



## Role of Head of Primary at Chichester Free School

The Governors are seeking an exceptional leader with the energy and vision to become the first Head of Primary of Chichester Free School from September 2014.

The Governors are looking for strong academic leadership but also experience of working in a school committed to our values and ideals, where the co-curricular life of the school is as vital as the rigour of the taught curriculum. The Head of Primary will be an outstanding educator with demonstrated leadership skills and experience in the areas of leading teams, evaluating performance and being part of a highly successful establishment. Excellent communication and interpersonal skills together with an ability to develop quality relationships with all stakeholders are important elements of the role.

The key priorities for the new Head of Primary in their first 12-24 months will be to:

- Work with the Principal and other members of the Senior team to craft the practical fulfilment of the Chichester Free School culture and ethos
- Build strong cohesion, consensus and the Chichester Free School ethos throughout the Primary phase
- Review and develop the Chichester Free School Primary Curriculum
- Establish creative and innovative practice amongst all teachers and learners
- Build pupil numbers as proposed in our strategic planning
- Recruit high calibre staff
- Put in place rigorous programmes of monitoring and evaluation of the Schools' teaching and learning with reference to the success criteria as outlined in the School's plans
- Make effective use of data through appropriate forms of collection and manipulation in order to ensure strategic decisions achieve our key deliverables
- Grow already well-established links with the Secondary phase of the School
- Engage with parents, stakeholders and the community

## Terms of Employment

An attractive package, commensurate with the importance the Governing Body attaches to the post and the qualifications and experience of the successful candidate, will be the subject of discussion at the time of appointment.

The post is superannuated through the Teachers' Pension Agency.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS) check and a satisfactory medical report.

For further information and informal discussion about this post, please do not hesitate to contact Karie Wright at [karie@chichesterfreeschool.org.uk](mailto:karie@chichesterfreeschool.org.uk) or on 01243 850544 or Guy Martyn, Principal, at [principal@chichesterfreeschool.org.uk](mailto:principal@chichesterfreeschool.org.uk)

Candidates should complete an Application Form and covering letter addressing the criteria presented in the role description and person specification. Completed applications should be sent to [recruitment@chichesterfreeschool.org.uk](mailto:recruitment@chichesterfreeschool.org.uk). Sorry we cannot accept CVs.

Short-listed candidates will be invited to interview in the week beginning 12 or 19 May



## Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the project development and trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

In 2013 we opened with Reception and Years 1, 3, 7 and 8 and will grow year on year until we are at capacity in around 2019 with 1170 pupils with pupils aged 4 to 19.

Chichester Free School is open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We take part in the West Sussex County Council (WSCC) admissions process, so parents apply for places for their child in the same way as any other local school.

## Free School Status

Chichester Free School will benefit from the same freedoms and flexibilities as academies, including:

- the ability to set our own pay and conditions for staff.
- freedom from following the National Curriculum.
- greater control of our budget.
- freedom to change the length of terms and school days.
- freedom from local authority control.
- appointing teachers who will not necessarily need to have Qualified Teacher Status.

We are subject to the same Ofsted inspections as all state schools and are expected to maintain the same rigorous standards.



## Governance and Management

Sussex Educational Trust Limited is a charitable company limited by guarantee and registered in England and Wales under registration number 7874411. The Trust company is a qualifying Academy Trust as defined by the Academies Act 2010 and an exempt charity under schedule 3 of the Charities Act. The Trust is directly regulated by the Department of Education.

The Governing body of the Trust is accountable to the trust members and currently consists of 10 Governors all of whom are also the statutory directors for Companies Act purposes. In due course the Board will expand to include a minimum of two parent Governors and a number of staff Governors such that the number of staff governors shall constitute up to one third of the Board. The Governing Body is chaired by Mr Stephen King with Mr Simon Webber as Vice-Chair and Finance Governor. The Board includes experts in education, finance, legal, HR, marketing and property and delegates who function with responsibility to a number of committees and report back to the full Board as required under their terms of reference.

