

Dear Applicant,

Thank you for your interest in the post of Headteacher at our school. I am pleased to enclose our information pack with details of what we are looking for in our Headteacher and how to make your application. It contains:

- Our employee prospectus
- The job description
- The person specification
- Information about our school
- Our pupils' thoughts on our new Headteacher
- An overview of our assessment and interview days

In your letter of application please address the person specification and provide evidence of impact from your current and past experience where appropriate. Your letter should be no more than three pages of A4 when typed in no less than size 10 font.

Our previous Headteacher has now taken up a role only possible due to the experience and achievements of his time at Eltham. Our school has grown during his time with us and with the support and opportunity the natural progression to a senior role at a local Trust was expected. Due to the leadership of Mr. Bulpitt, the School is currently being led by Mrs Rhodes who was previously Assistant Head. Charlotte is committed to the interim role of Head of School, however, is keen to work with a new Headteacher to further the achievements of Eltham Church of England Primary School.

The Governing Body of Eltham Church of England Primary School is well established and award winning, recognition was given by the National Governance Association in 2019 highlighting the strength, skills, and achievements of the governing body. We are seeking a new Headteacher to work with and support on the journey ahead of our successful school.

Over the last 18 months, like all schools, COVID has brought about change, challenge and tested the most resilient of us. In your applications we are keen to understand how you have coped, your role in your current setting to support staff, students and the wider community and what skills COVID has developed most.

The closing date for the application is Monday 10th January 2022 at 5.00pm. Short-listing will commence the follow week and assessment day and interviews will be a two-day process held over the last week of January and first week of February dependent on applications and COVID restrictions at the time. The successful candidate is required for either April or September 2022, at a point that is most beneficial to the school and applicant.

Elementa Support Services are our nominated recruitment partner in the search for the next Headteacher of our School. Sarah Morrison or Laurence Hewetson are available to answer questions and support you as much as us. They will be facilitating the assessment and interview days as well as the vetting and profiling of all applicants.

We warmly invite applicants to visit our school ahead of applications or after, please get in touch with Elementa to book your visit. Sarah.morrison@elementa.org.uk or 0117 325 9523.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced CRB checks will be made alongside vetting and recruitment checks in accordance with Keeping Children Safe in Education requirements. References will be sought prior to interviews taking place. All applications will be treated in the strictest confidence.

Full details of the assessment activities and interviews will be provided to applicants upon successfully being shortlisted, however an overview can be found towards the back of this pack.

We look forward to reading your application.

Kind regards

Rupert Osborn
Chair of Governors



ABOUT US

Number of pupils on roll	452
Number of pupils with an EHCP	5
Number of pupils on school action or school action plus	43
Pupils eligible for Free School Meals	57
Number of pupils registered with English not as their first language	88
Attendance	

Performance data:

Due to COVID this information has been supplied based on the school assessment of pupils. We, as with many schools have found that writing has been significantly impacted by COVID.

As a school we access PiXL resources and data support, the figures below provide an overview of the percentage of children achieving a good level of development across Reading, Writing and Maths.

Year	Reading	Writing	Maths	PP	SEND	EAL
6	78%	73%	76%	17%	15%	27%
5	70%	55%	60%	15%	23%	33%
4	75%	53%	75%	15%	20%	31%
3	72%	68%	73%	13%	15%	25%
2	72%	65%	72%	10%	12%	52%
1	71%	66%	72%	8%	12%	43%
R	70% working at a good level of development			2%	23%	49%

Across the School there is a range of between 7-40% of children joining their year group not from Reception. Further data is available upon request. There will be a data analysis task as part of the assessment sessions which form part of our recruitment process.

OUR SCHOOL HISTORY

The original Junior School was founded in 1813 on Pound Place, the short road that runs from the High Street to the eastern end (left as you look at it from the school) of Sainsbury's car park. They moved onto our current site in 1868.

