

St Edward's Church of England Voluntary Aided Primary School



Head Teacher Information Pack October 2018

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Welcome from the Chair of Governors

Dear Applicant

I am delighted that you are interested in becoming Head Teacher of our amazing school and hope you find that the information in this pack inspires you to apply for this challenging yet rewarding post.

The school is a very special place with a distinctive Christian ethos, committed to inclusion and the pursuit of excellence in all that we do. The Governors are very proud of our school with its excellent team of dedicated teachers, support staff and its enthusiastic and caring children. All come together to create a lively and engaging atmosphere in which to work, teach and learn. Add to this supportive parents and engaged governors and the school has a family feel where all are working together and our Christian ethos permeates all that we do.

Our children are keen to learn and to be involved in the running of their school. A walk through the school affords you an insight into their amazing artwork and sporting achievements and their views are aired and shared via our various pupil voice groups.

St Edward's is a school where we are all working together to deliver to the best of our capabilities which, going forward, will be exemplified by a successful candidate who is dynamic and a motivated leader. Someone who has the wisdom, experience and confidence to take the school forward; someone who builds on what is currently good and ensures that we continue to improve by embracing the opportunities and challenges which are offered. We also want you to have a good sense of humour and be both inspired and inspirational. We hope that you are this person looking to make your next career choice and help us to achieve the very best outcomes for our children.

I warmly welcome you to visit our school and see the pupils and staff at work if you think you may be interested in joining us and wish you every success with your application.

Yours sincerely



Sarah Cansell
Chair of Governors

Our School



St Edward's is a large multicultural Church of England primary school, with pupils travelling from a wide area to come here. We are a three form entry school with Nursery and are fully inclusive. The school has a well-established management structure with a Deputy Head, four Assistant Heads, Year Group Leaders and a School Business Manager to support the Head Teacher. Our staff work closely together and support staff are an important part of this team. Visitors to the school often remark on the special 'feel' that St Edward's has and new staff frequently comment on how friendly and supportive everyone is and how welcome they have been made to feel.

We are situated a ten minute walk away from the town centre of Romford with its excellent transport links to London (30 minutes). Romford is a busy market town in the London Borough of Havering with plenty of shops and places to eat and with lovely parks to enjoy.



Our school is over 300 years old and started off as a Charity School in a room above the porch above St Edward's Church in Romford Market Place. We have grown considerably since those days and now have a large site in Havering Drive with nearly 650 pupils on roll, including a Nursery with up to 30 hours provision. We are proud of our history but are also keen to move forward so that we can equip all of our pupils for the challenging and fast changing world in which we live.

Our pupils have mainly White British or African backgrounds. The number of pupils who speak English as an additional language or who are eligible for pupil premium is below national averages, as is the number of children with Special Educational Needs.

As a church school, the Christian ethos is embedded in our school and worship is very important to us. Our core Christian values are Friendship, Thankfulness, Truthfulness, Trust, Forgiveness, Respect and Reverence and Responsibility. Each year group has adopted one of these core values and staff are asked to support the Christian ethos. Our last SIAMS report commented that "teachers who are new to the school are well supported in developing their understanding of what it means to work in a church school".



Our School (contd.)



Our pupils are keen to be involved in the school community. We have a Worship Committee, School Council, (pictured here on a visit to the Mayor), Eco Warriors, Peer Mediators, Play Leaders, House Captains and Sports Captains. In addition to their normal duties, the children run competitions and have an active role in many areas of school life.

The children love to organise charity events. They choose which charities they wish to support each year and host charity events to support these. These have included a Bake Off, sponsored events and non-uniform days.

We encourage parents to participate in the life of the school. We invite them to "Stay and Play" sessions, covering a range of topics, e.g. reading, mathematics and computing. The children host class assemblies and we hold regular parents' meetings throughout the year.



Parents come into school regularly to help, for example, by helping to prepare resources, reading to the children or accompanying them on educational visits. We have a very active PTA who raise valuable funds for the school as well as running social events and very successful Christmas and Summer Fairs.

We are a very busy school and our pupils enjoy a wide and exciting curriculum. Sports are a particular strength of the school. We have our own swimming pool and all children have swimming lessons from Reception Year to Year 6. Our sports teams have been very successful in recent years. We have been Borough champions in Cross Country (Boys and Girls), Tag Rugby, Quad Kids (Years 1, 2 and 5), Hockey, Basketball and Water Polo. Regionally, our Water Polo and Basketball teams have won competitions at the London Youth Games. Our Athletics and Hockey teams have won tournaments featuring teams from across the London area, held at the Lee Valley Indoor stadium and the Olympic Park respectively and we were awarded the Havering Sports Council Primary Sports Team of the Year in 2015, 2016 and 2017 (Basketball, Water Polo and Athletics).



