



Whaddon CofE Primary School



Letter from the Chair of Governors

Dear applicant,

Thank you for your interest in the position of Headteacher at Whaddon CofE Primary School.

We are a small, but growing, voluntary aided Church school in the village of Whaddon where we make the most of our rural setting and connections to the community. We serve the parish and many pupils from the local area.

Our current headteacher joined us in September 2015 and during her time has worked with staff and governors to improve the standards of the school. We gained an 'outstanding' from Ofsted in 2019, a 'good with outstanding features' from SIAMS in 2019 and have begun our expansion from a first school to a full primary.

We will have our first Year 5 pupils in September 2022 and our first Year 6 in September 2023. This is a very exciting time for the school as we embark on our new adventure with our first KS2 going through the school.

We have an established PTA called 'Friends of Whaddon' who support the school throughout the year with lots of well-attended events and fundraisers. Our main event of the year is the May Fayre where the school invite the wider community to join us in celebrating. This is a lovely time to establish links with local people and our children's families.

It is important to us to find a new headteacher who will share our Christian values and ethos. Our ideal candidate will be caring and compassionate, resilient and flexible and ready to take on all aspects of being a headteacher in a small, rural village school. Our staff team are a wonderful mix of experienced and new to the school. Every one of them work well together and bring ideas to build upon and support one another. Our governing board is a small but knowledgeable group, with most being here for many years. Together we look forward to working alongside our new head.

We look forward to welcoming you for a visit. To arrange this, please contact the school office at office@whaddon.bucks.sch.uk or call 01908 501719 during school hours. If you have any further questions, please do not hesitate to contact me at ahardman@whaddon.bucks.sch.uk.

Kind regards,

Amanda Hardman
Chair of Governors



Whaddon Ethos, Values and Aims

Whaddon is a
*holistic learning community,
where all thrive.*

Our Christian values are
*compassion, wisdom and
endurance.*



We aim...

- ◆ To be a Christian community where everyone can grow in Christian faith and develop an understanding and tolerance of others.
- ◆ To promote the holistic development of each person and to provide the best education for every pupil within a supportive environment.
- ◆ To foster each child's identity as a citizen of the world.
- ◆ To equip children with the skills to develop independent thinking and learning.
- ◆ To establish an environment where children have the freedom and confidence to take risks and make mistakes and which will clearly reflect the Christian values of our foundation.
- ◆ To develop personal responsibilities and life skills.
- ◆ To enable our children to demonstrate respect for one another and the environment, valuing difference.
- ◆ To provide children with a broad educational experience which incorporates the National Curriculum, at the appropriate level for each child, and fully embraces outdoor learning, physical education, the arts and music.

What is special about our school according to the children?



"I like the marble run and trying different foods"

"I love that we are always doing something different"



"I love forest school and learning outdoors"





“The teachers are kind and caring”

“Playing
games
when the
teachers
join in”



“Writing, maths, forest school and all the animals!”

“Music, sports and
playing with my friends”



“I love my
teachers and
learning
about woolly
mammoths”

“All of my
teachers are
really kind.
They help me
when
things are
really
challenging”

According to the staff...



“We are a small, close team who work together well”

“Kind and supportive parents”

“It’s ethos to children’s learning and development”

“It is a relaxed environment where everyone is encouraged to be open with each other”



“Supported by excellent teaching staff who are passionate about their work”

“We are given the freedom and trust to be creative”

Whaddon School Life



Whaddon CofE Primary School is nestled in the village of Whaddon, just 15 minutes from Milton Keynes Centre and 15 minutes from Buckingham. With a growing number of pupils and staff, our diverse population is drawn from the parish and surrounding villages. The children enjoy our mix of original school buildings and two brand new modern classrooms. They also use our continually developing forest school area, pond, large field, trim trail, tree house and playground. The whole school provides a highly enriching and lively environment in which to learn and play.

Our Christian Faith underpins all we do at Whaddon. We recognise our special historic foundation and try to develop our Christian character in accordance with the principles of the Church of England. This is supported through our strong links with St Mary's Church, Whaddon and the Oxford Diocesan Board of Education. We welcome children of all faiths and those of no faith, providing an inclusive education. We regularly participate in services in the church and seasonal celebrations.

