

Headteacher

Archbishop Runcie Church of England (VA) First School

Applicant brief



Welcome from Mrs Sarah Hawkins

Chair of Governors

“Thank you for your interest in the role of Headteacher. I hope this applicant brief will convey something of what makes our school special and precious to pupils, parents, staff and governors alike. I hope, too, that it will help you decide whether you might be the person to lead us on the next stage of our journey.

After nineteen years here, our long serving Headteacher has decided it's time for retirement. Our children, staff and governors are looking for a similarly inspiring and passionate leader, who shares their love of children and passion for education so all of our children acquire a thirst for learning.

Archbishop Runcie is a VA Church of England first school, situated in Gosforth, and caters for children from the age of 3 -9. We currently have 151 lively and unique children on roll. We are a popular, single form entry school with classes organised into 5 year groups from Reception to Year 4, each of which is at full capacity. We also have a 26 place nursery which is run 5 mornings a week.

We are proud to have been rated Outstanding by both Ofsted and SIAMS in 2012. We never take it for granted that we will remain Outstanding and strive to be ambitious for all of our pupils, regardless of their background, faith, ability or particular needs. In keeping with our ethos we offer an unconditional welcome to all.

Our staff are inspiring, dedicated, hardworking, experienced and knowledgeable and are key to the success of our children. We have also have an experienced and knowledgeable governing body as well as a supportive and engaged parent community & PTFA who are highly successful fundraisers. We have strong links to both St Nicholas Church, Gosforth and All Saints Church, Gosforth who help to bring to life Collective Worship and ensure that our Religious Education is both rich and interesting. We enjoy collaborative links to the other schools in Gosforth by virtue of the Gosforth Schools Trust and would trust that our new Headteacher would want to maintain and enhance this collaboration.

We hope that you come and meet us to see for yourself what a great opportunity this role offers.”



Our Mission...

... founded on the teachings of Jesus Christ, is to serve the local neighbourhood and the wider community through education.



At Archbishop Runcie CofE First School the whole school community works together:

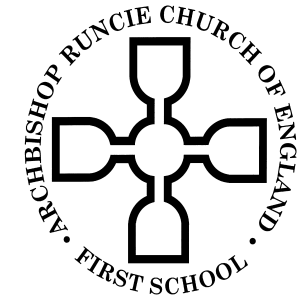
- to create a caring learning environment in which the uniqueness and individual worth of each member is recognised and developed, as a witness to our Christian faith;
 - to enable each pupil to achieve their full potential in preparation for their future, by stimulating their sense of curiosity and excitement about the world;
 - to build and promote Christian values, encouraging children to develop relationships which reflect love, forgiveness and respect for others;
 - to encourage links between the school, home, our parishes and the wider community;
 - to place collective worship as a shared experience at the centre of the school's daily life;
- to strive for the highest standards of achievement in all areas of school life.

As a school we are committed to life long learning for pupils, staff, governors, parents and the local community. Through this commitment we will enrich the educational experience and personal development of all those involved in the life of our school.

