



ST AUGUSTINE'S

C of E Primary School

HEADTEACHER RECRUITMENT PACK

SPRING 2024

St Augustine's Church of England Primary School
Vicarage Lane, Scaynes Hill, West Sussex RH17 7PB

01444 831371

Website: www.st-augustines.w-sussex.sch.uk

Email: office@st-augustines.school



Believe in Ourselves. Live well together. Anchored by God's Love.

LETTER FROM THE CHAIR OF GOVERNORS

Thank you for the interest you have expressed in applying for the post of Headteacher.

I am delighted and proud to be able to introduce St Augustine's school to you.

We are a small Voluntary Controlled Church of England Primary School with 93 pupils aged from 4 to 11 years and a team of very experienced, enthusiastic and caring staff.

Our vision is to 'strive for excellence in everything we do within a fun and safe environment where we aspire to build the resilience to learn from our failures. Underpinned by our school values, we aim to treat each other well, build strong meaningful relationships and promote 'life in all its fullness' *John 10v10*.

We are fortunate to be situated in modern, well maintained, buildings in a quiet rural setting in the heart of Sussex, not too far from the busy commuter town of Haywards Heath.

Following the decision of our Headteacher to stand down after 11 successful years, we are seeking to appoint an enthusiastic and inspirational leader who can build on our strengths and achievements and continue to take the school forward through our collective vision.

We are looking for a Headteacher who is an advocate of our Christian ethos and who:

- is an inclusive and visionary leader who can demonstrate the potential for personal and professional growth and who understands the importance of effective and supportive management;



- has a passion for small-school life and is committed to ensure that all children are given the best opportunity to enjoy and succeed at school;
- is someone who can bring a sense of fun, energy and passion for learning and undertake all aspects of the role with warmth and good humour.

In the enclosed pack you will find information about our school and the formal documents that are required to proceed with your application. These include the Job Description, Person Specification and information about the Diocese of Chichester.

If you feel you have the qualities that we seek, we warmly invite you to visit us and experience our school for yourself. To arrange a visit, please contact the school office on 01444 831371 or via email at office@st-augustines.school.

The closing date for applications is noon on Monday 8th April 2024 and interviews will be held on Monday 22nd and Tuesday 23rd April 2024.

We look forward to meeting you.

With warmest
regards

Lynn Hainge
Chair of Governors



WHAT WE ARE LOOKING FOR IN A NEW HEADTEACHER

Someone who

Is ambitious and driven to continue the good work of the school, understanding our vision and how we will get there

Is passionate about ensuring all children are given the best opportunity to enjoy and succeed at school

Is aware of the importance of partnership working between school, church and community

Is flexible and creative

Has excellent classroom practice

Is an inclusive leader who treats everyone with equal respect and value

Will nurture the culture and context of the school

Has a high regard for staff wellbeing and will support staff and governors, inspiring them to do their best

Is an advocate of the Christian ethos of the school

Is honest and open

is willing to build strong and effective relationships with staff, pupils, governors, parents and the wider community

is visionary and thinks about the bigger picture

is friendly, approachable and with a fun sense of humour

is able to demonstrate resilience and ask for help when they need it

is easy to talk to and caring with excellent interpersonal skills

St Augustine's School at a glance:

Type of School	Church of England (Voluntary Controlled) Primary School
Age Range	4 to 11 years old
Number on roll	93 (PAN 15 per year group)
Arrangement of year groups	Four classes: Willow Class – Reception Beech Class - Years 1 & 2 Elm Class - Years 3 & 4 Oak Class - Years 5 & 6 <i>This arrangement is reviewed annually, taking into account the needs of the school.</i>
Children Groups	17 SEN (18%) 0 EHCP 19 PP (20%) 15% pupils have English as an additional language
Staffing	In addition to the headteacher there are: 6 teachers (3 full-time, 3 part-time) 4 teaching assistants (full-time) 1 SENCO (part-time) 1 Business Manager (part-time) 2 School Secretaries (job share) 1 Premises Manager (part-time)
Attendance	96%
Latest OFSTED (2023)	Good Click here for the report
Latest SIAMS (2017)	Good Click here for the report
School Website:	www.st-augustines.w-sussex.sch.uk

ABOUT ST AUGUSTINE'S

St Augustine's is a small, thriving school in the village of Scaynes Hill with 93 pupils on roll. Around 50% of our families live in the village with the remainder coming from surrounding areas including Lindfield and Haywards Heath.

