

The Gainsborough Parish Church of England Primary School



Headteacher Recruitment Pack

Our Vision

'At Parish Church School we believe that all children are 'a gift from God, they are a real blessing' Psalm 127:3; each child is precious and unique. Through our Christian values, we aim to nurture and challenge our children to flourish and be the best they can be'.

March 2021



Acland Street
Gainsborough
Lincolnshire
DN21 2LN

Dear Prospective Headteacher,

We are delighted that you have shown an interest in the Headteacher position at the Gainsborough Parish Church of England Primary School.

The governing body is seeking to appoint a dynamic headteacher, who will build on our current achievements and help provide the vision to drive our school forward in these exciting times. The successful applicant will lead our caring, highly motivated and professional staff on the next part of our journey. Our vision is that through our Christian values, we aim to nurture and challenge our children to flourish, and become the best they can be.

As you will see further on in the pack, our children and staff are clear about what they want their next leader to be like.

We are proud to have retained our 'Good' status following a recent OfSTED inspection. The inspector found many positives, in particular recognising how proud pupils are of their school. The report also noted that "staff and pupils get on well. Pupils are courteous and polite. They hold doors open for each other and extend a warm welcome to visitors and newcomers." In our recent SIAMS inspection, again the outcome was good. We really value our close link with All Saints (Parish) Church and the school has an action plan to improve the relationship even further.

You are most welcome to visit and see the school at work. To arrange a visit please contact Sharon Sehmi on Sharon.Sehmi@lincolnshire.gov.uk. Please note that visits will be subject to Covid-19 restrictions.

We look forward to receiving your application.

Best wishes

Rev Steve Johnson

Chair of Governors

Our School

The Gainsborough Parish Church of England Primary School is a larger than average primary school with 300 pupils currently on roll.

The school population is predominantly of white British heritage, reflecting the population of the town, and that of Lincolnshire overall.

The school is popular and often over-subscribed; parents and carers are highly positive about the quality of education provided and the school has a good reputation in the local community. The school has strong links to both All Saints (Parish) Church (adjacent to the school) and the Diocese of Lincoln.



In August 2013, the school converted to stand-alone academy status. The Governors are currently reflecting on the future strategic direction of this decision.

We have a happy and friendly school where everyone is valued and respected, all our visitors comment on the positive attitudes and behaviours of our staff and children. Our pupils are encouraged and praised so they feel confident in their abilities, know how to succeed and have inspirational goals, aiming for high standards to be the best they can be. We believe that a values-based Christian education, together with working in partnership with parents, provides a sound basis for success in life .

Our Values and Aims

These are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our Values

I enjoy life and learning (John 10.10)

I am honest in everything I say and do (Colossians 3.9)

I take responsibility for my actions and learning (Galatians 6.7)

I am committed to be the best I can (Hebrews 12.1)

I respect and care for myself, other people, the community and the environment (Matthew 7.12)



Our Aims



Curriculum

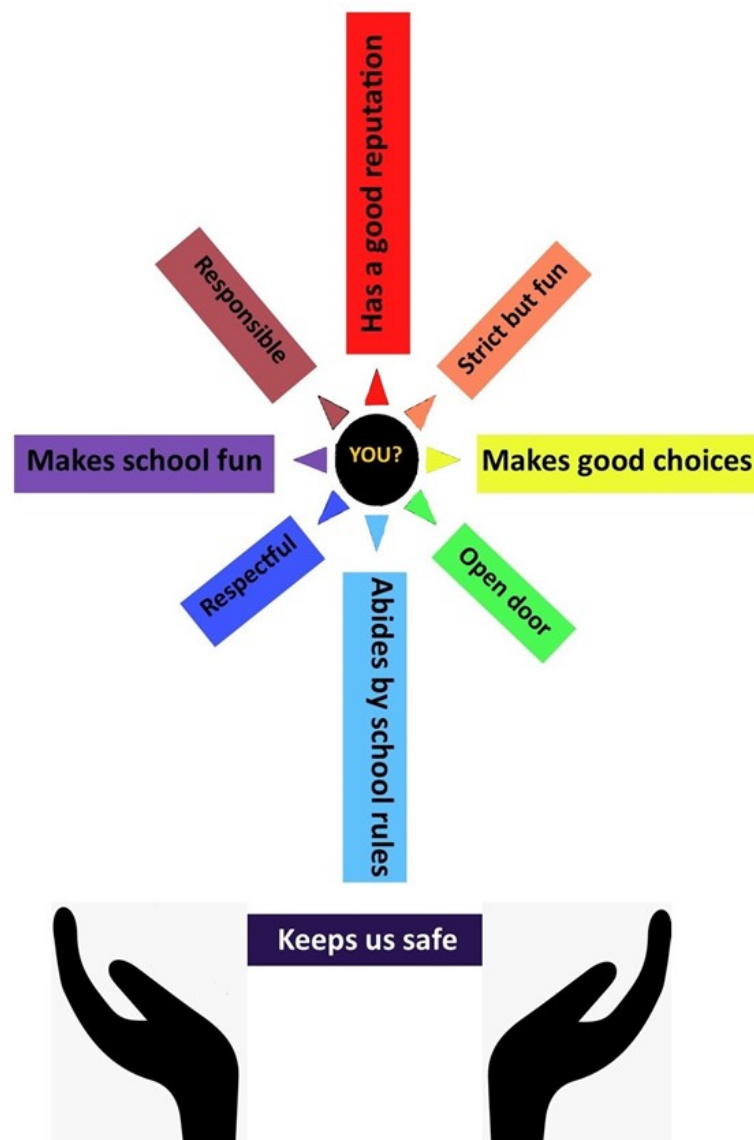
We provide pupils with a broad and balanced curriculum that focuses on the academic achievement and personal development essential for pupils to become well-rounded, confident individuals, who are ready to make the most of their future opportunities.