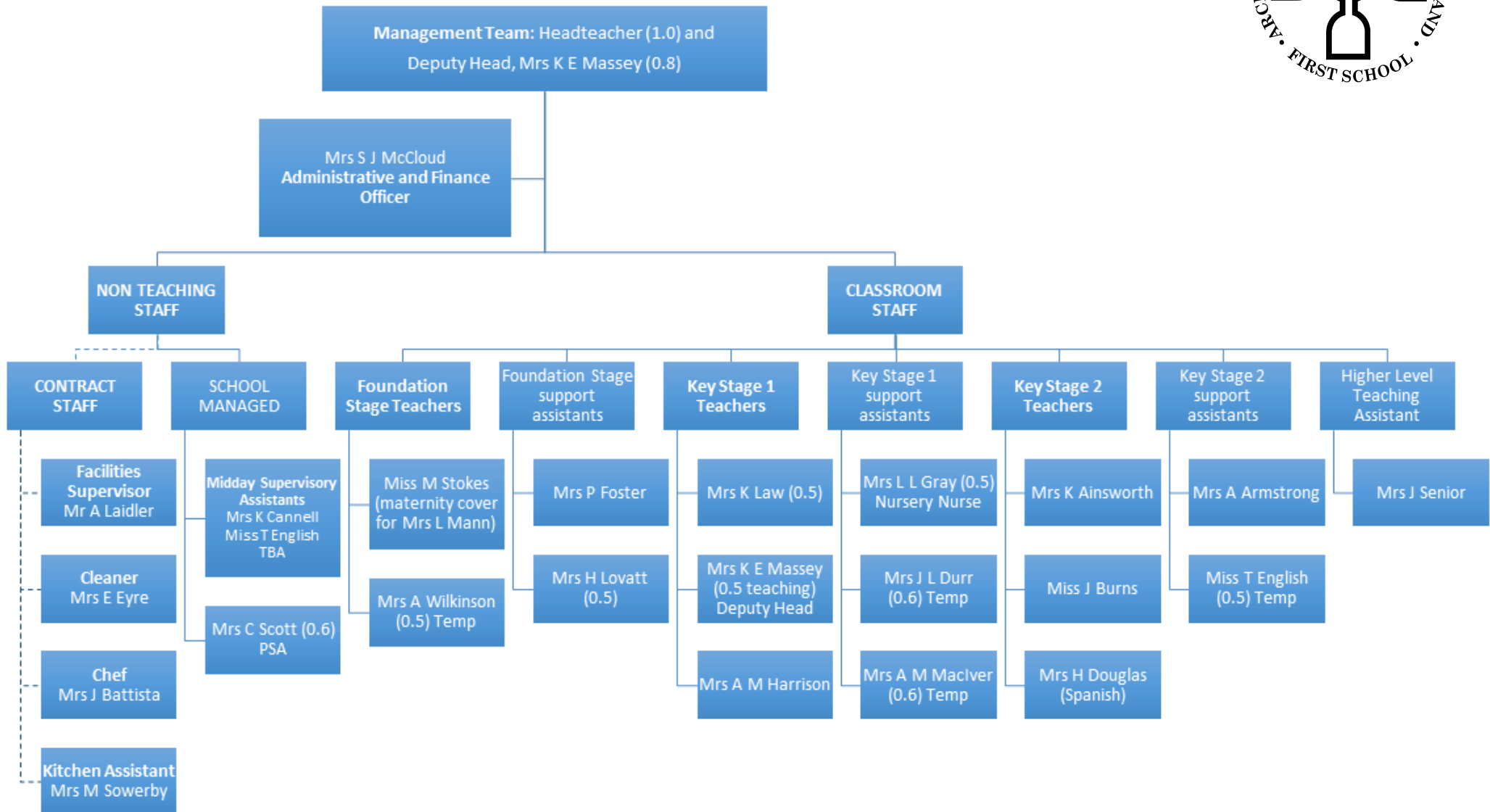
Ethos and Values

Archbishop Runcie CE First School is a Church of England (voluntary aided) school with a strong Christian ethos. Our policies are rooted in Christian teachings and in our day to day life the Christian ethos is threaded through all that we do as the lettering is through a stick of rock. We believe this makes our school distinctive. We believe that each individual is unique, valued and loved by God. We promote Christian values through the curriculum we teach and through our everyday relationships and expectations. As an example, values such as forgiveness and reconciliation form the basis of our Behaviour Policy; we encourage our children to behave with compassion towards one another and to treat others as they would like to be treated themselves. We promote values such as thankfulness, hope, perseverance and humility as well as other values and try to give our children daily examples of how to live out these values. We are also committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.





Archbishop Runcie C of E First School Staffing Structure (from Sept 2017)



Role Description

Post:	Headteacher
Responsible To:	The Governing Body
Responsible For:	All staff employed at the school
Individual School Range:	L13 - 19

Job Purpose: The Headteacher has overall responsibility for:

- leading and delivering the school in line with a shared strategic vision and Christian ethos;
- effectively managing and organising the school and its staff;
- determining and delivering an appropriate curriculum for the school to ensure an effective teaching and learning experience for all pupils;
- working in partnership with the Governing Body, parents, Newcastle LA, Diocesan Education Board and the wider community.

Key Relationships:

Staff, pupils, Governing Body, LA representatives, Diocesan Education Board and its officers, local clergy, parents, other Headteachers, feeder/receiver schools, the local community, staff unions and professional associations.