We are a successful school, with a 'Good' OFSTED rating and 'Good' SIAMS. We offer our pupils a broad and balanced curriculum and are proud of our focus on creative arts, music and sport as well as the academic subjects.

Outcomes at the end of 2023 in Key Stage 2 were above national and county levels for pupils reaching age expectations in all areas and all areas working at greater depth. Achievement in Key Stage 1 was good in all areas. Outcomes at EYFS were above national averages.

As a small school we are able to assess each child's needs carefully and work with families on an individual basis. We want every child to feel safe, happy, respected, cared for and have a sense of belonging.

Opened in 1982, the school comprises four classrooms, cloakrooms, a spacious, well-equipped hall, library and administrative accommodation. We have a Forest School area, a pond, canopied outside areas, a reflection garden, hard and soft play areas and easy access to adjacent recreational grounds and woodland which we use regularly to support the health and wellbeing of pupils.



As a voluntary controlled church school within the Diocese of Chichester, we have strong links to the St Augustine's church and the vicar (who is also a school governor) works closely with us on Collective Worship, world views and community projects.



We have particularly strong links with our local network of 10 rural schools (NEARS) enabling us to provide pupils with a wide range of enrichment activities and work in collaboration as staff and governors. We have a full, effective and committed Governing Body comprising people from a variety of backgrounds who challenge and drive improvements and are actively involved in the school's self-evaluation.

The 'Friends of St Augustine's' work hard to raise funds throughout the year to provide additional equipment and facilities for the children. Events include summer and Christmas fairs, school discos, craft activity evenings and film nights.

For further detailed information, our School Prospectus can be found on our website.

Our approach is validated by parents – 98% parents feel their children are well prepared for the future.



“Pupils feel safe and are extremely happy. They know the school's values well and strive for excellence. Pupils also understand what it means to be kind, and they support each other “ OFSTED 2023

OUR CURRICULUM INTENT

We strive for excellence in everything we do. We aim to guide all children to develop as independent, confident learners with high aspirations. As a result, our goal is that children make good progress against the school's progression grids/Inserts tracking, supported by highly reflective practitioners with good subject knowledge and high expectations.



Children are listened to and their opinions valued, leading to a safe and secure environment in which to learn. Children suggest the termly themes which teachers link to high quality texts and supportive experiences to drive the learning, whilst also covering the requirements of the National Curriculum, The West Sussex Agreed Syllabus for Religious Education, West Sussex E4S Relationships and Sex Education and Health Education. This ensures that the curriculum remains relevant, engaging and challenging.

As a result, our curriculum is responsive to children's needs, is carefully considered and planned and embraces the broad range of subjects, which are regularly celebrated to highlight their importance.

As leaders of learning the children feel safe to make mistakes without the fear of failure. They are supported to recover quickly from difficult situations and develop the courage to have another go.

Additionally, we want all children to be culturally knowledgeable about our country and the world around them, become confident global citizens, and to know how they have a voice in the world. To achieve these aims, the school community is supported to understand how to respect themselves and others, how to resolve conflict and disagree well.

To aid them, children need to be able to articulate our school values and how these values support learning and their lives.

“Leaders have designed a curriculum that is ambitious for all. They ensure that the right adaptations are made for pupils with SEND to help them reach those high expectations” OFSTED 2023



Values-based Education

VbE Enhanced Quality Mark

OUR VISION AND VALUES

Our school was awarded the Enhanced Quality Mark as a Values Based School in September 2018.

This Values based approach is embedded in all aspects of school life with the result that all staff and pupils think deeply about, and live their lives, guided by a moral compass that is underpinned by universal positive human values.

It equips our children with social capacities that help them work with and relate to others effectively. It leaves no child behind, irrespective of their background.

