



# Headteacher Recruitment pack

Closing date: 27th November 2023

Start date: 8th April 2024

[office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk)

# Table of contents

---

Welcome from the Chair of Governors	3
Key dates	4
About Abberley Primary School	5
Vision, values and strategy	6
Who we are looking for	7
Job advert	8
Job description & employment details	9
Person specification	15
How to apply	17





# Welcome from the Chair of Governors

---

Dear applicant,

Thank you for your interest in the role of Headteacher at Abberley Parochial VC Primary School.

We pride ourselves on being a welcoming, nurturing and effective school, with a positive ethos grounded in our Christian values and vision.

We are looking to recruit a motivated, confident and inspirational leader who can build on the excellent work of our outgoing Headteacher, and develop the school even further.

With a highly skilled, dedicated and caring staff team, a supportive governing body, and strong links with the local community, a thriving Friends Association and a brilliant pupil body, we believe that Abberley Parochial VC Primary School is a wonderful place, and we look forward to receiving your completed application.

**Jenny Buckley**

Chair of Governors

Abberley Parochial VC Primary School



# Key dates

---

Advert live

06/11/2023

School visits can be arranged between

6th to 24th November 2023

Please call 01299896332 or email  
[office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk)

Closing date

27/11/2023 noon

Interview day

15/12/2023





# About Abberley Parochial Primary School

Abberley Parochial Primary school is a small school located on the west of Worcestershire. It currently has 113 pupils on roll with five classes. Demand for places remains high and the school has been oversubscribed for the last four years. The school was built in 1859. There is a separate and excellent pre-school which is a charitable trust which runs in the village hall next door.

The school occupies a 3 acre site central to the village, made up of the school buildings, two playgrounds, woodland areas and a large field. It draws many pupils from surrounding villages with approximately 40% coming from out of catchment. Most pupils move on to attend The Chantry School after year 6.

Currently reception and year 1 work together each morning. Year 1 join year 2 in the afternoons. Year 3 and 4 make up our kingfishers class. Year 5 are a class on their own called Kestrels and year 6 are Merlins.



The school uses Little Wandle Letters and sounds to introduce children to reading. This is skilfully followed and children progress quickly with their decoding, blending and comprehension.

English is taught through delving deeply into high quality literature to inspire pupils curiosity and understanding and to provide opportunities for oracy and writing.

There is a positive learning culture in the school. Being a good learner is celebrated and the children work hard. There is a wonderful school library which is well resourced and organised in alignment with Accelerated Reader levels.

Pupils are organised into houses and there is a rich variety of house competitions which enrich pupils lives. As well as sport, these include baking, photography and art.

Peripatetic music lessons are offered in piano, violin, trumpet and guitar and many children take up this offer.



# Vision, values and strategy

## Ephesians 3:17-19

That Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.

Our hearts and desires may be pure and positive

We will feel loved and show love to others in our school and in our families

We will seek to grow in our understanding of all that is around us

By living our school values, we will find joy and live a more fulfilled life

The vision and values of the school forms the foundation and the rationale behind all that we do and will be considered in the formation of school policy and procedure and monitored for its impact.

**Wisdom** – Matthew 7:24-27 The wise and foolish builder (indigo)

**Compassion** – Luke 10:25-37 The Parable of the Good Samaritan (yellow)

**Thankfulness** – Luke 21:1-4 The lesson of the Widow's Mite (orange)

**Courage** – Mark 4:35-41 Jesus Calms the Storm (red)

**Forgiveness** – Luke 15:11-32 The Parable of the Prodigal Son (violet)

**Justice** – Matthew 18:21-35 The Parable of the Unmerciful Servant (green)

**Truthfulness** – Luke 22:55-62 Peter denies Jesus three times (blue)

By sharing the bible story linked to each value, we seek to deepen the practical understanding of the value's worth in our own lives and encourage each member of our school community to embrace these values in their lives.



