

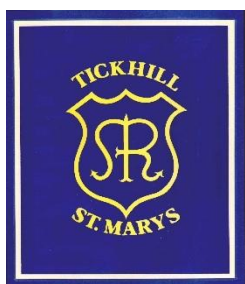
KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

TICKHILL ST MARY'S CHURCH OF ENGLAND PRIMARY AND NURSERY SCHOOL



St Mary's Road, Tickhill, Doncaster, DN11 9LZ
Tel: 01302 742569



KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

CONTENTS

• ETHOS AND VALUES	3
• LETTER FROM THE CHAIR OF GOVERNORS	4
• SAFEGUARDING	5
• ABOUT THE SCHOOL	6
• SENIOR LEADERS.....	8
• JOB DESCRIPTION	9
• PERSON SPECIFICATION	12
• HOW TO APPLY	15





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

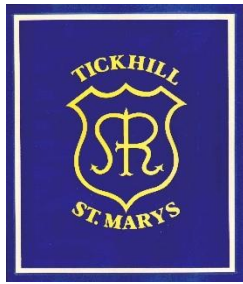
ETHOS AND VALUES

Here at St Mary's Church of England Primary School, through our Christian values, we aspire to nurture and educate the whole child; caring for their well-being, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our aim that parents, children and school staff should work together towards this end.

At St Mary's, we take pride in who we are and what we do by being:

- ◇ Kind;
- ◇ Accepting;
- ◇ Fair;
- ◇ Honest;
- ◇ Respectful;
- ◇ And active members of our community.





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

LETTER FROM THE CHAIR OF GOVERNORS

Thank you for taking an interest in our school.

Everyone at St Mary's likes to think we do things a little differently - we call it the 'St Marys Way'. Guided by our Christian beliefs, we all work together as a family to improve the journeys of the children in our care.

John 10:10 – *"I have come that they may have life and live it to the full"*. We look to live this everyday in school, in hope that each child follows St Mary in discovering and fully living their life within God's plan.

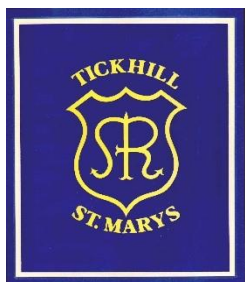
We promote love, acceptance and inclusivity, and aspire to nurture and educate all our children, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our hope and prayer that all stakeholders work towards this end.

We are always looking to improve, never resting on our laurels, and always doing it with a smile on our faces. We live and breathe our five school values of being kind, accepting, honest, fair and respectful whilst being active members of our community.

Could you become part of our family? Please come and visit, and see first-hand the 'St Mary's Way', perhaps it could be for you too?

Gareth Rowbotham
Chair of Governors





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

SAFEGUARDING

We take the safeguarding of our children very seriously.

Our comprehensive Safeguarding policy is available on our school website. The purpose of this policy statement is:

- to protect children and young people at Tickhill St. Mary's Church of England (Voluntary Aided) Primary and Nursery School from harm
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of the school, including senior leaders and the board of Governors, paid staff, volunteers, agency staff and students.

Our school site is checked for safety on a daily basis by our caretaker, Mr Mellon. All visitors to school are asked to sign in at the office and will be issued with a red visitor's badge. Visitors will be accompanied by a member of school staff. We encourage parents to come into school to help, however all helpers will be asked to stay within the classroom and work under the direct supervision of the class teacher.





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

ABOUT THE SCHOOL

We are a happy and caring school with a beautiful environment, both indoors and out. We have approximately 220 children on roll which includes our popular Nursery. We have one class per year group.

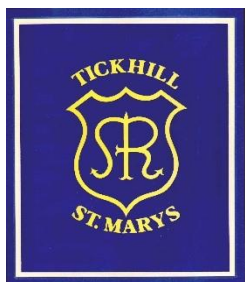
As a school we are committed to developing the partnership between home, school, church and the community. These links help enable our children to develop intellectually, spiritually, morally, emotionally and culturally.

Our Foundation Unit

In the Foundation Stage we follow the Early Years Foundation Stage (EYFS) curriculum. This curriculum ensures your child will be learning in a supportive and encouraging environment. Lessons are based on active learning; play and exploration are largely practical. Children design activities in each area of the classroom and outdoors including construction, mark making, painting, cutting and sticking, small world, home corner, sand and water trays. The purpose of these activities will be to widen and develop your child's knowledge and skills. Each child is treated as an individual to enable them to develop confidently at their own pace.

Assessment is on-going and will take the form of teacher assessments. We use the on-line program 'Tapestry' to record observations and photographs of your child's learning journey. Parents are actively encouraged to contribute to this process.





