

CHIDHAM PAROCHIAL PRIMARY SCHOOL



HEAD TEACHER

APPLICATION PACK

JULY 2018



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A LETTER FROM OUR CHAIR OF GOVERNORS

Dear Applicant,

On behalf of the governors, we are delighted that you have shown an interest in the vacancy for Headteacher at Chidham Parochial Primary School. For the right candidate, there is an excellent opportunity to lead our staff and work with the Governing Body, to drive the school forward on our journey ahead.

At Chidham, we believe that education is a lifelong process and that a love of learning is vital to the development of each individual. The school expanded, in September 2017, to a one-form entry primary school, and our popularity within the local area has seen our pupil numbers grow to 198.

We are now seeking a Headteacher who shares our values and ambitions for the school, and who will support our dedicated and experienced team of staff, listen to them objectively, and guide their professional development. You will be a highly motivated, inspiring and dynamic individual, who can lead by example and ensure each member of the school feels valued within our community and is striving to be the best that they can be.

We are very fortunate to be located in an Area of Outstanding Natural Beauty and are proud of the enriched curriculum we offer which takes advantage of our surroundings, reaching beyond the school gates.

If you have the vision to inspire children, staff and our community along with exceptional leadership skills, we warmly welcome your application.

The closing dates for applications is Monday 17th September (MIDDAY).

Shortlisting for candidates will be on the 21st September, and all applicants will be informed if they have been successful on the 24th September. Interviews will be held on the 1st and 2nd October 2018. You are warmly invited to visit our school between 6th–14th September. To do so, please contact Nikki Brown in the school office on 01243 572380 or email office@chidham.w-sussex.sch.uk.

Yours faithfully,

Beccy Wild

Chair of Governors

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a

KEY FEATURES OF OUR SCHOOL



As a Church of England Voluntary Controlled school, we are privileged to have strong and vibrant links with St Mary's Church and other churches in our locality. The school aims to serve this community by providing an education of the highest quality within the context of Christian belief and practice, in such a way that people of all faiths, or none, are loved, respected and valued.



We are passionate about learning and our ethos strives ***'to support every child to have a happy and active primary education in an environment that is caring and supportive'***.

Strong financial management has given us a healthy school budget. With this we provide a stimulating and structured environment in which all children are encouraged to reach their full potential.

We treat all our pupils as individuals, developing their sense of worth and confidence, alongside nurturing the unique talents of every child. Within school, we foster a love of learning and support each child towards their outcomes. We address the needs of the whole child, in order that our children are healthy, safe, happy and successful.

"A happy school where every learner will have the support and encouragement they need to enjoy their learning, make good progress, and be successful in achieving to the very best of their ability"

- Our School Vision

“We believe that education is a lifelong process and that a love of learning is vital to the development of each individual”

We aim for every child to:

- Be engaged with their learning, becoming confident and independent learners who strives to achieve their full potential
- Value their uniqueness, feel secure and self-confident ready for the fast changing world ahead
- Be creative, curious, ask questions, persevere and look for explanations
- Take a pride in their work and its presentation as well as the school and its environment
- Be happy, enthusiastic, polite, respectful and considerate
- Be responsible for their own actions, and be self disciplined
- Develop a sense of meaning and purpose in their life through developing moral, spiritual and religious understanding

To meet these aims our school expects to provide:

- A curriculum for each child which is exciting, broad and well balanced
- Learning experiences which are challenging, and build upon a child’s existing knowledge, ability and understanding
- Purposeful opportunities for first hand experiences, exploration and involvement
- Physical activities which actively promote the skills and understanding which lead to a healthy lifestyle
- A partnership between home and school which is based upon mutual trust, respect, support and acceptance
- Education within a caring community which enjoys the support of the Church, Local Authority, Locality Group of Schools and the wider community of Chidham
- Every child with an equal opportunity regardless of race, sex, origin or disability

THE CURRICULUM AT CHIDHAM

The curriculum at Chidham is designed to fulfil all aspects of the Foundation Stage and National Curriculum for 5-11 years old. We believe in nurturing a child's growing independence by enabling them to generate their own ideas and apply what they have learnt in a variety of ways.