There will be approximately 76 teaching staff and 45 support staff when the School is fully open.

## Our Vision

**We believe that local children will benefit from an all-through school**

Unlike any other state school in the county, we will provide a seamless education from age 4 to 19. Experience shows us that there is disparity between primary and secondary teaching approaches and there are negative effects around transition from Year 6 to Year 7. The school will be two-form entry throughout Reception and KS1 and KS2 and four-form entry throughout KS3 and KS4. We will also accommodate 150 students into our 6th Form.

**We believe that the quality of our teachers is fundamental to the success of our school**

Our faith in children's learning stems from our faith in the quality of teaching that occurs in our school. We will recruit proven individuals who we regard as being absolutely the best person to teach. Through a robust process of performance management our staff will receive guidance and support to ensure they continue to do their very best. We hope all our staff will feel honoured to be part of our Chichester Free School.

**We believe that a good education is not just about qualifications**

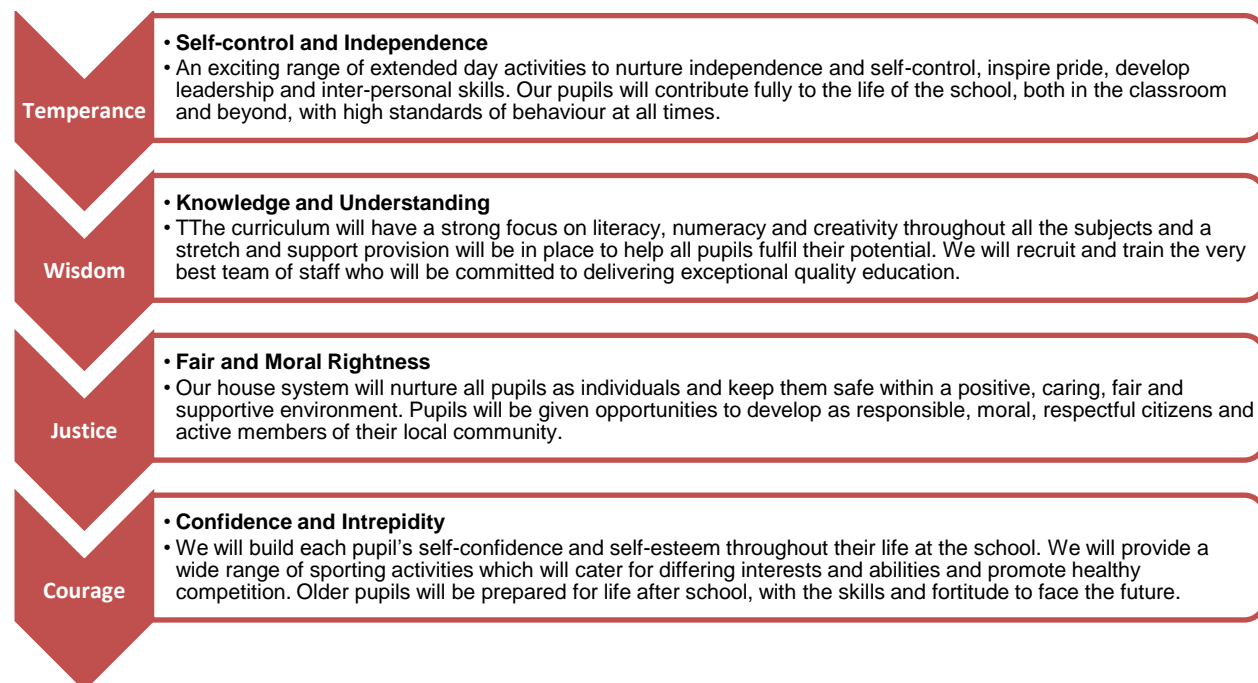
We have talked to many local businesses who are not satisfied with the standards of school pupils either on work experience or applying for jobs. We know that personal skills such as appearance, good speaking and listening skills, common sense, a resilient and hardworking attitude and ambition are often lacking. Our innovative Community and Skills Curriculum will focus on these qualities and ensure that every child is ready and equipped for their future after school.