Our School (contd.)

Our children enjoy many extra curriculum activities. These have included visiting theatres, Bikeability, pizza making workshops at Pizza Express, history workshops about the Ancient Greeks and Stone Age Britain, international events, curriculum weeks, World Book Day and Chess Club. The children have visited the Tower of London, the Houses of Parliament, Westminster Abbey, the Science Museum, a Synagogue and gone on a Gruffalo Hunt at Thorndon Country Park. The majority of children in Year 6 also enjoy a week's residential visit to PGL each year.



Music and Drama is enjoyed by many of our children. We are lucky to have a purpose built music room and practice rooms and these are put to good use. We have a Choir, Samba Band, String Ensemble and Orchestra. Many children enjoy small group instrumental tuition and perform in mini concerts and the summer concert.

We have a large, well equipped staff room where staff meet and work during PPA time and which is a very social area during breaks and lunch time. Our staff are dedicated, enthusiastic and creative and we are looking for someone who would enjoy helping to lead us, in all that we do, with the vision and drive to help us realise our full potential.

Please visit our website, www.stedwardsva.net for further information about our school and take the opportunity to visit on one of our candidate tour dates.



Views from the School Council

We asked our School Council what they liked about our school:

- "Nice playground equipment"
- "Really nice and encouraging teachers"
- "Grown ups help us to sort out friendship things"
- "Teachers always help you if you have a problem"
- "We have a great library"
- "We have a swimming pool and can share it with St Peters"
- "We have a big field and different coaches come and teach sports"
- "We are a church school and that's important"

We also asked the children what qualities they would like to see in our new Head Teacher:

- "Lovely, kind and helpful"
- "Caring"
- "Head Teacher to come and help in our lessons"
- "Supportive when we do something wrong"
- "Help our community grow and strengthen our links with other schools"
- "Help the poor"
- "Pleased with what we can do and helpful with the things we can't do"
- "Strict and scary if we've done something wrong"
- "Gives us praise when we've done really good work"
- "To be a Christian and would pray with us in assemblies"



Job Advertisement

Head Teacher

Required 1st April 2019

or as soon as possible

Salary Range: £68,559 - £78,905 (L21 - 27)

Do you have the drive to develop us both academically and pastorally?

Our children would like a Head Teacher who is "lovely, kind and helpful" but also "strict and fair" and who will "help our community grow". If you are also energetic with the drive and ambition to develop us both academically and pastorally, we would love to hear from you.

St Edward's is a large multicultural Church of England Voluntary Aided school situated just a ten minute walk from the town centre of Romford with its excellent transport links. We are proud of our 300 year history but are also keen to move forward so that we can equip all of our pupils for the challenging and fast changing world in which we live.

Although we are a large school, governors, staff, pupils and parents all work closely together which creates a friendly, family atmosphere. The children enjoy a wide variety of extra-curriculum activities and sports are a particular strength of the school.

The school is experiencing a period of transition where leadership has changed and we are working to develop and maintain our strengths whilst looking forward to the next phase of our development.

This role comes with plenty of scope to make an impact. We are looking for a strong leader who:

- is a practising Christian who will support and promote the Christian ethos which is embedded in our school;
- is energetic and has the drive and ambition to develop us both academically and pastorally;
- is visionary and enabling;
- will recognise and develop the potential within our school;
- will provide strong leadership and further develop the leadership team;
- has high expectations of pupils and staff;
- is not afraid of change;
- is able to engage with children and parents;
- inspires respect from all stakeholders;
- will establish a consistency of approach across all areas of school life;
- will put steps in place which will help us in our ambition to become an outstanding school.

Job Advertisement (contd.)

We can offer:

- vibrant, well-behaved children who care for each other and want to achieve;
- a diverse community which is celebrated and valued;
- a school which is embedded in the local community;
- a deep sense of family, with many parents and grandparents being former pupils of the school;
- staff who care about the children and work together as a committed, supportive team;
- supportive, well-informed, visible and committed governors, who have a love for the school;
- a school with over 300 years' history of giving children a firm and spiritual foundation in life.

Candidates are encouraged to visit the school to have a tour of the school, meet our Chair of Governors, and enjoy a cup of tea and a piece of cake!

Visit dates and times

Tuesday, 6th November 10.00 a.m. – 11.30 a.m.
 1.30 p.m. – 3.00 p.m.
 4.30 p.m. – 5.30 p.m.

Tuesday, 13th November 1.30 p.m. – 3.00 p.m.

Please contact the Head Teacher's PA, Mrs Jane Lomas (telephone: 01708 745971, email: contact@stedwardsva.net) if you would like to visit us.

Application Procedure

Please see next page for the application procedure.

More information about our school can also be found on our website www.stedwardsva.net and in our recruitment pack for prospective candidates.

