



# Headteacher Recruitment Pack



Toddington St George C of E School  
May 2020



## Contents

Letter from the Chair of Governors.....	3
About Our School.....	4
Key Information.....	4
Vision and Mission Statement.....	4
Staffing Structure .....	5
Summary of Application Process .....	6
Advert for Head Teacher.....	7
Job Description .....	9
Person Specification .....	12

## Letter from the Chair of Governors

### TODDINGTON ST. GEORGE CHURCH of ENGLAND SCHOOL



May 2020

Dear Candidate,

On behalf of the Governing Board I would like to thank you for your interest in the role of Headteacher at Toddington St George C of E School. I hope the information contained in this pack will provide you with a positive introduction to the school.

Toddington St George C of E School is a popular and outstanding academy and nursery school with 330 pupils on roll. We educate children aged from Year N to Year 4 and have skilled, experienced staff, committed governors, supportive parents, trained learning support and SEND staff and most importantly engaging, friendly and enthusiastic children.

The Governors are looking to appoint a Headteacher who is dedicated to ensuring that excellent teaching and learning is delivered to all pupils and has a passion for moving their school forward.

If you think you are the person we are looking for please read the enclosed details regarding the application process. Completed application forms should be returned by 12 noon on 8<sup>th</sup> June 2020 to our School Business Manager, Mrs J. Tillin.

Yours faithfully,

Anthony Williams

Chair of Governors

## About Our School

Toddington St George is an outstanding Church of England Academy situated in Toddington, Bedfordshire, catering for children aged 3 – 9. We are a two-form entry lower school with 10 classes and our own Nursery provision. We also have an excellent Hearing-Impaired provision in the school. Our Christian values underpin all aspects of school life and we have established close links with the Parish, our community and our local schools.

## Key Information

Age Range	3-9 years
School Type	Academy Converter
Trust Name	Toddington St George Church of England Academy
Religious Character	Church of England (Diocese of St Albans)
Ofsted Rating	Outstanding 2008
SIAMS Rating	Outstanding 2008,2013,2018
Year Established	1968
Organisation	Nursery Unit 2 Classes for Year R 2 Classes for Year 1 2 Classes for Year 2 2 Classes for Year 3 2 Classes for Year 4
Children on Roll	323 (Jan 2020)
Average Class Size	28
% Eligible for Free School Meals	5.2%

## Vision and Mission Statement

As a truly inclusive school where every child is valued and every child's abilities are celebrated we believe our ethos is embodied in our mission statement

***'Lighting a spark in every child'***

Christian values underpin everything we do at Toddington St George C of E School and help to create a happy, respectful, inclusive, safe and secure environment where children and staff enjoy learning. The values we learn about over a 2 year cycle include key Christian values of generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, koinonia, perseverance, justice, and truthfulness. We recognise our Anglican heritage as a school and aim to give the children the experience of a Parish school atmosphere whilst preparing them for their future in the 21st Century.

We cater for children from three to nine years and have a capacity of 345. The school has active, positive involvement with Parents and Carers, the local Parish Church and the community. The school grounds offer learning and community facilities.

The school has a strong commitment to inclusion and has an integral Hearing-Impaired Provision (HIP) that caters for children with severe or profound hearing loss. These children

are fully integrated in to the mainstream classes and are supported by educational communicators and the Teacher for the Deaf.

The school is part of the Harlington Area Schools Trust (HAST) that links it with local Lower schools, Middle schools and the Upper School. All schools within the trust work closely together. This local informal federation support seamless transition and learning between the schools. Five of these schools are joining formally to create a MAT (Pyramid Schools Trust) this academic year.

Ofsted inspected the school in the summer term 2008 and found that the school presented “Excellent” value for money and graded the school as Outstanding. Annual desk top Ofsted data reviews have enabled the school to retain that Outstanding status. The SIAMS Schools Inspections in the summer term of 2008, June 2013 and April 2018 also graded the school as Outstanding. Further information can be found on our website [www.toddingtonstgeorge.co.uk/ofsted](http://www.toddingtonstgeorge.co.uk/ofsted).

## Staffing Structure

<b>Roles</b>	<b>Number of adults</b>
Headteacher	1
Assistant Heads (Teaching)	2
Senior HI Lead teacher (CBC employee)	1
Teaching (including Leadership)	17
Support staff including SEND 1:1	16
Communicators for HI children (CBC employees)	3
Premises	5
Admin	4
Midday Meals	10

## Leadership and Governance

The school has an active and committed Governing Body which consist of 4 members,15 Trustees and a professional Clerk. There are two sub-committees that report into the Governing Body meetings and smaller working parties focus on strategic development each year.