**We believe that local children will benefit from our open admissions policy**

We will follow the new schools admission code however we will not include a catchment area as we believe families should have freedom of choice. Unlike all the other schools in our local area, we absolutely do not want a family's background, location or faith to be a barrier to their child's success. A lottery approach will take place instead.

## Our Ethos

Our **ethos** follows the four cardinal virtues which have their origins in Greek philosophy.



Chichester Free School provides all pupils with the foundations for life by teaching essential personal skills alongside a broad education. We believe that understanding and following these virtues will help our pupils go on to lead rich and fulfilling lives.

## What Do We Want To Achieve?

Chichester Free School aims to prepare its pupils for their future by giving them not only the necessary qualifications but the vital personal and employability skills they will need to lead successful and fulfilling lives. Every pupil will achieve their academic potential.

### Success Criteria - Whole School

- 85% of pupils will achieve a score of 6 or more in each of the 13 assessment scales in EYFS.
- Our pupils will be competent 'free' readers and be able to write in a legible joined-up script by the age of 8.
- Reading and writing levels will be in line with pupils' ages.
- 95% of pupils will achieve English Level 4 and 35% level 5 by the end of Year Six.
- 95% of pupils will achieve Maths Level 4 and 40% level 5 by the end of Year Six.
- 75% of pupils will achieve 5 A\* - C GCSEs including English and Maths.
- 100% of pupils will achieve 5 A\* - G Grade GCSEs.
- 60% of pupils will achieve the English Baccalaureate.
- 15% of students who continue to the 6<sup>th</sup> Form will achieve 3 or more A levels at A\*/A or equivalent.
- 100% of students who continue to 6<sup>th</sup> Form will achieve 2 or more A levels or equivalent.

Every pupil will learn vital personal and employability skills and emerge with a clear vision for their future.



### Success Criteria - Every Pupil Will:

- successfully complete their Chichester Free School Personal Passport year on year.
- take part in at least two after school clubs.
- participate in a school public speaking event by the time they leave.
- take part in the School Leadership Award Scheme.
- receive life-coaching through our Youth Coaching programme.
- have a detailed careers information and advice guidance programme.
- complete a work-based placement.

In addition, 95% of our pupils will go onto some form of continuing education or workplace training.

Every pupil will be an active member of the community.

### Success Criteria

- All pupils will complete their Chichester Free School Passport.
- All pupils will take part in the school volunteers scheme.
- All pupils will take part in the Duke of Edinburgh Award scheme, Combined Cadet Force or similar.

## Structure of the School

We believe that providing our local area with a co-educational 2-form entry primary and 4-form entry secondary plus a small 6th Form of approximately 150 pupils is necessary to achieve our overall aims.

	2013	2014	2015	2016	2017	2018	2019	2020
Reception	60	60	60	60	60	60	60	60
Year 1	30	60	60	60	60	60	60	60
Year 2		30	60	60	60	60	60	60
Year 3	30		30	60	60	60	60	60
Year 4		30		30	60	60	60	60
Year 5			30		30	60	60	60
Year 6				30		30	60	60
Year 7	60	90	120	120	120	120	120	120
Year 8	30	60	90	120	120	120	120	120
Year 9		30	60	90	120	120	120	120
Year 10			30	60	90	120	120	120
Year 11				30	60	90	120	120
Year 12				50	50	75	75	75
Year 13					50	50	75	75
<b>Totals</b>	<b>210</b>	<b>360</b>	<b>540</b>	<b>770</b>	<b>940</b>	<b>1085</b>	<b>1170</b>	<b>1170</b>



