



The Royal Kent C of E Primary School

**Headteacher
Applicant Pack**

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Welcome from Chair of Governors

Dear prospective candidate,

Thank you for your interest in The Royal Kent Church of England Primary School and the position of Headteacher, which arises as our current Headteacher will be moving on at the end of autumn 2024, following ten years of excellent leadership.

The Royal Kent School (RKS) is a one form entry voluntary controlled primary school based in Oxshott, with a capacity for 218 children in Reception to Year 6, and a Nursery allowing for 20 full time places.

As Chair of Governors, I firmly believe that RKS is in a superb position for a new Headteacher to build upon our current strengths and lead us towards continued improvement and future successes. This role presents a wonderful opportunity for a passionate and personable leader to make a significant impact on the lives of our pupils and contribute to the continued success and growth of our school community.

Here are some of our strengths, which our new Headteacher will benefit from and be able to build upon:

- The school holds a strong reputation in our local community for its commitment to providing high-quality education within a nurturing Christian environment, boosted by our close relationship with our parish church St Andrew's.
- We are generally oversubscribed, bucking local and national trends (at the time of writing there is only one vacancy in the whole school, plus we have a thriving Nursery).
- RKS pupils consistently demonstrate excellent behaviour, attendance and achieve high academic standards.
- We enjoy a healthy financial position, ensuring that resources are readily available to support both our curriculum and enrichment opportunities.
- We have an enthusiastic and skilled staff team, with a low staff turnover.
- Our parent body are highly involved in school life, meaning that their children are well supported in their learning, and there is an amazing amount of money raised in fundraising each year.
- In March 2024, we were delighted to receive a positive report from Ofsted, affirming that we continue to be a 'good' school.

We are seeking a Headteacher who possesses strong leadership qualities, a passion for educational excellence, and a deep commitment to nurturing the spiritual, moral, social, and cultural development of our children. If you are motivated by the prospect of leading a school with a proud tradition of academic achievement and community involvement, I do hope that you will apply for this position.

Please read through the rest of the information in this candidate pack, and visit our school website to find out more about us. Visits to the school are welcomed - please contact our School Business Manger, Louise Wheatley, to arrange this (01372 842495, sbm@royal-kent.surrey.sch.uk).

Yours sincerely,

David Young
Chair of Governors

Letter from our Vicar



Dear Applicant,

St Andrew's Church and The Royal Kent School enjoy a very close and special partnership, which has been fostered at the centre of our village for well over a century. St Andrew's is just 150m from the school, so it is very easy for children to walk down to church for special services and workshops - at Harvest, Christmas and Easter - as well as to mark the beginning and end of their time at RKS with our 'Welcome' and 'Leavers' Bible presentation services. Throughout the year, every week a team from the church also makes the short journey up the road to lead an 'Open the Book' Bible story assembly for the whole school. I am very often at the school myself - whether as part of this team, as one of the church appointed 'Foundation' governors, for class R.E. lessons, or to drop off and pick up my own two children, who are in Reception and Year 3.

The School Vision is deeply rooted in the Christian faith, offering children a firm foundation upon which to build their lives. As a Church of England School, our school benefits from support, advice, training and professional development opportunities offered through the Diocese of Guildford's education team, as well as being part of a wider family of church schools across the diocese. For those new to Church School Headship, the diocese invites you to take part in an induction specifically designed to meet the needs of Church School Headteachers.

As a former primary school teacher myself, I am deeply committed to fostering the life-giving relationship between the church and schools in our community - and very much look forward to working with the next Headteacher of The Royal Kent School, as we journey together in the years to come.

With best wishes,

A handwritten signature in black ink that reads "Patrick".

Revd. Patrick Davies

Vicar, St Andrew's Church Oxshott



Our Vision and Values

Last year the Governing Body launched a brand new Vision and Mission for the school which is now being integrated into the daily life of the school community. This encourages our children to embody five core characteristics which will help them flourish academically, spiritually and emotionally, whilst building a strong foundation for a successful future.