Peace	Respect	Collaboration	Resilience
Hope	Happiness	Trust	Humility
Care	Forgiveness	Love	Understanding
Pride	Aspiration	Self-Challenge	Compassion
Kindness	Truthfulness	Creativity	Courage

*“Relationships among pupils and staff reflect a respectful culture;
they are strong and clear” Diocesan visit 2021*

WHAT THE CHILDREN SAY.....

We would like a headteacher who is ...

Kind

Makes
lessons
fun

Respectful

Nice to the
children

Someone who
makes the right
choices for the
children

FUN

Looks after
our outside
spaces

Someone that
treats you
right

Happy

Can help us if we
have problems

Organised

*Has a good
memory and can
remember all our
names*

Caring

Calm, especially in
an emergency



WHAT THE CHILDREN SAY.....

What we love about our school

It is a really good school

Breaktimes are fun with loads of equipment to play on

The food is good

I love books, and there are loads of books here

I feel safe here

I love the things that we learn

The lessons are fun

I like my friends

I love our outside spaces

It is a lovely, calm environment here

We can talk to the teachers and they listen to us

I am listened to



WHAT THE CHILDREN SAY.....

Why would someone want to be our Headteacher?

Everyone will show you kindness and make you feel very welcome

We have a great sports field and outside play areas

On your first day, everyone will be kind and I might get you a present

The children are not naughty or rude; we are very kind and there is no bullying here

This would be a good job to have, if you don't already have one

Forest School is for all year groups, not just year six

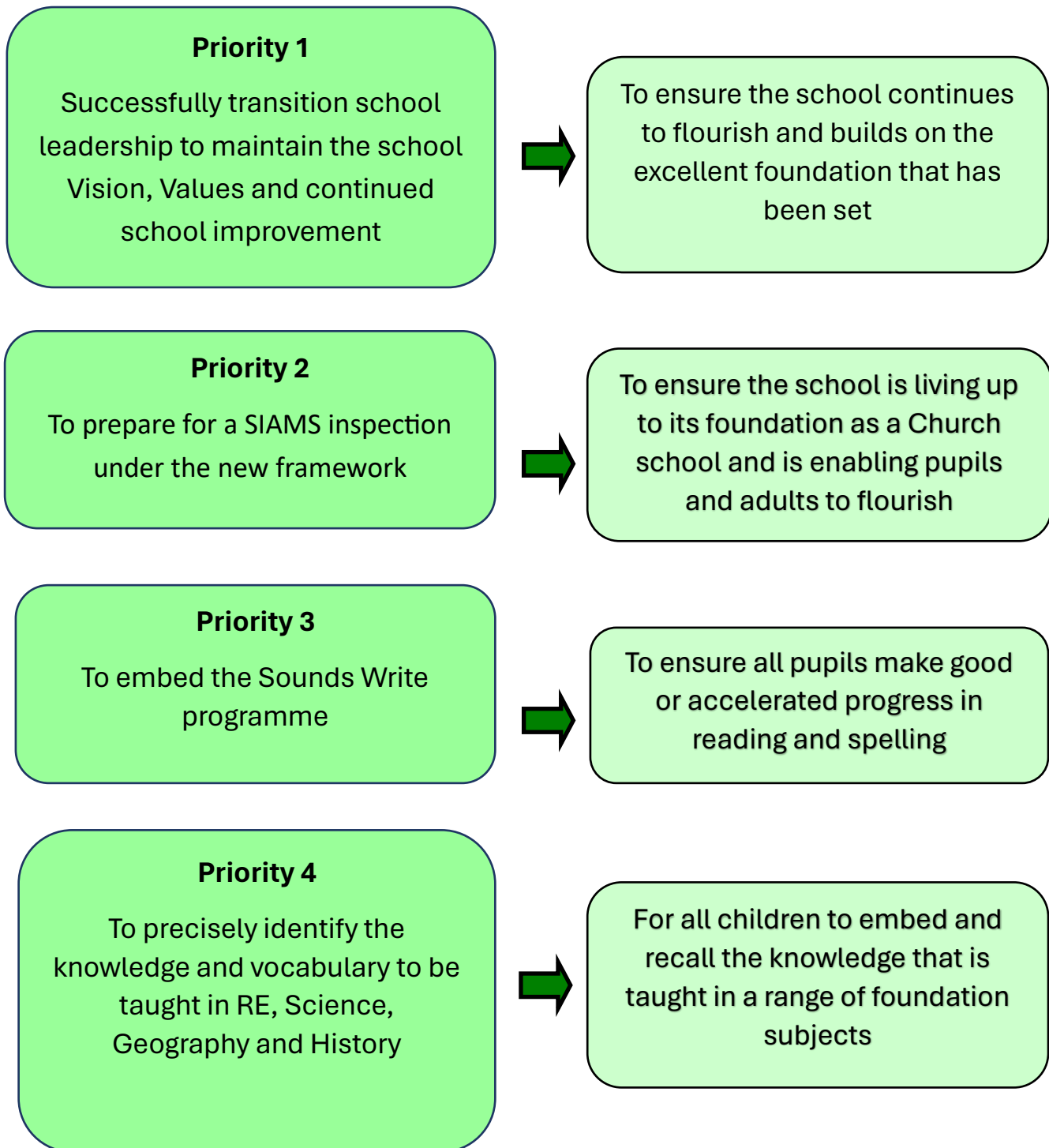
It is a small school so there aren't loads of people here