## Our Curriculum

Our curriculum has two distinct features, which combine to underpin, support and shape our education plan:

<p>A rigorous programme of</p> <p><u>traditional academic</u></p> <p>subjects, establishing depth before breadth, which will be supported and complemented by our</p> <p><u>creative curriculum,</u></p>	<p>A far-reaching</p> <p><u>Community &amp; Skills Curriculum</u></p> <p>to teach pupils essential skills and strategies for life, study and work.</p>
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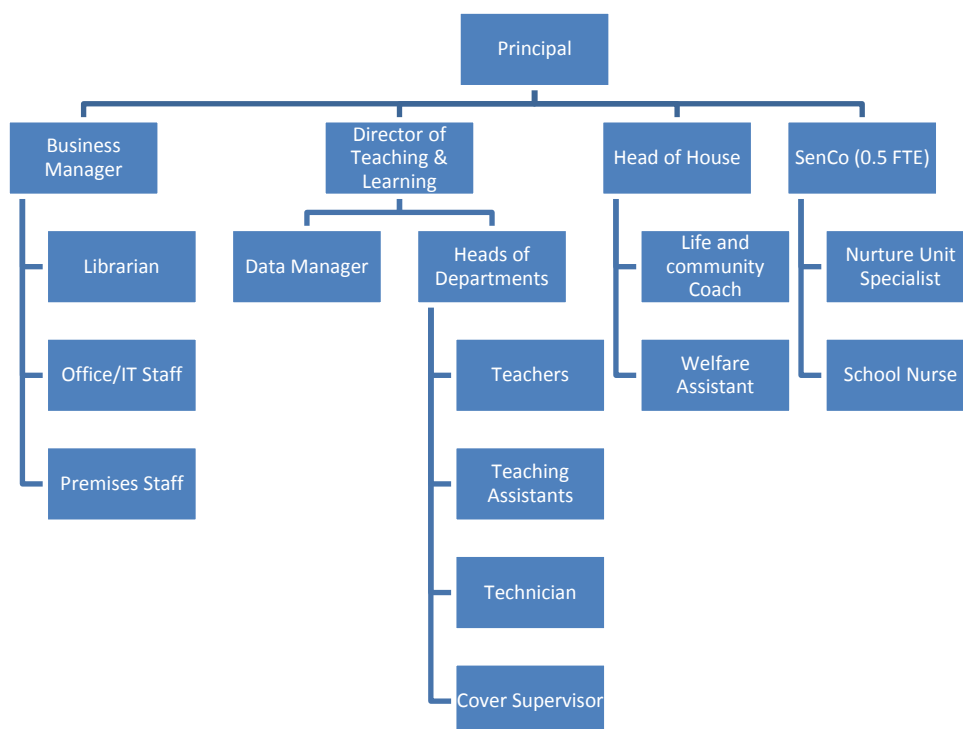
These two curriculum features are complementary. They are designed, in principle, to provide balance and equality, so that the curriculum is accessible to each and every pupil, regardless of their background and ability.

As a result of our curriculum our pupils will become life-long learners, be independent, confident and hard-working and know what it is to enjoy a commitment to their chosen future path.

