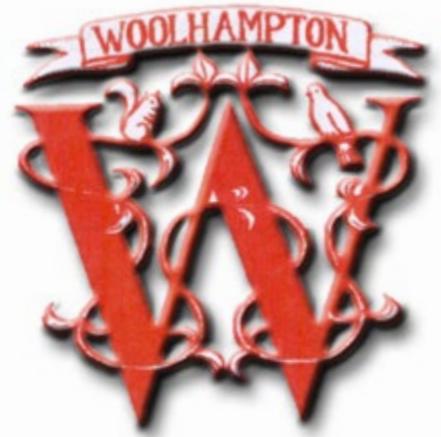




*Head Teacher's  
Recruitment Pack*

# Woolhampton Church of England Primary School

# Welcome



## A letter from the Chair of Governors

Dear Applicant,

On behalf of the governors I would like to thank you for the interest you have expressed in the headship vacancy at Woolhampton CE Primary School. This is an exciting opportunity to lead a forward thinking and welcoming small rural school.

We are looking for an inspirational and ambitious new head teacher who will build on and enhance the many strengths of our school. Having sought the views of children, parents and staff, the whole school community agrees that we need a friendly, approachable leader who cares passionately about the success of each child.

The ideal candidate will be a strategic thinker with the ability to be creative, rigorous and practical. They will share our Christian values, continue to foster community links, and retain the family feel of our school.

Our school is known for its friendly and inclusive atmosphere and we have a strong ethos of embracing every child as an individual, providing the best possible opportunities for all to develop academically, personally, socially and spiritually.

The staff work very closely together and are professional, supportive and fully committed to providing the best for the children in their care and the children themselves are recognized for their impeccable manners and good learning behaviours.

We would encourage you to visit our school and feel for yourself the positive atmosphere and the enthusiasm of both the children and the staff.

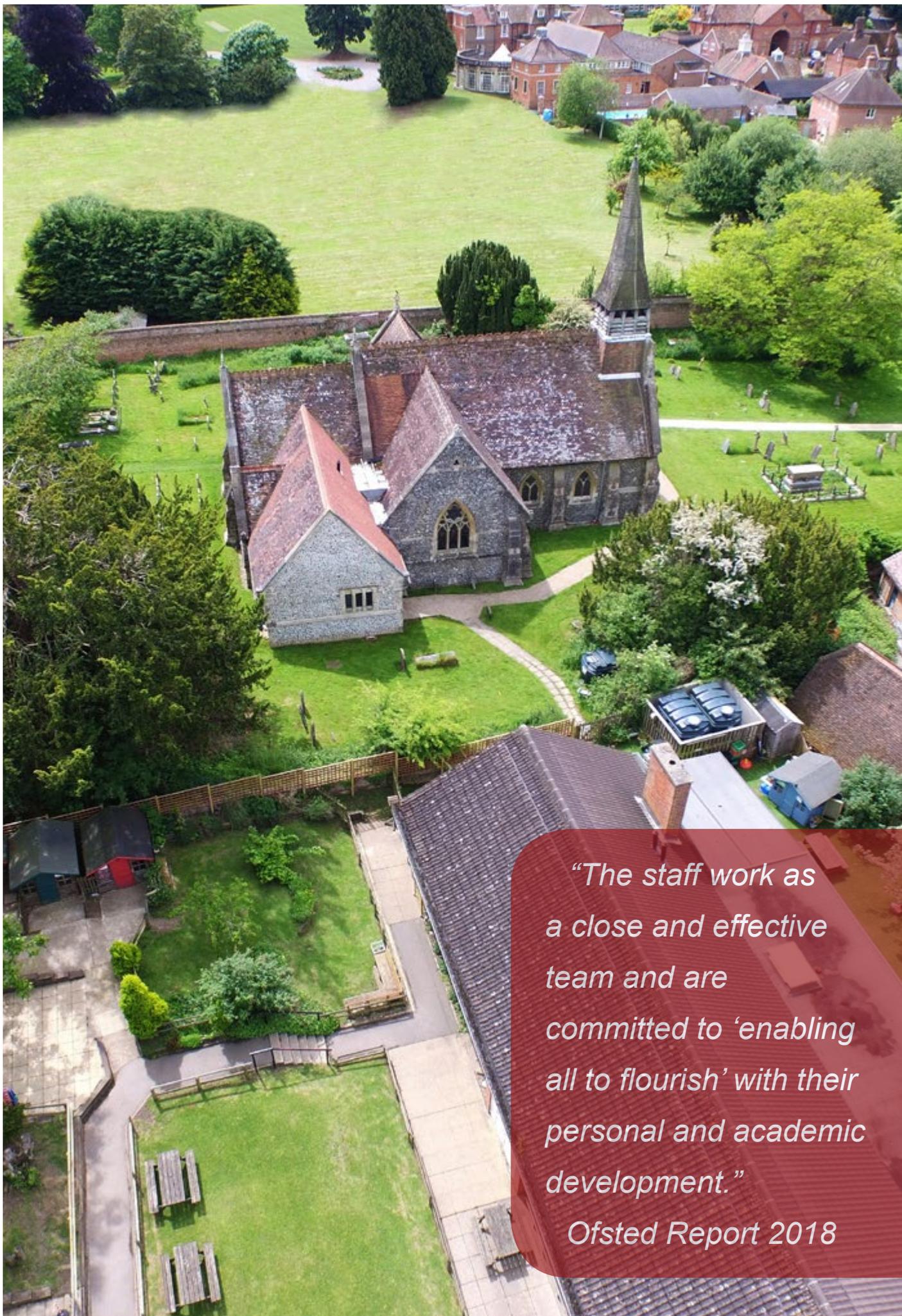
We hope this information has been useful and will encourage you to apply. Please do not hesitate to contact the school if other information is required.