It is in the countryside which is really lovely

The school plans fun events and exciting school trips

ST AUGUSTINE'S SCHOOL IMPROVEMENT

This is a summary of our School Improvement Plan for the current academic year, showing the key priorities and outcomes we are targeting in order to meet them.



“Leaders are reflective and continually evaluate the work they do to focus on making further improvement ”

SAFEGUARDING AND CHILD PROTECTION

St Augustine's is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to pre-employment checks including an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and the receipt of satisfactory references and relevant original ID documentation.

At St Augustine's we believe in, and are fully committed to, equality of opportunity for all and understand that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Our Child Protection and Safeguarding Policy and Equality Policy can be found in the Policies section of our website.



“Leaders have ensured that the systems they have in place for safeguarding are robust. They have developed a culture that focuses on keeping children safe ”

CHICHESTER DIOCESE AND CHURCH SCHOOLS

The Diocese of Chichester covers the majority of the county of Sussex, relating in educational terms to three local authorities: West Sussex, East Sussex and Brighton and Hove. It covers approximately 1,459 square miles and has a population of 1,492,000; there are 391 parishes. The Bishop of Chichester, The Right Reverend Dr Martin Warner, is assisted by two suffragan bishops and four archdeacons. More details of the diocese can be found on the diocesan website: www.chichester.anglican.org

The Diocese of Chichester Board of Education (DBE) is charged under the 2021 DBE Measure to oversee the work of all Church of England state-funded schools in the Diocese. The current chair of the board is the Venerable Luke Irvine-Capel, Archdeacon of Chichester. The board meets monthly, reviewing the work in schools and making decisions on a wide range of policy and practice.

Currently there are 155 Church of England schools in the diocese – approximately one third have voluntary aided status and two thirds have voluntary controlled status. The number of academies is growing. Our church schools educate around 37,000 pupils across the diocese with a wonderfully rich diversity of pupils and socio-economic settings. All are welcome to attend our Church schools, whether of Christian faith, other faith or no faith.

The vision for our Diocesan Church schools is for pupils to be “Learning with meaning and purpose: to know God and shape the world”. We expect teaching and learning to be rooted in the Christian narrative of creation, redemption and future hope. We want our curriculum and pedagogy to foster a spirit of enquiry, creativity and to ‘walk the talk’ of Christian belief and values in every aspect of school life. Our aim is for all our schools to perform well as part of their Christian responsibility to do their best by all the children and families in their care.



