style-type: none"> • Up to date knowledge and understanding of the curriculum for all 3 primary key stages • Specialist knowledge and experience of how to secure rapid and sustained improvement in the EYFS • An understanding of the rights and responsibilities associated with leading an academy sponsored by a Multi-Academy Trust • Previous experience of working in a Church of England school or academy at senior leader level • Experience of SIAMS Inspection 	<i>Application form</i> <i>Interviews</i> <i>References</i>

<i>Personal attributes</i>	<ul style="list-style-type: none"> • Will uphold and lead, the distinctive Christian ethos of the school • Able to whole heartedly support the Christian ethos of the Trust and to demonstrate the Trust's values of Trust, Love, Courage, Respect and Integrity. • Have the ability and desire to model Christian values to all members of the school community through excellent interpersonal skills • An approachable and inspirational leader, who communicates transparently to stimulate confidence and trust • A visible and significant presence within the school environment, who acts sensitively and with discretion, wherever necessary • Will work proactively with all parties in The Good Shepherd Trust, seeking and implementing policy and advice in a responsive manner • Will lead, sustain and develop exemplary practice of Collective Worship in the school • Be committed to inclusive education in a church school and passionate about the benefits of education to drive equality of opportunity for all pupils • Have high expectations of themselves and all members of the school community Can establish and exhibit positive relationships, and optimistic attitudes with all stakeholders in the school, Trust, local faith and wider communities • Will participate in out of school activities i.e. PTA 	<ul style="list-style-type: none"> • A practicing Christian • Active involvement in the local parish (personal or current school/academy) 	<i>Application form</i> <i>Interviews</i> <i>*Three references, to include current employer and someone who can comment upon the applicant's spiritual life</i>
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<i>Professional skills and knowledge</i>	<ul style="list-style-type: none"> • Demonstrate wide, up-to-date knowledge of educational innovation and developments, locally, nationally and globally • Thorough knowledge of the importance of technology in learning and its future implications in enabling innovation and effective communication, and management • Has experience of developing and implementing a creative, exciting and challenging curriculum based on the current National Curriculum • Has experience of using pupil performance data to: drive improvements in standards; benchmark the school's performance and to use as a tool to set ambitious future targets across the primary phase • Is able to articulate and model a deep understanding of the characteristics of outstanding teaching and learning. • Has a proven track record of monitoring, evaluating and improving the quality of learning, teaching and leadership in a sustainable manner • Has a good understanding of assessment and how it can be used to inform teaching and learning, as well as to plan interventions and accelerate pupil progress • A thorough knowledge and understanding of safeguarding children and the skills to handle complex situations. • Good knowledge and understanding of behaviour management strategies and the ability to set the right tone and framework for the management of children's behaviour in school • Knowledge and application of Health and Safety in an school setting • Knowledge and application of GDPR in an school setting 	<ul style="list-style-type: none"> • Experience of innovative, national and international education • Experience of managing a school building 	<i>Application form</i> <i>Interviews</i>
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<p><i>Pupils and staff</i></p>	<ul style="list-style-type: none"> • Able to create and provide a caring, cooperative atmosphere for children and to create an inspirational, purposeful, disciplined and effective learning environment. • Able to develop and support an ethos in which staff work together to mutually improve subject knowledge and skills, driving high standards for all Demonstrates resilience and integrity, drawing on personal and collegiate experience and expertise to successfully build and develop teams • Evidence of enabling pupils to become resilient, motivated and independent learners • Demonstrates a proven ability to grow the whole staff team as leaders at all levels. Show genuine care and interest in staff and can motivate and empower them to develop their full potential, whilst being mindful of their workload and wellbeing • Has the skills and experience of recruiting, retaining and deploying high quality staff Is able to create and sustain a safe, secure and healthy school environment 	<ul style="list-style-type: none"> • Has experience of collaborating with other schools/academies to make joint staffing appointments • Has experience of collaborative and partnership working for the benefit of all pupils • Has drawn upon the resources of the local community to enliven the curriculum • Evidence of promoting and sustaining high standards of classroom management and children's behaviour 	<p><i>Interview Application</i></p>
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<p><i>Systems and processes</i></p>	<ul style="list-style-type: none"> • Is able to make professional, managerial and organisational decisions based on relevant evidence, in a timely manner • Direct experience of working with governors/Directors and Trust/LA officers to drive the strategic direction and operational aspects of the school forward • Has a good understanding and first-hand experience of school budget planning and expenditure control • Welcomes strong governance (at local and Trust Board level) and constructive, supportive challenge to ensure accountability for staff, pupil and financial performance • Is able to distribute leadership throughout the school, where staff are encouraged to develop their own management and leadership skills • Can create and set in place a constructive programme of coaching and mentoring to develop staff and drive succession planning 	<ul style="list-style-type: none"> • Previous experience of working with finances within an academy or multi-academy trust • Experience of coaching and mentoring skills • Has developed a model of staffing across schools on more than one site 	<p><i>Application</i></p> <p><i>Interview</i></p> <p><i>References</i></p> <p><i>Presentation</i></p> <p><i>Exercise</i></p>
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<i>The self-improving school system</i>	<ul style="list-style-type: none"> • Will work co-operatively with colleagues in order to develop mutually beneficial systems that drive continuous school improvements and enhance the life opportunities of young people • Willing to support and work in other academies within and beyond The Good Shepherd Trust • Think strategically to build and communicate a coherent vision that brings about effective school improvement • Can demonstrate a proven ability to be accountable to the Trust, parents and other stakeholders for pupil progress and school improvement 	<ul style="list-style-type: none"> • Experience of working effectively with colleagues beyond the school, in order to improve teaching, learning and curricular provision and to raise standards 	<i>Application Interview</i>
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About The Good Shepherd Trust

[The Good Shepherd Trust](#) is a multi-academy Trust within the Diocese of Guildford. We currently have 16 schools, 15 primary (7 sponsored academies and 8 converter academies) and one converter secondary school. The Trust has recently implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.



All schools receive enhanced support and development through the wider Trust family. The four Directors of Education each have areas of speciality, further strengthening our school improvement offer. These specialties include: safeguarding, admissions, curriculum, NQT's/RQT's, assessment, inclusion, CPD and governance.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust.

The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an [employer of choice](#).

As a Trust, we believe in creating an effective climate for learning by enabling children to know that they are uniquely valued, providing a secure environment in which they can learn and creating a framework of values that will support them through their education.

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:

Transforming Schools - Transforming Lives In the name of Jesus, the Good Shepherd

Jesus the Good Shepherd embodies values, which guide our work and relationships, including:
Trust, Love, Courage, Respect, and Integrity

Our values are lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.

Educationally our [consolidated outcomes](#) (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MAT's and within the Trust community are demonstrated in outstanding, good and improving schools.

The [Trustees](#) are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to [Local Governing Committees](#) (LGC's).

The Trust has an active central team, [based in Guildford](#), who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more. There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

How to Apply:

If possible, please complete your application form via eTeach. Alternatively, please email your application form to: hr@goodshepherdtrust.org.uk Within this form, you are asked to provide a supporting statement and it is here that you should set out your reasons for applying for this job and address the requirements of the person specification. Applications will only be considered if this form is completed in full and received by the closing date.

Dates:

Closing date: 12.00 noon on Tuesday 19th January
Shortlisting: Wednesday 20th January
Interview date: Week commencing 25th January

Questions and Visits:

We welcome questions from prospective candidates. If you would like to arrange a conversation with a Director of Education please email HR@goodshepherdtrust.org.uk or phone: 01483 910220 to arrange a phone call. Visits to the school are encouraged and these can be arranged through our HR team.