

Headteacher

Recruitment Pack



The Minster C.E. Primary School
Emwell Street
Warminster
Wiltshire
BA12 8JA

01985 213265

www.minster.wilts.sch.uk

Message from our Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Headteacher. We are delighted that you see the Minster as a school where you can make a difference. We know that the Minster School will provide an outstanding opportunity as you seek to take the next step in your career.

The Governors at the Minster School are proud to be part of this wonderful school, which holds a Christian ethos at the very heart of who we are. We believe that key parts of our success as a caring community are the strong links and relationships that have between pupils, parents, staff, governors, St Denys the Minster Church and the broader school community.

The Governing Body has a range of skills that we use to support the Headteacher strategically, we manage our finances well, have a healthy budget and leave the Headteacher to run the school on a day to day basis whilst challenging as appropriate. The school prides itself on offering development opportunities for all staff to progress their career. Our current Headteacher is moving on after twelve successful years at the Minster School. We believe this opportunity will appeal to an established headteacher or aspirational leader, looking to take that next step in their career.

In recruiting a Headteacher we are seeking someone to continue to shape and share our vision and ethos. We recognise that there are many challenges in the education system and that there are further changes ahead. But, by working together, we want to ensure that the Minster School maintains its reputation for a creative learning environment for every pupil.

If you think you have what it takes to create a buzz and the momentum to lead the School forward then please come and visit us, speak to the current Headteacher and talk with our amazing children.

We will be inviting those applicants short-listed to attend a first-round interview day on Tuesday, 19th March. We will share more details about the interview day in due course. To arrange a visit to the school or should you have any questions, please contact (Mrs Isabel Dawson) the School Business Manager on 01985 213265 or email admin@minster.wilts.sch.uk

Thank you for your interest in our School. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully,
Reverend Susan D Foster
Chair of Governors

About our School

Minster School is in Emwell Street, at the western end of the town of Warminster with a catchment area that includes the village of Upton Scudamore. At present there are 210 children on roll, from all areas of Warminster. The school is consistently over subscribed.

The school stands in a lovely garden setting in an elevated position looking over the town.

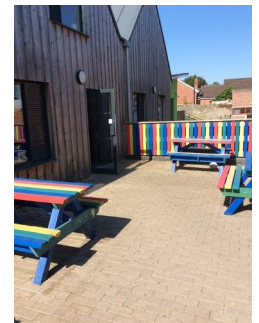
The main building, dating from 1882, contains four classrooms for years 4, 5 and 6, a number of group working rooms and the school library.

Reception and years 1, 2 and 3 work in a new building (opened in February 2016). The main entrance to the school and offices are also in this building.

We have a stand-alone superb activities hall which provides fantastic opportunities for physical education and drama.

The grounds comprise of a playing field with several smaller outdoor learning areas.

The school is a voluntary-controlled Church of England school, with close links with the Minster Church.



What our parents say

They value most about our school;

- It's safe and friendly!
- The school values.
- Behaviour issues are dealt with quickly.
- The staff are approachable, of high quality and demonstrate excellent leadership.

The most important qualities in a Head Teacher;

- Being approachable
- A good communicator
- Compassionate
- Strong leadership
- Passionate
- Innovative
- Organised
- Someone who recognises the individual needs of every child

What our pupils say

The best things about our school are;

- Everybody matters!!!
- Democracy – everyone has a voice
- The ability to give ideas
- Assemblies/Church Service
- Sport Day celebrations
- Safe and Secure
- A fun, amazing place to learn
- Lovely singing school
- Inspiring and encouraging

They want someone who;

- Is a great storyteller and promotes friendships.
- Will continue the work already in place such as buddy work, charity projects, clubs and trips.
- Monitors behaviour, attendance, makes the big decisions and asks questions.
- Welcomes visitors, can spot good work and have ideas that can make the school even better.
- Can support them with their kind prayers and continue celebration assemblies.
- Has a positive bond with the children and takes the time to get to know them individually.
- Is a problem solver.
- Has brown hair, wears glasses and has a nice car!

What our Governors say

Matt Fry – Parent Governor

Areas of responsibility: Physical Education, Sports Grant, Eco Council and Website Compliance

Physical education within the Minster School encompasses and encourages both physical development and mental wellbeing, which are fundamentally linked to the school's values of respect, determination, courage, and joy. This is delivered through a diversified curriculum. Seeing the children develop and flourish throughout their learning journey is truly commendable.