“The school’s Christian values and school mission underpin the daily life of school and both are lived out and understood by the school community”

SIAMS inspection report 2017

JOB DESCRIPTION

Job title: Headteacher, St Augustine's Church of England Primary School

Pay Range: Group 1 school, range 10 to 16

Responsible to: The Governors, West Sussex LEA and Diocese of Chichester

Start Date: Friday 1st September 2024

Duties: This job description is subject to the general conditions of service for a Head Teacher as set out in the current School Teachers' Pay and Conditions Document and is based on the National Standards for Head Teachers. It is intended to provide guidance on the range of duties associated with the post but not to provide a full and exclusive definition of the post

Main Purposes of the Role:

- 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 all pupils and staff.

Main Tasks:

School Culture

- ensure the development of a vision and strategic plan for the school, based on shared Christian values, which inspires and motivates all stakeholders
- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

Teaching

- Inspire, establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

Curriculum and Assessment

- Develop and oversee the regular review of an inclusive, broad, balanced, coherent and creative curriculum designed to involve and engage, challenge and stimulate all pupils
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Behaviour

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

Additional and special educational needs and disabilities

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs, special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice, thus ensuring every child can reach their potential

Professional Development

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Continuous School Improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Organisational Management

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- In conjunction with the Bursar, prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- Lead, inspire and motivate staff to ensure that they have access to suitable advice, education and training appropriate to their professional needs as identified through performance management and the priorities identified in the School Improvement Plan
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure that the Local Authority, Diocesan and the school's Equal Opportunities and Race Equality policies are followed and actively pursued

Partnership

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Maintain, promote and strengthen the close relationship with St Augustine's Church and its wider Christian community
- commit their school to work successfully with other schools and organisations, in particular NEARS, to champion best practice and mutual development and develop strategies that support future sustainability
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- Promote supportive relationships linking home and school in a working partnership, ensuring parents/carers are fully informed about all matters relating to the education of their children

Governance

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Work with staff and the Governing Body to produce a School Development Plan which identifies priorities and targets based on robust evaluation thereby maximising achievement and minimising all forms of disadvantage
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Safeguarding

- To act as Safeguarding Lead and assume responsibility for child protection, safeguarding and promoting the welfare of children and staff. This includes following all associated child protection and safeguarding legislation and any policies adopted by the school, Diocese and Local Authority.
- To ensure that all legislation and policies and subsequent updates are communicated to staff.
- To take steps to minimise risk to all children but, where needed, initiate the management of cases where safeguarding issues have been identified.

Health and Safety

To comply with the school's health and safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties on premises or sites controlled by the school and to always ensure compliance with procedures.

Data Protection

When working with computerised systems, to be always aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and significance of personal data held by the school.

PERSON SPECIFICATION

Qualifications and Training	Essential / Desirable
1.1 Qualified teacher status	E
1.2 National Professional Qualification for Headteachers (NPQH)	D
1.3 Degree	E
1.4 Relevant post graduate qualification e.g. MA, Grad Dip, etc	D
1.5 Up to date safeguarding training e.g. DSL and safer recruitment training	E
1.6 Appropriate professional development related to school leadership, curriculum and learning	E

Experience	Essential / Desirable
2.1 Evidence of successful senior leadership experience in a leadership role	E
2.2 Teaching experience in the primary phases of education	E
2.3 Experience of teaching across EYFS, KS1 and KS2	D
2.4 Experience in the use and development of all forms of pupil assessment including monitoring, tracking and data analysis so that effective targets can be set to monitor pupil progress and raise standards	E
2.5 Demonstrable experience of successful management of staff, staff development and succession planning	D
2.6 Experience of successfully working in partnership with parents, governors, the wider community, the local authority, the diocese (where appropriate) and others	E

Professional Knowledge	Essential / Desirable
3.1 Previous experience of being a Designated Safeguarding Lead or refined knowledge of the role and responsibilities. Up-to-date knowledge of Keeping Children Safe in Education and ability to develop and maintain a whole-school culture around safeguarding.	E
3.2 Understanding of evidence-informed curriculum design that meets the needs of all learners and the ability to lead this with and through others across the whole school	E
3.3 Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all pupils including those with SEND	E
3.4 Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	E
3.5 Wide and current knowledge of the national and local agendas for schools, particularly with regard to school funding, academisation and the latest Ofsted framework	E
3.6 Awareness of the SIAMS processes and framework	D
3.7 Knowledge and understanding of the SEND code of practice	E