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

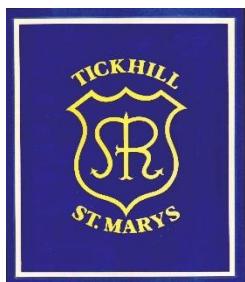
Headteacher Information Pack

Our School Curriculum—Key Stages 1 and 2

Children in Key Stage One and Two follow the National Curriculum which comprises of: English, Mathematics, Science, Design Technology, Computing, Music, History, Geography, Art and Design, Physical Education, French and Religious Education. We follow the Understanding Christianity programme for Religious Education and make provision for Personal, Social and Health Education (including Sex and Relationships education). All lessons are taught through thematic approaches enabling children to make links and transfer their learning to different situations. We try to provide a broad, balanced and engaging curriculum which is relevant to each child's needs whilst at the same time ensuring progression, continuity and fun!

A predominately Christian Collective whole school worship takes place daily. Alongside the teaching of PSHE and throughout the statutory curriculum this underpins our children's spiritual, moral, social and cultural development.





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

SENIOR LEADERS



Mrs Over
Assistant Head



Mrs Kabesh
SENCo/Year 1
Teacher



Mrs Houghton
Senior Teacher



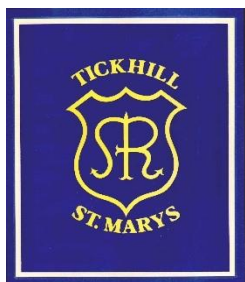
Miss Belnavis
Early Years
Leader



Mr Rowbotham
Chair of
Governors



Mr Towner
Vice Chair of
Governors



KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

JOB DESCRIPTION

Principal Responsibility

The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Headteacher shall consult, when appropriate: the Governing Body, the Local Authority, the staff of the school and the parents of its pupils. Leadership posts that affect directly the vision of the school should, wherever possible be staffed by skilled practitioners who are committed excellent teachers.

Main Purpose of the Post

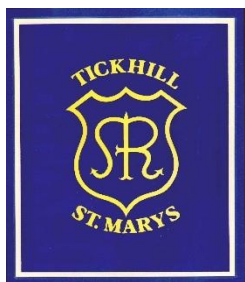
- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- To meet the National Standards for Headteachers as published by the DfE.
- To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

Shaping to Future

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

Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of pupils with the school as the Designated Safeguarding Lead:



KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

- Operate a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of systems and processes
- Operate clear whistleblowing procedures
- Share information with other professional and agencies
- Operate safer recruitment practices
- Ensure appropriate support for staff, including undertaking induction, safeguarding training, and reviews of practice as applicable
- Work within and monitor clear policies for dealing with allegations and low-level concerns against people who work with children and work with the guidance from the LADO where required

Leading Learning and Teaching

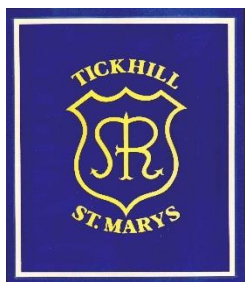
- To work with the Governing Body to secure and sustain effective teaching and learning throughout the school;
- To monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement

Developing Self and Working with Others

- To lead, motivate, support, challenge and develop individuals and teams.
- To foster an open, fair, equitable culture, treating people with dignity and respect to create and maintain a positive school culture

Managing the Organisation

- To manage the school efficiently and effectively on a day-to-day basis to meet specific objectives in line with the school's strategic plan and financial context, making professional managerial and organisational decisions based on informed judgments.
- To establish and sustain appropriate structures and systems, delegating management tasks and monitoring their implementation, and prioritising, planning and organising self and others;
- To think creatively to anticipate and solve problems



KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

Securing Accountability

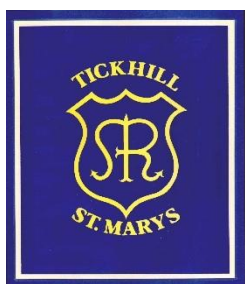
- To be accountable for the efficiency and effectiveness of the school to the Governors and others, including pupils, parents, staff, local employers and the community.
- To engage the school community in the systematic and rigorous self-evaluation of the work of the school, collecting and using a rich set of data to understand the strengths and weaknesses of the school and combining the outcomes of regular school self-review with external evaluations in order to develop the school;
- To demonstrate political insight and anticipate trends

Strengthening Community

- To recognise and take account of the richness and diversity of the school's communities. To engage in a dialogue that builds partnerships and community consensus on values, beliefs and shared responsibilities
- To listen to, reflect and act on community feedback and build and maintain effective relationships with parents, carers, partners and the community, which enhance the education of all pupils by:

This job description may be amended at any time in accordance with the needs of the school after discussion and appropriate consultation with the post holder.