Main Duties:

The following list is typical of the duties the Headteacher will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required, including teaching as required.

General

- 1 To carry out the duties of a Headteacher as set out in the School Teachers' Pay and Conditions Document and, in addition, in accordance with promoting the Church foundation of the school and carrying out its trust deed and mission.

Strategy

- 2 To involve relevant bodies to devise and implement a school development plan
- 3 To develop and sustain a secure, welcoming, happy and stimulating learning environment exemplifying the Christian ethos implicit in the school's religious foundation
- 4 To devise and implement a strategy for school self-evaluation and monitor and evaluate the effectiveness of the curriculum in the light of pupil needs, national priorities and local policies
- 5 To develop and implement appropriate school policies which reflect the Christian ethos of the school and consider issues of inclusivity

Finance and Resources

- 6 To plan, manage and monitor the use of financial and other resources to achieve the aims of the school.

Liaison

- 7 To develop positive relationships with parents, governors, the LEA, the Diocesan Education Board, local clergy and the local community and involve these partners in the development and activities of the school.

Curriculum and Learning

- 8 To determine and deliver an appropriate curriculum for the school and ensure that each pupil's education programme meets their individual needs.
- 9 To record, monitor and evaluate and review the standards of teaching and learning and pupil progress achieved.
- 10 To provide for pupils' wider development to complement their educational achievement.

Staffing

- 11 To lead and support the senior management team individually and collectively.
- 12 To appoint, manage and motivate all staff of the school in order to deliver an effective teaching and learning experience.
- 13 To appoint, implement and manage an effective performance management policy ensuring opportunities for personal and professional development for all staff.

Child Protection

- 14 To ensure child protection policies and procedures are fully implemented and adhered to by all staff.
- 15 To ensure the designated person for child protection and all other staff discharge their duties in regard to child protection effectively.
- 16 To ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and such concerns are handled sensitively and effectively in accordance with appropriate procedures.

Lead Practitioner for Child Protection

- 17 To take lead responsibility for child protection issues, providing advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.

Headteacher: Archbishop Runcie CofE First School

The scope of the challenge and opportunity

This appointment is an exciting opportunity for an inspirational Headteacher with the passion, vision and resilience to lead our team and drive progress so that all children reach their full potential. You will have high expectations and the knowledge, experience and interpersonal skills needed to drive sustained improvement throughout the school. You also need to be committed to providing a creative, stimulating and inclusive learning environment for children and staff.

Due to the retirement of our long standing Headteacher the Governors, staff, parents and pupils are looking for a dynamic and forward thinking Head to lead our successful school in Gosforth.

We want a Headteacher who is committed and able to preserve and develop the Christian character and ethos of the school. You should be keen and able to build effective relationships with the children, staff, Governors, parents and the wider community.

We are a caring and welcoming school that has confident, happy and articulate children who enjoy a safe and friendly environment. We have high expectations of ourselves and the children in relation to behaviour, academic and creative progress. Our school is valued and supported by parents and the community, as well as a supportive and engaged Governing Body.

This is a fantastic chance to lead the school into the next stage of its development.

Qualifications

You must have qualified teacher status and at least deputy head or senior leadership team experience. A National Professional Qualification for Headship, your experience as an existing Headteacher, or a higher degree or equivalent are all desirable, but non essential qualifications.

Experience

We require you to have had successful substantive experience at Senior Leadership level within the Primary Phase as well as a proven track record in leading, managing and developing staff to support successful outcomes for a wide ability range of pupils. We require you to demonstrate your experience of successful and cooperative working as part of a team.

You will need to provide evidence of high quality teaching and learning ability, and show experience and evidence of improving teaching and learning. It is essential that you can demonstrate experience of the successful management of change carried out in a constructive and sensitive manner. You will need to prove that you can plan and manage professional development for yourself and others. It is essential that you have had experience of promoting safeguarding procedures in a school.

It is desirable that you can demonstrate a range of leadership, management and teaching experience in more than one context, as well as teaching experience in EYFS, Key Stage 1 and Key Stage 2. Experience of working in a Church of England school would be preferable.

Professional

Professionally you will need to have a wide current knowledge and understanding of education and school systems locally and nationally as well as knowledge and understanding of Church Schools and Church School education.