Application Procedure

Application Procedure

Please complete the online application form and refer to the Job Profile and Person Specification when completing your supporting statement.

Closing date for applications: **Friday, 16th November 2018**

Visit dates (see above): **Tuesday, 6th November 2018**
Tuesday, 13th November 2018

Shortlisting: **Tuesday, 20th November 2018**

Interview date: **Tuesday, 4th December 2018**

Safeguarding

St Edward's C. of E. Primary School is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant skills, abilities and knowledge to carry it out. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. The successful applicant will be required to complete an enhanced DBS check.

Thank you for your interest in our school – we hope to hear from you soon.



St Edward's Church of England VA Primary School

Job Profile

Job Title: Head Teacher

Grade: Leadership Spine points L21 – L27

School: St Edward's Church of England Voluntary Aided School

Reports To: The Chair of the Governing Body

Staff Managed: Deputy Headteacher

Job Purpose and Content

The Head Teacher is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Head Teacher is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is in place an agreed and understood system of management and supervision within which all staff work. The Head Teacher is a practising Christian who will support and promote the Christian ethos which is embedded in our school.

Principal Duties and Responsibilities

The professional responsibilities and duties of a Head Teacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the governing body of the school:

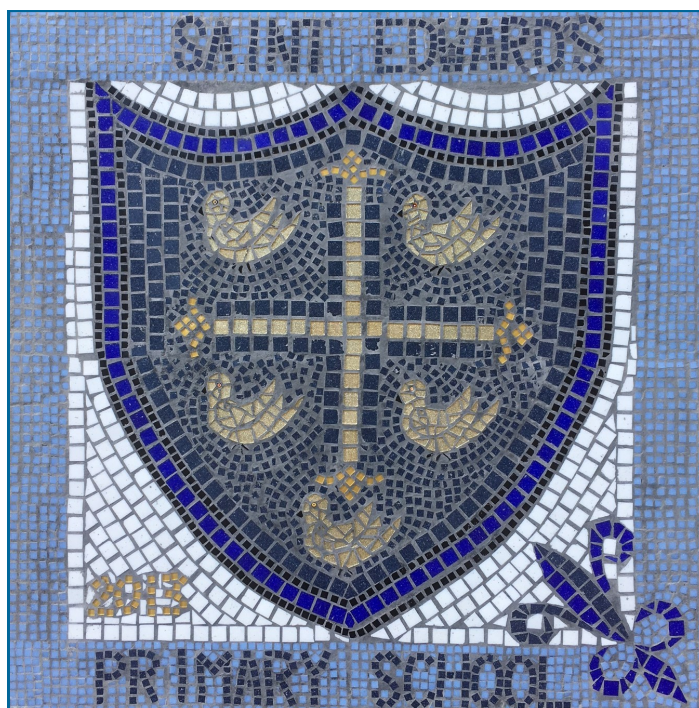
1. Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance.
2. Take a leading role in developing and communicating the aims, objectives and long term vision of the school.

Job Profile (contd.)

3. Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols.
4. Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress.
5. Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children.
6. Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility.
7. Responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school.
8. Responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment.
9. Leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school.
10. Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors.
11. Lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school.
12. Direct line management responsibility for staff, within an agreed line management system and structure, including their performance management and continuing professional development.
13. Lead responsibility for health and safety, staff and pupil well being and safeguarding and for contingency and emergency planning.

Job Profile (contd.)

14. Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities.
15. Responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning.
16. Where the Head Teacher has teaching responsibility: teaching pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework.
17. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s).
18. Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development.
19. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.



St Edward's Church of England VA Primary School

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Inspirational leader with a strong Christian commitment	✓		Application & interview
The ability to lead and manage the school effectively and efficiently and work with other professionals and agencies	✓		Interview
Demonstrable communication skills, oral, written and presentational	✓		Application & interview
The interpersonal skills to manage and maintain complex relationships with many stakeholders	✓		Interview
The ability to manage financial resources		✓	Application
The ability to lead and manage staff	✓		Application & interview
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	✓		Application & interview
The ability to maintain and develop the quality of teaching and learning	✓		Application & interview
Knowledge			
How to motivate school staff	✓		Application
How to lead curriculum development and manage innovation and change	✓		Application & interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application & interview
How ICT can be used effectively to administer the school and motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application & interview
How to manage health and safety and promote and safeguard pupil welfare and well being	✓		Application & interview
How to manage equalities and inclusion policies and implement them in the school	✓		Application & interview
Qualifications and Experience			
Qualified Teacher Status	✓		Evidence of qualification
Successful teaching experience, including in a previous senior management post	✓		Application
NPQH or equivalent		✓	Application
Evidence of continuing professional development	✓		Application