

The March C of E Primary School

Headteacher Recruitment Pack

[www.march-ce-primary.eschools.co.uk](http://www.march-ce-primary.eschools.co.uk)



Dear Applicant

Thank you for your interest regarding the position of Headteacher at The March C of E Primary School. This brochure will provide you with more information about our School, as well as further details about the role.

Our current Head, has accepted a new position at a larger school. We are therefore seeking another, practising Christian, who is an inspirational, energetic and motivational leader who can continue to drive the school forward.

We have 209 children at our school who are taught by a dedicated team of teachers and teaching assistants. We believe in a creative curriculum, which identifies the talents of each child and enables them to flourish. Our Governors and Senior Leadership Team work together to make sure our school builds on its already significant achievements. We aim to be an outstanding school and our supportive parents are instrumental in helping us to achieve this aim.

Our curriculum is designed to meet a wide variety of needs and strengths. We are pleased that our school is a vibrant member of our community and we enjoy links with the Goodwood Estate and Rolls-Royce. We also have links with our older residents in the two local nursing homes.

We are proud of our '**good**' Ofsted rating in 2014 and now wish to find a successor with clear vision and strategic planning who can maintain our passion for learning, and develop the school further in order to become '**outstanding**'.

We would be delighted to give you a tour of the school, so please come and visit us at your convenience, weekends can be accommodated. Visits are actively encouraged and can be arranged by contacting the School Office direct on: 01243 783987 or, if you prefer, using the Governor email address: [governors@march.w-sussex.sch.uk](mailto:governors@march.w-sussex.sch.uk)

I look forward very much to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'John Proctor', with a horizontal line underneath.

John Proctor  
Chair of Governors

# Job Advertisement

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Salary	£50,118-£58,095
Location	The March C of E Primary School
Address	Claypit Lane, Westhampnett, Chichester, West Sussex, PO18 0NU
Website	<a href="https://march-ce-primary.eschools.co.uk/website/home">https://march-ce-primary.eschools.co.uk/website/home</a>
Email	office@march.w-sussex.sch.uk
Telephone No	01243 783987
Required From	January 2016 or earlier if possible
Contract	Permanent, Full-time 1 FTE

The Governors of The March C of E Primary School warmly invite applications for the post of Headteacher of our successful and happy school. The Christian ethos and the character of the school underpin all we do. The successful candidate will share these beliefs and seek to preserve and develop the Christian foundations of the school.

We are looking for someone who is a practising Christian with a proven track record of dynamic leadership, skillful management and effective communication who would develop The March into an outstanding school. To the right candidate, this post will be an extremely rewarding experience – an opportunity to make a real difference. This vacancy is an ideal opportunity for someone who can lead an exceptional team of committed staff in their quest to build on current achievements.

Visits are actively encouraged and can be arranged by contacting the School Office direct on: 01243 783987 or by email to: [governors@march.w-sussex.sch.uk](mailto:governors@march.w-sussex.sch.uk)

In our Headteacher we are looking for someone who:

- provides a clear forward-thinking vision that builds on current achievements leading to continuous school improvement
- understands and uses data with insight so to improve pupil progress and attainment
- is an excellent communicator with a strong commitment to working with our children, staff, parents, governors and the local community
- is prepared to lead by example and is an outstanding teacher
- uses new technologies to enhance learning across the curriculum and the learning environment
- believes in the potential of all our children to achieve beyond expectation
- demonstrates a personal commitment to life-long learning and professional development and who embeds this within the staff team

The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and all applicants must be willing to undergo an Enhanced Check from the Disclosure and Barring Service.

An electronic version of the information pack and additional documents (which are attached here) can be obtained by emailing [jobs@westsussex.gov.uk](mailto:jobs@westsussex.gov.uk), quoting the reference number 366979. Please supply your full postal address.

- Application closing date: **5pm on Tuesday 23<sup>rd</sup> June 2015**
- Interviews will be held across **Tuesday 7<sup>th</sup> & Wednesday 8<sup>th</sup> July 2015**
- Starting date: **January 2016 or earlier if possible.**

Please return your **completed application form, safer recruiting form and one page vision statement** to Schools Recruitment Team, Job reference no. 366979, West Sussex Capita Partnership, Ground Floor, The Grange, CHICHESTER, PO19 1RG or email [HRSchoolAdverts@westsussex.gov.uk](mailto:HRSchoolAdverts@westsussex.gov.uk)

## Individual School Range

The Governors have confirmed the ISR (Salary Range) for the post to be L12 – L18.