The Infants were in a separate building in what was Back Lane (now Philipot Path). They moved into their new building on our current site in September 1933 and St Mary's RC School moved onto the old site. They relocated to their current site on Glenure Road when Sainsbury's was built.

Interestingly, during WW2, our Junior Building was requisitioned for use as a rescue centre and an Emergency School for all ages was opened in the Infant Block for those children who remained in Eltham during the War.

During Mr. Bulpitt's tenure Eltham underwent significant building work to expand and develop the facilities available to our pupils. The result is an outstanding series of buildings that combine the older buildings linking with our history, ensuring the old buildings are fit for purpose for the future. With the addition of new buildings and facilities that can inspire and engage pupils to take all opportunities in front of them to prepare them for the next challenges of secondary school. The strong and focused Governing body who worked tirelessly with the SLT, local authority and diocese have achieved an environment to be proud of.

Class Structure

Eltham Church of England School is a two-form entry school admitting 60 children into Reception each year. The school is oversubscribed, with over four applicants for each place. Details of our classes and staffing structure can be found on our website.

Partnership with St John the Baptist Church

The school is part of the community of St John the Baptist Parish Church in Eltham. The parish priest plays an important part in school life and leads collective worship at the school each week. Assemblies are held in the church, and these are often related to the major Christian festivals. Children regularly visit the church in connection with some of the RE topics they study.

Our school has children and staff from a range of faiths and of no faith. We are an inclusive school and actively teach

the children to give equal respect to each faith, cultural and ethnic group that is represented in our diverse school. We value each other at Eltham C of E Primary School and we celebrate our differences.

Partnership with Parents

Parents are invited to meet with staff regularly and they are encouraged to contribute their ideas and opinions. The school subscribes to Pay360 for payments and the vast majority of letters are sent electronically. Each term parents are invited to attend special assemblies and open mornings to talk to the children about their work and see the children going about their learning. The School Association runs fund raising events for both parents and children and this money has provided additional resources and subsidise educational visits.

Curriculum

We are committed to provide an inspiring curriculum, nurturing the curiosity, excitement, and development of the whole child and through which every child can achieve.

The curriculum is organised into units of work that build upon prior learning and fulfil the National Curriculum framework document. Our curriculum is constructed so that we capture the children's interest and enthusiasm for learning, and units have been planned and are delivered in a transdisciplinary approach where learning is engaging, relevant and meaningful. We believe it prepares our children to be responsible and contributive members of society as well as representing the world we live in and providing the experiences, skills and knowledge our children need to function as young people and adults in the 21st Century.

Across the curriculum knowledge and skills in each subject area are taught, feedback and reviewed by pupils and assessed by adults to ensure that learning is connected, contextual and revisited thus ensuring knowledge is retained in long term memory and skills used to connect and investigate learning.

At Eltham Church of England Primary School, we have developed our curriculum to have high expectations of all learners. Furthermore, we have a fully inclusive approach which is most evident in our end of key stage results and our commitment in being recognised as a Dyslexia Friendly School in July 2016 and renewed in 2019 and the Basic Skills Mark in 2014 and 2018.

JOB DESCRIPTION

Based on the National Professional Standards for Headteachers

The Headteacher will provide professional leadership for the school to secure its success and improvement. By working with the Governing Body, motivating, and supporting all staff and managing the day-to-day operation of the school, s/he will ensure that all our pupils benefit from high quality education and achieve high standards, within the Christian framework of the school.

In short, the standards are looking at:

The ethics and professional conduct expected of headteachers, defining the behaviour and attitudes which should be expected of headteachers.

The second section of the standards set out 10 headteachers' standards. The first 6 standards build on the teachers' standards, whereas the other 4 standards focus on leadership responsibilities specific to headteachers. School culture (builds on teachers' standard 1)

- Teaching (builds on teachers' standards 2 and 4)
- Curriculum and assessment (builds on teachers' standards 3 and 6)
- Behaviour (builds on teachers' standard 7)
- Additional and special educational needs (builds on teachers' standard 5)
- Professional development (some match to teachers' standard 4)
- Organisational management
- School improvement
- Working in partnership
- Governance and accountability

The Headteacher will:

Shaping the Future

Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;

- Demonstrate the vision and values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive climate;
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.