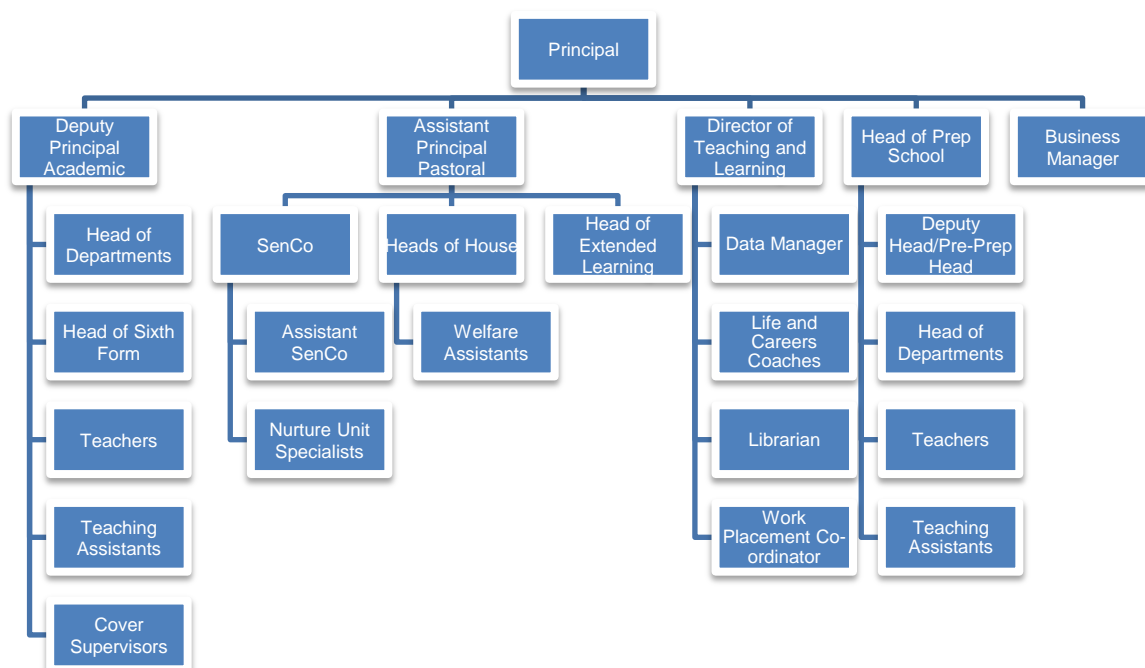
## Staff Structure

Year	2013	2014	2015	2016	2017	2018	2019
Pupils	210	360	540	770	940	1085	1170
Leadership	3	4	4	5	6	6	6
Teachers	11.5	22.5	33	49.3	59.3	65.3	70.6
Support	5.7	8	11.3	15	18.5	22.3	26.9
Administration	7.5	8.1	11.9	14.8	16.2	18.6	18.6
Total Staff	27.7	42.6	60.2	84.1	100	112.2	122.1

