

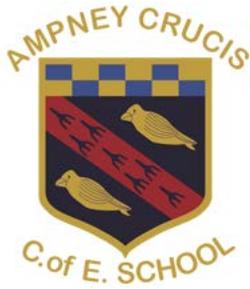


Ampney Crucis Church of England Primary School

HEADTEACHER RECRUITMENT PACK

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Ampney Crucis C of E Primary School

School Lane, Ampney Crucis
Cirencester, Glos. GL7 5SD

Tel. & Fax No: (01285) 851440

E-mail: admin@ampneycrucis.gloucs.sch.uk

Website: ampneycrucis.gloucs.sch.uk

Head Teacher: Mrs Anne-Marie Wilkie

Chair of Governors: Mrs Rosemarie Chapman

A Voluntary Aided School

“Laying the foundations for a lifetime of learning”

9.2.2018

Dear Applicant,

Thank you for showing an interest in the post of Head teacher at Ampney Crucis C of E Primary School.

Ampney Crucis is an outstanding, happy school where pupils are challenged academically and socially through curriculum and after school activities. They are confident and eager to learn.

The children are the core of every aim and vision and it is thanks to the support of staff, governors, parents, carers and the wider community that such great success is achieved.

Our current Head is now retiring and we are looking for an inspirational leader who will both build on our current reputation and carry the school forward to even greater heights.

When applying, in addition to the application form, please include a letter of application (maximum two sides of A4). In the letter please address the following:

- Why you want this post
- What aspects of the school indicate that it is somewhere you would like to work
- What relevant experiences you have which prepare you for it
- What personal qualities you will draw upon to be successful in the role (and why)

There will be an opportunity for candidates selected at interview to outline further their suitability for the post.

Visits to the school are warmly welcomed. Please contact Jane Templeton, School Administrator, on 01285 851440 to arrange a mutually convenient time.

Further details about the interview days will be provided to shortlisted candidates in due course.

Thank you again for your interest in this position. The Governors and I look forward to receiving your application.

Kind regards,

W. R. Chapman

Rosemarie Chapman
Chair of Governors





Ampney Crucis Church of England Primary School
School Lane, Ampney Crucis, nr Cirencester, GL7 5SD
01285 851440

HEAD TEACHER

Group 1 ISR L9-L15 (£47,967-£ 55,600)

NOR 92

Required for September 2018

Ampney Crucis Church of England Primary School is a popular, happy and forward-looking school, set in the heart of an attractive Cotswold village.

Due to the retirement of the current Head Teacher, the Governors are seeking to appoint a Head who is excited by the potential of building upon the success of the school to take it further forward.

We are looking for someone who will:

- have the energy and vision to build on the school's strengths
- have excellent leadership, management and communication skills
- enjoy combining management with a small teaching commitment
- maintain and develop the Christian ethos of the school
- be committed to productive partnerships with families, staff, governors, community, other local schools and church.

We can offer you:

- a caring, safe and thriving school
- well-behaved pupils who are eager to learn
- active, supportive parents, carers and governors
- an experienced, talented and dedicated staff team
- a commitment to your professional growth and development
- well maintained premises and a spacious school field

Our pupils would like you to:

- be visible around the school
- have a sense of humour
- be firm but fair

We warmly welcome visits to the school. Please contact Jane Templeton, School Administrator to arrange a mutually convenient time on 01285 851440.

Application form and information pack are available at <http://ampneycrucis.gloucs.sch.uk/> and should be returned to: Miss Wendy Gallagher, Governor Services Team, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester, GL1 2TP. Tel 01452 427802. E-mail: governor.services@gloucestershire.gov.uk

The closing date for applications is **12 noon on Friday 23rd February 2018**, and we plan to hold interviews on the 15th and 16th March.

Ampney Crucis C of E Primary School is committed to safeguarding and promoting the welfare of the children in our care and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful applicant.



Ampney Crucis Church of England Primary School



JOB DESCRIPTION

This Job Description forms part of the contract of employment of the person appointed to this post. It is based on the National Standards of Excellence for Head Teachers (2015) which define high standards designed to underpin best practice. There are four 'Excellence as Standard' domains – which are outlined overleaf.

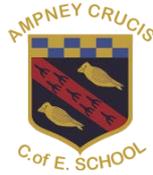
It is not necessarily an exhaustive definition of the role and, from time to time, other duties and responsibilities may be undertaken following consultation between the Head Teacher and Governing Body.

The Head Teacher's role is to:

- Provide vision, leadership and direction to the school
- Have high standards and expectations of the teaching and learning within the school
- Promote high quality continuous professional development for staff
- Foster a climate of exemplary behaviour across the school
- Ensure the school is effectively managed and organised to meet its aims and targets
- Promote the vision, Christian ethos and values of the school
- Develop relationships with our wider community
- Ensure that resources are effectively and efficiently optimised, routinely controlled and challenged
- Be responsible for promoting the welfare and safeguarding of children

