



# Dorchester St Birinus Primary School

## Headteacher Candidate Pack





## Dorchester St Birinus Primary School

### Letter from the Chair of Governors

Dear Candidate,

Thank you for your interest in the headteacher role at Dorchester St Birinus School in Dorchester on Thames. We are a small village primary school with around 77 pupils on roll (PAN of 15, half form entry).

Our school is nestled in the heart of our village next to the ancient Abbey Church of St Peter and St Paul, banked by the Hurst Meadow Trust and in close proximity to The Earth trust. The school enjoys an unparalleled level of available outdoor resources. The successful candidate will benefit from support from the Abbey, the population of the village, parents and an active PTA and Governing board.

We are looking for a dynamic Headteacher who is ambitious for the success of our students, driven in leadership for the development of high challenges and inspirational teaching and learning within our setting.

We have a great group of pupils with exceptional potential. Over half of our families choose to come to our school from surrounding villages.

Following our Ofsted report, areas of success were identified particularly in terms of SEND provision, attendance and behavior. Since the inspection our current headteacher has worked tirelessly with the school improvement officer and provided excellent leadership in delivering improvements in teaching and learning and curriculum development. We have made some significant new appointments within the team and have had notable successes in moving the school forward.

With our headteacher accepting a promotion to a larger setting, the school improvement team and governors are well placed to support an ambitious Headteacher in continuing this school's positive upward journey.

We strongly suggest you make an appointment to come and see for yourself. We are very much a community centered around our school's core values. We aim to encourage and support every child to achieve their full potential in all areas of school life and we are looking for a headteacher who will lead on this and will give our staff every chance to grow and develop their skills too.

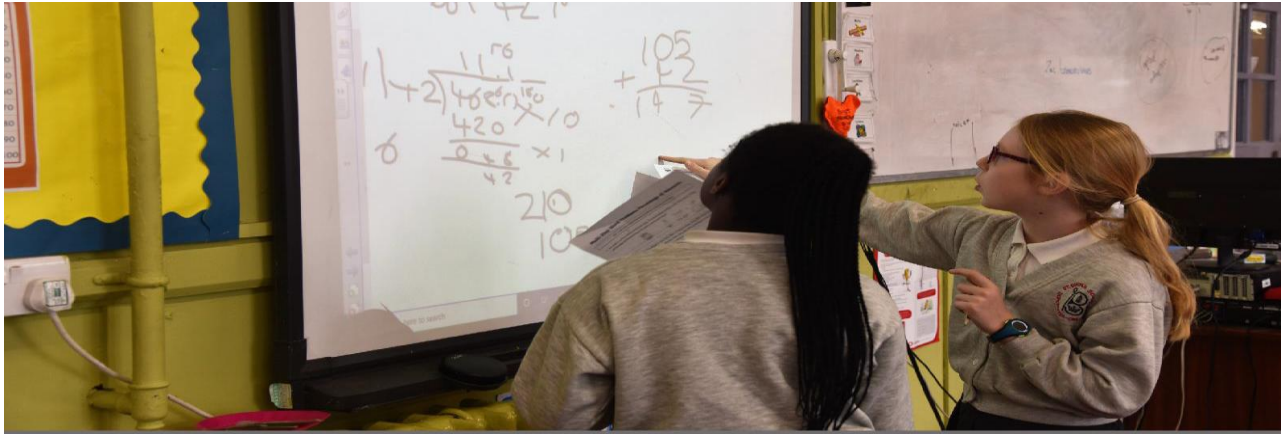
We'd expect you to continue to develop our extracurricular activities such as our Forest School program, bi-annual trips to Woodlands, Music, swimming lessons (we are near two rivers!), events at Dorchester Abbey and to take full advantage of the rich cultural offer within the Dorchester community.

Please do come and see us; if you would like to arrange a visit, or if you have any questions for me as chair of governors, please contact [office.3186@st-birinus-pri.oxon.sch.uk](mailto:office.3186@st-birinus-pri.oxon.sch.uk) or call us on 01865 340 081

Yours sincerely

Jonathan Stewart

Chair of Governors



## Our Values – Let your light shine

At Dorchester St Birinus C of E Primary we aim to enable and empower our children to become: Happy, healthy, informed individuals. Our vision is supported by the teaching of Jesus in the Bible:

*'You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.'* Matthew 5: 14-16

## Our Vision

The vision is supported by our core values of **Compassion, Knowledge, and Diversity**.

