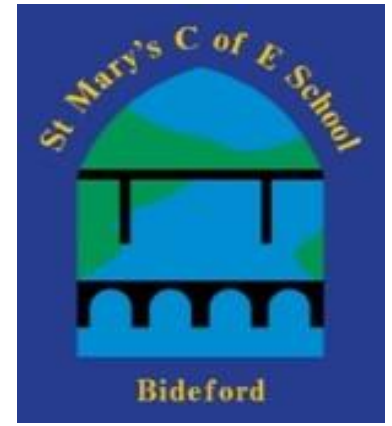


Headteacher Candidate Pack

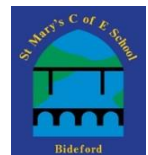
St Mary's C of E School Bideford



Headteacher required from:
1st September 2024

Closing date for applications:
19th March 2024

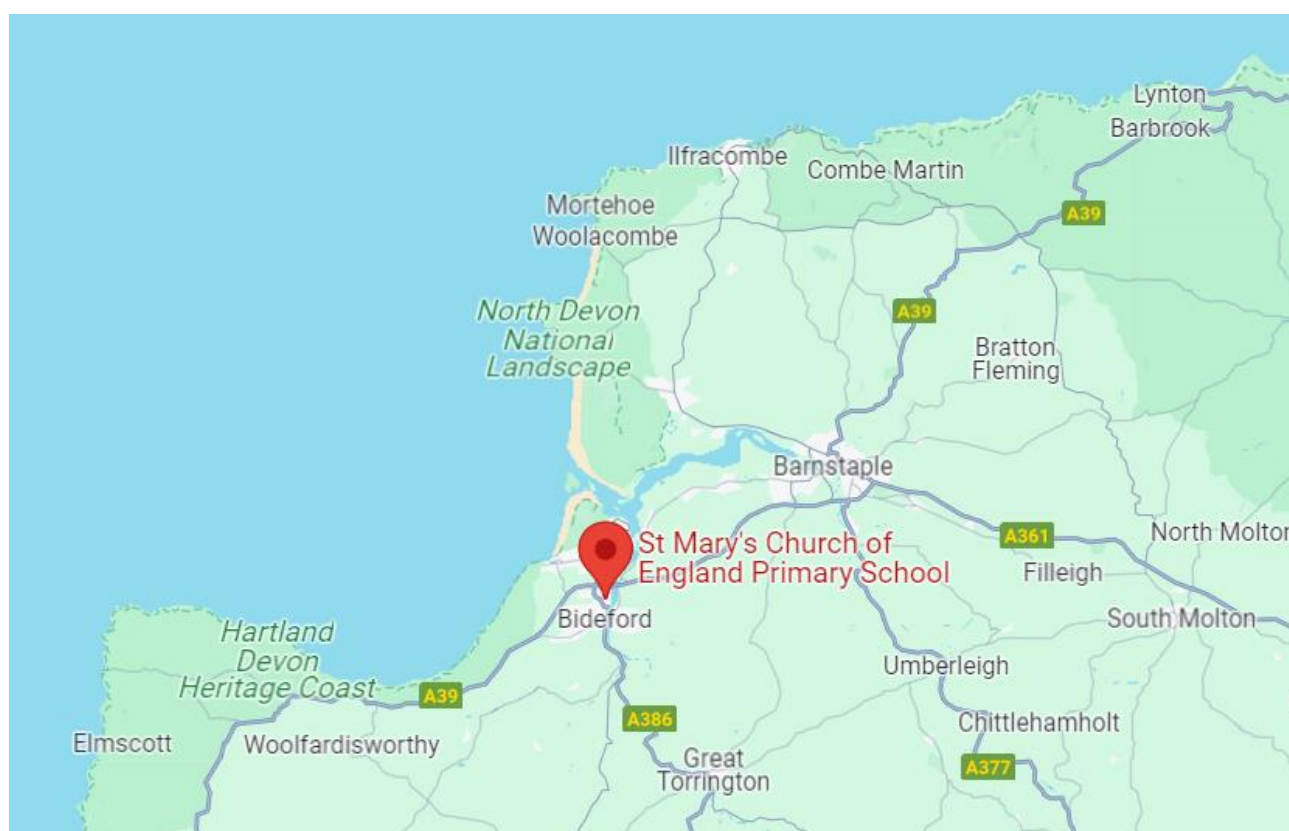
Interviews will be held on:
27th & 28th March 2024