The Minster School continues to use innovative ideas and initiatives through environmental awareness to develop a sense of responsibility amongst its pupils. This promotes a sustainable mindset. I would like to see an inspirational leader, with the ability to encourage and motivate. I would like to see originality to inspire confidence throughout the school to bring out the very best in everyone

Charlotte Milne - Parent Governor

Areas of responsibility: Early Years and PSHE/RSE

The one thing I see as most valuable in our school is how happy the staff are and the strength of relationships between them. I would like to see inspirational leadership which can progress parent involvement with the school community and events; building on the team ethos to encourage parents to work with the staff, pupils and each other.

Claire Sharp - Foundation Governor

Areas of responsibility: Curriculum

At Minster Primary School, the curriculum is rich, broad and engaging, with reading at the heart of all areas of learning. It is underpinned by our vision, Christian Ethos and core values and enables children to flourish, grow and thrive. I would like someone that fully supports teachers and staff to learn, develop and grow. A leader that will have high expectations, support effort and ambition, and create an environment that allows teachers to experiment, innovate and lead. I believe happy teachers make happy children!

Alisha Stephens – Co-opted Governor

Areas of responsibility: Maths, Finance and Pupil Premium

The Governors at the Minster Primary School are passionately involved and committed. I am looking for a leader who can continue to support our team to go from strength to strength. We want to provide them with all the support and time they need but we are also looking for someone to offer the same to us. We have a range of backgrounds, but we want a leader to help us ensure we have a clear vision and strategy, and our resources are managed well. It is important our new leader supports our aims to help all children to achieve their goals with high quality teaching at its heart.

What our Governors say

Matt Williams – LEA Governor

Areas of responsibility: SEND, Equality and Diversity, Staff Well-being and Whistleblowing

As a very new governor who has only joined the board this year, I have been struck by the calm and purposeful atmosphere in school and the warmth and friendliness of all those who work here. The governing body are hugely supportive and are clearly passionate about helping the school to be the best it can be. Any new Headteacher will be fully aligned to the school's values and ethos and be a true team player, as well as an inspiration leader.

What our staff say

Important qualities in a headteacher



What our staff love about our school

"It's a welcoming school with a friendly atmosphere."

"We have high expectations for the children's behaviour and achievement."

"The fantastic children!"

"Rigour of the curriculum, planning and how we teach it."

"Staff are good role models, who show respect for one another and the children."

"We're a great staff team, with a wide range of experience and interest. We all have the same attitude and love for the job and school, which creates a strong team atmosphere."

"Strong values and Christian ethos is embedded through everything we do."

"Subject leaders are given autonomy to make decisions and are trusted to push things forward."

"The environment is stimulating for children, alongside being safe and consistent."

"The opportunities the school provides the children (singing workshops, outdoor activities, visitors etc) means children are exposed and challenged in exciting ways."

"A broad and balanced curriculum that values every subject."

"The brilliant staff! It's a close-knit team, where everyone feels valued and supported."

"The children are polite, enjoy being at school and work hard to achieve their goals."

"Supportive leadership that steps in when needed."

"Well-being and workload are considered for staff and there is recognition for hard work."

The job description

Post: Headteacher

Salary Scale: Headteacher Group 2 ISR L12–18

This document should be read in conjunction with the current School Teachers' Pay and Conditions. Candidates will be expected to have considered these in relation to The Minster CE Primary School.

Responsible to: the Governing Body, the Local Authority and the Diocese of Salisbury

Primary Purpose of the Job

- to lead and manage a happy and effective school
- to ensure excellent educational standards
- to ensure exemplary standards of behaviour and attendance
- to promote and safeguard the welfare of children

Leadership

1. To develop a shared vision and a strategic plan which will inspire and motivate pupils, staff, parents, governors and the wider community.
2. To work with staff and the Governing Body to ensure that the school improvement plan identifies the right priorities and actions to maximise achievement and reduce disadvantage.
3. To build a strong staff team the members of which work together to give each child the chance of maximising achievement according to his or her ability.
4. To encourage the development of leadership at all levels.
5. To monitor, review and evaluate all areas of school life, making certain that practice reflects policy so that pupils are being offered an excellent education which meets all legal requirements and supports the Christian values of the school.
6. To regularly review own practice and take responsibility for self-development.
7. To undertake other such duties as may be reasonably expected.

Teaching and Learning

1. To organise the curriculum for the school, ensuring that the National Curriculum is fully implemented and that this is done in a way that is appropriate to the needs, experience, interests, abilities and stage of development of the children.
2. To resource this curriculum wisely within the finance available to the school.
3. To identify and provide for the specific needs of pupils in line with the SEN code of practice and the Disability Discrimination Act.
4. To maintain and develop effective systems of assessment, planning and record-keeping taking account of the need to communicate with pupils and parents.
5. To promote high expectations of teaching and monitor and evaluate the effect of teaching on learning outcomes.
6. To promote a learning culture that will enable pupils to become effective, enthusiastic, independent learners.