The Four Domains of Headship

<p><u>Qualities and knowledge</u></p> <ul style="list-style-type: none"> • Hold and articulate clear values and moral purpose focused in providing a world-class education for the pupils they serve • Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community • Lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them • Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development • Works with political and financial astuteness, within a clear set of principles centred on the school’s vision, ably translating local and national policy into the school’s context • Communicate compellingly the school’s vision and drive the strategic leadership, empowering all pupils and staff to excel 	<p><u>Pupils and staff</u></p> <ul style="list-style-type: none"> • Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil’s outcomes • Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being • Establish an educational culture of “open classrooms” as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other • Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning • Hold all staff to account for their professional conduct and practice
<p><u>Systems and processes</u></p> <ul style="list-style-type: none"> • Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society • Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice • Welcome strong governance and actively support the governing body to understand its role and deliver its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance • Exercise strategic, curriculum-led financial planning to secure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability • Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making 	<p><u>The self-improving school system</u></p> <ul style="list-style-type: none"> • Create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils • Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils • Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools • Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff • Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability • Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people’s lives and to promote the value of education



Ampney Crucis Church of England Primary School

OUR SCHOOL

Founded in 1722 by the Robert Pleydell Trust, Ampney Crucis C of E Primary School is a forward-thinking school with a long, proud history.

The school currently has 92 pupils aged 4-11 and each one is given the opportunity to develop into a well-rounded individual with an enthusiasm for learning and life. This is achieved through a well-planned, creative curriculum, and a very caring and supportive environment. We also ensure that all pupils have opportunities to take part in a wide variety of extra-curricular activities.

We are a hard-working school community. Teachers are ambitious for their pupils and work in partnership with parents/carers to help them reach their full potential. Behaviour is exemplary, as noted in our most recent OFSTED report.

Our school values of Trust, Kindness, Responsibility, Perseverance, Creativity, Courage and Respect form the basis of the school's ethos.

School highlights in recent years

- Winner of the Gloucestershire Wildlife Quiz for primary schools (2013)
- Gold medal for our small garden design in the Royal Horticultural Society's national school competition (2015)
- Major fund-raising for new classroom (2016/17)
- Easter Egg hunt involving the whole of the village (2017)
- Opened new classroom in September (2017)
- Began 'Open the Book' at Collective Worship in autumn (2017)

Classes in the school

Reception Year	Early Years Foundation Stage	Maple Class
Year 1 and Year 2	Key Stage 1	Willow Class
Year 3 and Year 4	Lower Key Stage 2	Chestnut Class
Year 5 and Year 6	Upper Key Stage 2	Oak Class

Staffing

Staff at Ampney Crucis School at January 2018

- Head teacher
- 6 teachers (including job shares)
- 1 HLTA & 3 TA
- School Administrator (p/t)
- Contracted Cook based on site
- Lunchtime Supervisors
- Cleaner
- Contracted specialist staff



Ampney Crucis Church of England Primary School

JOB SPECIFICATION

Essential	Desirable
Qualifications and continuing professional development	
<ul style="list-style-type: none"> • Qualified Teacher Status • Excellent knowledge of National Curriculum, current educational developments, statutory and legal framework, requirements around primary assessment and accountability, Ofsted and SIAMS framework • Recent and relevant professional development 	<ul style="list-style-type: none"> • SENCO experience
Experience	
<ul style="list-style-type: none"> • Significant senior experience in primary schools • Sound understanding of educational financial processes, including budget management • Experience and involvement in the school self-evaluation process, including the assessment of data, tracking pupil progress and target setting • Good track record of challenging, motivating and inspiring staff • Committed to performance management and staff CPD 	<ul style="list-style-type: none"> • Experience of working in a Church School • Experience of the preparation required for SIAMS and Ofsted
Key skills and competencies	
<ul style="list-style-type: none"> • Excellent classroom practitioner • Ability to engage, motivate and inspire staff and pupils, promoting high standards of achievement • Strategic thinker, able to think 'long term', as well as manage day-to-day responsibilities • Ability to develop a shared vision for the school and deliver it through engagement with the school and wider community • Excellent communication skills, fostering good links with a variety of stakeholders (governors, staff, pupils, parents and the Church) 	<ul style="list-style-type: none"> • Interest and enthusiasm to promote extra-curricular activities • Openness to, and experience of, collaboration with other schools • Experience of working across the full primary range of ages • Awareness of new technologies, their use and their impact • Knowledge of working with outside agencies

<ul style="list-style-type: none"> • Understanding and experience of effective links between the school development plan, performance management and school improvement • Ability to analyse and interpret a variety of data, and communicate results clearly • Value and promote education as an enriching process for all children from EYFS through to KS2 with a commitment to a creative curriculum • An understanding of targeting resources to support pupils with SEND, disadvantaged pupils and those who are gifted and talented • Commitment to the protection and safeguarding of children 	
Personal qualities and characteristics (including Christian commitment)	
<ul style="list-style-type: none"> • Fully supportive and committed to the school's Christian foundation, ethos and values • Confident, enthusiastic, energetic as well as resourceful, self-motivational and resilient • Open to new ideas and opportunities • Dedicated to valuing and fostering the all-round achievements of every pupil, whatever their talents or abilities • Willing to forge links within the wider Gloucestershire school community • Able to balance consultative and assertive leadership styles • Maintains and nurtures the school's happy and caring environment • Willing to be a visual presence and a good role model around the school • A multi-tasker with the ability to prioritise • An individual who knows the value of a work-life balance 	<ul style="list-style-type: none"> • A committed member of the church that he/she attends