



APPOINTMENT OF HEADTEACHER INFORMATION PACK



**WEST HOATHLY CHURCH OF ENGLAND PRIMARY SCHOOL
NORTH LANE, WEST HOATHLY, WEST SUSSEX. RH19 4QG**

TELEPHONE: 01342 810302

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Dear Applicant,

POST OF HEADTEACHER

Thank you for expressing an interest in this post. West Hoathly CE Primary School is a thriving village school with extended and well maintained buildings situated at the heart of a beautiful, historic village. We have a dedicated, professional and enthusiastic staff team and a supportive governing body, working together with parents and the local community including the Church of St Margaret's. We also have a very active School Association who organise successful events for social and fund raising purposes. They have contributed many thousands of pounds to provide additional resources, equipment, experiences and opportunities for our children.

We are very proud of our school and would be delighted to welcome you for a visit. Please contact us to make arrangements for the opportunity to meet our pupils, staff and the current headteacher, Mr Adam Earle, along with one or more of our governors.

We are sorry to be saying goodbye to our existing Headteacher, Adam Earle, who is moving on to pursue a long standing "calling". However, we are very much looking forward to working with a new, enthusiastic and dedicated Headteacher to take our school forward on the next phase of its journey, new successes and greater achievements.

We are pleased to send you this information pack which we hope you will find helpful and inspire you to apply for this exciting role which we believe offers so many opportunities. The information pack includes:

- A copy of the advertisement for the post.
- Information about the school.
- Job Description.
- Person Specification.
- Information about the Diocese of Chichester.

For more information we would encourage you to take a look at our website.

Should you choose to apply, we would ask that you complete the application form with as much detail as possible. Your letter of support should be no more than two sides of A4, typed (at a minimum of 10 point font), making clear reference to the headings of the person specification and providing evidence of how your experience relates to these. We strongly encourage you to visit the school and we will make you most welcome. Please contact the School Business Manager, Mrs Tina Allen, at the school office either by telephone or email.

The closing date for applications is Monday 14th of May and interviews will be held on Wednesday 23rd and Thursday 24th of May.

Please submit your completed application to School Recruitment Team, West Sussex Capita Partnership, Ground Floor, The Grange, West Street, Chichester PO19 1RG, hrschooldverts@westsussex.gov.uk.

West Hoathly CE Primary 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 application to undertake the necessary checks including a criminal record check via the DBS.

References, one of which should be from your Chair of Governors or Headteacher and the other from your local authority or academy trust may be sought as soon as applications are received. All applications and references will, of course, be treated with the strictest confidence.

Thank you again for your interest and we look forward to receiving your application and exploring with you the many opportunities open to a new Headteacher at West Hoathly.

Yours faithfully,

Paul Clark
Chair of Governors



JOB ADVERTISEMENT

HEAD TEACHER

Required September 2018

Group 1: ISR L8 – L14

NOR: 128 (April 2018)

Age Range 4-11 Years

West Hoathly CE Primary School is a thriving school rated good by Ofsted, situated at the heart of a small, historic and picturesque village in rural Sussex. Our current headteacher is moving on to a new role after 11 years of dedicated service to the school. The Governors are looking for an inspirational, dynamic and forward-thinking leader to bring fresh perspective and energy to guide our onward journey.

We offer:

- Friendly, well behaved and enthusiastic children who are keen to learn.
- A hard-working, committed staff team who are focussed on pupil learning and progress.
- Well-appointed and resourced premises.
- Active and supportive parents.
- A supportive Governing Body and close links with the Parish Church and local community.

You will have experienced understanding of effective school development and curriculum leadership, allowing us to build for new successes across the school and further enhance our curriculum. Your experience will include contributing to the professional development of staff and an ability to inspire confidence and motivate people. You will demonstrate excellent communication and organisational skills to help us move from an Ofsted rating of good to outstanding.

We encourage all candidates to come and see the school for themselves. To arrange a visit, please contact Mrs Tina Allen, School Business Manager on 01342 810302 or email office@westhoathlyschool.co.uk.

Closing date for applications: Monday 14th May 2018
Interviews will be held on 23rd and 24th of May 2018

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**INFORMATION
ABOUT THE
SCHOOL**

KEY INFORMATION

Type of school	Primary (Voluntary Controlled)
Denomination	Church of England
Location	West Hoathly, West Sussex
School age range	4 – 11
Published Admission Number	20
Number of children on role	128
Attendance rate (2016-17)	94.9%
Teachers (Including Headteacher & SENDCo)	7 (6.2 FTE)
Support staff (Including LM & ICT Trainer)	8 (6.1 FTE)
Administrative staff	3 (2 FTE)
Premises staff	2 (Part Time)
Catering staff	3 (Part Time)
Children with SEND (%)	16%
Children attracting Pupil Premium (%)	3%
Children with EAL (%)	12%
OfStEd Rating (January 2017)	Good
SIAMS Rating (September 2016)	Good
School Website	www.westhoathlyschool.co.uk

Additional information including full copies of Ofsted and SIAMS inspection reports and policies may be accessed on the school website.