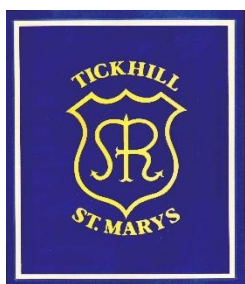
KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

PERSON SPECIFICATION

(Assessment key: 'A' is application; 'I' is interview and 'R' are references)

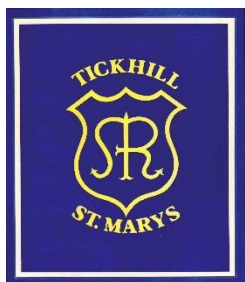
	Essential	Desirable	Assessed
Qualifications and Training			
• Qualified Teacher Status	✓		AI
• Evidence of recent and relevant continuing professional development	✓		AI
• NPQH Award or acceptance onto the NCSL programme		✓	AI
• Degree	✓		AI
• Post-graduate level qualification or recognised alternative		✓	AI
Relevant Experience			
• Recent experience as a successful senior manager in the primary phase	✓		I R
• Proven outstanding teaching ability	✓		A I R
• Curriculum leadership experience	✓		I R
• Proven experience of leading the raising of standards in teaching and learning	✓		A I R
• Strategic leadership in building and maintaining effective relationships with pupils, Governors, parents, the community, church and LA	✓		A I R
• Strategic planning and resource management	✓		I R
• Experience in leading school improvement planning and self-evaluation	✓		A I R
• Experience of leading and managing successful change	✓		I R
• Experience of full primary age range		✓	I
• Experience of working in at least two primary schools		✓	I
• Experience of working in an environment of mixed-age classes		✓	I
• Experience of managing Personnel and Health/Safety issues		✓	I



KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

Knowledge and understanding of:			
• Models of effective teaching and learning	✓		I
• Models of behaviour and attendance management	✓		I
• Up to date knowledge of the National Curriculum (and EYFS curriculum)	✓		A I
• Safeguarding requirements	✓		A I R
• Current educational priorities, legislation and developments	✓		I R
• Strategies to promote individual and team development	✓		I
• School improvement strategies to include raising attainment, data analysis, target setting and appraisal	✓		I
• Financial planning and budget management		✓	I R
• Successful management strategies for monitoring the quality of teaching and learning, pupil outcomes and the quality of provision	✓		I
• Developed vision and philosophy to include inclusion, ethos, communication, behaviour, school improvement and diversity	✓		A I R
• School self-evaluation and its relationship with the process of school development and improvement	✓		I
• The work of other agencies and opportunities for successful collaboration with them		✓	I
• Working with, and understanding the role of school Governors		✓	I R
Professional Skills			
• Outstanding strategic leadership skills	✓		A I R
• Ability to lead, monitor and evaluate the quality of teaching and learning	✓		I R
• Collaborative working and networking with others within and beyond the school	✓		A I R
• Partnership working to secure the commitment and support of the wider community	✓		I R
• Working with other agencies to support inclusion	✓		I R
• Effective interpersonal and communication skills	✓		I

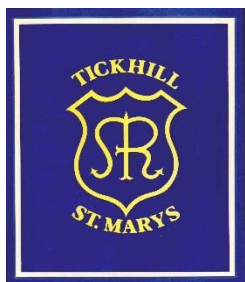


KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

(including written, oral, ICT and presentation)		✓	I R
• The delivery (use and impact) of new technologies to support teaching and learning	✓		I R
• Highly developed organisational, self-management and time management skills	✓		I R
• Ability to motivate, enthuse and empower staff and pupils	✓		I
• Work well in challenging situations and be able to prioritise work to meet deadlines	✓		I
• Proven ability to think creatively to anticipate and to identify problems and needs and to construct solutions	✓		
Personal Qualities			
• Commitment to developing the school at the heart of the community	✓		I R
• Commitment to support the school's inclusive ethos	✓		I R





KIND
ACCEPTING
FAIR
HONEST
RESPECTFUL

Headteacher Information Pack

HOW TO APPLY

Interested candidates should submit a fully completed **Application Form** directly to the school by emailing it to: admin@tickhillstmary.co.uk or drop off/post to school at:

Tickhill St Mary's CofE Primary & Nursery School
St Mary's Road
Tickhill
Doncaster
DN11 9LZ

This should be accompanied by a personal **Letter of Application** which will support the application form and bring to the Governors' attention your personal situation, your leadership skills and any other information you consider important which may not be accommodated within the application form. Together with a **Professional Statement** which should be concise and explain how you meet the requirements of the Person Specification and the Job Description.

Candidates are encouraged to visit the school before applying. Please contact Karen Fielding for an appointment on kfielding@tickhillstmary.co.uk or 01302 742569.

Closing Date: **Monday 11th March 2024 at 12.00noon**

Shortlisting: **Wednesday 13th March 2024**

Interview Date: **Wednesday 20th & Thursday 21st March 2024**

The school is committed to safeguarding and promoting the welfare of our children and expect all staff to be committed to this. Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service