The Governors have adopted the WS Model P&C Policy, which makes use of Discretionary Points instead of Leadership Points

D12	£50,118
D13	£51,371
D14	£52,651
D15	£53,963
D16	£55,379
D17	£56,670
D18	£58,095

## Our Ethos, Vision and Mission Statement

The banner on our website contains important words: Trust; Compassion; Love; Community; Growth; Learning; Peace; Belief; Forgiveness.

These nine Christian values are taken from the discussion we had around our Mission Statement, which was drawn up by our pupils, staff, parents and governors at the end of 2014. The full text reads as follows:

**With God's help  
we will live kindly,  
love each other,  
learn and laugh together!**

Our Mission Statement is proudly displayed in our lobby - it is the first thing visitors to our school see. We believe that our school has this statement at its heart. We try to build relationships within our school around these Christian principles.

### Ethos Statement

Recognising our historic foundation, The March CE School will preserve and develop its religious character in accordance with the Church of England and in partnership with the Church at parish and diocesan level.

The March CE School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers all its pupils.



## School Aims

Our children will love learning and will be given a variety of opportunities to develop intellectually, socially, physically, aesthetically and creatively in order to attain high standards and to reach their full potential. They will enjoy working within a stimulating environment, which fosters excitement and enthusiasm for learning.

Our children will reach high standards in numeracy and literacy so that each child works with confidence and enjoyment, whilst being challenged, in these key areas of learning.

Our children will learn to respect the environment and have an appreciation of what is beautiful, taking time to reflect and become aware of the responsibility that we have as stewards of the world around us.

Our children will establish a healthy lifestyle becoming equipped to adapt to an ever-changing world and work environment. They will confidently acquire ICT skills.

Our children will become self-disciplined, having high expectations of themselves, becoming confident and articulate in a range of situations and have an optimistic view of life.

Our children will have the skills and confidence to question, having inquiring minds, and develop a sense of identity within the school community and in our multi-ethnic society. They will develop an ability to empathise, recognising their own strengths and the strengths of others.

Our children will show respect to others, being considerate of the views of others and their beliefs whilst valuing open and honest communication. We value working with parent and community support, providing a broad and balanced curriculum developing children morally, socially, culturally and spiritually.





## 2014 Performance Data

### Key Stage 1

	Level 2+	Level 3
Reading	97%	23%
Writing	93%	13%
Maths	97%	23%

### Key Stage 2

	Level 4+	Level 5+
Reading	97%	55%
Writing	97%	41%
Maths	97%	45%
Science	97%	31%

# Our location...

The March C of E School is located in the village of Westhampnett at the foot of the South Downs, approximately ½ mile from the Cathedral City of Chichester with its long history as a settlement from Roman times. Chichester has a theatre, museum, art galleries and many Grade I and II listed buildings. It has a railway station on the West Coastway Line between Southampton and Brighton, a Leisure Centre and a Library.

The area south of the main road is known as the Manhood peninsula. Chichester Harbour, a Site of Special Scientific Interest is located there. This is a wetland of international importance, a Special Protection Area for wild birds and a Special Area of Conservation. The harbour is of particular importance for wintering wildfowl and waders of which five species reach numbers which are internationally important.

Chichester is on the south coast, on the A27 between Portsmouth and Worthing, just south of the South Downs – near the Goodwood estate.

Chichester is approximately:

- 40 Miles south of Guildford
- 20 Miles east of Portsmouth
- 35 Miles east of Southampton
- 25 Miles west of Worthing
- 35 Miles west of Brighton

## Places of Interest

Chichester, the surrounding villages, towns and cities have many places of interest to visit – including

- Theatres
- Galleries
- Cathedrals
- Planetarium
- Museums
- Castle
- Cinemas
- Beaches
- Goodwood Motor Circuit
- Race Courses
- Canal
- Nature reserves



## THE DIOCESE OF CHICHESTER

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### **Information for applicants for the post of Headteacher at The March Voluntary Aided School**

The March is a voluntary aided school and one of many church schools in the diocese. In total there are 158 Church of England schools and academies - 60 have voluntary aided status and 98 voluntary controlled status. There is also one partnership primary phase school in East Sussex.