## Strategic priorities

1. To develop educational excellence through:
  - Collaborating
  - Looking outwards
  - Enhancing the curriculum
  - Improving teaching and learning
2. Maintain a secure financial position
3. Sustaining and developing community links
4. Enhancing the building, resources and grounds with consideration for the environment and energy efficiency.



# Who we are looking for

---

Our pupils would like a headteacher who:

- Is fair, fun and has a good sense of humour
- Believes in them and helps them to grow in confidence
- Will spend time with them in the classroom and on trips
- Will take time to get to know each of them

Our staff would like a headteacher who:

- Has empathy and recognises the importance of personal and professional success
- Is fully committed to the school and pupil achievement
- Someone who communicates clearly and will coach and support them to be their best



# What the school can offer

- Incredible children who are eager to learn and love life
- A supportive community who have a good relationship with the school
- Staff who are committed and are skilled at their jobs
- A secure financial position with a balance to invest in identified development priorities
- A clear, coherent curriculum which is well resourced
- Pupils who excel in their learning and achieve good outcomes
- A supportive headteacher cluster who work in partnership to support each other
- A beautiful school site and surrounding area





# Job advert

Abberley Parochial Primary School WR6 6AA

Salary Range L12 – L18

Required: 8th April 2024

Full-time and permanent

As a result of the former headteacher moving to a larger school, an excellent opportunity has arisen to become our Head Teacher and continue to drive the strategic leadership of the school focusing on providing excellent education and enrichment opportunities for our pupils. Abberley Parochial Primary School is a welcoming and wonderful half-form entry school with 113 pupils on roll across 5 classes.

The Governing Body are seeking to appoint an enthusiastic and committed individual whose vision and enthusiasm will build on our existing success. This appointment is subject to the current conditions of employment in the Schools Teachers Pay and Conditions as they relate to Head Teachers.

Closing date for Application: Noon on the 27th November 2023

Interviews will be held on Friday 15th December 2023

Visits to the School are encouraged and can be arranged with the staff governor at a mutually convenient time between the 6th and 24th November.

Please contact the school office to make an appointment.

Tel 01299 832 393 Email: [office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk) Website: [www.abberley.worcs.sch.uk](http://www.abberley.worcs.sch.uk)

Further details and an application form can be found on the school website [Please click here](#)

Completed application forms should be submitted to Ms J Buckley, Chair of Governors - [chair@abberley.worcs.sch.uk](mailto:chair@abberley.worcs.sch.uk)

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Governing Body at Abberley Parochial Primary School are committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following the Guidance and Regulations to safeguard children and young people. Shortlisted candidates will be required to complete a pre-interview self-declaration and an online check will be conducted. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



# Job description & employment details

Job title:	Headteacher
Reports to:	Governing Body, and be responsible to the Diocese of Worcester and the Local Authority
Line management responsibilities:	Ultimate responsibility for all staff, volunteers and pupils at the school
Leadership scale:	L12 - 18
General duties and responsibilities	<p>To be responsible for the organisation, management and control of the school, including:</p> <ul style="list-style-type: none"><li>Drive the strategic direction of the school</li><li>Leadership;</li><li>Quality of Education – Curriculum, teaching, learning and assessment;</li><li>Setting the school culture;</li><li>Overall organisation and management;</li></ul>

Duties as required by the School Teachers' Pay and Conditions Document, for teachers and headteachers.

This job description may be amended at any time following consultations with the headteacher and Governing Body, and will be reviewed regularly in line with the National Standards for headteachers.





## Leadership

The headteacher will hold overall responsibility for the leadership, organisation, and management of the school. The headteacher will:

Hold and articulate a clear vision for the school, its values, and its moral purpose.

Drive the strategic direction of the school

Allocate financial resources appropriately, efficiently and effectively

Implement appropriate improvement plans which enable pupils to progress and achieve their potential, striving for continuous improvement.

Ensure effective curricular leadership is in place, developing subject leaders with high levels of relevant expertise and support other colleagues.

Use nationally recognised career and professional frameworks and programmes to build leadership capacity and support succession planning.

Ensure that all staff know their professional responsibilities and are held to account.

