

# ST LUKE'S CE PRIMARY SCHOOL HEADTEACHER RECRUITMENT PACK



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# LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant

On behalf of the school community here at St Luke's I would like to thank you for your interest in the post of headteacher.

I invite you to browse our website to get a feel for life within the school and more importantly I invite you to visit us so that you can experience at first hand our welcoming and friendly atmosphere, based on our Christian values of care and nurture.

We are proud of our ethos of care for each other and the encouragement and opportunities we give to our children to be aspirational and confident learners who are equipped to reach their full potential.

Our children are happy and keen to learn. Our staff form a dedicated and enthusiastic team who look for imaginative ways to teach and work hard to support parents and carers. Our governing body is supportive with a good balance of expertise. We have close links with the Parish of St Matthew and St Luke which we are part of.

We are seeking to recruit a headteacher who will inspire staff and children alike and who has the enthusiasm and vision to work with staff and governors in order to take the school to the next level of achievement, improving outcomes for all our children..

I look forward to receiving your application.

With best wishes.



Margaret Hughes  
Chair of Governors

# OUR AIMS

*Living and learning together in faith*

At St. Luke's we recognise that every child is a unique member of God's family, with their own aspirations and dreams. In partnership with parents, carers and families we aim for our children to:

- Be happy, confident and independent learners who want to achieve their full potential.
- Be open minded, with understanding and tolerance for others, embracing their own individuality and beliefs, whilst respecting all faiths and cultures.
- Be caring, responsible and moral members of society.
- Be equipped with the skills needed for life, motivating them and nurturing their aspirations and dreams.
- Feel safe, as we work with parents and carers to ensure the wellbeing of our children.





# ADVERTISEMENT

## Headteacher

Required from 1<sup>st</sup> September 2021

**Pay range L15 – L21 £59,581 to £69,031**

**Closing date:** Monday 15<sup>th</sup> March 2021 at midday

**Shortlisting:** Week commencing 15<sup>th</sup> March 2021

**Interviews:** Week commencing 22<sup>nd</sup> March 2021

On the retirement of the current Headteacher the governing body is seeking to appoint a Headteacher who inspires all pupils to be the best they can be.

St Luke's is a single form entry Church of England Primary school, within the Parish of St Matthew and St Luke, Chadderton.

We pride ourselves on being a welcoming, friendly and inclusive school with a positive caring environment based on Christian values.

Our new Headteacher will continue to develop all aspects of the school including teaching and learning, pupil outcomes and staff development, whilst ensuring that the school remains inclusive and supportive of all members of its community.

### **We are seeking to appoint a committed, inspirational Headteacher who will:**

- has proven and demonstrable experience in school improvement and improving outcomes;
- put children at the centre of all that the school does;
- be a role model, manager and team player, able to develop and articulate a clear vision for the future of the school;
- inspire all members of the school community to flourish in their roles ensuring that St Luke's continues to be fully inclusive for all learners;
- be approachable, reflective, forward thinking, have high expectations and the ability to ensure positive outcomes for our children;
- have the ability to develop strong relationships with parents, governors, external agencies, the parish and the wider community;

### **We can offer the new headteacher:**

- a very able, enthusiastic and committed staff, who put the needs of the child at the centre of everything they do;
- children who love learning;
- an attractive, supportive and well-resourced learning environment;
- experienced governors and supportive parents, who have a high regard for the school;

## A visit to the school is highly recommended

A visit to the school can be arranged by contacting Mrs Beverley Wrigley email: [beverley.wrigley@st-lukes.oldham.sch.uk](mailto:beverley.wrigley@st-lukes.oldham.sch.uk) or telephone: 0161 770 8404

Completed applications should be returned to Mrs Beverley Wrigley [beverley.wrigley@st-lukes.oldham.sch.uk](mailto:beverley.wrigley@st-lukes.oldham.sch.uk)

For further information about the school please visit the school's website at [www.st-lukes.oldham.sch.uk](http://www.st-lukes.oldham.sch.uk)

Further information about what Oldham has to offer can be found on [www.oldham.co.uk](http://www.oldham.co.uk)

The school is committed to Safeguarding and promoting the welfare and safety of children and young people and operates a strict Safeguarding Policy, with procedures being rigorously and consistently applied.

This position is subject to a criminal record check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions.

# JOB DESCRIPTION

## Headteacher Job Description

Church of England Voluntary Aided Schools

This appointment is with the governing body of the school under the terms of the National Society Contract signed by the governors as employees.