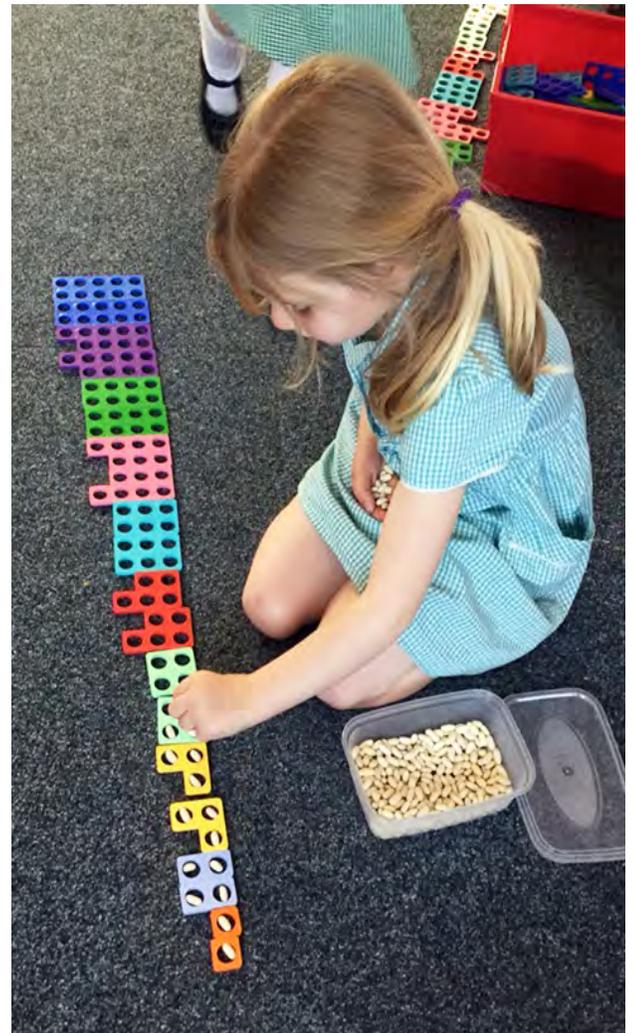
The curriculum is delivered through termly topic work. Our Reception children follow a 1-year cycle of topics, with the rest of the school following a 2-year cycle. Within these termly topics, we aim to provide children with creative days so they can immerse themselves and engage with their topic subject and prepare them for the learning journey ahead that term.

We actively seek trips and educational experiences beyond the classroom to enhance and embed this learning and understanding and encourage sharing of this wherever possible with the wider community.

Dedicated whole-school topic weeks are built into our yearly learning which brings together all children from across the school to explore and focus on the same topic, whether it be a Citizenship Week, Arts Week or Sports Week, from the oldest to the youngest share together their learning together as a whole school.

Music, Art and the Performing Arts are fully embraced at Chidham, with a wide range of in-school learning taking place, accumulating in shared art exhibitions, music concerts and theatrical performances.

We are also very proud of the sporting opportunities we offer our children. All children in the school are encouraged to take part in inter-school sporting events across the locality with 99% of children taking part in a sporting event in the academic year 2016/17. We also offer a wide range of extra-curricular clubs including Sports, Music, Performing Arts and Forest School.



OUR SCHOOL & GOVERNING BODY

SCHOOL STRUCTURE

Our school structure consists of 7 classes. Each of our classes has a class teacher, as well as support from a Teaching Assistant. A SENCO works with those children and families identified as needing extra support and in addition we have a Child and Family Worker to further support our families and children and an ELSA trained Teaching Assistant to support children further.

Our classes all have names taken from trees found in our grounds and are as

CHERRY	RECEPTION
APPLE	YEAR ONE
CHESNUT	YEAR TWO
OAK	YEAR THREE
WILLOW	YEAR FOUR
BIRCH	YEAR FIVE
LONDON PLANE	YEAR SIX

THE GOVERNING BODY

The governing body at Chidham have a wide range of interests, skills and knowledge, and are committed to ensuring that the school is the best that it can be to enable all children within the school to make progress and achieve their potential, always seeking to improve and develop what the school has to offer.