Thank you for your interest in this post and we look forward to receiving your application.

Nikki Jordan

Chair of Governors





*“The staff work as a close and effective team and are committed to ‘enabling all to flourish’ with their personal and academic development.”*

*Ofsted Report 2018*



## Application Process

### The Position

We are looking for a primary school head teacher to start on the 3rd September 2019. This is a full-time position and the salary will be in the range L8–L14 dependent upon the skills and experience of the successful candidate.

The school has an *Equal Opportunities Policy* for selection and recruitment.

### What Can We Offer You?

- Incredible, well-behaved pupils with a zest for learning.
- A talented and hard-working team of staff.
- Supportive and experienced governors.
- Newly renovated classrooms that ensure a supportive and modern learning environment, where all can thrive.
- Commitment to Continued Professional Development for staff at all levels, including opportunities to work collaboratively within the well-established network of our local schools federation.

### Timetable

**Closing date for applications:** 25<sup>th</sup> March 2019, noon.

**Short-listing:** 26<sup>th</sup> March, 2019

**Interviews:** 2<sup>nd</sup> April 2019

Candidates selected for interview will be informed after short-listing. Full details of the tasks and activities that will make up the selection process will then be provided to short-listed candidates.

### School Visits

Visits to the school are warmly welcomed and encouraged. To arrange an appointment, please contact **Mrs Sara Dean** in the school office on **0118 9712270**.

Woolhampton CE Primary School  
Woolhampton Hill  
Upper Woolhampton  
Reading  
Berkshire RG7 5TB

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We expect all staff and visitors to share this commitment. In accordance with our Child Protection and Safeguarding Policy, this post will require an Enhanced Disclosure and Barring Service Check (DBS) together with other relevant employment checks.

### Applications

Please complete the application form that is available online at *Teach West Berkshire*. Your application must include:

- Your suitability against the *Person Specification on page 9*.
- Completed Equal Opportunities Monitoring section.

Once completed, please upload your form online. The link is included in your application form e-mail message.



## About Us

### The School

We are a small village school with 89 pupils on roll. We are an exceptionally friendly school with a family feel. Ofsted reports:

*“The school’s relationships with parents and the support given to families are key strengths of the school’s work. This helps pupils feel very positive about their school. They describe school as an extremely friendly and welcoming place because it is ‘like their second family’.”*

Originally a Victorian school, it has expanded significantly since built, and has benefited from a major refurbishment over the last 6 years leaving the school well placed to deliver excellent provision for its pupils. The school is well equipped with IT provision in all classrooms as well as large interactive whiteboards. We have a well stocked (and read!) library and a cosy reading room. We are fortunate to have regular use of Douai Playing Fields for sports, located behind the school.

Unusually for a small school, we have our own minibus that is used for home-to-school transport as well as for trips and events.

Foundation and Year 1 share a dedicated outdoor space that is designed to be used for teaching and play in all weathers. A senior teacher leads our Forest School program, which runs throughout the school.

### School Partnerships

We are a founding member of the Kennet and Theale Rural Schools Federation, comprising 12 small local schools who work closely together to share expertise and enhance the

educational opportunities available to all pupils. The school has organised and run many sporting competitions over the last 15 years.

### Volunteers

The school benefits from regular volunteering by parents and members of the community.

