



St Mary's C of E Aided Primary School
Horsham



Headteacher Recruitment Pack 2017

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Contents

The information included in your pack:

Welcome from our Co-Chairs of Governors

More about St Mary's School

Headteacher Job Description

Person Specification

Information on Diocese

Application Process

How to contact us



*Wonderful teachers
who genuinely care
about the children*

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Welcome from our Co-Chairs of Governors

Dear Applicant

Thank you for your interest in the post of Headteacher at St Mary's CE Primary School. We are very pleased that you are considering applying to become the next leader of this distinctive and popular Church of England Aided school, which is set at the heart of the bustling market town of Horsham.

Our current Headteacher will retire at the end of the academic year after many years of dedicated service. We are seeking to appoint a leader who has enthusiasm and passion, is not afraid of challenge, and has the vision to drive the school forward.

St Mary's School has a strong and committed team of teachers and support staff, and has forged excellent links with other locality schools. The school has recently become a Strategic Partner with a nearby Teaching School. Apart from our wonderful children and staff we benefit from supportive parents, volunteers and governors, and also an active Home School Association which works hard to raise money for those extras which further enhance the children's experience. We are proud of being as inclusive as possible, and of our values which are a fundamental part of school life.

Following our last Ofsted inspection nine years ago and Section 48 inspection four years ago the school has worked hard to maintain its outstanding status. However, we are not complacent and know that there is always room for improvement, especially as there have been so many changes in education over the last few years.

We hope that this pack will provide you with all the information you need to gain a picture of the school and an indication of the scope and opportunities that the post offers. Please do also look at our website.

We warmly invite you to come and visit our school to see our pupils and staff at work.

To arrange an appointment, or request more information, please contact the school office.

We look forward to receiving your application.

Yours sincerely
Celia Hurren and Claire Swarbrick

Co - Chairs of Governors

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Our Aims

At St. Mary's School, we aim to;

- Create a caring Christian community in which everyone is valued and able to learn and grow together in the love of Christ
- Inspire all our children to develop enquiring minds and a lifelong love of learning
- Release potential through a broad and creative curriculum
- Sustain an environment in which independence, respect and resilience will flourish
- Nurture strong relationships between home, school, church and the wider community
- Empower the children to be responsible local, national and global citizens



*Fun lessons with
fun teaching – Year
4 child*

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Background

- A Co - educational single form entry primary school
- Diverse group of Governors representing parents, teachers, Parochial Church Council, Diocesan Board of Education and Local Authority
- The Governors are fully involved in the life of the school, evaluating, challenging and supporting its effectiveness
- The Deputy Head is a non-class based role supporting the head and other teaching staff
- From April 2016 the school became a strategic partner in a Teaching School Alliance
- The School has built a strong reputation for accommodating SEND children
- The school has very close relationships with St Mary's church and other churches in the community
- The School is immersed in the local community



*My child is always happy to go into school and comes home happy at the end of the day –
Parent of Year R child*

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Facilities

St Mary's has much to offer our children including;

- An excellent library which has been upgraded recently following a significant investment by the Home School Association. This also provided the opportunity for every child to select two books from a local bookshop;
- An attractive, stimulating and accessible learning environment. Reception class has an independent play space, whilst the main playgrounds have various features to meet the variety of needs and interests;
- Forest school activities are offered across the school as part of our goal to help our children to grow as fully rounded individuals.
- The locality of the school affords the children additional benefits which include easy access to the centre of town enabling a number of visits to local businesses and facilities.
- It also enables the children to benefit from the surrounding area including various trips and activities to Chesworth Farm, Denne Hill and other green areas



*I like lighting the fire
at forest school and
whittling the sticks –
Year 3 child*

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Culture

“An extraordinary opportunity to learn code, create new games and reach the final of a national competition, meeting some amazing people! – Year 6 child

- High expectations of all, with progress encouraged and achievements celebrated.
- The School has been a finalist in the National Raspberry Pi competition for three year consecutive years, winning in 2014.
- St Mary's has a reputation for good academic standards, monitoring and managing progress of individuals and taking steps to ensure each child achieves the best they can. For example, the staff and governors took steps to manage factors behind the 2016 SATS results as the cohort progressed through the school;
- Following the introduction of assessment without levels we have been working with other schools in the locality to develop systems and strategies to encourage consistency in assessment and moderation.
- Flexible Fridays have been introduced to allow children to undertake more independent work whilst the teachers work with the children to give personalised two way feedback on areas for improvement. This also enables the teachers to obtain supporting evidence for assessments.
- The family ethos in the school ensures that the older children are keen to help the more junior children through activities such as Play Leaders at break times, shared reading, house activities, and off-curriculum weeks.



