

# Slinfold C E Primary School & Pre-School



*Caring, Learning, Achieving  
...guided by God.*

# Letter from the Chairperson

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Dear Applicant

On behalf of my Governors may I take the time to thank you for your interest in the post of Headteacher at Slinfold C of E Primary & Pre-School. I am delighted to enclose the information pack/ Bundle in respect of the vacancy.

We are a small school with a big outlook, situated in an idyllic setting four miles west of Horsham. Part of our school dates back to Victorian times and is traditionally brick built, with further pre fabricated buildings, which have recently been refurbished to a good standard. The school is set within extensive grounds and playing field.

This is a very exciting opportunity and the successful applicant will be joining a warm, friendly and popular School, whilst being supported by a team of dedicated and experienced staff and Governors. Parents and the community are fully engaged and supportive of the school. The children also get the chance to be involved with some decision making by being elected each year to be on the school council, or Eco committee (green dragons).

We would welcome you to visit us at anytime of day, and if you choose to come in the morning you could join our daily school collective worship. As a Christian School our ethos and values are part of our daily lives, they also help to prepare our children for their future roles in society.

Please look through the pack, if you have any questions, do not hesitate to get in touch. We look forward to receiving your application and to understand what you would be able to offer our school and community as we work together to build a better future.

Visits can be arranged directly with the School by contacting Mrs Jane Sayers, business manager, on 01403 790253.

Best wishes

Beth Brown  
Chair of Governors



# Our vision

We are committed to creating a love of learning that will stay with children for life.

Slinfold provides opportunities for everyone to achieve their personal best and lead healthy and fulfilling lives.

Slinfold promotes respect for all. It is a place where all individuals feel safe to try new things, feel valued and able to make a positive contribution to society.

It is a vibrant and creative community where enjoyment of learning and a relish for enquiry is at the heart of all we do.

## **School—Church—Community**

**Love of learning**

**Inspired to achieve**

**Nurturing Christian values**

**Foundations for life**

**Opportunities for all**

**Leading by example**

**Developing the best in everyone**



The school's aims are supported by its Christian ethos and values. Every child deserves the very best education we are able to provide. Our highly motivated and dedicated team of trained professionals provide children with a broad-based, challenging learning experience.

We are continually improving our curriculum so that it meets the needs of our children and ensures they are well prepared with skills and values necessary to lead a fulfilling life. We hope that we also instill in children a love of learning and discovery.

Our aim is that when children leave our school they are well rounded, successful individuals who can communicate effectively, have an ability to think creatively and can work with others.

Please do take the time to read the information about our school, but most importantly come and visit us and see for yourself what an inspirational school Slinfold CE Primary is.



# Our Key Priorities

- Continue to develop the curriculum so that it is relevant, engaging and challenging.
- Continue to motivate and develop teaching and learning across the school.
- Continue to fully utilise resources, including our extensive outside environment to enhance the learning experience.



# What our children say...

Qualities we would like in our new Headteacher to ...

Kind and considerate and able to listen to our problems.

Likeable, fair but fun. A person who is always positive and encouraging.

Enjoys leading worship

Someone who joins in

Lets us play on the field.

Understands children's needs.

Not too strict

Beautiful!



## What our Parents and Community say...

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A new head teacher for me needs to have an open door policy where I feel comfortable. Someone the children feel happy and confident to approach if they need to. Strict enough to be fair so everyone knows where they stand with the rules. Someone who likes to be involved with the teaching too. Someone who gives credit to those who deserve it for whatever reason.

Strong and firm, but fun and dynamic and not afraid to be a maverick and a person who can see beyond red tape and bureaucracy. Values all aspects of education equally namely the emotional, physical, creative aspects not just the academic. Someone who believes primary school education should be about inspiring children, creating a love of learning and giving children opportunities to try new things.

Approachable, flexible and willing to challenge. Able to lead by example, be highly motivated, enthusiastic and visionary. They must see the full potential of every child and ensure this is embraced and encouraged. It is essential to have excellent communication skills with all the school stakeholders (children, parents/carers, staff, governors, PTA, church, village community).

Someone dynamic, with a good sense of humour and also a "firm but fair" attitude. Great leadership skills, with the ability to motivate themselves and others. A head teacher who is "visible" to parents, a good communicator and approachable.