The Diocese of Chichester almost exactly 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 Chichester. The Schools team, based at Church House in Hove, consists of an interim Diocesan Director of Education, four Schools Officers and two secretaries. A range of services is offered to Governors and Headteachers which includes:

- support and training in RE and Collective Worship;
- training for headteachers, senior staff and clergy;
- assistance in developing a 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.

Mailings are sent to schools four times a year and our website can be accessed at [www.chichester.anglican.org](http://www.chichester.anglican.org). All church schools and academies in the diocese are encouraged to enter into a Service Level Agreement with the Diocesan Board of Education.

The Diocese has recently set up a Diocesan Umbrella Trust to engage with the academies agenda and to gain sponsorship status from the DfE. It is also establishing a multi-academy trust which will sponsor church schools forced to become academies by the DfE or those schools that would benefit from being sponsored if they choose to convert to academy status.

# JOB DESCRIPTION

<b>POST:</b>	HEADTEACHER GROUP: 2
<b>NUMBER ON ROLL:</b>	209
<b>PAY RANGE:</b>	INDIVIDUAL SCHOOL RANGE D 12 - D 18
<b>RESPONSIBLE TO:</b>	The Governors of the School and the local authority

The Governors are seeking to appoint a dedicated, committed and successful practitioner with proven Senior Management experience to lead the school. The successful candidate will need to have experience of improving achievement, raising expectations and will be required to work closely with staff, parents, Governors and the local authority, to continue to lead self evaluation and review and implement the School Improvement Plan.

The Christian ethos and the character of the school underpin all we do and the head teacher will be responsible for providing the highest quality of education for pupils within the context of Christian belief and practice. The successful candidate will share these beliefs and seek to preserve and develop the Christian foundations of the school.

## **Main purpose of the job:**

To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in doing so.

To promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with.

Additionally, headteachers are required to carry out the duties set out in part ix of the School Teachers' Pay and Conditions Document

## **Main tasks**

### **1 Shaping the future**

- 1.1 Ensure that the Christian vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all
- 1.2 Demonstrate Christian vision and values in everyday work and practice
- 1.3 Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation
- 1.4 Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success

- 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 that strategic planning takes account of Christian values, diversity and the experience of the school and the community at large
- 1.7 Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

## **2 Teaching and learning**

- 2.1 Determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all pupils, in accordance with current educational challenges and future trends
- 2.2 Ensure that learning is at the centre of strategic planning and resource management
- 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 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement
- 2.5 Challenge underperformance at all levels and ensure effective corrective action and follow-up
- 2.6 Determine, organise and implement a policy for the care, personal development and well-being of pupils
- 2.7 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community
- 2.8 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils
- 2.6 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities

## **3 Leading, managing & developing staff**

- 3.1 Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities
- 3.2 Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 3.3 Implement and sustain effective systems and procedures for staff induction, continuing professional development and performance review

- 3.4 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
- 3.5 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed
- 3.6 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance
- 3.7 Manage own and others workload to allow an appropriate work/life balance

#### **4 Deployment of staff and resources**

- 4.1 Create and develop an organisational structure which reflects the school's Christian values and enables the management systems, structures and processes to work effectively in line with legal requirements
- 4.2 Produce and implement clear, evidence based improvement plans and policies
- 4.3 Work with Governors to recruit and retain staff of the highest quality
- 4.4 Manage the schools resources efficiently and effectively 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
- 4.5 Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money

#### **5 Accountability**

- 5.1 Provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money
- 5.2 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school
- 5.3 Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated

- 5.4 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
- 5.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success
- 5.6 Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
- 5.7 Promote the school and develop effective relationships with the wider community, including the parish church(es) and other local churches
- 5.8 Responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or with whom s/he comes into contact

## **6. Strengthening Community**

- 6.1 Be committed to engaging with the internal and external school community to secure equity and entitlement for pupils
- 6.2 Collaborate with other schools to share expertise and bring positive benefits to their own and other schools
- 6.3 Further develop collaborative working with other agencies to take account of [current] reforms
- 6.4 Work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies for the well being of children
- 6.5 Influence and sponsor the development of extended services in and around the school which meet the needs of their school community
- 6.6 Encourage parents to be active partners in the school and strengthen effective home-school communication

## PERSON SPECIFICATION

The National Standards for Headteachers are set out in six key non-hierarchical areas. When taken together they represent the role of the head. The list is advisory and the criteria are interdependent. Full list: [www.dcsf.org.uk](http://www.dcsf.org.uk) ref: 0083/2004