Key School Information			
Type of School	Primary		
Age range	4–11		
Location	Woolhampton, Reading		
Budget	In surplus		
Ofsted	Good (October 2018)		
Management structure	Head Teacher, Senior Teacher, Inclusion Lead		
Number of teaching staff	1 HT, 7 teachers (FT and PT), 6 TAs		
Number of children on roll	89		
PAN	15		
Current attendance	97.4%		
Children with SEN	12%		
Pupils in receipt of PPG	7%		
Y1 Phonics	80%		
2018 KS1 results	<b>Working at</b>	<b>Greater depth</b>	
	Reading	69%	31%
	Writing	62%	31%
	Maths	62%	31%
	RWM Combined	54%	23%
2018 KS2 results	Reading	75%	42%
	Writing	92%	25%
	Maths	92%	33%
	RWM Combined	75%	17%



## Friends of Woolhampton

We have a strong and active group of Friends of Woolhampton (FoW), including parents, teachers, and community members who have raised thousands of pounds for the school over recent years. Recently money raised has been used to purchase a defibrillator, and to refurbish our playground with new apparatus. The FoW regularly helps and organises school events including our Valentine's disco, Easter egg hunt, and book stall, to name but a few.

## Our Values and Ethos

### Our Vision Statement

*"Our school endeavours to provide a caring Christian environment where every person is valued, and children are encouraged and enabled to reach their full potential. All we say and do is underpinned by the Christian belief that every person is unique, loved and to be cherished in a thoughtful and happy environment."*

*Our Christian values are what makes our school such a unique place. They underpin what we do and ensure that we remain focused on what we believe matters. Through these shared values we will inspire and enable every individual within the school community to achieve their potential in a thoughtful and happy environment."*

### The School's Christian Ethos

The school was founded by a group of Christians in the 19<sup>th</sup> century and continues to develop a 21<sup>st</sup> century model of Christian values in today's world. These values are subtle but all pervasive—to put it simply it is the underlying belief that every person is unique, potentially wonderful, to be valued and worth spending time with. These values are applied to everyone involved in the school. The school's

Christian task is therefore to help each child to grow into that unique wonderful person they are made to be.

At our Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection in October 2016 the inspector commented on the effect of the distinctive Christian character of the school:

*"Pupils feel nurtured and encouraged and this helps them to make good, and often outstanding, progress, and to reach or exceed the levels expected of them for their age. Pupils say that everyone is included and valued whether or not they have a Christian faith."*

*"They show very good attitudes to learning and great respect for one another because they understand how to live out the Christian values of love, compassion and forgiveness."*



## Church

As a Voluntary Aided Church of England school we are lucky to have St Peter's Church as a neighbour and to be within the Diocese of Oxford. The Rev. Jane Manley (Rector) visits the school weekly to lead Collective Worship and also holds special services for us in the church. We have a daily Act of Worship, held either as a whole school or in key stage groups or classes.

The Diocese of Oxford has 283 schools, providing education for 55,000 children and young people. These schools were founded to provide the best possible education for all children within their local communities within a distinctively Christian context.



## Job Description

### Duties

The governors are seeking to appoint a dedicated, committed and professional individual with proven senior leadership experience.

The successful candidate will need to have experience of improving achievement, raising expectations and will be required to work closely with staff, governors, parents and the local authority, to continue to lead, develop and implement the *School Development 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 seek to preserve and develop the Christian foundations of the school.

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 Headteachers 2015*.

### Main Purpose

The head teacher will work with the senior teacher to provide professional leadership, vision and strategic direction for the school in order to maintain its success, continue its development and ensure the highest quality of education for all its pupils, enabling them to reach their maximum potential in all areas of learning through the following key areas.

### Vision and core purpose

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1. Articulate clear values and moral purpose for the leadership of Woolhampton Primary School, focused on providing a first class education for our pupils.
2. Model positive relationships and attitudes to our pupils and engage governors, parents, and members of the local community in an atmosphere of constant improvement in all that we do.
3. Ensure that the education and interests of our children are at the centre of everything we do and take lead responsibility for safeguarding and child protection across our school.
4. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### Improving learning and achievement in the classroom

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1. Lead the improvement and development of Woolhampton Primary School on the basis of evidence and knowledge about effective practice, and promote a strong culture of continuous professional development for our staff.
2. Demonstrate political astuteness in promoting the interests of our school in the context of our core objectives, translating opportunities arising from local and national policy into the school's context.
3. Ensure that the school's development is consistent with our core objectives and seeks further to serve our local community.
4. 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. Maintain and secure outstanding teaching for all students through an understanding of the features of successful classroom practice and curriculum design.
6. Facilitate the implementation of effective SEND teaching and practises, promoting a culture where SEND children can progress and thrive.

### **Leadership and management**

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1. Promote a culture in which best practice between teachers is shared and where less good practice is challenged and improved.
2. Provide and maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour.
3. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
4. Hold all staff to account for their professional conduct and practice.
5. 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. Establish, implement and maintain rigorous transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
7. Welcome strong governance and actively support the governing body to deliver its functions ever more effectively—in particular its functions to set school strategy and hold the

head teacher to account for pupils, staff and financial performance.

8. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability.
9. 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.