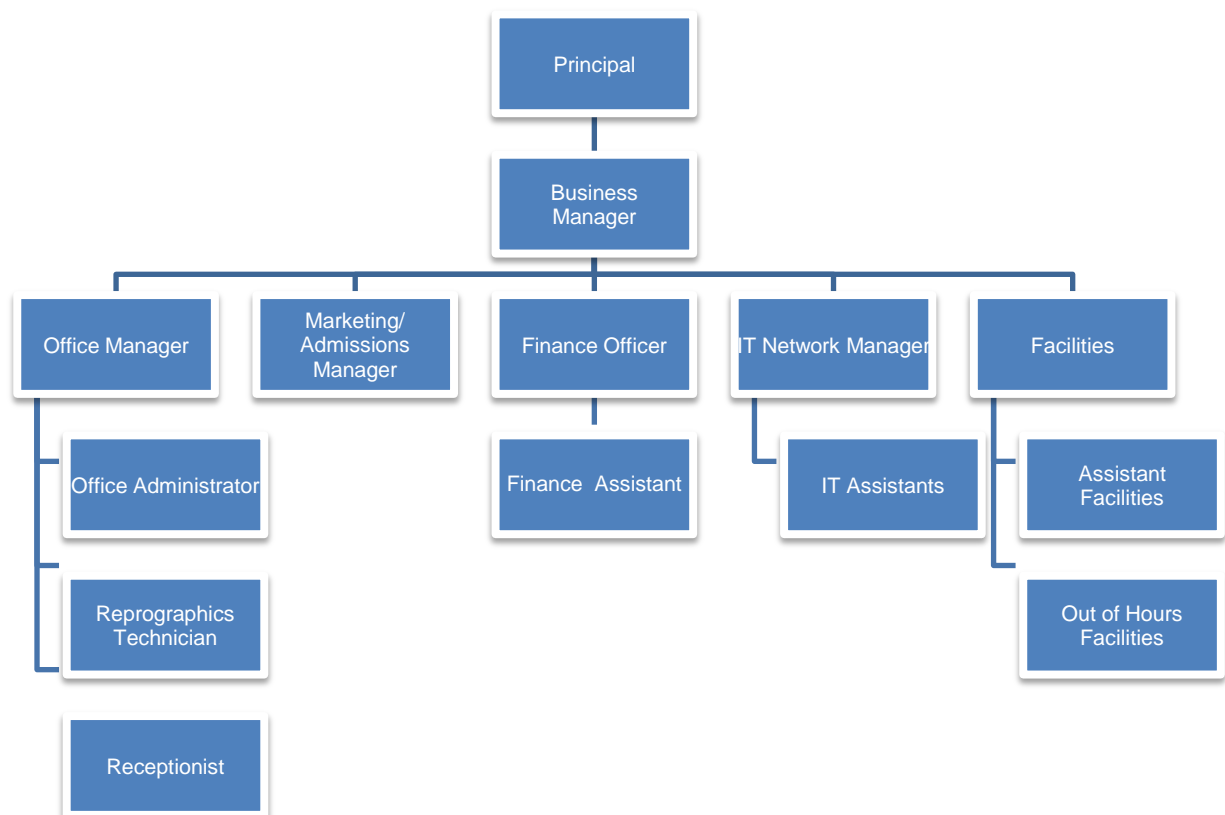
## Year One Staffing Structure



## Academic Staff Structure at Capacity



## Support Staff Structure at Capacity







## Role Description

The Head of Primary is a Senior Leadership post. This is a very exciting position for an outstanding educator and leader at Primary phase who wishes to harness their expertise to the project of building our new all-through School.

Accountable to the Principal, the Head of Primary will have vision and be responsible for the development and implementation of the new and innovative Chichester Free School Primary curriculum, enabling all pupils to make excellent progress and so secure the very highest levels of academic attainment. The successful candidate will of necessity require a high degree of flexibility as their role will develop as the school evolves.

The core purpose of the Head of Primary is to provide professional leadership and management for the Primary phase of Chichester Free School, working with the Principal, Senior team and the Governing Body to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express our core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. The Head of Primary will challenge, motivate, inspire and empower the whole Primary School community to develop and uphold the vision and ethos of Chichester Free School.

The duties and responsibilities of the Head of Primary are:

### To Provide Strategic Leadership and Vision

- To work with the Principal, Governing Body and staff to maintain a shared vision for the Primary phase of Chichester Free School.
- To make effective use of data through appropriate forms of collection and manipulation in order to ensure strategic decisions achieve our key deliverables, and
- Set high standards for all pupils.

### In Management of the School

- To work closely with the School's Business Manager to ensure effective financial and resource management.
- To recruit, retain and develop high calibre staff to ensure that Chichester Free School's broad curriculum is delivered to the highest standard.
- To ensure continuing professional development is an integral part of the Chichester Free School ethos.
- To delegate management tasks where appropriate, ensuring their implementation is effectively monitored.

### In Leadership of Teaching and Learning

- To be a visible presence in the School, encouraging and promoting high-quality, innovative teaching.
- To keep the debate about effective teaching and learning ever present and develop relevant strategies for performance improvement.
- To acknowledge and reward excellent teaching, and address poor performance in a fair and robust manner.
- To implement the Chichester Free School Primary Curriculum and ensure it is reviewed and developed to ensure pupils benefit from a stretching and supportive learning environment, with strategies for ensuring inclusion, diversity and access.