Criteria	Essential	Desirable
	√	√
<b>ATTAINMENTS AND EXPERIENCE</b>		
Experience as a Senior Leader	√	
Qualified Teacher Status / GTC Registered	√	
Good honours degree		√
National Professional Qualification for Headteachers (NPQH)		√
Continual professional updating and development	√	
Appropriate experience of the age range		√
<b>SHAPING THE FUTURE</b>		
<b>Knowledge of or commitment and ability to:</b>		
Ability and commitment to create & share a clear forward thinking vision that builds upon current achievements which will lead to continuous school improvement	√	
Ability to lead and develop a strategic direction for the school to ensure improvement so the school becomes outstanding	√	
Ability to lead change and influence others to enable the vision to be realised	√	
Ability and drive to set and achieve ambitious, challenging goals and targets for self and team	√	
Proven skills as an excellent communicator	√	
The ability to take an innovative and creative approach to school improvement	√	
<b>LEADING TEACHING AND LEARNING</b>		
<b>Knowledge of or commitment and ability to:</b>		
Implement strategies for raising achievement and achieving excellence for pupils, staff and self	√	
Use appropriate models and principles of effective learning and assessment for learning, informed by research		√
Lead the management of behaviour and attendance	√	
Be strategic in ensuring inclusion, diversity and access	√	
Lead curriculum design and management	√	
Implement strategies for developing effective teachers to ensure the entitlement of all pupils to effective teaching and learning	√	
Ensure choice and flexibility in learning to meet the personalised learning needs of every child		√

<b>DEVELOPING SELF AND WORKING WITH OTHERS</b>		
<b>Knowledge of or commitment and ability to:</b>		
Develop interpersonal relationships, adult learning and models of continuing professional development (CPD)	√	
Promote individual and team development and sustaining a learning community that impacts on school improvement	√	
Share leadership and accountability for goals and standards	√	
Manage change, conflict, and empower individuals and teams	√	
Collaborate and network with others within and beyond the school	√	
Give and receive effective feedback and act to improve personal performance	√	
Accept support from others including colleagues, Governors and the LEA	√	
<b>MANAGING THE ORGANISATION</b>		
<b>Knowledge of or commitment and ability to:</b>		
Apply principles and practice of dispersed leadership & accountability	√	
Apply principles and strategies of school improvement	√	
Plan and manage projects for implementing change		√
Create policies, through informed decision-making, consultation and review		√
Carry out strategic financial planning, budgetary management and apply principles of best value	√	
Apply good practice in performance management	√	
Understand legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation	√	
Use new and emerging technologies to enhance organisational effectiveness		√
Manage equitably staff and resources	√	
Developing and sustaining a safe, secure and healthy school environment by understanding personnel, governance, security and access issues		
Think creatively to anticipate and solve problems		√
Manage the school efficiently and effectively on a day-to-day basis		√
Delegate management tasks and monitor their implementation	√	
<b>SECURING ACCOUNTABILITY</b>		
<b>Knowledge of or commitment and ability to:</b>		
Abide by educational frameworks, including governance	√	
Abide by public services policy and accountability frameworks, including self evaluation and multi-agency working	√	
Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including challenging poor performance	√	

Apply principles and practice of quality assurance systems, including school review, self evaluation, performance management and stakeholder and community involvement.	√	
Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils	√	
Hold other relevant staff members to account for pupil learning outcomes	√	
<b>STRENGTHENING COMMUNITY</b>		
<b>Knowledge of or commitment and ability to:</b>		
Demonstrate political insight and anticipate trends that impact on the school community		√
Utilise rich and diverse resources within local communities – e.g. home, human, physical, business, other schools, other agencies		√
Utilise the wider curriculum beyond school and the opportunities it provides for pupils and the school community		√
<b>SAFEGUARDING CHILDREN: SAFE RECRUITMENT AND SELECTION</b>		
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: <ul style="list-style-type: none"> <li>○ Motivation to work with children and young people</li> <li>○ Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>○ Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.</li> </ul>	√	
<b>OTHER</b>		
A practising Christian who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.	√	
To ensure the School's pastoral role is effective and evident in the community or in responding to the needs of individuals in the community.	√	
To ensure that prayer and worship, RE and SMSC are central to the life and work of the school	√	

# Safeguarding statement

At our school the health and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at this school and therefore make the best progress possible.

The procedures that we follow have been laid down by the local Safeguarding Children Board of West Sussex and the school has adopted a Child Protection Policy in line with this for the safety of all.

