

# Baildon Church of England (Voluntary Aided) Primary School And Nursery



## Headteacher Recruitment



In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.

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*Jeremiah: The Lord says for I know the plans I have for you...plans to give you hope and a future.*

## 1. Letter from our Chair of Governors

Dear Applicant

Thank you for your interest in Baildon Church of England Primary School and Nursery.

I hope you will find the following information useful as we seek our next inspirational headteacher to lead us in our vision of developing a safe, caring community of learners focused on our key values of support, opportunities, achievements and respect.

We hope the information inspires you to apply for this exciting position following the retirement of our current headteacher after seven years of dedicated service to the school.

As you will see, we are incredibly proud of our well resourced school, situated in extensive grounds, which offers a wide range of opportunities for our pupils. We are equally proud of our enthusiastic, dedicated and talented staff.

Our work is rooted in our Christian ethos where mutual respect, community spirit, kindness and care for others is achieved through a combination of strong links with the Parish of Baildon together with a learning community which truly values the unique contribution of all.

We are an energetic school with a vibrant and determined staff team – we do not rest on prior achievements but continually strive to improve and refine our practice. With this in mind, we are looking for an outstanding individual who can continue to drive our school forward in a caring, innovative and imaginative way.

It is the school's aim to maintain very high standards while constantly looking to develop and improve our provision. Therefore we wish to appoint someone who is a strong and committed leader, who understands what it takes to lead a Church of England school and shares our ethos and vision. We want a headteacher who will build on our work with parents, the local community and the church to ensure the best outcomes for all our pupils. If key values of support, opportunities, achievements, and respect resonate with you, we would love to hear from you.

Visits to our school are warmly welcomed by prior arrangement via the school office. We look forward to receiving your application.

Yours faithfully

Graham Kinsley  
Chair of Governors



## 2. Letter from the Vicar of Baildon

Dear Applicant

Thank you for your interest in the position of headteacher of Baildon Church of England Primary School and Nursery.

I am very pleased to be offered this opportunity as Vicar of Baildon and as a member of the Governing Body of the school to share some thoughts and to give a flavour of the close relationship that exists between the school and church. Since I arrived in the Parish five years ago, I have sought to build upon the existing relationship and develop it. It is a bond which is valued deeply by both the church congregation and the school, and because the church puts great emphasis and energy into its children's work, it attracts a large number of young families most, but not all, are also Church School families. It is great to see on a Sunday morning the children's relationships and learning, started in school, developing in church.

Collective Worship is daily and is at the heart of the school. As Vicar I lead regular acts of worship in school. It is a delight to do this and to engage with the children as their knowledge of, and thinking about, the Christian faith would leave a lot of adults far behind. The message thought about in worship is lived out and affects the school day and it is great to see this being used in the prayer spaces which are in every classroom.

The church engages with the school in many ways including offering Confirmation and Admission to Communion preparation and, every January, we hold Education Sunday in St John's on a Sunday morning which is a fantastic celebration of education both in school and church. Our Junior Church Choir and our Worship Band are made up largely of Church School children.

It is a very great privilege for me to be involved with this school and to see all children reach and go beyond what is expected of them both in learning and developing as respectful and resilient members of community.

I hope very much that this little glimpse into the relationship between the school and the church is useful to you and might inspire you further. Please be assured of a very warm welcome in the Parish and know that we are excited to work with you as we seek to serve, together, the children and families of our community.

Yours faithfully

Rev Canon Sandra Benham  
Vicar of Baildon

### 3. Our School

#### **Our Vision**

*In our school, we celebrate being part of God's family where all respect themselves, others and the world around them. Our vision is to develop a safe, caring community of inspired, resilient lifelong learners with a spirit of curiosity, enabling them to flourish in an ever changing world.*

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#### **School Information**

Baildon Church of England Primary School and Nursery is situated in Baildon very close to the moors. The school is set in stunning grounds which provide many opportunities for environmental work. The village and its environment, the local churches and surrounding countryside also provide a wealth of learning opportunities.