Jesus said: *“Whoever listens to me, and puts my words into practice, is like a wise person who builds their house on the rock.”* (Matthew 7: 24)

As a nurturing school community, we will discover the fullness of life by journeying together with:

Cognisance drives our devotion to academic excellence and the pursuit of wisdom, cultivating a love for learning by developing a greater awareness of the world around us and respecting the rights of others to hold different beliefs and opinions.



We emphasise **Commitment** to each other and our goals, instilling a sense of responsibility, perseverance, and service in each child both within our school and the wider community by having the strength of character to complete what we set out to accomplish.

With **Compassion** we foster an environment of care, empathy, and respect towards others, ensuring children value inclusion. We support one another, embrace diversity and foster empathy towards others, to become caring and thoughtful global citizens.



Creativity is celebrated by encouraging innovation and exploration in the way we approach all aspects of our lives now and in the future, using our unique talents and potential to discover a world of new possibilities.

Through **Courage** we encourage our children to be willing to keep trying new things, going beyond our comfort zone until we succeed and navigating uncertainties with resilience and integrity to negotiate the complexities of our modern world.



These five characteristics will equip our children to confidently weather life's storms, just like the wise person who built their house on the rock.



“Pupils are confident and independent at this aspirational school”

“Pupils are proud members of the school community and work hard to meet teachers’ high expectations.”

Ofsted 2024

Key Facts

RKS is a close and caring community which values each child as an individual. Teachers are committed to encouraging children to work to high academic, spiritual and social standards and have equally high expectations of good behaviour.

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|-----------------------------------|--|
| Type of school | Church of England Primary School, voluntary controlled. |
| Age range | 4 - 11 years |
| Numbers on roll | 217 (capacity 218) |
| % SEN | 12.4% |
| % PPG | 7.8% |
| % EAL | 7.3% |
| Results | Our results for Early Years, Phonics Screening, KS1 and KS2 are overall well above the national average. Please see a link to our results. |
| Staff | 32 |
| Governors | 10 plus 2 associate governors |
| Parent Teacher Association | We are fortunate to have the support of a very active PTA. Significant funds have been raised over the last few years and contribute so much to the life of our school. Their contribution of over £70,000 in the last two years includes a Y1 outdoor canopy, class set of iPads, class set of Chromebooks, Crinkle Crag climber, contribution to Wonder Woodland Outdoor Classroom and class furniture for three classrooms. |
| Educational Trust | The Royal Kent Educational Trust (RoKET), overseen by governors, securing funding to enhance the education and wider experiences of the pupils |
| School Website | www.royal-kent.surrey.sch.uk |

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|--------------------------|---|
| Nursery | The Ladybird Nursery at Royal Kent School |
| Type | A Section 27 Governor Led Nursery |
| Numbers of places | 20 full-time Nursery places |
| Number on roll | 25 |



Why RKS?

The Royal Kent School offers:

- Children who are eager to learn and display enthusiasm and good behaviour.
- High levels of pupil engagement in school life outside the classroom, including pupil committees, House leadership and activities, sports fixtures against other local schools (including football, cricket, netball, swimming and athletics), a school choir with participation in church services and festivals, and opportunities for KS2 pupils to support our younger pupils through buddy, mental health champion and sports crew roles.
- A well-qualified, enthusiastic, loyal, caring staff, dedicated to delivering a high-quality education to our children, including specialist teachers for Music, French and PE.
- A strong, active partnership with St Andrew's Church, supporting the school's theologically rooted Christian Vision and Values.
- A well-equipped school both inside and out, including a playground incorporating climbing frames for different age groups, a MUGA and equipment for active play; our new 'Wonder Woodland' outdoor classroom and learning area; playing field; covered outdoor areas for Nursery, Reception and Year 1 pupils; a recently refurbished school hall; a well-stocked library, Computing suite and sensory room.
- A school at the heart of the local community, with close links to other schools, both within the Effingham Learning Partnership and beyond, and to local community groups.
- A supportive Governing Body which actively participates in setting and monitoring strategic goals agreed with the Headteacher, and which works closely with subject/phase leaders through 'Link Governor' roles, covering all subjects plus safeguarding, SEND and well-being.
- A supportive and engaged parent community, including an active PTA which organises regular events for the pupils, parents and local community, raising significant funds to support continued investment in the school environment.
- An inclusive and open-minded culture committed to continual improvement and ongoing investment.
- Strong financial performance, allowing continued investment in the school grounds, facilities and curriculum.