The current governing body consists of:

CLAIRE MURPHY	HEADTEACHER
BECCY WILD	PARENT GOVERNOR (COG)
LOUISE HATFIELD	PARENT GOVERNOR (VICE COG)
LIZ WILSON	LEA GOVERNOR (CHAIR OF FINANCE, H&S)
JENNY SCHMIDSCHNEIDER	COMMUNITY GOVERNOR (CHAIR OF CURRICULUM)
JO MESNEY	STAFF GOVERNOR
REV'D CANON MARTIN LANE	EX-OFFICIO FOUNDATION GOVERNOR
CATHY BURTON	FOUNDATION GOVERNOR
CAROLINE PERYAGH	PARENT GOVERNOR
DAVID RODGERS	COMMUNITY GOVERNOR
CAROLINE DAVIDSON	CLERK TO THE GOVERNORS



Information for applicants for the post of Headteacher at Chidham Parochial Primary School, West Sussex

Chidham Parochial Primary School is a voluntary controlled school and one of many church schools in the diocese. In total there are 157 Church of England schools and academies - 60 have voluntary aided status and 97 voluntary controlled status. There is also a growing number of partnership primary phase schools.

The Diocese of Chichester covers the counties of East and West Sussex and the city of Brighton and Hove. It was founded in 681 by St Wilfrid who converted the Kingdom of the South Saxons and established a cathedral, which no longer exists, at Selsey. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes which are served by over 500 clergy and employed lay workers.

The work of church schools is supported by the Diocesan Board of Education which is chaired by the Bishop of Horsham, Bishop Mark. The Education team, based at Church House in Hove, consists of a Diocesan Director of Education, an Assistant Director: Business and Schools Officers with responsibility for School Improvement, RE and Governance. They are supported by a team of secretaries and school effectiveness partners.

A range of services are offered to governors and headteachers including:

- >Support and training in RE and Collective Worship;
- >Training and network meetings for headteachers, senior staff and clergy;
- >Assistance in developing a distinct Christian ethos in the school;
- >Advising on the appointment of headteachers and deputy heads;
- >Pre and post denominational (section 48) inspection monitoring and support;
- >Governor training and support;
- >Advice in maintaining, developing and funding school buildings;
- >Advice in formulating and administering admissions policies.
- >Advice on moving towards academy status

Mailings are sent to schools four times a year and the Diocesan website can be accessed at <https://schools.chichester.anglican.org>. All church schools and academies in the diocese are expected to enter into a Service Level Agreement with the Diocesan Board of Education. The Diocese has setup The Diocese Chichester Academy Trust DCAT, to engage with schools wishing to become academies.

Web: <https://schools.chichester.anglican.org>
Diocesan office phone number: 01273 425687



COMMENTS ABOUT OUR SCHOOL

Our schools most recent OFSTED inspection, in June 2018, said the school continued to be a 'GOOD' school. Here are some of the comments from our June 2018 and December 2013 inspections.

"Good achievement is also the consequence of a good curriculum. It is very well enriched by residential trips to France and London, and a rather unique programme which highlights the local habitat and geography and gives pupils good opportunities to reflect on the natural world." December 2013

"Staff morale is high. There is a strong sense of teamwork, and all the staff who completed the Ofsted questionnaire said that they were proud to be part of the school community" June 2018

"As a result of your concerted efforts to raise standards, in 2017 pupils at KS2 made progress that was significantly above average and in the highest 10% when compared with other schools nationally" June 2018

"Pupils' behaviour and safety are outstanding. They behave extremely well, have a healthy respect for each other and adults and have extremely positive attitudes to learning" December 2013

Our school's most recent SIAMS Section 48 inspection, in October 2014, said that the distinctiveness and effectiveness of Chidham Parochial Primary School as a Church of England School are 'GOOD'. Here are some comments from the report.

Christian values impact positively on the life of the school and the pupils."

"Collective worship plays a significant role in the life of the school and in promoting the school's Christian values."

