



Christ Church CE VC Primary School

*Aspire, celebrate and learn in an inclusive community*

# Head Teacher Recruitment Job Pack Information



November 2020



## **An introduction from the Governors**

Dear Applicant,

Thank you for your interest in the headship of Christ Church CE VC Primary School. We hope the information in the application pack will encourage you to come and visit us to experience the School in person.

Christ Church is a large, vibrant primary school (428 children currently on roll) in the beautiful Wiltshire town of Bradford-on-Avon, situated on the edge of the Cotswolds. Pupil numbers are healthy and stable and we have an active and supportive parent and carer body.

Our children are motivated, engaged, and live the School's ethos of aspiration, celebration, learning, and inclusivity. Christ Church enjoys a very good local reputation and undertakes activity to ensure our children remain engaged with the community. We have well maintained, attractive buildings and extensive grounds, which our staff and pupils enjoy and make full use of as an excellent learning environment.

The school was last inspected by Ofsted in November 2018 and by SIAMS in December 2019, and found to be good in both. We have a strong, dedicated staff with a breadth of different experience and expertise, including the Wiltshire Lead Teachers for English and Maths, the latter of whom is also a candidate for National Mastery Specialist for National Centre for Excellence in Teaching Mathematics. The current Head Teacher and Governing Body take an active approach to succession planning and continuing professional development. Our staff are supportive, collaborative, readily take on challenge, and are keen to share best practice within the School and externally with others.

The Christ Church curriculum is broad and inclusive, with excellent provision in all areas. Our Leadership Team and Governors are supportive of a strong ongoing provision in all subjects, which means that music, sport and languages continue to be offered over and above the requirements of the national curriculum. We alternate biannual Arts Week and STEM week and have specialist teachers for both. Exciting pupil trips and experiences form a key part of our

curriculum, though the approach to external visits has inevitably had to be adapted in the current climate.

Pupil and staff morale and engagement are high and the atmosphere at Christ Church is warm, friendly and professional. Our children, staff, parents and carers have demonstrated great resilience and adaptability over the last six months, readily involving themselves in online learning. We have put in place careful measures to ensure no child experiences ongoing gaps in their learning as a result of the Covid-19 pandemic. The work the School, its children, and parents and carers have done means that our classes are well placed to continue moving forward through the curriculum.

We are immensely proud of our School and look forward appointing a passionate, supportive and enthusiastic Head Teacher with the drive and expertise to take us forward into the next stage of development. If you feel you are that person, we would love to hear from you.

The closing date for applications is Friday 4 December 2020 and interviews will be held over two days on 16<sup>th</sup> and 17<sup>th</sup> December 2020.

We look forward to hearing from you.

Yours Faithfully,

Amy Laird  
Chair of Governors



## An introduction from the current Head Teacher

Dear Applicant,

Thank you for your interest in the post of Head Teacher. If you are successful then you can look forward to working in a school which has fantastic children, hard-working staff, supportive parents and carers, and a professional governing body.

Christ Church is a great school. Of course I would say this because I have been Head Teacher here for eighteen years! It is a school which has a strong philosophy. It sees learning as a life-long process and as Head Teacher there is always new learning which needs to take place. The ELLI principles, which underpin the philosophy of the school are fully embedded. These ensure children and adults alike are: creative; resilient; reflective; curious; have good working relationships; can work independently; and be able to make connections in their learning. As a result, visitors and external validators comment on how happy the children appear, their politeness and willingness to try new concepts and skills. They also comment on the professionalism of the staff and their reflective and resilient nature.

Our children, their families and the strong sense of team amongst the staff are the reasons why staff mobility is generally low; once you find that special Christ Church connection it is very hard to move on – be warned!

Our new Head Teacher will enjoy collaborating with an efficient finance and admin team. The school is also proud of its inclusion team which ensure safeguarding and pupil well-being remains a high priority. There is a well established specialist teachers programme which support PPA. Together with the support of phase leaders the school ensures excellent teaching and learning. The school has a strong middle leadership team and is full of creative, ambitious and enthusiastic staff.

As the new Head Teacher, you will also have the opportunity to appoint a new leadership team. The school has a highly effective interim leadership team which will remain in place at least until

September 2021, but thereafter our new Head Teacher will have the opportunity to create their own leadership structure.

I hope you enjoy the process of learning more about the school and requirements of this particular role, and the content of this pack provide you with sufficient information to help you decide whether this post is for you.

Christ Church has a very special place in my professional career but the school is ready to welcome someone who has the drive and commitment to maintain the essence of Christ Church whilst still adding your own flair in taking the school forward.

I wish you every success in your potential role as the Head Teacher of Christ Church CEVC Primary School.