Children

The best thing about our school is our pupils: they have a fantastic attitude and are very well behaved. Our pupils are incredibly caring and they treat each other with the greatest respect. The children love being in school, reflected in our above national average attendance. We are embedding a Growth Mindset culture at the school and in the school community, so that pupils' attitudes to learning and outcomes are improved.

The children are very much part of our recruitment process. We asked the School Council to identify some of the qualities and behaviours they would like to see in their next Headteacher. Here are some of the things they said:





Staff

The staff at Parish are incredibly professional, hard-working and committed to our school, its children and the community that we serve. We employ 52 teaching and non-teaching staff, and teamwork is highly valued with all staff working together in close partnership. There is a commitment to a collaborative, whole-school approach to the management of the school, with a proactive SLT as part of its success. Our team is looking for an approachable, supportive Headteacher with recent in-class classroom experience, who will show innovation and inspiration in leading our school on the next stage of its development.

We asked all our staff what they would like to see in their next Headteacher. Here's what they told us:

values and supports staff
curriculum
approachable
happy life
leader
consistent
experienced in challenging situations
front line
understands gainsborough
clear objectives
work life balance
pro-active
people person
happy staff
fresh new ideas
inclusive
human
works smarter
strategic directions
supportive of nqt
experience
inspirational

Parents and Community

The school enjoys strong support from parents and has close links with the local community in Gainsborough, especially All Saints (Parish) Church which is just next door. The work of the school is supported by an active Parent Teacher Association, who organise a series of fantastic fundraising events throughout the school year. We have established close links with the local football club enable the school to use the pitches on sports days.

This is what some of our parents and carers have said about us recently....

"Thank You to all teachers at Parish for being the bright stars that our children look up to!"

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*"We really appreciate all that Team Parish have done for our children throughout lockdown 1, lockdown 2 and beyond. Our children love coming to school every day, and I'm happy in the knowledge that my children are being so well looked after and kept safe. All your hard work and effort is appreciated! Thank you."*

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"The best teachers and staff teach from the heart. Thank you to you all. You are appreciated."

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*"I would like to thank all the staff for their hard work and dedication. I absolutely appreciate the work they have put in throughout Covid and think they are doing a fantastic job in keeping everyone safe. Thank you all x"*

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"Thank you for not only being there for us as parents but for the children in this difficult time!"

The Governing Body

As a Stand Alone Academy, the Members have appointed a governing body to support the school leadership. The committed governing body works strategically with the senior leadership team to ensure the delivery of high-quality education whilst challenging and providing support through a range of ongoing activities and monitoring visits. Governors come from a wide variety of working backgrounds, including education, local authority and local businesses. Their wide range of knowledge and skills is invaluable to our school community.

Facilities

We place a high priority on providing a stimulating learning and working environment for pupils and staff. Recently we secured CIF funding to remove an old mobile classroom and build two brand new classrooms creating additional space.



Our new classrooms, completed in early 2021



Location

The school is located very close to Gainsborough Town Centre and the modern shopping complex, Marshall's Yard. The town is showing signs of regeneration with a brand new hotel and restaurant, and a new cinema is currently in the planning process.