The job description (continued)

Management of the Organisation

1. To work together with the Deputy Head and staff with management responsibilities to ensure the efficient running of the school.
2. To manage the school's financial and human resources in conjunction with the Governing Body to achieve the school's educational aims.
3. In conjunction with the Governing Body to agree and set budgets, ensuring effective systems are in place for administration and control of the school budget and that the Governing Body receives regular reports that allow it to monitor expenditure efficiently.
4. To recruit, retain and deploy staff appropriately and maintain systems for staff induction, professional development and performance management.
5. To monitor all areas of teaching and provide constructive feedback and appropriate support whilst challenging underperformance.
6. To treat people fairly and ensure excellent communications, maintaining a positive school culture within which everybody feels secure and supported.
7. To ensure effective supervision and security within the school, at all times, ensuring all health and safety regulations are met.
8. To work with the Governing Body, providing sound advice and all appropriate information so that the Governing Body is enabled to meet all its responsibilities.

Community Cohesion

1. To create and maintain an effective partnership with parents.
2. To promote strategies for challenging any form of prejudice or discrimination.
3. To maintain and extend the links with other schools, community figures and other organisations to enrich the life of the school and the wider community.
4. To ensure effective liaison with the Local Authority and its officers and the Diocese.

Safeguarding

To have due regard for safeguarding and promoting the welfare of pupils and to follow all associated child protection and safeguarding legislation and any policies as adopted by the school and Local Authority.

The person specification

The following is a summary of some of the main attributes the Governing Body would wish to see in candidates. This list is not exhaustive, but is offered as guidance.

Qualifications and Training

- Qualified Teacher Status
- Degree
- Headship National Professional Qualification (desirable)
- Successful teaching experience in the primary phase
- Is suitable to work with children and has the ability to protect them and promote their well-being
- Recent and relevant in-service professional development and training including Safeguarding

Experience, Knowledge & Skills

- Experience of successful school leadership in a senior role including evidence of using whole school self-evaluation to raise standards and bring about school improvement.
- Able to use all sources of evidence to accurately assess the strengths and weaknesses of the school and ensure these are reflected in all school documents.
- Data analysis skills and the ability to use data to set targets and identify weaknesses
- To promote pupils' spiritual, social, moral and cultural development
- Have high expectations of pupils' behaviour and support staff in maintaining the current high standards
- Effective communication and interpersonal skills with the ability to build effective working relationships.
- Able to support and enhance the Christian ethos of The Minster Primary School, in accordance with its distinctive nature as a VC School.
- Able to lead collective worship.
- Experience of leading staff development, including Performance Management and supporting and mentoring staff.
- An understanding of the importance of financial management linked to school development and a willingness to undertake further training as appropriate.
- An understanding of the importance of transparent governance and the willingness to build a strategic partnership with the Governing Body.
- Able to develop an inclusive school.
- Evidence of partnership working and developing community cohesion.

The person specification (continued)

Qualities

- A team leader who can value, respect and motivate others
- Someone who enjoys being with children and relates easily to them
- A visible presence around school, who is approachable, reflective and person centered
- Able to build trust and mutual respect between pupils, families and staff
- Able to inspire and demonstrate trust
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and quality, ensuring that personal beliefs are not expressed in ways that exploit the position

The Minster School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Criminal Records Bureau check.

School Mission Statement

'Secure and happy, learning together in a safe nurturing community guided by our God.'
'When you go through deep waters I will be with you.' Isaiah 43:2

The application process

Application process:

Please send completed applications to admin@minster.wilts.sch.uk or by post to Isabel Dawson at the address on the front of this pack.

Candidates are welcome to visit the school before deciding to apply for the position by contacting admin@minster.wilts.sch.uk, although a full tour will be given for longlisted candidates during first round interviews.

Closing date for applications: Thursday 29th February at 12.00 noon
Successful candidates to be invited for interview by Friday 8th March

First round of interviews for longlisted candidates: Tuesday 19th March

Probable structure of the day:

- Tour of the school
- Teaching a lesson
- Time with current Head to ask questions about the school
- Informal meetings with small groups of staff and pupils
- Interview with Governors

Final round of interviews for shortlisted candidates: Wednesday 27th March

Probable structure of the day:

- Deliver Collective Worship to a group of pupils
- Pupil panel
- In-tray exercise
- 10 minute presentation to Governors on a pre-released topic followed by panel interview

References:

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases at least two professional references are required.

Pre-employment checks:

The successful candidate will be subject to employment checks, two references, including current or most recent employer, and an enhanced Disclosure and Barring Service check. We reserve the right to research applicants on social media and the internet, and this information may be considered by the interview panel.