Neil Baker  
Head Teacher



## An introduction to our school

We are a large, caring and successful primary school with over 400 children drawn from the town and surrounding villages. Through our ethos of aspire, celebrate and learn we all work together to provide a stimulating and purposeful learning environment. We pursue excellence through well-resourced classrooms and an enthusiastic, committed staff. Above all, we believe that in order to achieve the best for our children, it is essential that we work closely in partnership with parents, carers and pupils to support them throughout their time at Christ Church. As a school, we seek to provide a safe and enjoyable place for everyone to learn; with principles based on Christian values. Christ Church is a community within the extended community of Bradford on Avon and is a place to discover things and to be helped with aspiring challenges so that we all become effective, confident lifelong learners, prepared for living and working in a fast and ever-changing world.

We provide primary education for 4 to 11-year-olds in three stages: Foundation Stage, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 – 6). Each of the year groups 1 - 6 has two classes and there are two classes in the Foundation Stage. The school has a very strong team of teaching staff, ably supported by dedicated support staff including learning support assistants, administrative and premises staff. There is a highly effective governing body and an outstanding parent teacher association (Friends of Christ Church School – FOCCS).

Our school is set in single level buildings in spacious grounds. We have two halls, well-stocked library areas, a music room, and a foreign languages classroom. The Learning Lodge houses the Inclusion Hub and rooms to provide small group or individual tuition for pupils with additional or special educational needs. All areas of the school are well equipped with computing facilities and in addition, we have a computing suite for whole class computing lessons.

Our beautiful grounds include a large playing field, various playgrounds, woodland, a pond, a wild garden, wooden play equipment and a large vegetable garden as well as smaller vegetable plots.

All of the above support our curriculum experiences. To enhance play we have low level play equipment, a trim trail, woodland areas and permanent sports equipment.

Our objective at Christ Church is not only to enable the children to aspire to great things today, but to become effective life-long learners. We have worked on a research project with Bristol University to help children develop the skills needed to keep learning throughout life. We have developed the Effective Lifelong Learning Inventory (ELLI) and apply it to our teaching. The children are encouraged to approach their learning by developing these dimensions, to take responsibility for their learning and to understand that it is a lifelong process.

To enrich academic work, our approach to the curriculum places great emphasis on 'experiential' learning. A child's education at Christ Church will feature many opportunities to learn outside the classroom and through first-hand experience. Such opportunities include 'welly walks' in the school grounds and visits around the town. Other experiences have also included trips further afield to places such as Bristol Zoo, Westonbirt Arboretum and the Roman Baths. We also have special topic days. In Year 6 we take the children on a residential programme. Opportunities for the children to perform and exhibit their work include nativities and plays, concerts, assemblies, and special events as part of specific topics and themed curriculum weeks.

## Key information about our school

<b>Type of school</b>	Church of England voluntary controlled primary school
<b>Age range</b>	4-11
<b>Location</b>	Bradford on Avon, Wiltshire
<b>Budget</b>	£1.6 million
<b>Number of teaching staff</b>	19.79 FTE
<b>Number of children on role</b>	428
<b>Average class size</b>	30
<b>Attendance</b>	96.79%
<b>Date school established</b>	The 'first' Christ Church Primary School opened its doors in 1847 at Mount Pleasant and in 1878 an infant school was erected on an adjoining site. In 1928 the school was changed from an elementary school to a junior school and in 1956 the school moved to its present site and an infant school was built adjacent to it. In 1972 the schools combined and became a Church of England voluntary controlled primary school.
<b>% of children with SEN</b>	27/428 - 6.3%
<b>% of children on FSM</b>	11/428 - 2.5%
<b>% of children with EAL</b>	3/428 - 0.7%
<b>% of children in receipt of Pupil Premium</b>	33/428 - 7.7%
<b>Latest Ofsted report</b>	Full inspection (November 2014): <a href="https://files.ofsted.gov.uk/v1/file/2437724">https://files.ofsted.gov.uk/v1/file/2437724</a>  Short inspection (November 2018): <a href="https://files.ofsted.gov.uk/v1/file/50042755">https://files.ofsted.gov.uk/v1/file/50042755</a>
<b>School website</b>	<a href="https://www.christchurch.wilts.sch.uk/">https://www.christchurch.wilts.sch.uk/</a>





## What's special about our school and what do we wish for our new Head Teacher?

### Our children

Our school is special because:

- We have beautiful grounds and great technology;
- We are happy and polite children who are excited about learning;
- We work really well as a team and show good relationships;
- We have special rooms and teachers for Music and French;
- We have a great Christmas Dinner!

We are wishing for someone who is:

- Excited about being a Head Teacher, who wants to help our school to get even better and can make good decisions about our school, but includes us in their decision-making and doesn't change all of the things that make Christ Church special;
- Fun, funny, kind, and approachable, who takes the time to say hello and listen to us;
- Inclusive and interested in finding out what is important to each individual;
- Trustworthy and respectful, treats everyone fairly.