At present, the school has a twenty six place nursery and fourteen classes with up to thirty children in each class. As of January 2020, 455 children attend the school. The classes are mixed ability groups with two classes to each year. The school takes children between the ages of three and eleven.

The work of the school has been carefully planned by subject leaders and follows the New National Curriculum guidelines as laid down by the government. Most subjects are taught separately in mixed ability groups. We are proud to have created our own full, engaging and enriching curriculum that aims to develop a wealth of knowledge within all pupils that can be applied to produce works of excellence and beauty across all subjects. Our approach develops confident and resilient learners who have been empowered with a life-long love of discovery and a passion for creative self-expression through utilising their curricular understanding and skills.

A friendly, family atmosphere is encouraged at the school and all children and staff are valued and co-operate together to this end.

Baildon Church of England Primary School is currently the lead school in the Eden Teaching School Alliance which was designated in June 2017. We work very closely with schools within the Diocese of Leeds and are well regarded by both the Diocese and Bradford Authority for our partnership work as well as our standards and commitment to the wider curriculum.

#### **RE and Collective Worship**

Baildon Church of England Primary School is the parish school for the Parish of Baildon and has many links with the Church. Canon Sandra is a regular visitor to school and our younger children visit St John's as part of their religious studies of places of worship. We also hold our Easter and Christmas services for parents and children at St John's Church. As a Church School, Collective Worship is at the heart of our work.

Worship is organised in whole school, key stage and classes with teachers following different themes chosen usually to reflect the Christian Value which is being studied. As a school, we have adopted the Understanding Christianity Scheme for Years 1-6 with Early Years following the units of work outlined in the Diocesan Agreed Syllabus.

### **External Judgements**

The school has been subject to two external inspections in recent years. In May 2013, Ofsted judged the school to be Outstanding in all areas.

Our most recent inspection was in October 2019 by SIAMS (Statutory Inspection of Anglican and Methodist Schools) who judged the school to be Excellent in all areas.

### **Enrichment and Current Initiatives**

We offer a wide range of activities for children to participate in both as part of the curriculum through the number of visits and visitors which are organised as well as the opportunities which are organised to enrich and enhance outside of the classroom. Music and Sport are key strengths of our curriculum and the school has a wide range of both musical and sporting extra -curricular activities on offer. Following successive Gold Sports Marks in recent years, we are delighted that we became the first school in Bradford to be awarded the Platinum Sports Mark in July 2018 in recognition of the emphasis which we place on Sport and PE. We have also had our achievements in Music recognised and are members of the Bradford Music Hub and hold a Gold Artsmark.

### **PTFA**

We have an active and committed group of parents who arrange events throughout the year to raise money that enhances the provision and experiences of our children.



#### 4. Baildon and the surrounding area



Baildon is located in the Aire Valley, between the city of Bradford and Rombalds Moor (which includes the infamous Ilkley Moor) with its boundary meeting Guiseley and the Leeds area. The town boasts excellent transport links to Leeds and Bradford, with a train station within walking distance of the school.

Whilst officially having town status, Baildon retains much of its village feel and has tremendous character, history and natural beauty. Stretching from the river at Roberts Park (which is part of the Saltaire World Heritage site), along Otley Road through Charlestown and Tong Park, and up to Baildon Moor. Around 16,000 residents, spread across an area of approximately 16 square miles, live, work, shop and eat at locations from Charlestown to Baildon Bridge to the Coach Road.

Community spirit is strong in Baildon, with residents active in groups as diverse as the Baildon Belles Women's Institute, churches of many different faiths, Baildon in Bloom and Friends of Baildon Moor. Baildon hosts many exciting events in which the whole community come together: August bank holiday's Harley Davidson biker rally, the Scarecrow Festival, the annual Baildon Carnival and Baildon at Christmas to name but a few.









## 7. Job Advert

Headteacher - From September 2020  
Number on Roll 455 including nursery  
Salary subject to experience (Range 17-22)  
Ofsted – Outstanding (May 2013)

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### *Support Opportunities Achievements Respect*

Due to the retirement of the current headteacher after seven years of dedicated service to our school, the Governors of Baildon Church of England Primary School & Nursery seek to appoint a new headteacher who will soar with us into the future.