We have many opportunities for learning outside and received the 'gold mark' in 'Learning Outside the Classroom'. This is the only national accreditation that supports and celebrates educational settings who provide meaningful experiences beyond the classroom across the whole curriculum, indoors and out, on and off-site. Our children spend a lot of time outdoors and are given the freedom to learn and explore. They may spend time pond dipping, use natural resources to create dens or pictures, climb trees, use tools safely, sit around the campfire and eat s'mores, go for walks around the village, play with our school chickens or guinea pig, planting in our newly established vegetable patch or making obstacle courses with anything they can find. The school has a commitment to encouraging healthy lifestyles and a reminder to be eco-friendly.

The school provide an Early-Risers breakfast club along with an external company providing after-school tea club on the school premises. We have a range of extra curricular activities which a lot of our children take part in and enjoy during lunch break or after school.

Job Description for Headteacher at Whaddon CofE Primary

Main Purpose of Role

The role of the Headteacher is to provide strategic leadership and professional management for Whaddon. This will secure success and improvement for the school; ensure high quality education and personalised learning for all its pupils and high standards and achievement in all areas of the school's work. The governors will expect the Headteacher to work in partnership with the Governing Board, staff and parents to sustain, nourish and develop the school's distinctive Christian ethos. To enable everyone to work collaboratively, share knowledge and understanding, confront and solve problems, celebrate success and accept responsibility for outcomes.

The professional duties shall include but are not limited to:

School Aims

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Appointment of staff.
- Participating in the selection and appointment of the teaching and non-teaching staff of the school.
- Management of staff.
- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Reporting to the Chair of Governors annually on the professional development of all teachers at the school.
- Liaison with staff unions and associations.
- Liaison with local authority, ODBE, external agencies and more.

Curriculum

- Working with staff to determine, organise and implement an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.

Review

- Keeping under review the work and organisation of the school.

Standards of teaching and learning

- Evaluating the standards of teaching and learning in the school and ensuring that proper standards of professional performance are established and maintained.

Performance management, training, development and induction of staff

- Supervising and participating in arrangements made in accordance with regulations for the appraisal of the performance of teachers in the school.
- Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the maintaining Authority and Governing Body.

Management information

- Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

Pupil progress

- Ensuring that the progress of pupils of the school is monitored and recorded.

Pastoral care

- Determining and ensuring the implementation of a policy for the pastoral care of the pupils.

Relations with parents

- Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Ensuring polite, clear, concise communication with parents/carers as and when needed.

Relations with the Governing Body

- Advising and assisting the governing body of the school in the exercise of their functions.

Relations with the Authority

- Providing for liaison and co-operation with the officers of the maintaining authority, making such reports to the authority in connection with the discharge of his/her functions as they may properly require, either on a regular basis or from time to time.

Relations with other educational establishments

- Maintaining liaison with other schools and further education establishments with which the school has a relationship.

Resources

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the headteacher.