"The school has established successful and effective partnerships with parents, the local church and wider community."

"The introduction of a distinct set of explicitly Christian values since the previous inspection have been firmly embedded into the life of the school and make a good contribution to the children's wellbeing and overall learning.....The impact of these values is evident in the high quality of relationships seen through the children's exemplary behaviour and a caring ethos for each other."

Comments from our 2018 Parental Survey

“Warm, kind, approachable, enthusiastic, excellent staff – who clearly love their jobs and involvement in the school.”

“Teaching Staff – fantastic, accessible, visible, professional, motivational and approachable.”

“We are so happy with the progress and positive change since starting at Chidham. It is a great school.”

“Involvement of older children with younger ‘looking out for each other’ and nurturing.”

“Our children are healthy, safe, happy and successful”



“We feel the school goes from strength to strength – all 3 children love school and never want to miss it – as parents, that’s the most important thing!”

“Use of outdoor environment”



“We won the best school award for West Sussex!”

“We have lots of educational trips and value learning beyond the classroom”

Why would someone want to be a headteacher at Chidham? - by The School Council

“We have a great rural location on the coast, within Chichester Harbour”

“Children are well behaved”

“We are a Forest School and love our time doing this”

“We have strong links with the community”

“Giving to others and charity are a big part of our ethos”

“We have strong ties to St Mary’s Church and recently the New Life Church”

“We have a wide variety of extra-curricular clubs that are highly valued”

“The school has high standards of teaching”

“It is very important to the school to keep children and teachers safe”

“We leave feeling ready for future learning and jobs “



SCHOOL PERFORMANCE INDICATORS

Results and achievements here at Chidham are extremely important to us. We pride ourselves in doing our best at all times. Each week we celebrate our achievements in our weekly Sharing Assembly – our learning, our values, our sporting and musical successes.

Our formal reports and achievements can be found through external assessments and inspection reports. The results from the 2017 KS2 SATs and comparison to national averages are shown below:

2017 KS2 SATs	CHIDHAM	NATIONAL
READING	82% EXPECTED STANDARD	71% EXPECTED STANDARD
	41% GREATER DEPTH	25% GREATER DEPTH
	SCALED SCORE 107.6	SCALED SCORE 104
WRITING	82% EXPECTED STANDARD	77% EXPECTED STANDARD
	18% GREATER DEPTH	18% GREATER DEPTH
	SCALED SCORE N/A	SCALED SCORE N/A
MATHS	82% EXPECTED STANDARD	75% EXPECTED STANDARD
	12% GREATER DEPTH	25% GREATER DEPTH
	SCALED SCORE 103.3	SCALED SCORE 104
GSAP	88% EXPECTED STANDARD	77% EXPECTED STANDARD
	29% GREATER DEPTH	31% GREATER DEPTH
	SCALED SCORE 106.6	SCALED SCORE 106

2017 KS1 SATs	CHIDHAM	NATIONAL
READING	81% EXPECTED STANDARD	79% EXPECTED STANDARD
WRITING	48% EXPECTED STANDARD	69% EXPECTED STANDARD
MATHS	71% EXPECTED STANDARD	68% EXPECTED STANDARD

	CHIDHAM	NATIONAL
YEAR ONE PHONICS 2017	64%	81%
EYFS 2017	54%	70.7%

ADVERT

School	Chidham Parochial Primary School, Chidham Lane, Chidham, Chichester, West Sussex PO18 8TH
Closing Date	Monday 17th September (MIDDAY)
Interviews	1st and 2nd October 2018
Contract	Permanent, Full-time
Required From	1st January 2019, however an April 2019 start can be accommodated for the right candidate
Salary	ISR L12-L18 (£50,118 -£58,095)

Due to the resignation of our Headteacher, who had been with us for 7 years, our Governors are seeking to recruit a new Headteacher. The school has expanded over the past few years and we are looking for someone who will continue to build on our existing strengths and join our enthusiastic and dedicated team.

