



# Church of England Primary School

# Peace Courage Respect



## Headteacher Recruitment Pack

St Michael's Church of England Primary School  
Somerville Road  
Bournemouth  
BH2 5LH

[www.stmichaelsprimary.bournemouth.sch.uk](http://www.stmichaelsprimary.bournemouth.sch.uk)

01202 290497

Email: [office@stmichaelsprimary.bournemouth.sch.uk](mailto:office@stmichaelsprimary.bournemouth.sch.uk)





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## A LETTER FROM THE CHAIR OF GOVERNORS

Thank you for your time and interest in the opportunity to become the Head Teacher at St Michael's Church of England Primary School. This information pack provides details of the opportunity. Our current Head Teacher is stepping down at the end of the Summer Term 2020 and we seek to appoint a new Head Teacher to start in the Autumn Term 2020.

You will be welcomed by children who care about their school and each other. Our families come from all around the world; we have 54 different languages spoken in school. Our children have growth mind-sets and are keen to take on new challenges to be the best they can be.

As Headteacher of St Michael's Church of England Primary School you will be supported by a senior leadership team that is made up of talented and experienced people. There are two full-time experienced Deputy Head Teachers (one leads on SEND and safeguarding and the other on teaching and learning), an Office Manager and a School Business Manager. You will also have a well established middle leadership team of Year Leaders who are class-based teachers responsible for outcomes in their year group. You will be responsible for co-ordinating almost 100 dedicated and caring staff.

You will work with an effective team of governors to provide our children with the best outcomes possible. Our governing body has a range of skills and is made up of committed members of our local community.

You will lead a school which has recently received a 'Good' rating from Ofsted. It has a popular breakfast club and after school and holiday club, providing wrap-around care for all who need it. You will also be in charge of our pre-school provision for 24 children. You will promote the strong Christian ethos that the School has in the local community and build upon the good links with local churches, the Diocese and the Local Authority.

We would encourage you to visit our school and see it for yourself. Please contact Jane Goodall, our Office Manager by emailing [jane.goodall@stmichaelsprimary.bournemouth.sch.uk](mailto:jane.goodall@stmichaelsprimary.bournemouth.sch.uk) or by telephoning 01202 290497 to make an appointment. You will have the opportunity to see the school in action and meet the children, together with the leadership team, staff and governors.







## Mission statement

St Michael's Church of England School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

## School aims

At St Michael's we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

Develop their understanding of the value of leading a healthy lifestyle

Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect

Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential

Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community

Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.

## Safeguarding Children and Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expect all staff and volunteers to share this commitment.

We are here.





## Context of our school

St Michael's Church of England Primary School is a vibrant, multi-cultural learning community with 660 children. It is a three-form entry academy with a pre-school. The School has strong links with St Michael's Church and other local churches and schools and is also part of Bournemouth Septenary Umbrella Trust.



There are 22 classes with 30 children in each class. The teacher workforce is made up of 32.5 FTE teachers (including non-class based senior leaders) and a teaching assistant workforce of 39 staff members (full-time and part-time). The teaching team is supported by an efficient team of office and premises staff. The Senior Leadership Team is made up of the Headteacher, two Deputy Headteachers, a School Business Manager and an Office Manager. The SLT is supported by a strong team of Middle Leaders, who are accountable for leading teaching and learning in their year group.

St Michael's serves a diverse community close to the town centre. Approximately 60% of the pupils speak English as an additional language and there are 54 different languages spoken across the school.

The School prides itself on its inclusive and nurturing ethos. To this end, there is a highly skilled team of ELSAs, a daily nurture group, a Family Liaison Officer and a 'Lingua Lab' to support newly arrived EAL pupils.

Facilities include generous sized classrooms, a large hall (which can accommodate all the children for worship), a multi-use games area and a recently installed play trail.