Headteacher Person Specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

| | | E | D |
|---------------------------------------|--|--------------------------------------|------------------|
| Qualifications and Attainments | <ul style="list-style-type: none"> • An experienced, accomplished teacher with qualified teacher status • Has undertaken recent and relevant further professional development • Level 3 Designated Safeguarding Lead Training Qualification (or willingness to obtain it) • Higher qualification in education and/or NPQH | E E E | D |
| Experience | <ul style="list-style-type: none"> • Experience of school leadership within the primary phase • Substantial experience with a record of excellent teaching • Experience of leading continued school improvement, successfully leading change and inspiring others • Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress • Successful experience of positive behaviour management • Experience of developing and maintaining effective relationships with the local and wider community, including parents and other schools to enhance learning and educational achievements. • Evidence of Curriculum evaluation and development • Demonstrable experience of successful line and performance management and staff development • Holding lead responsibility for safeguarding/child protection • Teaching across the primary school age range, including Early Years • Managing effective Nursery provision | E E E E E E E E | D D D D |
| Skills and Knowledge | <ul style="list-style-type: none"> • Ability to communicate the school's vision to lead, encourage and inspire others • Active engagement in the current landscape of education including pedagogical strategies and legislation, including SEND and Safeguarding • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Using assessment data to plan and support children's next steps towards improvement including the provision of additional support where required • Promote a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential • Effectively communicate orally and in writing to a range of audiences including parents, governors and outside agencies • Knowledge of systems for school self-evaluation, effective monitoring and inspection • Demonstrate an understanding of the statutory, financial and budgetary processes required in the management of a school | E E E E E E E | D |

| | | E | D |
|----------------------------|---|---|---|
| Personal Attributes | • Commitment to safeguarding and equality | E | |
| | • Dedication to getting the best outcomes for all pupils and for promoting the Christian ethos and Values of the school | E | |
| | • Inspires confidence and trust, is approachable, shows integrity and care for others | E | |
| | • Builds strong relationships with all stakeholders, for example the Governing Body, PTA and wider parent body | E | |
| | • Ability to work under pressure, think creatively and to anticipate and solve problems | E | |
| | • Commitment to the encouragement, empowerment and training of all staff | E | |
| | • Ability to deal sensitively with people and resolve conflicts | E | |
| | • Demonstrates flexibility and an ability to adapt to changing circumstances and new ideas | E | |



Headteacher Job Description

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| Post | Headteacher |
| Contract | Full time, permanent |
| Responsible to | The Governing Body of Royal Kent School |
| Salary | London Fringe Group 2 School: L15 – L21 Currently £71,664 to £82,005 |

The Governing Body of The Royal Kent School expect that the Headteacher of the school will uphold the [Headteachers' standards \(2020\)](#) in all aspects of their role. In addition, as a Church of England school, the Headteacher will ensure that the school's Christian Vision and Values are promoted throughout school life.

Duties and responsibilities

Leadership and Management of the School

The Headteacher will work effectively with the Senior Leadership Team, staff and governors, to:

- Create a culture where pupils experience a positive and enriching experience at RKS
- Set the school's strategic direction, maintaining a constant drive for improvement.
- Ensure that the school's theologically rooted Christian Vision and Values are clearly articulated, understood and acted upon by all members of the school community.
- Provide strong, values driven leadership that welcomes diverse views, both offers and accepts challenge, and delegates effectively.
- Recruit, retain and deploy staff appropriately to achieve the school's strategic direction and overall Vision.
- Manage staff fairly and effectively, ensuring that all staff are supported, valued and motivated to develop their skills, work as a team and contribute to the school's success.
- Understand the importance of staff wellbeing and a positive work life balance in maintaining staff satisfaction and retention.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults.
- Work with the School Business Manager and the Resources Committee to set and monitor budgets, managing the school's financial resources appropriately to adhere to the strategic direction and ensure sustainability in the longer term.
- Ensure that the school's buildings/ premises are maintained and developed so that they meet both the current and future needs of the school.