### **Wider engagement and contribution**

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1. Develop the capacity of Woolhampton Primary School to work with other schools and organisations to improve the quality of education for all pupils.
2. Develop effective relationships with other services to improve academic and social outcomes for all pupils.
3. Harness the findings of well evidenced research to contribute to the self-improving and school led system.
4. Make Woolhampton Primary School a centre of good practice in initial and continuing professional development and learning for all staff.
5. 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.
6. Develop and maintain links with the local community and other organisations to support cultural diversity and inclusion.



## Person Specification

Qualifications & Experience	Essential	Desirable
Qualified teacher status	Y	
NPQH- Achieved, or are working towards NPQH status		Y
Successful senior leadership (head teacher or deputy) within primary education, leading in a constructive and sensitive manner	Y	
Successful teaching experience within the age range served by the school	Y	
Leadership & Management		
Support for the aims and ethos of a Church school	Y	
Able to lead, manage and motivate the whole school community to produce happy, well-adjusted and well-equipped children for the 21st century	Y	
Able to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals	Y	
Able to consult and negotiate effectively with different stakeholders involved with the school, including pupils	Y	
Personal Skills and Abilities		
Ability to set, interpret, monitor and manage a budget	Y	
Belief in the potential of all our children to achieve beyond expectation	Y	
Effective ICT skills	Y	
Excellent interpersonal, communication and presentation skills; both written and oral, to pupils, parents and governors	Y	
Ability to manage time well and work under pressure to deadlines	Y	
Enthusiasm and a sense of humour	Y	

Teaching, Learning and Care	Essential	Desirable
Understands the principles of effective teaching and learning, and is able to promote a culture of learning throughout the school	Y	
Evidence of being involved in new and exciting curriculum developments		Y
Evidence of using the outdoor environment in the curriculum		Y
Successful experience of monitoring, evaluating and improving the quality of teaching and learning	Y	
Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils	Y	
Able to create and maintain an environment that promotes good behaviour and discipline and celebrates the successes of all children	Y	
Able to form and maintain appropriate professional relationships with children	Y	
Experience of working with challenging behaviour	Y	
Committed to the protection & safeguarding of children with up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children	Y	
Experience of managing safeguarding in a school and Designated Safeguarding Lead training		Y
Successful experience of working with, understanding, and developing children with SEND		Y
Understands the importance of nurturing activities underpinning the development of children	Y	



Standards	Essential	Desirable
Experience of raising standards	Y	
Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT	Y	
Ability to set and achieve challenging targets for the school, teachers and pupils	Y	
Ability to report to, and work with the governing body to present and communicate data, and progress against the School Development Plan	Y	
Community		
Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning	Y	
Belief in the importance of the role of the community and the strong family atmosphere in a small rural school	Y	
Strategic School Development		
Able to provide clear educational vision and direction, and lead by example	Y	
Able to work in partnership with the governing body	Y	
Evidence of introducing effective strategies for improvement.	Y	
Knowledge of current educational developments and statutory requirements	Y	

## Informal Specification

Our children are looking for someone who:

- Has a good sense of humour.
- Is kind and that they can talk to.
- Will be involved with the religious aspect of being a church school.

- Likes sport.
- Smiles lots.

## Quotes From Parents & Staff

### Hopes that the new head teacher will help Woolhampton to achieve

*"A happy, safe, learning environment for the children with a strong family atmosphere. A place where the children love to come and learn and where the parents feel secure letting them do so; with a strong sense of learning so that they can achieve to the best of their ability."*

### What are the school's greatest attributes?

*"Its recognition of children's different talents, whether or not academic, and growth mindset. With ever increasing focus on exams, I think it's so important that everyone's achievements are celebrated and that children are encouraged to be well-rounded rather than purely focusing on academic success."*

*"The children and the staff. Woolhampton is built around a strong sense of community, and the relationship between the staff and children demonstrates this. Most children show the utmost respect for all members of staff and vice-versa, which enables a strong relationship of trust to flourish."*



## Our Location

Woolhampton is a small village in West Berkshire that has excellent transport links. We are just up the hill from the A4 and only 15 minutes from Newbury and 10 minutes from J12 of the M4 at Reading. There is a train station (Midgham) in the village too.

Theale	6 miles
Newbury	8 miles
Reading	11 miles
Basingstoke	15 miles
Swindon	34 miles

The school is set in beautiful countryside and next door to St Peter's Church. On the other side of St Peter's Church is Elstree Preparatory School for Boys. We have a close relationship with the school and use their facilities, including swimming pool and sports hall, on occasion.

The Early Years often have trips to "Poppy's Wood", and the whole school benefits from the large playing fields and woods at Douai Park, which are at the back of the school playground.

The village provides plenty of scope for school outings with its station, canal, and nearby lakes.

## Contact

- T.** 0118 9712270
- W.** [www.woolhamptonschool.org](http://www.woolhamptonschool.org)
- E.** [office@woolhamptonschool.org](mailto:office@woolhamptonschool.org)

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