We require you to demonstrate how you have made a significant contribution and evidence of impact on the professional development of other colleagues in school. This could include the application of research and development covering leadership, curriculum and management issues, that have resulted in successful change and effective practice.

Other

We need a head who is willing and able to undertake classroom teaching when required. You will have to have a good time keeping and attendance record. You must not have any adverse enhanced disclosure of criminal records



Person Specification

You should have the ability:

- to communicate effectively in a variety of situations and media
- to initiate and inspire change by influencing others
- to account to stakeholders and hold others to account
- to work with and advise the Governing Body so it fulfils its role and statutory obligations.
- to lead, manage and organise an effective curriculum
- to lead acts of collective worship
- to analyse school self-evaluation information, including the use of external and internal data, in order to accurately prioritise strategic leadership objectives
- to show detailed knowledge of the structure and content of the current Primary and Early Years Curriculum including assessment and age related expectations
- to demonstrate in depth knowledge and understanding of the wider educational agenda including current national policies and educational issues including the OFSTED Inspection Framework and SIAMS
- to demonstrate knowledge and understanding of administration and budget management processes
- to work effectively with other schools and multi agencies including the Gosforth Schools Trust
- to performance manage staff and promote professional development and accountability

You are also required to demonstrate in your application and at interview that you:

- understand the National Standards of Excellence for Headteachers (Jan 15)
- have a clear vision and understanding of the needs of all our children
- are committed to promoting high quality care guidance and support for all members of the school community
- will sustain and develop the Christian ethos of the school
- can think and plan strategically to promote the school's vision, ethos and values
- are able to generate, identify and capitalise on opportunities
- have agility and flexibility with an entrepreneurial mind-set and are open to innovation
- are well organised, able to plan, prioritise and delegate effectively
- are articulate and approachable with excellent communication skills both verbally and in writing
- have strong interpersonal skills and self-awareness, adapting to situations and managing professional relationships appropriately and with dignity
- tackle difficult situations and make difficult decisions, along with the ability to convey outcomes clearly and with sensitivity
- lead by example drawing on your own and other's expertise, skills and knowledge
- are approachable, accessible and optimistic
- build and sustain effective relationships with pupils, staff, Governors, parents and the wider community



Wordle™ created in conjunction with Archbishop Runcie staff

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to use of authority and maintaining discipline.

How to apply

Our application process is designed to be fair, rigorous and easy to complete.

To apply please submit:

- A completed local authority application form
- Well-structured and concise supporting letter, demonstrating evidence of impact on attainment and progress, that has resulted in sustained improvement in pupil achievement, addressing all the aspects of the person specification
- Details of three referees (one of whom should be your current employer), including name, nature of your relationship, position and contact details (including email address)

If you wish the Governors to give particular consideration to your application on grounds of your religious commitment, please enter the name and address of your parish priest or minister who may be asked for a reference. References will not be taken up without prior consent

These documents should be emailed to admin@archbishop.newcastle.sch.uk by 12 noon on Friday 3rd February 2017

Christian character of the school

You are reminded that this is an application for a Headship in a Church of England Voluntary Aided school in which the Governing Body is the employer. If you are appointed you will be required to secure that all pupils in attendance at the School take part in daily collective worship in pursuance of your duty under section 70 of the School Standards and Framework Act 1998 and in accordance with the teachings of The Church of England. If you are appointed the Contract you will be asked to sign will include the following clause:-

"As the Headteacher of a Church of England School you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation. You are required to give and/ or supervise the giving of religious education in accordance with the doctrines of the Church of England and the Trust Deed of the School. You are required to take part in and lead acts of religious worship. You are expected to be conscientious and loyal to the aims and objectives of the School"



Queries

We invite you to come and visit our school before submitting your application. Please contact Mrs Sarah McCloud in the school office on 0191 285 2663 (or admin@archbishop.newcastle.sch.uk) to arrange a visit. For an informal discussion about the role please contact Mrs Kate Massey, Deputy Head, through the school office, or Jo Warner, Diocesan Assistant Director of Education, on 07825 877583 (jo.warner@drmnewanglican.org)

Key Dates

The closing date for applications is 12 noon on Friday 3rd February 2017. Shortlisting will be carried out w/c Monday 6th February 2017. Final stage assessment, interview and selection will be held on 16th and 17th February 2017.