CONTEXT

West Hoathly Church of England (Voluntary Controlled) Primary Schools is part of the family of schools within the care of West Sussex County Council and falls within the oversight of the Diocese of Chichester. It is situated in the charming village of West Hoathly serving the area which also includes the communities of Sharpthorne, Highbrook and Selsfield.



DIOCESE OF CHICHESTER



The village offers many interesting features for learning including a large recreation ground (which the school employs for PE and games), an historic Parish Church (St Margaret's) and the Priest House Museum. Outdoor learning is actively encouraged across the school including the development of Forest School and gardening activities.



St Margaret's Church



Priest House Museum



Manor House



St Dunstan's Chapel

LOCALITY

The nearest major town is East Grinstead although Haywards Heath and Crawley are also fairly close at hand. The school is part of the East Grinstead Group of Schools (EGGS) – a supportive and collaborative locality network made up of sixteen schools comprising fourteen in the primary phase and two secondaries (Imberhorne School & Sackville School). The majority of pupils transfer to one or other of these two secondaries on completing their time at West Hoathly, with some going to other state or independent schools.



CHARACTER

The school has a distinctively Christian character, in keeping with its foundation as a Church of England school. This is reflected in its inclusive ethos which is in turn underpinned by the core values, vision and aims (see next paragraph). It is very much the local village school, with a welcoming, family feel and is proud to play a central role within the community. We enjoy strong links with the local church and other community groups including the village pre-school which provides a significant percentage of our intake to the Early Years. During the Summer Term we collaborate with the pre-school to support their rising-fives group, Cygnets, who regularly visit the school to prepare the children for transition.

VISION, VALUES & AIMS

The current vision statement is presented in a visual form emphasizing the ongoing priorities of the school.



"Everyone working together, showing respect, doing our best, aiming high, learning for life and preparing for the future."

The core aims of the school are summarised in the “Vision for the Child” – key outcomes that we aim to secure for every child regardless of prior attainment, rate of learning or specific needs.



VISION FOR THE CHILD

Aims and Outcomes for All

ATTITUDE TO LEARNING

Every West Hoathly Leaver should:

- believe in and value him or herself.
- be confident.
- be willing to take risks and happy to have a go.
- not be afraid of asking for help.
- have good working habits.

- have a positive outlook, open to new ideas.
- persevere in the face of a challenge.
- think for her or himself.

- take charge of his or her own learning.
- learn from successes and failures.
- always try hard to do her or his very best.
- actively participate.
- know her or his own strengths.
- listen well.

SOCIAL & PERSONAL

Every West Hoathly Leaver should:

- be aware of things beyond him or herself.
- be happy and optimistic.
- be confident in relating to adults.
- collaborate with confidence but not arrogance.
- have good friends and be a good friend.
- know what is right and wrong.
- have a spiritual perspective to life and living.
- respect the views and beliefs of others.
- be patient and not easily angered.
- able to forgive and deal with differences.



- acknowledge and learn from mistakes.
- be responsible and reliable.
- accept full responsibility for her or his own decisions and actions.
- understand the need for a healthy lifestyle.
- have a broad range of skills.
- participate in and contribute to the school and wider community.
- deal with competition and conflict maturely.
- be confident to take part in a wide range of activities and be a good team member.

ATTAINMENT & ACHIEVEMENT

Every West Hoathly Leaver should:

- be able to continue to make good progress.
- maximize his or her personal achievement and attainment.
- be consistent and work to improve.

- be a fluent and confident reader.
- communicate well in writing.
- be able to speak and present her or himself clearly and with confidence.

- be a competent mathematician.
- be able to solve problems and identify strategies for investigation.
- make good use of available resources and select them appropriately.

The school’s inclusive ethos is based on three inclusive core Christian values. They are defined in a manner which is accessible to those of any faith or none.



LOVE: Just as flowers need water to grow so people need love. Love means we show unconditional care and respect for everyone.

HOPE: We all need encouragement and the incentive to aim high and do our best. Hope means we have high, but not unreasonable, expectations for everyone.

FORGIVENESS: When we forgive we free ourselves and others to move forward in life. Forgiveness means a fresh start for everyone every day.