Key School Data

Age Range	4 - 11
Location	Bideford, North Devon
Number on Roll	394
Last Ofsted Inspection	March 2023

Location Map



Website Links

St Mary's C of E website: [Home | St Mary's Church of England Primary School \(stmarysco.uk\)](https://stmarysco.uk)

Ventrus Multi Academy Trust website: [Ventrus Multi Academy Trust](https://ventrusmulti.co.uk)

Introduction to the School

Thank you for your interest in applying for the position of Headteacher at St Mary's C of E Primary School. The school is currently in a management partnership with Ventrus Multi Academy Trust and we are entering formal consultation with the trust regarding future pathways. St Mary's is located in Bideford, an historic town on the North Devon Coast and is surrounded by beautiful countryside and fantastic beaches.

St Mary's is a two form entry primary school with up to sixty children in each year group, giving a capacity of 420 pupils. Whilst we are a relatively large primary school, we pride ourselves in having a distinct community feel. Teachers, support staff and senior leaders build extremely positive relationships with children and their families in order to make them feel that, whilst being part of a large community, they are very much valued. Our ethos is represented through our Christian values of friendship, acceptance, perseverance, compassion, respect and honesty.

We plan an exciting and rich curriculum where children are given many opportunities to develop a wide range of skills and knowledge through different experiences driven by our promotion of resilience, curiosity and aspiration. This ensures that the children enjoy their time at St Mary's.

Curriculum and Learning

The curriculum which we deliver at St Mary's ensures equal opportunities by meeting the needs of all pupils. There are opportunities for creative, cross-curricular links, which develop transferable skills across a range of subjects and develop key skills in communication, language, literacy and mathematics. Children are given a purpose for their learning by having a clear outcome as well as opportunities for independent learning, both as an individual and as a member of a group.

We believe that reading is not only a valuable skill for life, but something that can bring great pleasure. Phonics and early reading are learnt through regular, systematic teaching of synthetic phonics, our school has adopted the Little Wandle phonics scheme.



The curriculum has contributed to the school being awarded Full International School Award, Artsmark Silver Award, School Games Gold Award, Silver Eco-Schools award and RHS Benchmark Scheme Level 3 Award. The school is committed to working in partnership with parents and carers. As well as having an open-door policy, the school provides a wide range of opportunities for parents to be partners in their child's learning.

Pupil Voice

School Council

St Mary's School Council is an active group of students from KS2 who have been elected to represent the views of all pupils to improve our school. The School Council benefits the whole school, pupils and teachers, because it provides opportunities for pupils to communicate their feelings as well as influence decisions that are made within our school. Our councillors develop skills such as confidence, communication and negotiation. It is the responsibility of each Councillor to ensure that they express both their own views and the views of the other pupils they represent. The School Council is an ideal opportunity for pupils to get more involved in the way the school is run.



Location and Facilities



St Mary's CE Primary is housed in a mix of a modernised 1970s main building and new and refurbished out-buildings. These have benefited from significant investment that has enhanced the learning environment. The school population has increased over the last few years, and it is now close to capacity with around 400 children attending. It is a well-appointed school with extensive grounds including a number of hard surface playgrounds, an adjoining field and an environmental area.

Governing Body

At St Mary's the Full Governing Board comprises nine places. These are made up of members from different categories as shown below. Further information is available at [Governors | St Mary's Church of England Primary School \(stmaryscofcschool.co.uk\)](https://stmaryscofcschool.co.uk/governors)

- Two Staff Governors (including the Headteacher)
- Two Parent Governors
- Two Foundation (Church Appointed) Governors (including Ex-Officio)
- Two Co-opted Governors
- One Local Authority Governor



Community Links

The Friends of St. Mary's School are a group of parents who work together with the school to support events throughout the school year and raise funds for equipment, facilities and experiences for the whole school to benefit from and enjoy. The Friends are coming towards the end of fundraising for a new school library. The committee is made up of the Chair, the Secretary and the Treasurer.