### Our parents and carers

Our school is special because:

- Of the kind, caring and committed staff who get to know our children really well and work with us to help them achieve and grow as individuals.
- Of the ethos of aspiration, celebration, learning and inclusivity which means there is a real focus on the strengths of each different child and what achievement looks like to them as individuals.
- Our children come home with a smile on their faces having been learning and being with their friends.

For our new head we are looking for someone who:

- Is willing to work with parents and carers, staff, and pupils to help the school thrive and improve further so that our children get the best possible start to their education.
- Values the skills, knowledge and experience of the existing staff but is willing to constructively challenge where necessary to get the best outcomes for our children.
- Ensures that the school remains a strong part of the local community.

## Our staff

Our school is so special because:

- Children and people are at the heart of everything that we do at Christ Church: many staff have described our community as 'one big family' with a supportive ethos, where everyone works together and feels valued and cared for. Subsequently, we have good staff retention and dedicated and supportive staff, who are always willing to go the extra mile. Because we feel safe, valued and trusted, we are ready to embrace change and are not afraid to take risks to benefit the children in our care.

As a staff body we would like:

- Someone who can support and challenge us to be the best we can be. We want to feel respected, trusted and valued – both as professionals, and as people with lives beyond the school gates!
- Someone kind, empathetic and approachable who recognises and celebrates the individuality and creativity of every member of the school community, brings strong interpersonal skills, humour and humility to their interactions with others, and inspires us all to feel enthusiastic about each school day.
- Someone with integrity who can create and communicate a clear vision based on the needs of our school, recognising its unique character and its many strengths, and who is able to decisively drive positive change.



## Job Description

### Core purposes

- Lead the whole school community to aspire, lead, celebrate and learn in an inclusive community delivering on our Christian values.
- Provide inspirational leadership and management, building on and developing a creative learning environment in which pupils are safe, well supported and challenged to succeed in all aspects of their learning.
- Develop and sustain a high-quality staffing structure in which individual strengths and talents are identified and nurtured.
- Build on the school's culture of high expectations of achievement, behaviour, personal responsibilities and relationships across the school.
- Work effectively with the Governing Body welcoming both challenge and support.
- Lead strong partnerships with all stakeholders, based on transparency and effective communication.
- Ensure a firm commitment to safeguarding, demonstrating a thorough working knowledge of safeguarding policy and procedures.

### Qualities and knowledge

- Communicate and promote the distinctive values and vision of the school.
- Lead by example, demonstrating positive relationships and attitudes towards pupils, staff, parents and carers, governors, the Parish Church and the local community.
- Sustain wide, current knowledge and understanding of excellent Early Years and Primary practice.
- Demonstrate assure management of resources including finance ensuring the school's identified priorities are met.
- Strive to engage parents and carers in the education of their children.
- Show commitment to community engagement including supporting volunteers and the Friends of Christ Church C of E (VC) Primary School.

## Pupil and staff

- Lead staff in the pursuit of ambitious pupil outcomes for all, including the vulnerable, those with additional needs and higher ability pupils.
- Secure outstanding teaching and pupil support.
- Secure high-quality administration and care of the school, valuing the roles of all staff and teams.
- Lead staff in curriculum design resulting in rich and inspirational learning opportunities.
- Ensure provision of high-quality pastoral care, guidance and support proving the wellbeing of all pupils and staff.
- Identify and develop the talents, aspirations and skills of staff distributing leadership throughout the school and forge effective teams.

## Systems and processes

- Ensure that systems, organisation and processes are efficient and fit for purpose upholding the principles of transparency, integrity and probity.
- Lead rigorous school self-evaluation to identify strengths and weaknesses using outcomes to inform the School Improvement Plan.
- Collaborate with staff to ensure a safe, calm and well-ordered environment focused on safeguarding pupils and developing exemplary behaviour and attitudes.
- Exercise strategic financial planning, ensuring efficient deployment of budget and resources.
- Establish rigorous, fair and transparent measures for managing the performance of staff.
- Welcome strong governance and actively support the Governing Body.

## The self improving school system

- Respond to external evaluations of the school, interpreting findings in the best interests of the school.
- Nurture effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for pupils.

## Accountability

The Head Teacher is accountable to the school governors and Local Authority for the conduct, management and administration of the school set out in:

- School Teacher Pay and Conditions (STPC).
- National guidance and policies.

- Local policies.

The Head Teacher must ensure that the highest priority is given to implementing guidance and regulations set out to safeguard children.

The Head Teacher is required to regularly provide accurate reports academic and financial performance to a range of audiences as appropriate.