Inspirational and dynamic, open and always ready and willing to listen. Someone who I can completely trust to do the very best for my children.

Strong leadership skills, who is firm but fair, with the ability to formulate and shape the future rather than be shaped by events. Someone the children can look up to, who is willing to take risks and will challenge poor behaviour and underperformance. Most importantly someone who puts the children first and who strives to ensure every single child reaches his or her potential both academically and in their own personal development.



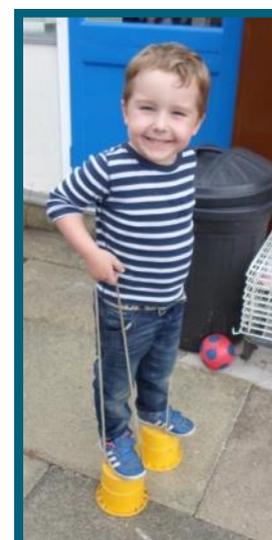


# Pre-School

The Pre-School is part of Slinfold Primary School and situated in a purpose-built classroom at the centre of the school site. Pre-School children also make use of school facilities and take part in many whole school events.

We believe that children start to learn about the world from the moment they are born. The care and education we offer helps children to continue to do this by providing fun and interesting activities that are appropriate for each child's age and stage development.

All children are individuals and this is reflected in our child centred approach to play and learning. We promote children's learning in a safe, fun and stimulating environment that is centred around their individual needs and requirements.



# Headteacher Job Description

**Responsible to: The Governors (the Local Authority and the Diocese)**

## Main Purposes of the Job

- To provide professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work with and through others to secure the commitment of the wider community to the school. To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with.
- To carry out the duties set out in the School Teachers' Pay and Conditions Document.



## Main tasks

### Shaping the future

- Ensure that the Christian ethos of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate Christian vision and values in everyday work and practice
- Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation
- Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success
- Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement
- Ensure that strategic planning takes account of Christian values, diversity and the experience of the school and community at large.



## Teaching and learning

- Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with current educational challenges and future trends
- Ensure that learning is at the centre of strategic planning and resource management
- Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- Challenge underperformance at all levels and ensure effective corrective action and follow-up
- Determine, organise and implement a policy for the care, personal development and well-being of pupils
- Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils
- Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.



## Leading, managing & developing staff

- Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review
- Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance
- Manage own and others workload to allow an appropriate work/life balance.



## Deployment of staff and resources

- Create and develop an organisational structure which reflects the school's Christian values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear, evidence based improvement plans and policies
- Work with governors to recruit and retain staff of the highest quality
- Manage the schools resources efficiently and effectively as follows:
- Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
- Financial Resources, including effective administration & control in line with budget plan
- Environment & other resources, taking account of curriculum needs & health & safety
- Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.

## Accountability

- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money
- Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated
- Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively
- Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
- Promote the school and develop effective relationships with the wider community, including the parish church and other local churches
- Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact.



## Strengthening Community

- Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- Collaborate with other schools to share expertise and bring positive benefits to their own and other schools
- Further develop collaborative working with other agencies to take account of current reforms
- Work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of children
- Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- Encourage parents to be active partners in the school and strengthen effective home-school communication.

Type of school	C of E (Voluntary Controlled) Primary
School age range	4–11 years
Location	Slinfold, near Horsham
Denomination	Church of England
Co-educational or single sex	Co-educational
Number of children on roll	133
Attendance rate	96.83
% of children FSM	6%
% of children with SEND	13.5%