At Chidham Parochial Primary School, we strive for a happy, memorable and high quality education for every child. We seek to achieve the vision of: 'A happy school where every learner will have the support and encouragement they need to enjoy their learning, make good progress, and be successful in achieving to the very best of their ability'. The school is set in a beautiful rural location within an Area of Outstanding Natural Beauty and Chichester Harbour. As a church school, we treat all our pupils as individuals, developing their sense of worth and confidence and nurturing the unique talents of every child.

We are looking for a Headteacher who:-

- Will embrace the diversity of our school and our links to the local community
- Will develop, inspire, monitor, challenge and lead high quality provision to support children's learning and the development of staff
- Will lead and support the development of an innovative curriculum both inside and outside of the classroom
- Will embrace the Christian ethos of our Church school

In return, we offer:

- A welcoming, inclusive and safe environment
- Wonderful, friendly children full of curiosity and who thrive within a culture of learning
- The opportunity to work with a highly committed and enthusiastic staff team and supportive and actively involved governors, who are committed to school improvement
- A 'Good' Ofsted rating with aspirations for further improvement

We are committed to safeguarding and all applicants must be willing to undergo screening including checks with past employers and DBS.

Please submit your application using the application form with a supporting letter, of no more than two pages with minimum font size of 10pt, responding to our Person Specification. Potential applicants are encouraged to contact the school office on 01243 572380 or office@chidham.w-sussex.sch.uk to arrange a visit between 6th-14th September.



HEAD TEACHER ROLE PROFILE

Pay range: ISR L12 – L18 (£50,118 - £58,095)

Responsible to: The Governors, the Local Authority and the Diocese

Main Purposes of the Job

To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education, which inspires and motivates its pupils and improves standards of learning and achievement.

To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.

To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to and to promote and safeguard the welfare of children and young people.

To provide strong leadership in outstanding teaching and assessment and take responsibility for the school's continuous improvement and for providing an outstanding education for all pupils.

To carry out the duties set out in the School Teachers' Pay and Conditions Document.

Main Tasks

1 Qualities and Knowledge

1.1 Articulate and promote the school's distinctive aims and ethos by working with governors and school staff to identify, affirm and develop the school's vision.

1.2 Model exemplary professional behaviour towards pupils, staff, governors and others in the school community in terms of attitude, relationships, integrity and continual professional development.

1.3 Take direct responsibility for the school's continuous improvement and for providing an outstanding education for all pupils.



- 1.4 Keep up-to-date with any proposed or actual changes in legislation, guidance and research relevant to the school, keeping staff and governors informed of trends in education theory, research and opinion and how these impact on the school's vision and improvement priorities.
- 1.5 Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- 1.6 Ensure creativity, innovation and religious education requirements are implemented in the school's curriculum.
- 1.7 Engage parents effectively in the education and development of their children.
- 1.8 Oversee and ensure the school's accountability to other agencies that work on behalf of children and families.

2 Pupils and Staff

- 2.1 Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- 2.2 Determine, organise, implement and ensure the delivery of a broad and balanced curriculum, where all statutory duties are met with ambitious standards of achievement against an effective assessment framework.
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 2.4 Secure excellent teaching through identifying and sharing best practice and appropriate staff development.
- 2.5 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils challenging underperformance at all levels and ensure effective corrective action and follow-up.
- 2.6 Energise and inspire colleagues by creating an open culture to share best practice and ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated.



2.7 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community.

2.8 Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable, those with special needs or disabilities.

3 Systems and process

3.1 Maintain an organisational structure, which reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements.

3.2 Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory.

3.3 Manage the schools resources efficiently and effectively across all areas as follows:

- Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
- Financial Resources, including effective administration & control in line with budget plan
- Accommodation & other resources, taking account of curriculum needs & health & safety requirements

3.4 Present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the Local Authority, the Diocese, the local community and OFSTED to enable them to play their part collaboratively and effectively.

3.5 Ensure policies are kept current and updated and are reviewed by governors as well as ensuring website is up to date and consistent with legislation.

3.6 Demonstrate effective leadership in agreeing improvement priorities and effective management in executing agreed plans and be accountable for pupils' progress and achievement.