Learning and Teaching

The Headteacher will be responsible for developing and maintaining a rich curriculum, and ensuring high standards of teaching and learning, so that every child can reach their full potential. This will include:

- Ensuring that high standards of learning and teaching are at the core of strategic planning, resource management and effective delivery.
- Continually reviewing the School's curriculum, so that it is broad, ambitious, inclusive and purposeful. Ensure that statutory requirements are met.
- Ensuring that all groups of children (including those who have SEND, EAL or are eligible for Pupil Premium) are able to access the full curriculum.
- Working with a range of stakeholders to make sure that all groups of children are fully supported, monitoring progress and implementing interventions where necessary to ensure that all children make progress.
- Monitoring and evaluating the quality of teaching, using effective appraisal mechanisms to ensure that provision is of the highest quality across the curriculum.
- Using a variety of data to identify underperformance within the staff team or by pupils, and then ensure that this is challenged and improved

Relationships & Community

The Headteacher will show the highest standards in representing the School to all individuals and groups within and outside the School. This will include:

- Working closely with parents and carers, ensuring that they are kept informed of their children's progress, feel included in the School community, and are supported to work with the School in pupils' best interests.
- Maintaining and developing the excellent working relationship with our parish church St Andrew's.
- Communicating regularly and effectively with the School and wider community, via a range of formats such as updates, newsletters, use of social media and community publications.
- Increasing and enhancing opportunities for parents and carers to be involved in the life of the School, including volunteering and attendance at a range of events.
- Establishing and maintaining partnerships with other local Schools, including as part of the Effingham Learning Partnership.
- Ensuring a secure and successful transition to secondary School for our Year 6 pupils.
- Developing links with the local community to enhance the School's excellent reputation and place at the heart of the village.
- Welcoming volunteers and other organisations into our School, as appropriate, to enhance the experiences of our pupils.
- Overseeing all marketing of the School (including website and social media) to ensure that it promotes an honest and positive image, supports parent choice and provides useful information.
- Advising the PTA committee and the Trustees of the Royal Kent Educational Trust (RoKET) to support them in organising initiatives, which provide enjoyment for the community and raise funds for the school.

Accountability and Governance

The Headteacher will:

- Ensure that the School is fully compliant with all its legal responsibilities.
- Act as the School's Designated Safeguarding Leader, and lead on all aspects of safeguarding and Child Protection in the School.
- Assure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
- Develop and update school policies, in line with statutory requirements and in response to developments in the educational and social environment
- Present a coherent and accurate account of the School's performance to the Governing Body. Work with the governors to monitor performance, drive improvement and implement the School's Vision.
- Create conditions in which pupils, staff and the School community feel they can to speak up and be heard if they have concerns or ideas for improvement.
- Present a coherent and accurate account to various external stakeholders, such as the Diocese or the Local Authority, and work in partnership with these organisations as required.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.



Recruitment Process

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| Start Date | April 2025 or earlier. |
| Closing Date | Friday 22 November 2024 at 9.00am. |
| Visits to School | A visit to the school is warmly welcomed and encouraged. This can be arranged by contacting the School Business Manager, Mrs Louise Wheatley on the details below. |
| Shortlisting Dates | Shortlisting will take place on Wednesday 27 November 2024. Applicants will be advised by Thursday 28 November 2024 if they have been successful in being called for interview and further details sent. |
| Interview Dates | Wednesday 4 and Thursday 5 December 2024. |
| To Apply | <p>Please complete the application form and return it via email to Mrs Louise Wheatley, School Business Manager, details below.</p> <p>Please look carefully at the job description and person specification for this post. Your personal statement (no more than two pages of A4) must relate to the specification and be personalised to meet the priorities of our school. Please indicate why you wish to be our next Headteacher and the specific skills and attributes you will bring to the role.</p> |
| Contact Details | <p>Mrs Louise Wheatley, School Business Manager, The Royal Kent C of E Primary School, Oakshade Road, Oxshott, KT22 0LE.</p> <p>Email: sbm@royal-kent.surrey.sch.uk</p> <p>Telephone: 01372 842495 option 3</p> |

Safer recruitment

The Royal Kent C of E Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (Sept 2024).