Through **compassion** we develop a sense of self-esteem and self-confidence to enable our children to develop resilience and inner strength. We give our children opportunities to understand and learn how to manage their emotions so that they can develop healthy relationships and friendships. Through compassion and our Christian ethos we teach kindness, honesty, politeness, and respect for each other, so we are all able to feel cherished and happy.

We also value **compassion** for the environment and the world around us; encouraging our children to develop their sense of belonging in our school community, their local area and to become global citizens who make a positive contribution to society.

We value **knowledge**. We teach our children how to have a growth mindset to create ambitious and aspirational learners. We encourage creativity, finding new ways to solve problems to develop resilience and be able to achieve highly.

We value **knowledge** of the wider world and ensure that our curriculum gives opportunities for learning about current affairs and issues affecting the world such as deforestation and poverty.

We are inclusive and celebrate our differences by valuing **diversity**. We teach our children to identify and acknowledge their skills, talents, culture, and background that make them unique. We value diversity by allowing our children to challenge stereotypes and become courageous advocates for all. We teach our children not to be prejudiced or make judgements about people based on race, gender, sexuality or disability. We teach our children that we are all different but all equal.

# Job Description

You should be familiar with the DfE's 'National Standards of Excellence for Headteachers' which forms the basis of the Headteacher's Job Description

## **Your key accountabilities would be**

- To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
- To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

## **The School's Governing Board wishes a particular emphasis to be placed upon the following:**

- To actively seek to grow the school's numbers on roll and help safeguard a sustainable future for the school.
- To continue to raise standards across the school with reference to academic performance so that all pupils achieve the very best of their ability.
- To support, develop, inspire and motivate effective members of staff to deliver high quality education and thereby raise standards across the school.
- To lead in the provision of and delivery of excellent learning and teaching.
- To lead the staff and Governing Board to implement, review and evaluate the impact of the School Development Plans.

- To be accountable to the School's Governing Board on progress made against School Development Plan objectives, making recommendations as to future priorities and actions.
- To further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration.
- To build upon the reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

# Person Specification

These criteria will be the basis for the short-listing and selection process, and should be reflected in application.

A = Application I = Interview T = Task R = Reference

Qualifications and Experience	Assessed how?
<b>You will have:</b>	
• A degree and postgraduate study relevant to primary education.	A / R
• Significant and successful UK primary teaching experience.	A / R
• Experience of leadership roles within your current school.	A / R
• A record of recent professional development showing preparation for this post.	A
<b>Ideally you should have:</b>	
• NPQH, or be working towards this.	A
Skills and Qualities	
<b>You will have:</b>	
• An informed and passionate commitment to teaching and learning, and to providing our children with an outstanding educational experience.	A / I / R
• A willingness to embrace and nurture the distinctive Christian ethos of our school, regardless of personal faith.	A / I / T
• The drive and enthusiasm to be outward facing and a great advocate for the school within the wider community.	A / I / T
• Great interpersonal skills, enabling decision-making whilst listening to views and needs of all stakeholders.	A / I / R / T
• The ability to manage human resources to achieve the school's goals for the children.	A / I / T
• Excellent communication skills, written and oral, and the ability to maintain consistent contact with all parties.	A / I / R / T
<b>Ideally you should have:</b>	
• Experience of working in a Church of England school.	A
• Experience of managing financial resources.	A
Knowledge and Understanding	
<b>You will have:</b>	
• The understanding of the importance of a clear ethos and value set for a school and the ability to develop and communicate a clear vision for the next 5 years	A / I
• An up-to-date understanding of Ofsted requirements, current educational developments, budget and finance, GDPR and Health and Safety	A / I / T / R
• A good knowledge of the teaching of the primary school curriculum, including a clear sense of the essential value of the extra-curricular life of a primary school, and the ability to communicate this to others.	A / I / T / R
• Up-to-date and thorough knowledge of safeguarding procedures.	A / I
• The ability to motivate and develop staff, including through performance management and CPD	A / I / T
• The ability to work with parents, ensuring that they are well-informed about both their child's school attainment and progress, and about ways in which they can contribute to goals and targets for development.	A / I
• Good understanding of the role of the governing board, and the ability to provide information and support to governors.	A / I
<b>Ideally you should have:</b>	
• An understanding of the particular privileges and challenges of working in a small village school.	A / I
• An up-to-date understanding of SIAMS requirements.	A / I

*Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

*This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Headteacher plays the lead role in this within the school and the post is subject to enhanced DBS disclosure.*