The Senior Management team is currently made up of the Headteacher, both Assistant Headteachers, the School Office Manager and the School Business Manager. They are joined by the senior teaching staff and SENDco to create the full Senior Leadership Team of the school.

## Summary of Application Process

Toddington St George is committed to the protection and safety of its pupils, so all positions within the school are subject to an Enhanced Disclosure and Barring Service (DBS) check. References will be taken up prior to interview.

If you would like to visit the school please contact Mrs Tillin to find out available options dependent on current guidelines.

All application forms must be completed and returned by **8<sup>th</sup> June 2020** to Joanne Tillin, School Business Manager, Toddington St George C of E School, Manor Road, Toddington LU5 6AJ or via email to [j.tillin@toddstg.co.uk](mailto:j.tillin@toddstg.co.uk)

Shortlisting will take place on **19<sup>th</sup> June 2020**.

Interviews will be held on **26<sup>th</sup> June 2020** at the school and are expected to take most of the day. The interview process may include leading Collective Worship, an interview, a presentation and practical tasks. The details will be outlined in the invitations to interview following shortlisting. There will also be opportunities to ask questions at interview.

Interviews will be subject to current government guidelines.

The selection panel reserves the right to hold a second round of interviews if two or more candidates perform equally well at first interview.

The selection panel will notify you of its decision as soon as possible after the interviews have concluded. Candidates who are unsuccessful at interview will be afforded an opportunity for feedback on their performance if they wish.

# TODDINGTON ST. GEORGE CHURCH OF ENGLAND SCHOOL

**Head Teacher:**  
**Mrs J Spencer, MA Cantab**  
**Telephone:**  
**01525 872360**  
**Fax:**  
**0845 3076285**



**Manor Road**  
**Toddington**  
**Bedfordshire**  
**LU5 6AJ**

e-mail: [office@toddstg.co.uk](mailto:office@toddstg.co.uk)  
[www.toddingtonstgeorge.co.uk](http://www.toddingtonstgeorge.co.uk)

## HEADTEACHER

Pay Scale: (Group 3) L11-L24 (£52,383-£71,950)  
Contract Type: Full Time  
Contract Term: Permanent  
Start Date: September 2020  
Suitable for NQTs: No

From January 2021, the Governors are looking to appoint an exceptional Headteacher to lead our school.

Toddington St George is an outstanding Church of England Academy. We are a two-form entry lower school, situated in the village of Toddington in Bedfordshire with our own Nursery provision. We have an excellent Hearing-Impaired provision within school. Our Christian values underpin all aspects of school life and we have established close links with the Parish, our community and our local schools.

### ***We are:***

- a school with clear Christian values and a culture of kindness and respect
- committed to Continuous Professional Development and growth
- a site with large outdoor areas to enable the curriculum

### ***We have:***

- courteous, well-behaved pupils who are eager to learn
- experienced, dedicated, enthusiastic and professional staff
- engaged and supportive families who are positive about the school
- a supportive and committed Governing Board
- strong links with parents, the local community and diocese

### ***We are looking for an inspirational and committed leader with:***

- a commitment to develop the school's Christian vision and values
- excellent and proven leadership and management skills
- the ability to lead, inspire and motivate pupils, colleagues and the wider community
- a passion for high standards in teaching and learning across the curriculum for children of all abilities and backgrounds

- a commitment to whole school improvement
- an understanding of the developing diversity of the school and the wider community

Toddington St George C of E School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. References will be taken up and an enhanced DBS check will be carried out upon appointment of the successful candidate.

For further details about our school and this role please visit our website [www.toddingtonstgeorge.co.uk](http://www.toddingtonstgeorge.co.uk).

To obtain a copy of the application form and an additional data pack, please email the **School Business Manager, Mrs Tillin** on [j.tillin@toddstg.co.uk](mailto:j.tillin@toddstg.co.uk)

**Visits:** If you would like to visit the school please contact Mrs Tillin to find out available options dependent on current guidelines.

**Closing Date:** Completed applications should be returned by hand, post or email. They should be returned by noon on **8<sup>th</sup> June 2020**, marked for the attention of the School Business Manager, Mrs Tillin, to the school address above or to [j.tillin@toddstg.co.uk](mailto:j.tillin@toddstg.co.uk).

**Shortlist Date:** **19<sup>th</sup> June 2020** after which invitations to interview will be emailed out

**Interview Date:** Interviews will be held on **26<sup>th</sup> June 2020** subject to current guidelines. (Alternative dates may be in July or early September according to government guidelines.)

## Job Description

### **Main Purpose of the Role**

The Headteacher will create, inspire and embody the Christian ethos and culture of this Church school, providing leadership for the school to secure its success and continuous improvement, ensuring high quality education for all its pupils and improved standards of teaching and learning in line with statutory requirements.