### In Community Engagement

- To build strong, trusting relationships with parents, carers and members of the community.
- To be a compelling ambassador for Chichester Free School, effectively communicating the School's vision and ethos to a wide range of external audiences.

### In Educational Culture

- To ensure the development of the Chichester Free School's ethos, where all pupils are provided with the foundations for life and essential personal skills are taught alongside a broad education.
- To be a visible, approachable figure among the pupils, investing time in building strong relationships with the pupil body.
- To deliver exceptional pastoral care, ensuring pupil welfare and personal, social and moral development is at the heart of all decision-making.

- To ensure the co-curricular life of the School is a distinctive strand of the School.

## Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

### Qualification/Attainment

a. Educated to honours degree or above		Essential
b. Qualified teacher status		Desirable
c. Good honours degree	First or upper second	Desirable
d. Post graduate qualifications (including NPQH)	Masters degree/ post graduate diplomas	Desirable
e. Evidence of relevant Professional Development		Essential
f. Has successfully undertaken Secretary of State (NCSL, CWDC or local authority) approved 'safer recruitment' training or has a commitment to do so before taking up the post.		Desirable

### Knowledge Base

a. Excellent professional knowledge and understanding	Essential
b. Models of learning and teaching, behaviour and attendance management	Essential
c. Strategies for ensuring inclusion, diversity and access	Essential
d. Current educational trends and issues, including national policies, priorities and legislation, underpinning school effectiveness	Essential
e. Curriculum design and management	Essential
f. Financial planning, budgetary management and principles of best value	Desirable
g. An understanding of assessment strategies and the use of assessment to inform the next stages of teaching and learning.	Essential
h. Principles and practice of quality assurance systems, including school review, self evaluation and performance management	Essential
i. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.	Essential

### Leadership & Management

a. Exceptional strategic planning skills with a proven ability to translate vision into clear, coherent plans.	Essential
b. Excellent classroom practitioner who can lead by example, with a knowledge of adjacent phases of education	Essential
c. Ability to manage change and work under pressure of changing circumstances	Essential
d. Experience of carrying out performance management and acting on any issue that arise from the reviews	Essential
e. Demonstrated ability to lead, coordinate, delegate and empower	Essential
f. Leadership and management skills to improve and maintain attainment and success	Essential
g. An exceptional, collaborative, inspirational leader with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups.	Essential
h. Authority and ability to inspire confidence in Governors, teaching and	Essential

associate staff, pupils and parents alike.	
i. A strong commitment to continuing professional development for all staff	Essential
j. Managing the school efficiently and effectively on a day-to-day basis	Essential
k. Experience as a Primary headteacher	Desirable
l. Experience as a Primary deputy or assistant headteacher	Essential

### Experience

a. Experience of whole school responsibility – academic and/or pastoral	Essential
b. Senior leadership experience within the 4-11 age range, with a track record of success in raising achievement and bringing about improvement	Essential
c. Experience of working in high performing schools	Essential
d. Experience of working in an all-through school	Desirable
e. Experience of teaching in at least two schools	Essential
f. Strategies that encourage parents and carers to support their children's learning	Essential

### Skills Required

a. Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
b. Decision making skills: the ability to solve problems and make decisions	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well.	Essential
f. Able to communicate with a wide range of audiences including pupils, parents, teachers, associate staff and Governors, as well as external contacts required by the role	Essential
g. Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	Essential
h. Ability to develop and sustain a safe, secure and healthy school environment, ensuring an understanding of the legal issues related to managing a school.	Desirable
i. Ability to be innovative, creative and tenacious	Essential

### Attitude/approach

a. A deep and passionate commitment to the values and ethos of Chichester Free School	Essential
b. Ability to enthuse children and adults	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Lifelong learner	Essential
g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School.	Essential
h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence.	Essential



i. Developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement for all	Essential
j. Manage and resolve conflict	Essential

### **Safeguarding**

a. Evidence of commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential

The Sussex Educational Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people, and will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).