CURRENT CLASS ARRANGEMENTS & COHORTS

As a small school the precise arrangements for year groups and classes vary from year to year with fluctuations in intake. Current arrangements are:

CLASS NAME	YEAR GROUPS	CLASS SIZE
1 Hedgehog Class	EYFS & Year 1	21
2 Squirrel Class	Year 1 & Year 2	28
3 Otter Class	Year 3	22
4 Fox Class	Year 4 & Year 5	26
5 Badger Class	Year 5 & Year 6	31

YEAR GROUP	COHORT SIZE	INTAKE YEAR
EYFS	15	2017
1	21	2016
2	13	2015
3	22	2014
4	10	2013
5	25	2012
6	22	2011

RESULTS (2017)

EYFS	GLD	78%
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YR1 PHONICS	WA	86%
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KS1		EXS+	GDS
	READING	79%	5%
	WRITING	68%	16
	MATHS	79%	5%

KS2		TA	TEST	PROG
	READING	80%	60%	+0.1
	WRITING	80%		+1.2
	MATHS	70%	45%	-4.4
	GPS		45%	



Information for applicants for the post of Headteacher at West Hoathly Church of England (Voluntary Controlled) Primary School

West Hoathly Church of England 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.



HEAD TEACHER JOB DESCRIPTION

SCHOOL:	West Hoathly CE Primary School North Lane West Hoathly WEST SUSSEX RH19 4QG
NUMBER ON ROLL:	128 (April 2018)
PAY RANGE:	Leader Scale Points L8 – L14
RESPONSIBLE TO:	Governors of the School and the Local Authority (West Sussex)

1 INTRODUCTION

- 1.1 This job description should be read in conjunction with the National Standards of Excellence for Headteachers and the National Conditions of Employment for Headteachers as detailed in the current (and future) editions of the School Teachers' Pay and Conditions Document.
- 1.2 The Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors and the Local Authority (West Sussex County Council) and the Diocese (Chichester), to continue to lead the school's self-evaluation and to review and implement the school development plan.
- 1.3 At West Hoathly CE Primary School, we aim to offer a high quality curriculum and learning environment for all, underpinned by Christian values. We value each other's inheritance and diversity and recognise that we all learn at different rates and each deserves to be treated as an individual.

2 PURPOSE OF THE JOB

- 2.1 To be the strategic lead professional at West Hoathly CE Primary School. The Headteacher will provide vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

3 KEY DUTIES AND RESPONSIBILITIES

- 3.1 To be the lead professional and positive role model within our community.
- 3.2 To work to an agreed vision, underpinned by clear values which will be evident throughout the school.
- 3.3 To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition.
- 3.4 To lead by example in determining the professional conduct and practice of teachers to the highest standard.
- 3.5 To undertake some teaching commitment in line with other primary schools of a similar size.
- 3.6 To maintain a climate in the school which enables all pupils to display exemplary behaviour.
- 3.7 To be a positive role model in helping others recognise difference and respect diversity within contemporary Britain.
- 3.8 To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries.
- 3.9 Ensure that the vision for the school, including its distinctive Christian character is clearly articulated, shared, understood and acted upon effectively by all.
- 3.10 Demonstrate this vision and values in everyday work and practice.
- 3.11 Engage with the local church and wider community to build partnerships, share resources, promote collective events and ensure advocacy for children and young people.

4 QUALITIES & KNOWLEDGE

- 4.1 Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils who are or will be served by West Hoathly CE Primary School.
- 4.2 Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, and towards parents, governors and the local community.

- 4.3 Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own experience, knowledge, understanding and skills, and that of those around you.
- 4.4 Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- 4.5 Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating WSCC and national policy into the schools context.
- 4.6 Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- 4.7 Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture which is underpinned by its distinctive Christian character, values and ethos.

5 PUPILS & STAFF

- 5.1 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.
- 5.2 Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- 5.3 Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and schools, drawing on and conducting relevant research and robust data analysis.
- 5.4 Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- 5.5 Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- 5.6 Hold all staff to account for their professional conduct and practice.
- 5.7 Challenge underperformance at all levels and ensure corrective action and follow-up.
- 5.8 Determine, organise and implement a diverse, flexible curriculum that reflects the Christian character of the school and implement an effective assessment framework.

- 5.9 Determine and ensure the implementation of policies for the pastoral care of the pupils whilst ensuring that the standard of behaviour and attendance of the pupils is good.

6 SYSTEMS & PROCESS

- 6.1 Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- 6.2 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour in school and in the wider society.
- 6.3 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.
- 6.4 Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategic direction and goals and hold the headteacher to account for pupil, staff and financial performance.
- 6.5 Exercise strategic, progress-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- 6.6 Distribute leadership throughout the organisation, forging colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

7 THE SELF-IMPROVING SCHOOL

- 7.1 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.
- 7.2 Develop effective relationships with fellow professionals and colleagues in other schools and public services, to improve academic and social outcomes for all pupils.