Ensure staff are deployed and managed well, with attention paid to workload, work-life balance and general well-being. Invest in a culture of positive relationships across the school, maintaining a stable and high performing team.

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.

Be accountable to the Governing Body, parents, LA, and Diocese.

Review and create an effective staffing structure, in consultation with governors and staff, to facilitate the development of high-quality education.

Understand and welcome the role of effective governance, upholding their obligation to hold the school's leaders to account.

Establish and sustain professional working relationships with school governors, and present coherent and accurate reports to them on all aspects of school life

Ensure the school operates efficiently and effectively within the required regulatory frameworks and meets all statutory duties.



## Quality of Education

The headteacher will hold overall responsibility for the curriculum and raising the quality of teaching and learning and pupil achievement. The headteacher will:

Sustain high-quality, expert teaching across the school, underpinned by high levels of teacher knowledge and expertise.

Create and maintaining an environment which promotes and secures excellent teaching, and effective learning.

Ensure effective use is made of valid, reliable and proportionate approaches to formative and summative assessments.

Ensure a broad, structured curriculum is in place, which is clear about the knowledge, skills and values that will be taught. Enable ALL children to access all of the curriculum.

Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.

Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Ensure all staff (ECTs through to leaders) have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs as well as nationally recognised career and professional frameworks.

Support subject leaders to drive improvement in line with the school improvement plan.

Ensure a consistent and continuous school wide focus on pupil achievement, using data and benchmarks to inform planning for improvement.





### School culture

The headteacher will hold overall responsibility for creating a positive, inclusive culture. The headteacher will:

Sustain and maintain the school's ethos and strategic direction in partnership with the school's governors, the extended leadership team and the wider school community.

Ensure the school's Christian distinctiveness continues to be an essential part of the school's rich culture.

Uphold ambitious educational standards which prepare all pupils for secondary school.

Maintain a culture where pupils experience a positive, enriching school life, where respectful and positive relationships create a safe, orderly and inclusive environment. Implement consistent, fair and respectful approaches to behaviour.

Ensure a culture of high staff professionalism, where positive staff relationships are invested in and valued as a key driver for school improvement.

### Organisational management and safeguarding

The headteacher will:

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds. Set and continually review budgets that maximise pupils' potential for learning and achievement.

Ensure financial systems, policies and procedures are fit for purpose, adhered to strictly, and report the school's financial position to the governors at least eight times each year.

Establish and oversee a comprehensive set of systems, processes and policies to enable the school to operate effectively and efficiently.

Establish and oversee a comprehensive set of policies, risk assessments and practices to identify and manage health and safety risks. Ensure staff are regularly trained and know their responsibilities.

Manage the school's buildings effectively and efficiently, ensuring building compliance and safety is paramount.



Community  
The headteacher will:

Ensure the school works effectively, in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils.

Ensure the school works to develop and sustain links with other local schools, the Local Authority and the Diocese of Worcester

Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.

Commit the school to work successfully with other schools and organisations in a climate of mutual support and challenge.

Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Work supporting the highly effective PTFA, to extend the school's quality of provision and income stream.