Baildon is a large thriving parish in the Aire Valley between Bradford and Ilkley, across the river from the Saltaire World Heritage Site.

#### **We Expect You Will.....**

- Have a clear vision and strategy for keeping up with developments and good practice in education
- Be outward looking, curious and innovative
- Be an inspirational, motivational and compassionate leader, valuing our staff through challenging development opportunities
- Be committed to helping our children flourish and exceed their full potential through an exciting, broad and balanced curriculum
- Have proven outstanding leadership, business and financial management skills along with highly effective interpersonal and organisational attributes
- Be someone who relishes the opportunity to celebrate, nurture and promote the distinctive Christian character of our school, which underpins everything we do within our whole school community

#### **We Can Offer.....**

- A well resourced and welcoming school in a beautiful setting with extensive grounds with a fire pit, pond, peace garden and playing fields
- A dedicated, talented and enthusiastic team of staff with a knowledgeable and supportive leadership team who are all committed to our school and our children
- Enthusiastic, engaged, resilient and confident children with limitless ambition
- An active Governing Body who are knowledgeable and will support you in your journey
- A commitment to your own continuing professional development
- The opportunity for you to continue to drive our school forward, maintaining our outstanding status and excellent SIAMS evaluation.

If you would like to discuss this opportunity or arrange an appointment to visit the school, please contact the School Office on 01274 598540.

**Dates to visit the school:** Thursday 13<sup>th</sup>, Tuesday 25<sup>th</sup>, Thursday 27<sup>th</sup>, Friday 28<sup>th</sup> February 2020.

**Closing Date:** 12 noon, Monday 2<sup>nd</sup> March 2020.      **Interview Dates:** Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> March 2020

To apply, please visit [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)

## 8. Headteacher - Job Description

### Core Purpose:

The core purpose of the post is to provide the professional leadership and management of Baildon Church of England Primary School and Nursery which enables the school to give every pupil high quality education and which promotes the highest possible standards of achievement within a distinctive and inclusive Christian ethos. The Governing Body will expect the headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.

### Statutory Requirements:

The appointment is subject to the current conditions of headteachers contained within The School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, other current education and employment legislation, the school's Instrument of Government, the Local Authority (LA)'s approved Scheme for the Local Management of Schools and the LA's approved Health and Safety Policy, any rules, regulations or policies laid down by the Governing Body under their powers derived from statutory sources and any rules, regulations or policies laid down by the LA with respect to matters for which the Governing Body is not responsible.

### Summary of Main Duties and Responsibilities (not a comprehensive list)

- Nurture the distinctive Christian character of our school. Promote and develop an ethos which reflects our Christian Values in which an individual can freely explore their own faith and spiritually.
- Communicate compellingly the school's vision, drive the strategic leadership, empowering all pupils, staff and themselves to grow and flourish in the pursuit of excellence, resourcefulness and resilience.
- Continue and enhance partnership working with parents, pupils, staff, governors, community organisations, local schools, the local church and diocese, Bradford MDC and other outside agencies, to improve academic, spiritual, cultural and social outcomes for pupils.
- Work closely with the governing body to promote and develop the growth and best interests of the school community.
- Secure high standards of welfare and pastoral care for all members of the school community, including opportunities for spiritual, moral, social and cultural development.
- Maintain and manage excellent standards of attendance.
- Maintain effective systems of record-keeping, and strengthen communication with parents and pupils to enable all pupils to make the best possible progress and achievement.