Professional Skills	Essential / Desirable
4.1 Ability to communicate the school's vision and values to inspire all pupils and staff to excel	E
4.2 Ability to communicate effectively orally and in writing to a range of audiences	E
4.3 Commitment to the development and maintenance of positive relationships with staff, parents, pupils, governors, and the community	E
4.4 Ability to lead the development, continuous improvement and implementation of an effective school improvement plan	E
4.5 Ability to provide high quality information to governors, including school performance data, so that governors are effective in providing support and challenge to the headteacher	E
4.6 Understanding of school finances and financial management	D
4.7 Understanding of high-quality teaching and assessment based on evidence, and the ability to model this for others and support others to improve	E
4.8 Data analysis skills, and the ability to use data to set targets and identify areas for development	E

Leadership and Management	Essential / Desirable
5.1 Effective whole school curriculum lead	E
5.2 Knowledge of effective strategies that successfully manage behaviour and promote positive learning behaviours	E
5.3 Ability to delegate effectively and involves stakeholders in decisions about school improvement	E
5.4 Ability to lead in a crisis	E
5.5 Experience or understanding of strategic risk management	D
5.6 Ability to think strategically, demonstrating excellent people management skills, emotional intelligence and approachability.	E
5.7 An exceptional practitioner who is able to model all elements of good practice, lead by example and inspire others to perform to the best of their abilities	E

Personal Qualities	Essential / Desirable
6.1 A commitment to achieving ambitious outcomes for all pupils and promoting the vision and values of the school	E
6.2 Proven ability to work calmly under pressure and prioritise effectively	E
6.3 Excellent communicator with proven effective listening, interpersonal and negotiating skills that can inspire, motivate and support a range of audiences	E
6.4 A can-do attitude with a firm but fair and caring approach to leadership	E
6.5 Regarded as a leader but also a team player with a commitment to develop the full potential of pupils and staff	E
6.5 Commitment to maintain confidentiality at all times	E
6.6 Absolute commitment to safeguarding and the wellbeing of all in the school community with equality of opportunity for all and adherence to the Seven Principles of Public Life	E
6.7 Commitment to building effective working relationships beyond the school e.g. local authority, diocese, NEARS, partner agencies and the community.	E

Christian Distinctiveness	Essential / Desirable
7.1 Ability to lead the Christian distinctiveness of the school as outlined in the Church of England Vision for Education in order to meet all aspects of the SIAMS schedule	E
7.2 Uphold Christian values and actively promote these values in every day work and practice	E
7.3 Ability to articulate and communicate our vision for St Augustine's CEP School and the commitment to support, maintain and build on the strong inclusive Christian ethos and values of the school and close links to St Augustine's Church	E
7.4 Be a committed Christian, who is an active member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance	D

Thank you for your interest in the position of Headteacher at St Augustine's CE Primary School.

In your letter of application, please address the person specification and provide evidence of impact from your current role and previous experience. Your letter should be **no more than two sides of A4** when typed.

Please send your completed application to hchooladverts@westsussex.gov.uk quoting the following reference **16417**.

References will be sought for candidates invited to interview. One of your references should be from the chair of your current governing board/ headteacher, with a second reference from your local authority. As this is a Church School you are reminded that you require an additional reference from a member of the Clergy from a church that is part of Churches together in Britain and Ireland. This does not necessarily have to relate to church attendance but could refer to, for example, contact you have had with a member of the Clergy in the course of community activity (Guiding/Scouting, food bank etc) or in a previous job.

All applications will, of course, be treated in the strictest confidence

If you need any support to enable you to take part in the recruitment process, please do let us know.

If you have any questions or need any further information, please get in touch with the Chair of Governors: lhainge@st-augustines.school.

We look forward to receiving your application.

Key dates:

Closing date for applications: Noon on Monday 8th April 2024

Shortlisting: Monday 15th April 2024

Interviews: Monday 22nd April 2024 with successful applicants invited back on Tuesday 23rd April 2024