**657**

Pupils on roll

**24**

Pre-school

**15.5%**

SEND

**60%**

EAL

Chart Area

**95.5%**

Attendance

**19%**

Pupil Premium





## The Christian Character

The Headteacher of a Church of England School must be able to provide Christian leadership within the school. The Governors wish to appoint someone who has the ability and commitment to maintain, uphold, and develop the distinctive Christian character of the school. Our school welcomes staff, children, and families from all faiths and none.

The partnership between the school and St Michael's church is very strong. Our vicar leads regular Collective Worship for the whole school, and Open the Book teams from both St Michael's and West Cliff Baptist Church also lead assemblies on a regular basis. Other local Christians also take part in offering collective worship in creative and inspiring ways. The school visits the church at the end of each term (it is only a very short walking distance from the school), and all families and children are always welcome to visit the church. KS2 Carol Concerts are a highlight of the Christmas period and these take place in the church. Recently, several local churches have collaborated to deliver Christian content for RE lessons to tie in with the Understanding Christianity material.

Collective worship usually inspires children to engage with the core values of the school and how they might apply to everyday life. Near each class room is a Prayer station where all children can go to be quiet and reflect.





Qualities we would like to see in our new Headteacher

## The Children

### What we would like from our new Headteacher;

To be up to date with news, especially about children (e.g. Newsround)

Good at Assemblies

Strict but fair

Someone who can help us with Peace, Courage and Respect

Encourage the gifts and talents we all have

Loves pets

Gets to know everyone

Lets us have lots of cake sales!



### What we would like our new Headteacher to know;

We like our school traditions

There are five houses; Durley, Dene, Middle, Alum and Branksome (the local Chines)

The children are helpful

We like talent shows, celebrations and good assemblies

The teachers are fair



## The Staff

### What we would like from our new Headteacher;

Welcoming and friendly

To be visible

Not just a figurehead

Not to change things for no reason







## Our School Curriculum

Our curriculum is not just 'what is taught'. We recognise that the 'formal' curriculum alone may not lead to all our children becoming productive, fulfilled and happy members of society. Within St Michael's, therefore, other key elements envelop the learning that takes place within our curriculum. These are:



Our three core values of peace, courage and respect that reflect the Christian foundation of our school, but at the same time are values shared by people of all faiths and none within our learning community.



Our belief that every member of our community should strive to be the best they can be. This aspiration is accessible to all and reflects the Importance of personal growth and self-improvement.

Our emphasis on a growth mind set, the pre-requisite of which is a positive 'can do' attitude. A growth mind set prepares our children to accept and learn from mistakes, to be tenacious and challenge themselves, to be determined and persist in their endeavours, to have a positive work ethic and be prepared to work for their success.



At St Michael's we aim to bring the children's learning to life by taking the children on as many trips as we can. We place enormous value on providing rich episodic memories that will enable the children to make connections with, and build upon, the learning back in the classroom. Trips usually take place each half term.

All of our data can be found on the school website [www.stmichaelsprimary.bournemouth.sch.uk](http://www.stmichaelsprimary.bournemouth.sch.uk)





## Job description: Headteacher

This job description and person specification is based on the [National Standards of Excellence for Headteachers](#).

### Job details

**Job title:** Headteacher

**Salary:** L21 – L24 (£67,183—£72,306)

**Contract type:** Full-time

**Reporting to:** Board of Governors/Trustees

**Responsible for:** All staff

### Main purpose

The headteacher will:

Provide inspirational and professional leadership for St Michael's Church of England Primary School, that secures an outstanding education for children living in the local community

To work in partnership with the governing body, the diocese, the local authority and other stakeholders to fulfil the mission statement and vision of the School and to celebrate the Christian Distinctiveness of the School

Establish policies for achieving the mission statement, vision aims and objectives of the School

Manage staff and resources to that end

Monitor progress towards the achievement of the school's mission statement, vision, aims and objectives

Lead by example and model best practice regarding professional conduct, workload and personal development