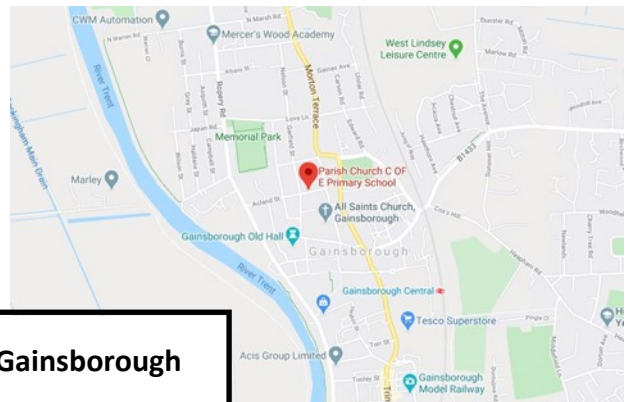
The rail service to nearby Gainsborough Central Station has recently been improved, offering an hourly service to Sheffield.



Thonock Park Golf Club, owned by Ping



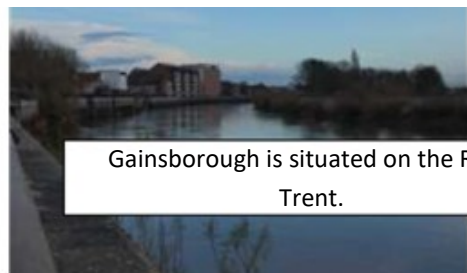
Gainsborough Lea Road Station has direct links to Lincoln and Sheffield.



Gainsborough



Gainsborough Old Hall, a Tudor manor house where Henry VIII came to stay.



Gainsborough is situated on the River Trent.



Marshall's Yard, Gainsborough's new shopping complex, is named after a famous local engineering factory.

Trinity Arts Centre is a local venue offering live entertainment and films.



All Saints (Parish) Church: where we go for celebrations and end of term services.

Headteacher Personal Specification

Selection decisions will be based on the criteria of the following sections. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

Essential	Desirable	How this will be assessed*
Qualifications & Experience		
Sustained and successful senior leadership experience within a primary school	National Professional Qualification for Headship (NPQH)	A, I
Evidence of proactively pursuing continued professional development and being a lifelong learner	Experience of working in church schools and improving outcomes through partnership working	A, I
Qualified Teacher Status (QTS)	Higher level degree (e.g. Masters) in Education or Leadership	A, DC
Experience of developing staff and systems from Early Years to the end of Key Stage 2	Knowledge and understanding of nursery/pre-school provision	A, I
Experience of leading teaching and learning		A, I
Safeguarding Children		
Up-to-date safeguarding training	Current safer recruitment training	A, I
Enhanced DBS clearance		A, DC
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	Experience in and knowledge of concept of whole child well-being	CW, I,
Evidence of actively maintaining a safe, nurturing and well-ordered school		CW, I

Professional Knowledge & Understanding		
Ability to articulate a clear vision, building upon existing strengths and engaging all members of the school community		CW, A, I
Ability to translate current educational thinking into strategic planning and disseminate to key audiences.		A, I
Have an excellent understanding of the primary curriculum across all Key Stages including the Foundation Stage		A, I
Ability to review and develop a curriculum which is rooted in the school's vision in order to meet the needs of all learners		A, I
A commitment to continue to embed and develop the Christian ethos and values		CW, A, I
A person who understands the distinctive and inclusive nature of our Church School and its role in the community		CW, A, I
Ability to further develop a wider inclusive curriculum in order to nurture the "whole child"		A, I
Clear understanding of the SEN Code of Practice and proven experience of supporting children with additional needs.	Evidence of ability to navigate multi-agency provision and prioritise effectively to support children.	A, I
Pupils & Staff		
Evidence of creating an environment which enables the spiritual, personal, social and emotional development of each child in order 'to be the best we can be.'		CW, A, I
Committed to aspirational educational standards for all pupils		A, I
Ability to lead, motivate and develop staff, promoting an environment of professional development that recognises achievement		CW, A, I