Premises

- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

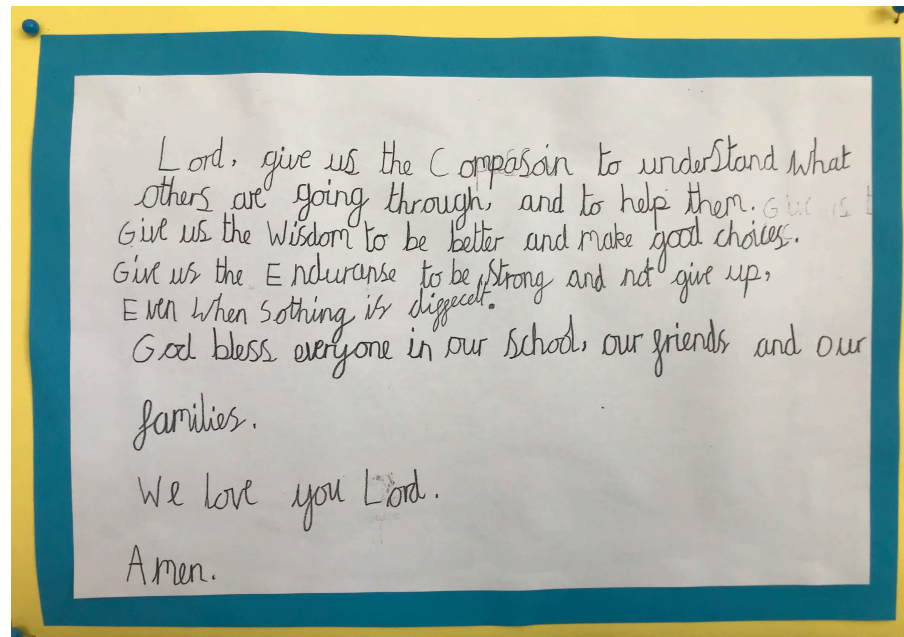
Absence

- Arranging for a deputy headteacher or other suitable person to assume responsibility for the discharge of his/her functions as headteacher at any time when he/she is absent from the school.

Teaching

- Participating, to such an extent as may be appropriate having regard to his/her other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers. Year group and teaching time will be discussed and confirmed upon appointment.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the essential criteria from the 'Qualifications, Knowledge and Experience' and 'Professional Development' sections. It is important to provide examples using the STAR acronym (Situation, Task, Action, Result) relating to the person specification criteria.

Qualifications, Knowledge and Experience		E – Essential D – Desirable
Qualified Teacher Status	E	
Degree or Equivalent	E	
Experience of working with Early Years Foundation Stage/KS1	D	
Experience of working with KS2 with high standards of attainment	E	
Recent successful leadership within a school such as Headteacher, Deputy Headteacher, Department Lead, Head of Year.	E	
Demonstrates a thorough understanding of Child Protection and Safeguarding	E	
Experience of working in a Church School	D	
Professional Development		
Evidence of appropriate and recent professional career development for the role of Headteacher	D	
Has successfully undertaken approved safer recruitment training	D	

Leadership Skills	
Ability to articulate a clear vision for the future	D
Proven record of inspiring, enabling and motivating others to succeed in an inclusive environment	D
Able to achieve outcomes and provide development opportunities for staff	D
Demonstrates excellent communication skills, including written communication	E
Ability to build effective relationships with staff, parents, governors and the wider school community	E
Adaptable leadership style, being 'hands on' when required balanced with knowing when to delegate	E
Whole School Leadership & Management Experience	
Have had active involvement in effective school self-evaluation and development planning	E
Experience of implementing a strategic plan across the whole school, identifying priorities and evaluating the impact	D
Experience of leading change effectively and successfully	E
Knowledge and understanding of strategic financial planning and budgetary management and their contribution to school development and pupil outcomes	D

Whole School Leadership & Management Experience Cont.	
Have had responsibility for whole school policy development and implementation	D
Able to listen to and engage with stakeholders including parents in a range of ways on a daily basis or as a lead on specific projects	E
Experience of working with stakeholders including governors, school improvement partners or external agencies/companies	D
Experience of leading safeguarding within a school	D
Evidence of clear commitment to promoting health and safety and the wellbeing of children	D
Absolute commitment to inclusion	E
Knowledge and experience of working with children with SEND	D
An ability to understand the needs of children with challenging behaviours and develop strategies to successfully manage this	D
Successful track record of developing the performance of staff through effective performance management	D
Supportive and encouraging of continued professional development and wellbeing of staff and their own CPD and wellbeing	E

Whole School Leadership & Management Experience cont.	
Qualified SENCO	D
Demonstrates an ability to challenge people and resolve performance and relationship issues	E
Able to take a dynamic approach to the changing needs of the school population	E
Demonstrate a passion for developing the distinctive Christian Ethos of a school	D



Application Process

We welcome the opportunity to show you our friendly school, so you can meet our confident children and highly engaged staff team before submitting an application. Please ring the school office on 01908 501719 during school hours to arrange a visit.

Please send all applications to ahardman@whaddon.bucks.sch.uk. CV's will not be considered.

Dates for you diary

- ◆ Application closing date 9am, 12th May 2022
- ◆ Invitation to interview e-mails will be sent out on 13th May 2022
- ◆ Applicant to confirm attendance by 18th May 2022
- ◆ Formal interview day at Whaddon 26th May 2022
- ◆ If appropriate candidate found, position will be offered by evening 26th May 2022

Please note, late applications will not be considered.

Any further questions, please e-mail our Chair of Governors at ahardman@whaddon.bucks.sch.uk