Leading Learning and Teaching

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Establish creative, responsive and effective approaches to learning and teaching;
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrate and articulate high expectations and set stretching targets for the whole school community;
- Implement strategies which ensure high standards of behaviour and attendance;
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework in line with Government initiatives;
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

Developing and Sustaining the Christian Ethos

- Ensure the values of the school and the vision and mission statements are embedded throughout school life;
- Preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing leadership within a Christian context
- Ensure the provision of religious education in accordance with the policy of the Governing Body and have regard to the Church of England character and foundation of the school, and not do anything contrary to the interests of this foundation
- Promote a suitable system of guidance, support and pastoral care for pupils and staff, including liaison with parents/guardians, the Church and outside agencies;
- Develop and maintain positive relationships and links with the clergy, local parish and with external agencies, the Diocesan Board and Local Authority;
- Use Biblical, age-appropriate daily worship and the school environment to enhance and develop the Christian nature of the school;
- Demonstrate an understanding of other faiths and acknowledgement of diversity.

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture;
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities;
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- Ensure effective planning, resourcing, support and evaluation of work undertaken by others, ensuring clear delegation of tasks and devolution of responsibilities;
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- Regularly review own practice, set personal targets and take responsibility for own personal development;
- Manage own workload and that of others to allow an appropriate work/life balance;
- Ensure that all staff are fully aware of safeguarding procedures and that these are rigorously implemented.

Managing the Organisation

- Create an organisational structure which reflects the school's Christian values and enables the management systems, structures and processes to work effectively in line with legal requirements;
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school;
- Implement successful performance management processes with all staff;
- To develop strategic commercial partnerships to contribute to school revenue streams and support the sustainability of the funding and budgetary planning.
- Have an entrepreneurial approach to ideas and projects to enhance the opportunities for pupils and staff as well as the wider community.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money;
- Use and integrate a range of technologies effectively and efficiently to manage the School.

Securing Accountability

- Fulfil commitment arising from contractual accountability to the Governing Body;
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers;
- Reflect on personal contribution to school achievement, take account of feedback from others and seek external validation of judgements made.

Strengthening Community

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- Create and promote positive strategies for challenging and dealing with prejudice and harassment;
- Ensure learning experiences for pupils are linked into and integrated with the wider community;
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community;
- Cooperate and work with relevant agencies to protect children.



ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

Headteacher: Charlotte Rhodes
Chair of Governors: Rupert Osborn

www.elthamcoeschool.co.uk



PERSON SPECIFICATION

Qualifications and Experience

	Essential	Desirable
1	Qualified Teacher status	National Professional Qualification for Headship
2	Senior leadership experience as a Head, Deputy or Assistant Headteacher	
3	Clear evidence of commitment to own professional Development	

Teaching, Leadership and Management Skills

	Essential	Desirable
1	Evidence of ability to support and build on the strong, inclusive Christian Ethos and values of the school	Personally committed Christian practicing member of the Church of England
2	High aspiration, commitment and ability to implement strategies for achieving excellence by raising standards for all pupils	
3	Commitment and ability to lead changes through innovation and working effectively with stakeholders to carry the vision forward	
4	Ability to effectively manage performance, motivate and develop the talents and abilities of all staff	
5	A strong record as an outstanding teacher with a clear understanding of what outstanding teaching entails	Experience of teaching across The primary age group
6	Experience of analysing and presenting data on pupil attainment and using this to improve progress and standards	
7	Experience of effectively evaluating and monitoring the quality of teaching and learning in order to raise achievement	
8	Experience of strategically designing, delivering and developing the curriculum	
9	Evidence of rigorous school self-evaluation, improvement planning and monitoring	
10	Evidence of promoting high standards of behaviour and attendance across a school	Evidence of promoting high Levels of attendance
11	Experience of financial planning, budget management to achieve best value for money	
12	Experience of developing, leading, and evaluating a significant whole school initiative	
13	Excellent oral and written communication skills	
14	Confident user of ICT with an understanding of its potential	
15	Commitment to equality of opportunity for all and evidence of promoting equality in pupil achievements and staff management	
16	Experience and ability to safeguard and protect the welfare of children.	
17	Resilient and robust when faced with difficult situations and able to manage issues sensitively	