This job description reflects the national standards of excellence for Headteachers in 2015.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document, the School Standards and Framework Act 1998 and all other current education, employment and health and safety legislation.

### **The Duties and Responsibilities**

The National Standards of Excellence for Headteachers are set out in four domains,

- Quality and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

There are four 'Excellence as Standard' domains. Within each domain there are six key characteristics expected of the nation's Headteachers; some of these have been expanded to give a more comprehensive description of the role at Toddingtong St George Church of England School.

### **Domain One: Qualities and knowledge**

Within the school's Christian ethos, the Headteacher will:

1. Hold and articulate clear Christian values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Church foundation of the school.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, Governors and members of the local Church and wider community
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of the school.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local, national, Diocesan policies within the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

## **Domain Two: Pupils and staff**

Within the school's Christian ethos, the Headteacher will:

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 pupil outcomes.
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' wellbeing, taking full account of the school's Church of England foundation.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Christian values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

## **Domain Three: Systems and process**

In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. In order to provide an efficient, effective and safe Christian learning environment, the Headteacher will:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of honesty and integrity
2. Within the school's ethos, 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
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.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Christian character
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

#### **Domain Four: The self-improving school system**

- Create outward-facing schools which work with other schools and organisations- in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge education orthodoxies in the best interests of achieving excellence, harness the findings of well evidenced research to frame self-regulating and self-improving schools
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Within the school's Christian ethos, 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 schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Christian context.

## Person Specification

Selection decisions will be outlined on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

Essential (E) Desirable (D)

Application (A) Interview (I) References (R)

<b>Qualifications, Knowledge and Experience</b>		
Qualified Teacher Status (QTS)	E	A
Degree or Equivalent	E	A
Commitment to and experience of working with Early Years Founding Stage, KS1, KS2 and SEND	E	A
Recent successful leadership as a Head, Deputy or School Improvement Advisor	E	A
Has current training for Child Protection and Designated Safeguarding Lead and has successfully undertaken the role within the school setting	E	A

<b>Professional Development</b>		
Evidence of appropriate and recent professional career development for the role of Headteacher	E	A
Evidence of recent leadership and management operational training and development	E	A
Has successfully undertaken approved safer recruitment training	D	A

<b>Whole School Leadership and Management Experience</b>		
Have taken an active involvement in effective school self-evaluation and development planning	E	A/I
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluation the impact	D	A/I
Experience of OFSTED	E	A/I
Experience of leading change effectively and successfully	D	A/I
Able to listen and engage with stakeholders including parents in a range of ways on a daily basis or as a lead on specific projects	E	A/I
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D	A/I
Have had responsibility for whole school policy development and implementation	D	A/I
Experience of working with stakeholders including governors, school improvement partners and external agencies/companies	E	A/I
Absolute commitment to safeguarding	E	A/I/R
Evidence of clear commitment to promoting health and safety and the welfare and well-being of children	E	A/I/R
Absolute commitment to inclusion	E	A/I/R
Knowledge and experience of working with children with SEN (e.g. autism) across the primary and nursery phases	E	A/I/R
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	E	A/I/R
Successful track record of developing the performance of staff through effective performance management	E	A/I
Supportive and encouraging of continued professional development (CPD ) and well-being of staff and their own CPD and well-being	E	A/I
Knowledge and experience of working within a Christian environment	D	A/I/R

<b>Leadership Skills</b>		
Ability to articulate a clear vision for the future embedding the Christian values of the school	E	I
Proven record of inspiring, enabling and motivating others to succeed in an inclusive environment	E	A/I/R
Able to delegate and effectively achieve outcomes and provide development opportunities for staff	E	A/I/R
Demonstrates excellent communication skills, including written and verbal communication	E	A/I
Ability to build effective relationships with staff, parents, governors, the Church and the wider school community	E	A/I

<b>Personal Qualities</b>		
A genuine passion for Christian ethos, coupled with the ability and enthusiasm to embrace the Christian values of a Church of England School and help every child fulfil their potential	E	I/R
Leads by example with high integrity and resilience in an inclusive caring way consistent with our school values	E	A/I/R
Visible and approachable, empathetic and enjoys engaging and inspiring children, staff, parents, the Church and wider community	E	A/I/R
Demonstrates an ability to challenge people and resolve performance and relationship issues	E	I/R
Adaptable leadership style, being 'hands on' when required balance with knowing when to delegate	E	I/R
Demonstrates a capacity for sustained hard work with energy and enthusiasm	E	I/R
Able to take a dynamic approach to the changing needs of the school population	E	I/R
A commitment to preserve and develop the distinctive culture and character of our school	E	I/R