# Person specification

Criteria	Essential	Desirable
<b>ATTAINMENTS AND EXPERIENCE</b>		
National Professional Qualification for Headteachers (NPQH) All candidates must have graduated (i.e. been fully assessed and accredited) at the time the application is made.		✓
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of relevant continuous professional development	✓	
Appropriate experience of the age range	✓	
<b>SHAPING THE FUTURE</b>		
<b>Knowledge of or commitment and ability to:</b>		
Understand and discuss local, national and global trends	✓	
Think strategically, by building, communicating and implementing a shared vision of excellence, equality and high standards for every pupil	✓	
Communicate the vision of the school and its Christian values both within and beyond the school	✓	
Lead change, create and innovate so that others carry the vision forward	✓	
Set and achieve ambitious, challenging goals and targets	✓	
Use appropriate new technologies	✓	
Understand and practise educational inclusion so that all have the opportunity to be the best they can be	✓	
<b>LEADING TEACHING AND LEARNING</b>		
<b>Knowledge of or commitment and ability to:</b>		
Implement strategies for raising achievement and achieving excellence for pupils, staff and self	✓	
Use appropriate models and principles of effective learning and assessment for learning, informed by research	✓	
Lead the management of behaviour and attendance	✓	
Be strategic in ensuring inclusion, diversity and access	✓	
Lead the design, implementation and management of an inspiring curriculum.	✓	
Implement core strategies for developing excellent and effective teachers to ensure that all pupils have every opportunity to access and benefit from effective teaching and learning	✓	
Develop and implement targeted and more flexible learning strategies to meet more personalised learning	✓	

<b>DEVELOPING SELF AND WORKING WITH OTHERS</b>			
<b>Knowledge of or commitment and ability to:</b>			
Give and receive effective feedback and act to improve personal performance	✓		
Be a role model of best practise with a professional demeanour that engenders confidence, trust and respect in others.	✓		
Promote individual and team development to sustain a learning community that impacts on school improvement	✓		
Share leadership and accountability for goals and standards	✓		
Manage change, conflict and empower individuals and teams	✓		
Collaborate and network with others within and beyond the school	✓		
Work effectively in partnership with the church, parents and the wider community	✓		
Accept support from others including colleagues, governors and the LA	✓		
<b>MANAGING THE ORGANISATION</b>			
<b>Knowledge of or commitment and ability to:</b>			
Apply principles and strategies of school improvement	✓		
Plan and manage projects for implementing change	✓		
Create policies, through informed decision-making, consultation and review	✓		
Carry out strategic financial planning, budgetary management and apply principles of best value	✓		
Apply good practice in performance management	✓		
Understand legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation	✓		
Use new and emerging technologies to enhance organisational effectiveness			✓
Developing and sustaining a safe, secure and healthy school environment by understanding personnel, governance, security and access issues	✓		
Addresses problems and resolves conflicts, as necessary, wisely applying skills of arbitration and reconciliation	✓		
Delegate management tasks and monitor their implementation	✓		
<b>ACCOUNTABILITY and GOVERNANCE</b>			
<b>Knowledge of or commitment and ability to:</b>			
Plans successful school development, having a strong track record of delivering and managing sustained school improvement and achievement	✓		
Passionate about improving performance across the School with a commitment to reaching the highest standard	✓		
Identifies, demonstrates and secures best teaching practice across the School.	✓		
Substantial successful teaching practice	✓		

STRENGTHENING COMMUNITY			
<b>Knowledge of or commitment and ability to:</b>			
Communicates clearly with staff, parents, pupils, governors and others within the wider community		✓	
Demonstrate political insight and anticipate trends that impact on the school community		✓	
Develops the School's profile within the community, engaging with a wide variety of stakeholders.		✓	
SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION			
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.	✓		
OTHER			
Someone who is fit and able to preserve and develop the Christian character of the school.	✓		
An understanding of the importance of the school within the context of the life of the church and the wider community	✓		



# How to Apply

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**Application closing date: 12noon Monday 11th May 2015**

**Interviews will be held on: Weds 20th & Thurs 21st May 2015**

**Starting date: September 2015**

Please submit your application using the attached form with a supporting letter. When completing your supporting letter, it is important that you relate your skills, experience and abilities against the person specification in no more than 1500 words.

**Please return your letter and completed application form to:**

Jane Sayers, Clerk to the Governors,

Slinfold Church of England Primary School

The Street, Slinfold, Horsham, West Sussex, RH13 0RR

**Or email it to:**

[office@slinfold.w-sussex.sch.uk](mailto:office@slinfold.w-sussex.sch.uk)

We would very much welcome visits to the school, please contact the school office on 01403 790253 to arrange a suitable time.

## **How to Find Us**

Slinfold is situated west of Horsham just off the A29 Stane Street, two miles from Broadbridge Heath.

# Safeguarding

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The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and all applicants must be willing to undergo an Enhanced Check from the Disclosure and Barring Service (DBS).