Local, National and Global citizens

All our children are encouraged to be responsible citizens through involvement in the local and wider community by:

- Supporting various charities such as the Where's Wally and Reindeer fun runs, Christingle candle collection etc
- The school council raises funds for charity and spending on school improvement through activities such as Valentine's tea and film nights
- Participation in various events within the church and town community such as the St Mary's Church flower festival, country dancing in the Causeway, singing in the town bandstand, participating in the annual remembrance service and singing to visitors of Lavinia House (Age UK)
- Participating in Fair Trade fortnight with in- class activities and a Fair Trade breakfast
- Attending various activities organised for local schools such as dance festival, music festival and Horsham Leisure Link sports activities. Other sports events include district sports, cross country, football, tennis and hockey tournaments
- The recent Red, White and Blue day to celebrate the anniversary of the Battle the Somme involved singing war songs in town, darning socks and making poppies



“ Love the creativity
of the teaching at St
Mary's as evidenced
by Red, White and
Blue day

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Job Description

School name: St Marys CofE (Aided) Primary School, Horsham
Job description: Headteacher
Pay range: Group 2 school, ISR – Leadership Spine Points L10 – L16
Responsible to: The Governors, the Local Authority and the Diocese



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Main Purposes of the Role

- To provide inspirational leadership for this Church of England school ensuring it provides high quality education and all-round development of children in a safe, collaborative, nurturing environment based on Christian values.
- To galvanise the high quality teaching staff to perform at their best and enrich their professional development.
- To utilise the deep-seated links with the central Horsham community to the enrichment of the children's learning experience.
- To manage and control the whole school; acting as a focal point for engagement with all groups of stakeholders.
- To be active in shaping the future of the school as it adapts to government policy.
- To carry out the duties set out in the School Teachers' Pay and Conditions Document.



I feel my son is well understood and supported with both his strengths and weaknesses. He loves school – thank you

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Main Tasks, Qualities and Knowledge

- Working with governors and staff, develop and deliver the strategic vision for the school. Uphold and promote the values of the school in a compelling way.
- Model exemplary professional behaviour towards pupils, staff, governors and others in the school community in terms of attitude, relationships, integrity and continual professional development.
- Keep up-to-date with any proposed or actual changes in legislation, guidance and research that is relevant to the school.
- Keep staff and governors informed of these and interpret their impact on the school and its improvement priorities.
- Take direct responsibility for the school's continuous improvement.
- Demonstrate an up-to-date understanding of how school leaders make use of public money, the processes that underpin this and how accountability is assured.
- Engage parents and other stakeholders effectively.
- Oversee and ensure the school's accountability to other agencies that work on behalf of children and families.



*People help you
when you fall over
– Year R child*

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Pupils and Staff

- Show a passion for the safety, welfare and achievement of all individual pupils and groups of pupils, including disadvantaged children and those with SEND, providing guidance and support according to their needs.
- Recognise the potential of all children, track and report on their achievements and intervene appropriately.
- Benchmark the school's performance against other schools, both locally and nationally. Identify and share best practice and ensure it is applied to the benefit of the whole school.
- Ensure the delivery of a broad and balanced curriculum, with ambitious standards of achievement for the wider development of the whole child, including but not limited to, academic excellence.
- Energise and inspire colleagues by maintaining an open culture where challenges are faced, and successes celebrated together.
- Develop an effective relationship with all staff to ensure their capabilities are utilised, and aspirations realised, for the mutual benefit of themselves, their colleagues and pupils.



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Systems and Processes

- Work with the governors and staff to ensure the highest priority is given to safeguarding and promoting the welfare of children and staff in the school. Maintain a safe and caring environment for all pupils and staff by ensuring that key policies are understood and adhered to.
- Be accountable for pupils' progress and achievement.
- Develop and maintain plans that promote continuous school improvement and pupil achievement; monitor and report progress of delivery against these plans.
- Seek views and consider feedback from all stakeholder groups including children, staff and families.
- Respond positively to the supportive challenges provided by the governors, provide them with accurate and timely information, to support open and honest debate and discussion that helps the school achieve its aims and objectives.
- Delegate responsibilities and use performance management systems and techniques to motivate staff to perform to the best of their ability.
- Ensure all staff are held accountable for their professional conduct and practice and for achieving the expected outcomes.
- Balance the long term needs of the school with the priorities in the current improvement plan.
- Demonstrate effective leadership in agreeing improvement priorities and effective management in executing the agreed plans.
- Make best use of financial and human resources in an increasingly challenging environment and adhere to the Schools Financial Value Standard (SFVS) and 'best value' principles in the deployment of budgets and resources.