- Provide a safe, calm and well-ordered environment for all pupils and staff, with a strong focus on safeguarding and the development of exemplary behaviour.
- Maintain and secure excellent teaching for all pupils through an understanding of the features of successful classroom practice, through innovative curriculum design and the provision of imaginative learning environments.
- Set and model high expectations and implement stretching targets for the whole school community.
- Maintain ambitious standards for all pupils, so that barriers may be overcome and equality advanced.
- Inspire and encourage staff, whilst instilling in them a strong sense of accountability for the impact of their work on pupils' progress and achievement.
- Lead school development on the basis of monitoring evidence and an understanding of effective practice.
- Manage the school's self-evaluation and improvement planning, to secure ownership of standards and achievement at all levels.
- Recruit, manage and develop effective staff in all roles and lead them as a successful team committed to delivering consistently high standards.
- Motivate all staff to develop their own skills and subject knowledge, supporting each other continuously to improve practice.
- Hold all staff to account for their professional conduct and practice.
- Maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve, and valuing excellent practice.
- Build a strong culture of continuous professional development for our staff, ensuring that it is focused on the attainment of the school's vision and agreed objectives for school improvement.
- Distribute and develop leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision-making.
- Identify emerging talents at all levels, mentoring current and aspiring leaders in a climate where excellence is the standard, leading to good succession planning.

- 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.
- Maintain high standards of financial and resource management in consultation with the Business Manager, Bursar and Governors, to ensure strategic, curriculum-led planning in the best interests of pupils and sustainability.
- Value, uphold and further strengthen links with groups so that our school has a reputation as being the hub for the community.
- Demonstrate wisdom in translating local and national policy into opportunities for development through partnership with other schools, strengthening the role Baildon Church of England Primary School and Nursery as an outward-facing school striving to improve the quality of education both at system level and in the classroom.
- Welcome strong governance and actively support the governing body to deliver its functions ever more effectively – in particular its responsibility to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- 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 lifelong learning for all.



## 9. Personnel Specification

This Job Description is based around the four 'Excellence As Standard' domains identified in the 2015 National standards of excellence for headteachers.

The four domains are: 1) Qualities and knowledge; 2) Pupils and staff; 3) Systems and process and 4) The self-improving school system.

**A = Assessed at Application**

**I = Assessed at Interview**

**T = Assessed through Selection Test**

**R = Assessed from Reference**

Domain 1	Attributes Required		Evidence
<b>Qualifications, Qualities and Knowledge (QK)</b>	<b>Essential</b>		<b>Evidence</b>
	QK 1	Upholds nurtures and promotes the distinctive and inclusive Christian character of the school.	A, I, T
	QK 2	Builds a distinctive vision of educational excellence; communicates it compellingly; and drives the strategic leadership.	A, I, T
	QK 3	Demonstrates appropriate personal behaviour, positive relationships and constructive attitudes towards pupils and staff, and towards parents, governors and members of the local community.	A, I, T, R
	QK 4	An inspirational leader who motivates and empowers staff.	A, I, R
	QK 5	Treats people fairly, equitably and with dignity, creating and upholding a positive school culture.	I, T, R
	QK 6	Good oral and written communication skills; committed to learning, listening and reflecting.	A, I, T, R
	QK 7	Responds to the views of staff, pupils, parents, and the community.	A, I
	QK 8	Holds a DfE recognised teaching qualification.	A
	QK 9	Has a Good Honours degree, 2:2 or above, or equivalent qualification.	A
	QK 10	Is an active learner, and can evidence continuous professional development such as SLE appropriate to the headteacher role.	A, I
	QK 11	Able to balance work and personal life and is considerate of the well-being of others.	A, I, R
	QK 12	Knowledge of the SIAMs inspection framework and its implication for practice in school.	A, I, T
	<b>Desirable</b>		<b>Evidence</b>
	QK 13	A higher degree, or further relevant qualifications.	A
	QK 14	Successful completion of the National Professional Qualification for Headship (NPQH) or Church of England Professional Qualification for Headship (CEPQH).	A
	QK 15	Experience of leadership in more than one primary school.	A, I
	QK 16	Previous successful headship, either as an acting head or in a substantive post.	A, I, R
	QK17	A National Leader of Education (NLE) or working towards/ willing to work towards NLE status	A, I, T
QK18	Have a passion for delivering/leading collective worship	A, I, T	
QK 19	Experience of leading a school through the SIAMs inspection framework.	A, I, T	