## Context

The job description:

- is subject to national guidance.
- reflects National Standards of Excellence for Head Teachers.
- reflects Teachers Standards 2011.
- is informed by regulations to safeguard children.
- is subject to annual review.
- is not a comprehensive list of all tasks that the Head Teacher will carry out. The postholder may be required to fulfil other duties commensurate with the role.



## Person Specification

The following is a summary of the main attributes that the Governing Body wish to see in the newly appointed Head Teacher of Christ Church CE VC Primary School. They should be considered alongside the Job Description.

### Non-negotiable threshold (no candidate will be considered if they do not meet these criteria)

- Qualified teacher status.
- Successful senior leadership role within the primary phase.
- Successful primary teaching experience.
- Recent and relevant professional development and training including safeguarding.
- Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs /disabilities and potential high achievers.
- Ability to support, maintain and develop the Christian ethos of the school.
- Up to date knowledge of national initiatives and developments in Early Years and Primary Education.
- Ability to motivate, lead and interact with pupils, staff, parents/carers and governors.

### Experience, knowledge and skills

#### Essential

- Demonstrate effective communication and interpersonal skills.
- The ability to build effective relationships with all members of the school community, leading by example and developing others to bring about improvements.
- Knowledge and experience of effective school evaluation and strategic planning to bring about sustained school development.
- Skills to evaluate and improve learning through excellent teaching and pupil support.

- Successful experience of setting and managing budgets to support school improvement.
- The ability to develop a curriculum which promotes pupils' spiritual, moral, social, cultural, academic creative and physical development and well-being.
- Successful experience in senior role through Ofsted/SIAMS inspection.
- Successful experience of using performance management along with the professional development of all staff.
- The confidence and ability to lead collective worship (1944 Education Act).
- A strong focus on staff wellbeing.
- Understanding of progressive IT application in an educational setting.
- Successful experience of setting and managing budgets to support school improvement.
- Commitment to good, transparent governance, working with the Governing Body.

#### **Desirable**

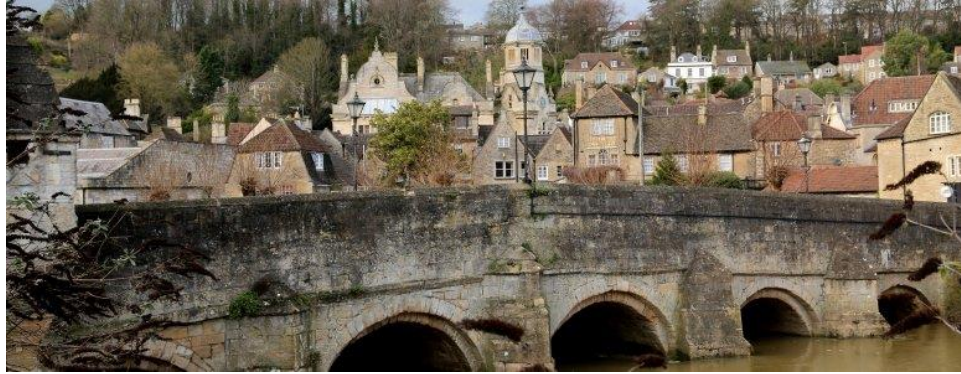
- Experience of child protection issues and collaborating with external agencies to improve outcomes for children.
- Understanding of external school evaluation processes.
- Understanding of the Head Teacher's responsibilities and accountability to pupils, governors, parents, LA, diocese and the wider community.

#### **Qualities**

- A passion for learning that extends beyond the school.
- The ability to inspire trust and commitment from the whole school community.
- A strong commitment to continuing professional development.
- The ability to clearly communicate and to achieve buy-in to the vision for the school.
- Able to demonstrate honesty, transparency and integrity.
- The ability to confidently and effectively present in front of a range of audiences.

## **Selection process**

Those invited for interview will undertake a range of activities on Day 1 . The Governors will then evaluate the outcomes of Day 1 and invite selected candidates to interview on Day 2.



## Location

Bradford-on-Avon is a town in West Wiltshire, with a population of 9,402 (2011 census). The town is well connected by road and rail and lies just eight miles from Bath. The town, situated on the River Avon, is a popular tourist destination due to the historic buildings, many independent shops and businesses and surrounding countryside. It is also a popular place for families to bring up their children.

There is a strong community in Bradford-on-Avon and as a school we have been involved with a range of organisations, from the town council to Climate Friendly Bradford. We take part in a range of inter school sports fixtures and other community events along with Fitzmaurice, the other primary school in the town. We welcome people from the town to our annual, very popular, May Fayre. We have an excellent relationship with the local secondary school, St. Laurence (Academy Trust), where the vast majority of our pupils transfer at age 11.



# Our School