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The Self-Improving School System

- Make use of external benchmarking or partners to evaluate and moderate the school's own methods.
- Use networking with other schools, agencies, authorities and local businesses to identify innovation and apply it to develop the school.
- Identify and develop future leaders and harness their capabilities to the benefit of the school and its pupils. Participate in and contribute to local and national leadership improvement opportunities.



What I like about the school - people, friends, just knowing everyone - Year 5 child

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The Christian Character of the School

- Ensure that the Christian values of this Church of England school continue to be clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate Christian vision and values in everyday work and practice.
- 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 churches in the Horsham Team Parish and other local churches.



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Person Specification

Qualities and Knowledge

- Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- **Lead by example - with integrity, creativity, resilience, and clarity - drawing on his/her 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.
- Work with careful judgement 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 of that vision, empowering all pupils and staff to excel.**

Pupils and staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' 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.

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Person Specification

Systems and processes

- **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 effectively – in particular its functions in relation to the school's improvement strategy and hold the headteacher to account for pupil, staff and financial performance.
- **Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.**

Self-improving School System

- 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.
- **Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.**
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for 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 the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

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Person Specification

Christian Character of the School

- Be a committed Christian, who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.
- Know and understand the roles and responsibilities of the headteacher and governors in a Voluntary Aided school.
- **Understand the importance of the school within the context of the life of the church and the wider community.**



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The Diocese of Chichester

St Mary's Church of England Primary is a voluntary aided school and one of many church schools in the diocese. In total there are 158 Church of England schools and academies - 60 have voluntary aided status and 98 voluntary controlled status. There is also one partnership primary phase school in East Sussex.

The Diocese of Chichester almost exactly covers the counties of East and West Sussex and the city of Brighton and Hove. It was founded in 681 by St Wilfrid who converted the Kingdom of the South Saxons and established a cathedral, which no longer exists, at Selsey. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes which are served by over 500 clergy and employed lay workers.

The work of church schools is supported by the Diocesan Board of Education which is chaired by the Bishop of Chichester. The Education Department, based at Church House in Hove, consists of a Diocesan Director of Education

A range of services is offered to governors and headteachers which includes:

- Support and training in RE and Collective Worship;
- Training for headteachers, senior staff and clergy;
- Assistance in developing a Christian ethos in the school;
- Advising on the appointment of headteachers and deputy heads;
- Pre and post denominational (section 48) inspection monitoring and support;
- Governor training and support;
- Advice in maintaining, developing and funding school buildings;
- Advice in formulating and administering admissions policies.
- Advice on moving towards academy status.

Mailings are sent to schools throughout the year and our website can be accessed at www.chichester.anglican.org. All church schools and academies in the diocese are encouraged to enter into a Service Level Agreement with the Diocesan Board of Education.

The Diocese has set up the Diocese of Chichester Academy Trust (DCAT) to engage with schools wishing to become academies.

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Application Process

Please submit your application using the application form with a supporting letter of no more than two sides of A4. This should include how you satisfy the person specification.

Please return your completed application form and supporting letter by 12 noon, Thursday 23rd February 2017 to:

Schools Recruitment Team,
Job Reference No: 16228
West Sussex Capita Partnership
Ground Floor
The Grange,
CHICHESTER PO19 1RG

or email: HRSchoolAdverts@westsussex.gov.uk

Interviews will take place on Monday 6th and Tuesday 7th March 2017

References

As soon as applications are received, references may be sought from:

Your Chair of Governors / Headteacher

Your Local Authority

Your Parish Priest / Minister of Religion (if applicable)

All applications will, of course, be treated with the strictest confidence.

Child Protection – Safeguarding Statement

The appointment is subject to a full enhanced DBS check, medical clearance, satisfactory references, proof of qualifications, photographic proof of identity and entitlement to live and working in the EU. Employees will not have unsupervised access to the children until this is received.

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How to contact us

Contact: Jackie Fisher
St Mary's CE Primary School
Normandy, Horsham. RH12 1JL
Tel: 01403 265999

E-mail: office@st-marys-horsham.w-sussex.sch.uk
School website: www.stmarysschoolhorsham.co.uk

About Horsham: <http://www.visithorsham.co.uk>

Please call to arrange a tour of our school, or for further information.

We look forward to meeting you.



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