Domain 2	Attributes Required		
<b>Pupils and Staff (PS)</b>	<b>Essential</b>		<b>Evidence</b>
	PS 1	A minimum of 5 years relevant experience in primary education with a minimum of 3 years successful experience of senior leadership.	A
	PS 2	Evidence of delivering a creative curriculum, one that effectively balances breadth and depth, and ensures that all pupils encounter opportunities for cultural enrichment and outdoors learning.	A, I
	PS 3	Substantial experience of achieving excellent outcomes for pupils through a sure grasp of how pupils learn, and knowing what makes for successful classroom practice.	A, I, T
	PS 4	Evidence of creating a culture within which staff are motivated and supported to develop their skills and subject knowledge, and support each other.	A, I, T
	PS 5	Substantial experience of monitoring and evaluation, target-setting, school improvement planning, and curriculum leadership.	A, I, T
	PS 6	Evidence of ability to establish and carry thorough effective school self-evaluation processes, in preparation for determining the school's strategic priorities, and to ensure the school is always ready for SIAMS and Ofsted inspections. Evidence of ability to implement strategies in order to meet school priorities and Ofsted recommendations.	A, I, T
	PS 7	Evidence for the resolve, ability and resilience to hold all staff to account for their professional conduct and practice.	A, I, T
	PS 8	Ability to identify emerging talents	A, I
	PS 9	Ability to lead by example, inspirational, inclusive and invitational collective worship.	I, T
	<b>Desirable</b>		<b>Evidence</b>
PS 10	Has a clear understanding of the SEND Code of Practice and experience of managing SEND.	A, I	

Domain 3	Attributes Required		
<b>Systems and Process (SP)</b>	<b>Essential</b>		<b>Evidence</b>
	SP 1	Commitment to providing a safe, calm, well ordered environment for all pupils and staff, focused on the safeguarding of pupils and the well-being of all, a healthy environment where children grow in confidence and mature awareness of themselves and others.	A, I
	SP 2	Able to promote good behaviour and high attendance.	A, I
	SP 3	Commitment to ensuring that the school's systems, organisation and processes are well considered, efficient, and fit for purpose, upholding the principles of transparency and integrity.	A, I
	SP 4	Ensures that strategic planning takes account of the diversity, values and experience of the school and the community.	A, I
	SP 5	Evidence of the insight and flexibility to distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities, and hold each other to account for their performance.	A, I, T
	SP 6	Capacity for exercising strategic, curriculum-led financial planning in order to ensure the equitable deployment of budgets and resources, in the best interests of pupils' progress, and having regard for a sustainable use of precious resources.	A, I, T
	SP 7	Willingness to work out of operational hours as necessary.	I
	<b>Desirable</b>		<b>Evidence</b>
	SP 8	A track record of actively supporting and working with the Governing Body in understanding its role and delivering its functions effectively; in particular its responsibility to set school strategy and hold the headteacher to account for pupil, staff, and financial performance.	A, I
SP 9	Knowledge of funding streams and experience of securing external funding for projects.	A, I	



Domain 4	Attributes Required		
<b>The Self-Improving School System (SIS)</b>	<b>Essential</b>		<b>Evidence</b>
	SIS 1	Is prepared to be accountable for the school's performance.	I
	SIS 2	Is prepared to work in partnership with and understands the strategic role of the Governing Body.	I
	SIS 3	Understands and accepts the headteacher's responsibilities for child protection.	I
	SIS 4	Has a commitment to the principles of Spiritual, Moral, Social and Cultural development and to inclusive practices ensuring equal rights for all.	A, I
	SIS 5	Recognises the vital partnership with parents/carers and in particular, their role in contributing to the child's education and positive school life.	A, I
	SIS 6	Committed to networking and collaboration with partners, including other Churches within the parish, the diocese, other schools, the LA, businesses and community organisations.	A, I, R
	SIS 7	Commitment to the continuing development of Baildon Church of England Primary School and Nursery as an outward-facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secures excellent achievements for all pupils.	A, I
	<b>Desirable</b>		<b>Evidence</b>
SIS 8	Experience of developing effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils.	A, I	

## 10. Equal Opportunities

### Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to school's services.

### Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personal Specification. As an equal opportunities employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