Pastoral Care

At St Mary's we treat the safeguarding of ALL children as a priority. Everyone at St. Mary's Primary School is committed to safeguarding and is responsible for keeping our children safe. We do this by providing a safe environment for children to thrive, identifying children who are suffering or are likely to suffer significant harm, and taking appropriate action to ensure they are kept safe both at school and at home.

To ensure children are safe we have systems for the purpose of:

- preventing unsuitable people working with children
- promoting safe practice and challenge unsafe practice
- effective identification of concerns and initiating or taking appropriate action
- contributing to effective partnerships between all relevant safeguarding services

At St Mary's our staff, governors and visitors can be identified by their lanyard. Designated child protection officers can be identified as wearing a pink lanyard, staff will be wearing a blue lanyard, governors an orange lanyard and visitors a yellow lanyard. Our safeguarding team are made up of:-

- One designated Safeguarding officer
- Six deputy designated Safeguarding officers
- One nominated governor with responsibility for Safeguarding

Looking Forward

The new Headteacher will:

- Have the ability to empower and motivate the children and staff alike, whilst upholding the school's Christian values from within as well as amongst the wider community;
- Embed our existing good practice and further develop and lead the school;
- Provide a positive and high-quality educational experience for all our children during their time with us in a safe, positive and caring environment.

Mission Statement

"Together we journey to a future of opportunity"

Our vision is to give every child the skills and experiences they need for their next step in life. At St. Mary's C of E Primary School, we aim to provide a high-quality education that develops children intellectually, socially, morally, physically and spiritually within a Christian environment. Through the school's ethos and collective worship, we use the Bible as guidance, as teaching and as our compass. In our school, children learn to respect the diversity within their community, themselves, differences of others and their surroundings. Children will leave our school on the next part of their journey in life with the confidence and the ability to make responsible and appropriate choices. They aspire to be the best they can and are valued members of the community.



Job description

Headteacher, St Mary's C of E Primary School

Scale: L13-19

INTRODUCTION

The Headteacher is expected to provide ambitious, inspirational and robust strategic leadership for a school, which ensures a high-quality education for all pupils, promotes the highest standards of learning, achievement, behaviour and engagement from its pupils and secures the school's success and continued improvement.

ACCOUNTABILITY

The Headteacher is legally and contractually accountable for the successful operation of the school.

The duties outlined here are linked to:

- Those covered by the *National Standards of Excellence for Headteachers* and are outlined under the four Excellence Standards domains.
- Those covered by the latest STPCD document which should remain in conjunction with this document.

1. SUMMARY: CORE PURPOSE

The Headteacher will:

- a. Provide strategic, robust and inspirational leadership of the whole school community.
- b. Take an active leadership role for one or more core areas of school improvement and embed these more widely across the Trust.
- c. Work closely with and provide information, advice and support to the Chair of the Local Governing Body and the Local Governing Body to enable it to meet its responsibilities.
- d. Ensure that parents and pupils are well informed about curriculum attainment and progress.
- e. Recruit, retain, develop and motivate staff to become outstanding educators.
- f. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance management.
- g. Ensure the well-being and personal development of every child in the school.
- h. Demonstrate commitment to maintaining the distinctive ethos of the school in its community.
- i. Develop and present an accurate account of the school's performance to a range of audiences including governors, parents and carers, external agencies, and Ofsted to enable them to play their part effectively.
- j. Ensure that the school adheres rigorously to national requirements on Safeguarding and Child Protection and works effectively with external agencies to ensure that all children are kept safe.
- k. Promote proactive involvement of the whole school in the safeguarding of pupils.



- I. Ensure that all legal requirements for health and safety, maintenance and financial management are fulfilled.

2. SUMMARY: KEY PRIORITIES

The Headteacher will:

- a. Ensure that strategic planning is focused on raising the overall performance of the school.
- b. Maintain a relentless focus on achieving the highest standards and quality of teaching and learning throughout the school.
- c. Continue to promote and embed a curriculum which boosts pupils' achievement, their engagement with learning and their personal development and well-being.
- d. Develop the school's commitment to higher achieving pupils and those with SEND.
- e. Strengthen partnerships with other schools to ensure efficiency and the continued success of the school.
- f. Develop the school's profile in the community enhancing reputation.
- g. Continue to develop strong and effective partnerships with parents, carers and the local community.
- h. Ensure that the school maintains a balanced budget.