Be a role model for all in our community

Promote and safeguard the welfare of all children and adults within the School, by ensuring that the School's policies and procedures relating to safeguarding, child protection and health and safety are fully implemented and followed by staff

### Duties and responsibilities

### Qualities and knowledge

Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils

Build positive relationships with all members of the school community, showing positive attitudes to them

Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

Work with political and financial astuteness, translating policy into the school's context

Communicate the school's vision compellingly and drive strategic leadership

Seek training and continuing professional development to meet own needs



## Pupils and staff

Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes

Ensure excellent teaching in the school, including through training and development for staff

Establish a culture of 'open classrooms' as a basis for sharing best practice

Create an ethos within which all staff are motivated and supported to develop their skills and knowledge

Identify emerging talents, coaching current and aspiring leaders

Hold all staff to account for their professional conduct and practice

## Systems and processes

Develop the distinctive Christian ethos and character of the School and maintain positive, constructive working relationships with staff, children, governors, parents, the local community, other local schools and head teachers, the parish, the diocese and the local authority

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose

Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice

Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively

Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources

Support distribution of leadership throughout the school

## The self-improving school system

Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils

Develop effective relationships with fellow professionals

Model entrepreneurial and innovative approaches to school improvement and leadership

Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

## Other areas of responsibility

Manage the efficient running of the breakfast club and after school / holiday childcare provision

Manage the lettings of the school premises and facilities for the purpose of supporting community groups and generating income for the school

The headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Notes:

This job description may be amended at any time in consultation with the postholder.





## Person specification

	Criteria	Essential or Desirable (E) (D)
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Degree or equivalent</li> <li>National professional qualification for headship (NPQH)</li> <li>Evidence of other continuous professional development</li> </ul>	E E D E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful leadership and management experience</li> <li>Teaching experience in the Primary Phase</li> <li>Involvement in school self-evaluation and development planning</li> <li>Demonstrable experience of successful line management and staff development</li> </ul>	E E E E
<b>Qualities and knowledge</b>	<ul style="list-style-type: none"> <li>Hold and articulate Christian values and moral purpose</li> <li>Have an understanding of the distinctive purpose and nature of a Church school</li> <li>Be prepared to lead distinctively Christian acts of collective worship</li> <li>Have data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>Understanding of school finances and financial management</li> <li>Effective communication and interpersonal skills</li> <li>Ability to communicate a vision and inspire others</li> <li>Ability to build effective working relationships</li> </ul>	E E E E E E E E E E
<b>Pupils and staff</b>	<ul style="list-style-type: none"> <li>Evidence of success in delivering high achievement for all pupils, overcoming disadvantage and advancing equality</li> <li>Secure excellent high teaching through an understanding of pedagogy and the core features of successful classroom practice</li> <li>Ability to develop a broad and balanced curriculum</li> <li>Sustain an ethos within which all stakeholders are motivated and supported to develop their own skills, and support each other</li> <li>Ability to identify and develop leadership talent and potential within the school</li> </ul>	E E E E E



## Person specification

	Criteria	Essential or Desirable (E) (D)
<b>Systems and process</b>	<ul style="list-style-type: none"> <li>Understanding of, and ability to improve school systems, organisation and processes</li> <li>Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils</li> <li>Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff</li> <li>Ability to work with governors to monitor and evaluate the effectiveness of school provision</li> <li>Demonstrate a sound understanding of effective school budget planning to improve outcomes for children and ensure school sustainability</li> </ul>	D  E  E  E  D
<b>The self-improving school system</b>	<ul style="list-style-type: none"> <li>Work with other schools and organisations to champion best practice and secure excellent achievement for all pupils</li> <li>Maintain effective relationships with fellow professionals to improve academic and social outcomes for all pupils</li> <li>Use a range of monitoring and evaluation strategies to contribute to school self-evaluation and school improvement</li> </ul>	E  E  D
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Maintain excellent safeguarding practice and pastoral care for all pupils</li> </ul>	E
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> </ul>	E  E  E  E