- 7.3 Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- 7.4 Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- 7.5 Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- 7.6 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.
- 7.7 Continue to develop the school ethos underpinned by inclusive Christian values that enables everyone to work collaboratively, sharing knowledge and understanding, celebrating success and accepting responsibility for outcomes.



HEAD TEACHER PERSON SPECIFICATION

1 QUALIFICATIONS	Essential	Desirable
1.1 Good honours degree		✓
1.2 Qualified Teacher Status (QTS)	✓	
1.3 Evidence of personal and professional development	✓	
1.4 NPQH or similar		✓

2 EXPERIENCE	Essential	Desirable
2.1 Evidence of successful leadership.	✓	
2.2 Proven track record of school improvement.	✓	
2.3 Teaching at various phases of the primary sector.	✓	
2.4 Curriculum development, monitoring and assessment.	✓	
2.5 Evidence of collaborative working (e.g. locality).	✓	
2.6 Leadership in a small school context.		✓

3 SKILLS & ABILITIES	Essential	Desirable
3.1 Ability to manage and monitor budgets and deploy human resources.	✓	
3.2 Ability to develop leadership capacity and skills within teams and individuals.	✓	
3.3 Ability to work under pressure, determine priorities and meet deadlines.	✓	
3.4 Ability to communicate and convey information for differing purposes.	✓	
3.5 Ability to lead with optimism, continually building and developing positive relationships.	✓	
3.6 Ability to lead and inspire high quality teaching, learning and behaviour.	✓	

4 LEADING LEARNING & TEACHING		Essential	Desirable
4.1	In-depth knowledge of EYFS and Key Stages 1 & 2.		✓
4.2	An outstanding classroom practitioner, who will lead by example and inspire staff to improve and develop.	✓	
4.3	Ability to acknowledge teaching excellence and challenge any underperformance across the school.	✓	
4.4	Proven ability in raising achievement for all pupils including those with high prior attainment, rapid learners and those requiring SEND provision.	✓	
4.5	Passionate about improving the quality of learning.	✓	
4.6	Committed to promoting, challenging and supporting all children.	✓	
4.7	Ability to secure excellent pastoral care, behaviour and good attendance for all.	✓	

5 MAINTAINING AND ENHANCING THE SCHOOL'S ETHOS		Essential	Desirable
5.1	Commitment to preserve and develop the distinctive Christian character and ethos of the school.	✓	
5.2	Ability to share the future by building and articulating a shared vision and engaging people to secure a successful future.	✓	
5.3	Commitment to participate in school and community activities.	✓	
5.4	Commitment to a culture of continuous improvement.	✓	

6 LEADERSHIP & COLLABORATION		Essential	Desirable
6.1	A genuine all-rounder, able to flex to the needs of a small rural school, thinking creatively to find opportunities and solutions.	✓	
6.2	An excellent communicator, diplomatic, confident and able to quickly build trust with all stakeholders.	✓	
6.3	Able to develop, empower and motivate a team, individuals and pupils.	✓	
6.4	A highly visible presence and good role model who inspires confidence and trust.	✓	
6.5	Engage with the local church and wider community to build partnerships, share resources, promote collective events and ensure advocacy for children and young people.	✓	

7 MANAGING THE ORGANISATION		Essential	Desirable
7.1	Able to demonstrate an inspirational and supportive style of leadership.	✓	
7.2	Plan, organise and exercise sound judgement and communicate and delegate effectively.	✓	
7.3	An understanding of and commitment to the requirements of safeguarding children and an ability to maintain a culture of vigilance.	✓	
7.4	An effective decision maker; ability to take a brave and courageous approach to initiating, implementing and monitoring policies and practices. Being able to pioneer new ways of thinking for the good of children.	✓	
7.5	A strategic thinker, able to run the school effectively and efficiently to achieve the most out of the schools resources.	✓	
7.6	Ability to communicate and manage key relationships including the Local Authority and Diocese.	✓	

8 SECURING ACCOUNTABILITY		Essential	Desirable
8.1	Committed to working with a highly supportive Governing Body to enable it to meet its statutory responsibilities.	✓	
8.2	Able to present an accurate and understandable account of the school's performance to stakeholders.	✓	
8.3	Develop a school ethos underpinned by inclusive Christian values that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.	✓	
8.4	Demonstrate political insight and be aware of a range of school improvement strategies which accelerate progress for all children.		✓

9 SAFEGUARDING		Essential	Desirable
9.1	Commitment to safeguarding and promoting the welfare of children.	✓	
9.2	Ability to maintain and develop a 'culture of vigilance' with regard to safeguarding and child protection.	✓	