3. STRATEGIC DIRECTION AND LEADERSHIP

The Headteacher will:

- a. Communicate a shared vision and ambition so that the school moves forward to the benefit of its pupils, staff, parents and the wider community.
- b. Establish, communicate and implement a strategic plan that inspires and motivates all stakeholders, which reflects the needs of both the school and its community.
- c. Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection.
- d. Maintain and develop a strong and effective partnership with the local Governing Body and work closely with them to review the strategic direction of the school in consultation with all stakeholders.
- e. Translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from, this change.
- f. Monitor, evaluate and review the school's performance robustly and regularly to set clear short-, medium- and long-term priorities for improvement.

4. QUALITIES AND KNOWLEDGE

The Headteacher will:

- a. Hold and articulate clear values and moral purpose, focused on providing a high-quality education and safe, calm environment for all learners.
- b. Demonstrate political astuteness; anticipate local, national and global trends in education and embrace future opportunities.

- c. Pursue continuous professional development to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally.
- d. Demonstrate personal behaviour that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community.
- e. Act as a role model for children and staff, treating them with respect and dignity and promoting a culture that values all children as individuals and enables them to reach their full potential within a stable, committed school community.
- f. Be innovative and challenging, motivating and inspiring stakeholders to create a strong culture of learning within an inclusive environment.

5. LEADING AND MANAGING PUPILS AND STAFF:

The Headteacher will:

- a. Demand ambitious standards for all pupils, promoting an ethos of challenge and support, overcoming disadvantage and advancing equality.
- b. Take positive steps to understand staff engagement levels and take action to improve them.
- c. Instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes, ensuring that all teaching is consistently good or better.
- d. 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.
- e. Maintain pupils' learning as the core focus of strategic planning and financial management.
- f. Maintain the school's focus on pupils' achievement, using assessment information and benchmarks rigorously to monitor progress in every child's learning and inform targets.
- g. Develop creative, effective approaches to learning and teaching, responsive to the needs of the pupil community.
- h. Establish a culture that supports and facilitates pupil engagement in, and ownership of, their own learning.
- i. Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential, whilst providing financial value.
- j. Maintain a strong culture of continuous and supportive professional development, ensuring that best practice is shared within and between schools, drawing on and conducting relevant research and robust data analysis.
- k. Encourage a culture of collaboration within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- l. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- m. Hold all staff to account for their professional conduct and practice.

6. SYSTEMS, PROCESSES AND RESOURCES

The Headteacher will:

- a. Assist the Local Governing Body to 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.
- b. 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.
- c. Provide a safe, calm and well-ordered learning environment for pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- d. Implement robust strategies to secure high standards of behaviour, attendance and punctuality and monitor their impact regularly.
- e. Follow systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- f. 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.
- g. Regularly evaluate the allocation of roles within the school to ensure these underpin the best possible learning environment.

7. LEADING SCHOOL SELF-IMPROVEMENT

The Headteacher will:

- a. Create an outward-looking school, developing the partnership work with other schools and organisations — in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- b. Develop effective relationships, and actively engage with fellow professionals and wider colleagues to improve academic outcomes for all pupils.
- c. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- d. Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
- e. Inspire and influence others - within and beyond the school - to believe in the fundamental importance and value of education in young people's lives.
- f. Promote positive strategies for challenging prejudice and building tolerance.

8. SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS

The Headteacher will: ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored and will:

- a. Work with governors and senior colleagues to recruit, induct and develop high-quality staff within national safer recruitment guidelines.
- b. Ensure safeguarding and child protection policies and procedures are implemented rigorously and reviewed at regular intervals.
- c. Ensure that all teaching, support staff and volunteers are fully inducted in and understand the school's safeguarding procedures.
- d. Ensure that ALL staff read the latest national guidance and receive regular updates and training.
- e. Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively



How to apply

To apply for this position please submit your application online via the Ventrus Multi Academy Trust website; your supporting statement should outline your suitability for the post.

Closing date for applications: 9am on Tuesday 19th March 2024

Interviews will be held on: Wednesday 27th and Thursday 28th March 2024



St Mary's C of E Primary School
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