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OUR ETHOS

Eltham Church of England School seeks to serve its community in the name of the Church by ensuring excellent education in a Christian setting.

Our 21st century school is a stimulating learning environment that prepares students for living and being an active member of their community. We encourage them to value the rich diversity of cultures they will encounter, and pupils are empowered to achieve their highest possible in academic, creative and sporting achievement both as members of a community and as individuals. The school provides pupils and staff with many opportunities to explore the significance of Christian faith and values to their own lives and the issues facing people locally, nationally and globally. The school is committed to ensuring that the learning, social, and personal needs of all its students are met by its curriculum and extra-curricular activities.

The spiritual, moral, social and cultural development of the students is set in the context of Christian faith as taught and lived in the Church of England.

The school's distinctive ethos and approach are offered to all members of the school community. Christian students find their faith affirmed and valued, and they meet and work with people who hold to other faiths and philosophies, including those of 'no faith'. All students encounter, in the lives of Christians in the school and in the school's ethos, a living Christian witness which welcomes and affirms. All members of the school's community are equally valued and are encouraged to contribute their understandings and abilities to the school's work and ethos. The beliefs of those from other religious traditions are treated with respect and openness.

Collective Worship

We recognise that God is at the heart of the school, and so collective worship has a high priority in the school's daily life. Collective worship is wholly Christian and parents may withdraw their children on religious grounds. Our times of Collective Worship are of high quality and planned to engage all members of the school's community. The school is a place in which children and staff are cared for and where they learn to care for one other.

Eltham Church of England School seeks to achieve its aims and develop its life and ethos through answering God's call to "Act Justly, Love Mercy and Walk Humbly with your God".

Prayer

At our school we believe that prayer is an important part of being ^[11]_[SEP] a Christian.

Prayer is a central feature of life at Eltham Church of England Primary School because we believe that it not only provides a way of behaving which is kind and loving, but rooted in a relationship with God through Jesus Christ, who is the Saviour of all. This understanding runs through everything we do: the way adults relate to each other and with children, and the way we encourage children to behave towards everyone.

Prayer is a way of both speaking to God and listening to Him. We speak to him when we say prayers, and these might be prayers of thanks, prayers when we ask Him for something, when we pray for someone else, or say sorry for what we have done wrong. We listen to God by reflecting on what we have seen and heard, and by hearing in our prayers what we should be asking for or thanking Him for. Jesus told us: "WHEN you pray..." and so prayer is encouraged throughout the day; in class, in the playground, and in times of collective worship.

What we do

At our school, we share a common prayer before lunch and at the end of the day.

At lunchtime:

For what we are about to receive,
May the Lord make us truly thankful.
Amen.

At the end of the day:

Lord, keep us safe this night,
Secure from all our fears.
May angels guard us while we sleep,
'Til morning light appears.
Amen.

In times of collective worship, we are reminded of the prayer that Jesus taught us to say:

Our Father, who art in heaven, hallowed be thy name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us each day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. For thine is the kingdom, the power, and the glory for ever and ever. Amen.

We will also share the Grace through praying:

The Grace of Our Lord Jesus Christ, and the love of God and the fellowship of the Holy Spirit, be with us all evermore. Amen.

We also light a candle as part of our assembly: we do this because a candle is a symbol of Jesus, the light of the world, and because the candle carries on burning, carrying on our prayer, even when we are not speaking. It is also a visible sign that worship has begun.

At the end of our assembly, we blow out the candle to bring that act of worship to a close.