3.7 Delegate staff responsibilities effectively and hold all staff to account for the professional conduct and practice.

3.8 Create a safe and caring environment for all pupils and staff by ensuring the relevant policies are known and adhered to, taking responsibility for promoting and safeguarding the welfare of children and young people.



HEAD TEACHER PERSON SPECIFICATION

	Essential	Desirable	Evidenced through:	
			Application	Interview
PROFESSIONAL QUALIFICATIONS AND EXPERIENCE				
Is a qualified teacher e.g Certificate of Education, Bachelor of Education or other first degree with Post Graduate Certificate of Education.	✓		✓	
Has recent and relevant experience as a senior leader in the primary phase.	✓		✓	✓
Holds the National Professional Qualification for Headteachers.		✓	✓	
Shows evidence of further professional development.		✓	✓	
Has experience of working in a church school.		✓	✓	
QUALITIES AND KNOWLEDGE				
Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.	✓			✓
Demonstrate positive personal behaviour, and positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	✓			✓
Lead by example - with integrity, creativity, resilience, and clarity - drawing on his/her own scholarship, expertise and skills, and that of those around them.	✓		✓	✓
Has an up-to-date knowledge of the primary curriculum and religious education requirements and can implement, monitor and support these effectively.	✓			✓
Can demonstrate the ability to understand and manage the financial resources effectively and efficiently to achieve the schools educational goals and priorities.	✓			✓
Communicate compellingly the school's vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.	✓			✓

	Essential	Desirable	Evidenced through:	
			Application	Interview
PUPILS AND STAFF				
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.	✓			✓
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	✓			✓
Secure excellent teaching through an understanding of how to lead and further develop a creative, interesting, stimulating curriculum, which meets statutory obligations.	✓			✓
Understands the importance of technology in learning and its future implications.	✓		✓	✓
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other, whilst holding all staff to account for their professional conduct and practice.	✓			✓

SYSTEMS AND PROCESS				
Can demonstrate experience of monitoring, evaluating and improving the quality of teaching and learning.	✓		✓	
Has experience of working closely with a governing body and the skills required to facilitate the work of the governing body so that it can fulfil its statutory duties and accountability for pupil learning outcomes.		✓	✓	
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.	✓		✓	✓
Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.		✓	✓	✓
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.		✓		✓
Ability and willingness to delegate appropriate responsibilities including other leadership roles when appropriate.	✓			✓

	Essential	Desirable	Evidenced through:	
			Application	Interview
THE SELF-IMPROVING SCHOOL SYSTEM				
Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.	✓		✓	✓
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.		✓		✓
Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.	✓			✓
Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.	✓			✓
Has experience of developing the role of the school in the local community and can describe strategies for leading this aspect of work.		✓	✓	✓
Has the ability to draw upon the resources of the local community to enliven the curriculum and improve the quality of education being provided.		✓	✓	✓
CHRISTIAN CHARACTER OF THE SCHOOL				
Is committed to fostering the long established Christian ethos and practice of the school and community.	✓			✓
Understand the importance of the school within the context of life of the church and the wider community.	✓			✓
SCHOOL SPECIFIC NEEDS				
Has a commitment to supporting and developing the extra-curricular provision including that for sport and the creative arts.	✓		✓	✓
Continued enrichment of the curriculum taking advantage of our location within an area of outstanding natural beauty.	✓		✓	✓

NEXT STEPS

Thank you for taking the time to read this application pack for the position of Head Teacher at Chidham Parochial Primary School. For further information about our school, please take a look at our school website: www.chidham.w-sussex.sch.uk

Here you will find information about the following:

- Our Curriculum, Educational Visits & Subject Weeks
- Our latest OFSTED Report
- Our latest SIAMS section 48 report
- Pupil Premium report
- PE and Sports funding
- More information on our classes
- PTFA (Parents, Teachers and Friends Association)

If you are interested in applying for this role, we would be delighted to hear from you. Please complete the application form along with a supporting letter of no more than two pages with a minimum font size of 10pt, responding to our Person Specification.

All applications are to be received no later than **Monday 17th September (MIDDAY)**.