This job description reflects the **National Standards of Excellence for Headteachers** (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

The appointment is subject to the current conditions of employment of headteachers, contained in the **School Teachers' Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract. In carrying out his/her duties, the headteacher shall consult, where appropriate, with the Diocese, the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

### 1. The Core Purpose of the Headteacher

The headteacher is the prime mover in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

The core purpose of the headteacher is to provide professional leadership and management for the school within the context of the Trust Deed. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success the headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The headteacher is the leading professional in the school. Accountable to the governing body, the headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese, higher education institutions and employers. Through such partnerships and other activities, headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

## 2. The Domains of Headship

### Section 1: Ethics and professional conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, headteachers:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As leaders of their school community and profession, headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

### Section 2: Headteachers' standards

#### 1. School culture

Headteachers:

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

#### 2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn



- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

### **3. Curriculum and assessment**

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

### **4. Behaviour**

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

### **5. Additional and special educational needs and disabilities**

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs<sup>[footnote 9]</sup> and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

### **6. Professional development**

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

### **7. Organisational management**

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload

- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

## 8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

## 9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

## 10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

**The successful applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

# PERSON SPECIFICATION

Achievement of criteria - key to identification: A= Application I = Interview R = Reference E = Exercise

Qualifications and Training	Essential	Desirable	How identified
Qualified Teacher Status	✓		A
Professional development activities undertaken within last 2 years	✓		A
Degree in a relevant subject area		✓	A
NPQH		✓	A

Experience	Essential	Desirable	How identified
Significant experience as a headteacher/ deputy headteacher	✓		A
Proven and demonstrable experience in school improvement and improving outcomes	✓		A/I/R
Successful teaching experience in the primary phase	✓		A/I/R
Experience of leading curriculum areas and initiatives showing a positive impact	✓		A/I/R
Experience of modelling innovative approaches to school improvement and leadership	✓		A/I/R
Experience of maintaining school systems and processes that are fit for purpose	✓		A/I/R
Experience of successfully managing the performance of staff	✓		A/I/R
Experience of effective use of ICT systems for monitoring purposes	✓		A/I/R
Experience of leadership in an Ofsted inspection	✓		A/I/R
Experience of financial management or making budgetary decisions	✓		A/I/R
Successful teaching experience in more than one key stage and/or early years		✓	A/I/R

Knowledge and Skills	Essential	Desirable	How identified
Excellent oral, interpersonal, organisational, communication and problem solving skills	✓		A/I/E
The ability to build, create and then communicate a clear vision for the school	✓		A/I/E
In-depth knowledge of current and developing priorities in the primary sector	✓		A/I/E
A solid knowledge of the Early Years, Key Stage 1 and Key Stage 2 curriculum	✓		A/I/E
Ability to effectively analyse data and other management software to evaluate school performance	✓		A/I/E
Ability to successfully lead, motivate and support staff	✓		A/I/E
Ability to develop & maintain effective working relationships with a wide and diverse range of people including pupils, parents, governors, colleagues, other professionals and wider community.	✓		A/I/E
Ability to promote and maintain an open, fair, and equitable culture	✓		A/I/E
Experience of meeting the needs of families within a socially & culturally diverse community.	✓		A/I
Ability to support and promote the Christian values and vision of the school and the desire to work with the local church and parish.	✓		A/I

Initiative and Circumstance	Essential	Desirable	How identified
Ability to self-motivate	✓		A/I/R
Proven effectiveness in decision-making and ability to work under pressure	✓		A/I/R
An ability to communicate effectively, both orally and in writing, with a range of audiences.	✓		A/I/E/R
Ability to work flexibly and ability to respond to change	✓		A/I/R

Candidates failing to meet any of the essential criteria will automatically be excluded

The successful applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed

## NOTES FOR APPLICANTS

All sections of the application form should be completed.

You will need to provide details of 2 professional referees.

Please make reference to the Job Description.

You should provide a full statement in support of your application, addressing each of the criteria in the Person Specification – this should not exceed 1500 words in total.

Please do not restate the factual details already included elsewhere on the application form.

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

Applications must be completed on the application form provided, **word format only**, and submitted electronically to the School Business Manager, Beverley Wrigley at [beverley.wrigley@st-lukes.oldham.sch.uk](mailto:beverley.wrigley@st-lukes.oldham.sch.uk)