# Person specification

	Essential	Desirable
<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status supported by a degree or relevant qualification.</li> <li>• Experience of budget setting and monitoring</li> <li>• Evidence of continuous professional development towards senior management</li> <li>• Recent safeguarding training</li> <li>• An enhanced DBS and barred list check.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional or management qualification e.g. NPQH</li> <li>• Training in financial management techniques</li> </ul>
<b>Knowledge and experience</b>	<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• A senior leadership role within a primary school</li> <li>• Budget management</li> <li>• Practice across the primary school age range</li> </ul> <p><b>Experience of:</b></p> <ul style="list-style-type: none"> <li>• A senior leadership role within Primary age range</li> <li>• Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for pupils.</li> <li>• Effectively use of ICT to support teaching and learning and school organization</li> <li>• Experience of the recruitment process within a school environment</li> <li>• Managing and making a substantial contribution to the effective management of change leading to improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring of effective practice and standards across the primary school age range</li> <li>• Significant experience of recruiting school staff/ personnel at all levels</li> <li>• Knowledge and experience of managing a recovery curriculum (post COVID), including mental health and narrowing gaps agendas and contingency planning</li> <li>• Experience of setting and managing school budget</li> <li>• Experience of working with a governing body</li> </ul>
<b>Qualities and skills</b>	<ul style="list-style-type: none"> <li>• Have high organisational skills appropriate to both the daily running and strategic development of the school</li> <li>• Be a highly effective teacher with proven good/outstanding teaching in the primary classroom</li> <li>• Have a clear enthusiasm for and love of learning.</li> <li>• Be passionate about ensuring every child reaches their individual potential</li> <li>• Effectively use ICT to support teaching and learning and school organization</li> <li>• Have an excellent working knowledge of the current EYFS, KS1 &amp; KS2 curriculum</li> <li>• Have the ability to prioritise and manage time appropriately and work under pressure and to deadlines.</li> <li>• Have the ability to lead and uphold the Christian values of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils</li> </ul>

	Essential	Desirable
<b>Leadership and Management</b>	<p><b>The ability to:</b></p> <ul style="list-style-type: none"> <li>• Uphold and actively promote the Christian ethos of the school</li> <li>• Lead worship and uphold the school's Christian values</li> <li>• Lead by example with integrity, creativity, resilience and clarity</li> <li>• Lead staff performance management and manage effective professional development, tackling underperformance.</li> <li>• Build and maintain effective teams</li> <li>• Communicate effectively at all levels</li> <li>• Create an environment where staff and pupils are motivated, supported and able to develop</li> <li>• Promote the spiritual, social, moral and cultural development of pupils</li> <li>• Create a culture of inclusivity, diversity and equal opportunities for staff and pupils</li> <li>• Monitor and evaluate the quality of education to ensure provision meets the needs of all learners and underperformance is addressed</li> <li>• Work collegiately with other schools and organisations</li> <li>• Work in collaboration with all members of the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of managing and making a substantial contribution to the effective management of change leading to improvement</li> <li>• Experience of leading staff CPD and improving outcomes</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Commitment to providing an inclusive, broad, balanced and innovative curriculum</li> <li>• Support the implementation of a curriculum that enables all children to succeed and monitor its effectiveness</li> <li>• Understand and support the Christian ethos and champion its role in the delivery of the school curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent successful experience of curriculum innovation and development</li> </ul>
<b>Relationships</b>	<p><b>Experience of:</b></p> <ul style="list-style-type: none"> <li>• Maintaining good working relationships with the Governing Body and having an understanding of its statutory duties</li> <li>• Promoting positive relationships with parents and strategies to engage parents in their child's learning</li> <li>• Maintaining positive working relationships with all stakeholders e.g. the Diocese, Local Authority and other relevant authorities</li> <li>• Evidence of promoting own setting/school to a wider community</li> <li>• Working collaboratively with external agencies e.g. SEND services, to support pupils and improve outcomes</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with other local schools to improve pupils' outcomes</li> <li>• Develop effective partnerships with local parish and the community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on a Governing Body</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge and understanding of current legislation and guidance in relation to working with, and the protection of children</li> <li>• Commitment to the protection and safeguarding of children and co-operation and engagement with the relevant safeguarding agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership role in safeguarding such as Designated Safeguarding lead or Deputy.</li> </ul>



# How to apply

To arrange a visit, please contact Karen Day, school secretary on 01299 896332.

During visits, you will be able to see the school in action and see if it is the right place for you.

Application forms and the recruitment pack are available on the school website at the following link: [current vacancies](#)

These can also be requested by e-mailing the school office: [office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk)

Applications should be sent to the clerk to the governors by noon on Monday 27th November [chair@abberley.worcs.sch.uk](mailto:chair@abberley.worcs.sch.uk)

## Equality

Abberley Parochial Primary School is committed to equal opportunities and values diversity. The school will challenge prejudice and intolerance and seek to eliminate discrimination in any form.