Evidence of identifying and developing emerging talent and leadership ability at all levels of the school		I
Evidence of delegating tasks appropriately to build a culture of mutual trust and shared responsibility		A
Values internal and external collaboration, fosters strong working relationships and builds effective teams		A, I
Together with the senior leadership team and governors, able to manage your workload and that of others, to allow all to flourish.	Evidence of promoting a psychologically safe, reflective working environment for staff.	A, I
Systems & Processes		
A clear understanding of the impact of budgets, resources and strategic financial planning		A, I
Ability to effectively balance strategic and operational demands of the role		A, I
An ability to analyse and use a range of evidence effectively to inform school improvement		A, I
Knowledge of and commitment to all required regulatory and legislative aspects relevant to school life, including but not limited to, Health & Safety, GDPR, Safeguarding and HR		A, I
The Self-Improving System		
Evidence of proactive engagement with parents and carers		A, I
Able to maintain and develop opportunities for partnerships with parents, carers, other schools, local churches and other community groups		A, I
Able to listen to, reflect and act on community feedback.		A, I

Demonstrates sound decision-making ability, including taking difficult decisions		I
Welcomes support and challenge from the Governing Body, and actively supports the governors to deliver their strategic functions effectively		I
Welcomes support and challenge from professional colleagues in order to drive school improvement		I
Experience of OFSTED inspection at leadership level	Experience of a SIAMs inspection at leadership level	A, I
Personal Attributes		
Dedicated, child-centred and a sense of fun where appropriate		CW, I
Ability to be still, reflect on who they are, who they should be and how they are going to change		I
Approachable and accessible, recognising the significance of every individual within the school community.		I
An excellent communicator and have strong interpersonal skills (written, verbal and aural) to engage with the whole school community		CW, A, I
Lead in accordance with the school's values, drawing on your own experience and the strengths of staff and governors		A, I
Driven, self-motivated and ambitious leader		A, I
Creates a culture of optimism and celebrating achievement		CW, A, I

A	Application	I	Interview
CW	Collective Worship	DC	Document Check

* There will be opportunities within tasks during the interview day to further demonstrate many of these.

Headteacher Job Description

Job Purpose

The Headteacher will provide professional leadership and responsibility for the strategic and managerial oversight required to deliver the vision for the school. Ensure an ethos of integrity, compassion and excellence throughout the school and community, which serves to value self-esteem alongside respect for others. To develop an environment which enables pupils and teachers to achieve effective learning, so that the school's aims and objectives are implemented in accordance with the policies of the governing board and national and local education strategy.

Qualities and knowledge

1. Ensure that there is a clear vision for the school and that this is articulated with and shared by all.
2. Hold and articulate Christian values and moral purpose, focused on providing a world-class education for the pupils they serve.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, parents, governors and members of the local community.
4. Lead by example, with integrity, creativity, resilience, clarity and compassion, drawing on own knowledge, expertise and skills, and that of those around them.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
7. Communicate compellingly the school's Christian vision and drive the strategic leadership, empowering all pupils and staff to excel.



Pupils and Staff

1. 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.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create a strong Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.



Systems and process

1. 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.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively, in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability. To be the Chief Financial Officer for the academy.
6. 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.

The Self-improving system

1. Create an outward-facing school which works with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff, incorporating effective succession planning as appropriate.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education.

General

To encourage good relationships with immediate colleagues, other staff, volunteers and external contacts.

Be mindful of environmental issues and our role as stewards of God's world in all areas of our work , encouraging schools to engage in these areas. Act as an ambassador for the academy, promoting its role and achievement internally and externally.

To work with courtesy, sensitivity, tact and flexibility, and to maintain confidentiality at all times.

To be aware of and act in accordance with all relevant policies including Safeguarding processes, Health and Safety, Equal Opportunities, Data Protection legislation and procedures, and financial processes.



Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our trust.

We, Parish Church of England Primary School are the 'data controller' for the purposes of data protection law. Our data protection officer is Cheryl Myskiw (see 'Contact us' below). Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

Contact details

Copies of right to work documentation

References

Evidence of qualifications

Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

Race, ethnicity, religious beliefs, sexual orientation and political opinions

Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

Enabling us to establish relevant experience and qualifications

Facilitating safe recruitment, as part of our safeguarding obligations towards pupils

Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation

- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored in line with our records management schedule. When it is no longer required, we will delete your information in accordance with our Data Protection Policy. A copy of our records management schedule is available from the school office.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support.

- Professional advisers and consultants

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you:

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for

- Explain where we got it from, if not from you

- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress

- Prevent your data being used to send direct marketing

- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)

- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the

Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to:

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Cheryl Myskiw at Cheryl.myskiw@parishchurch.lincs.sch.uk