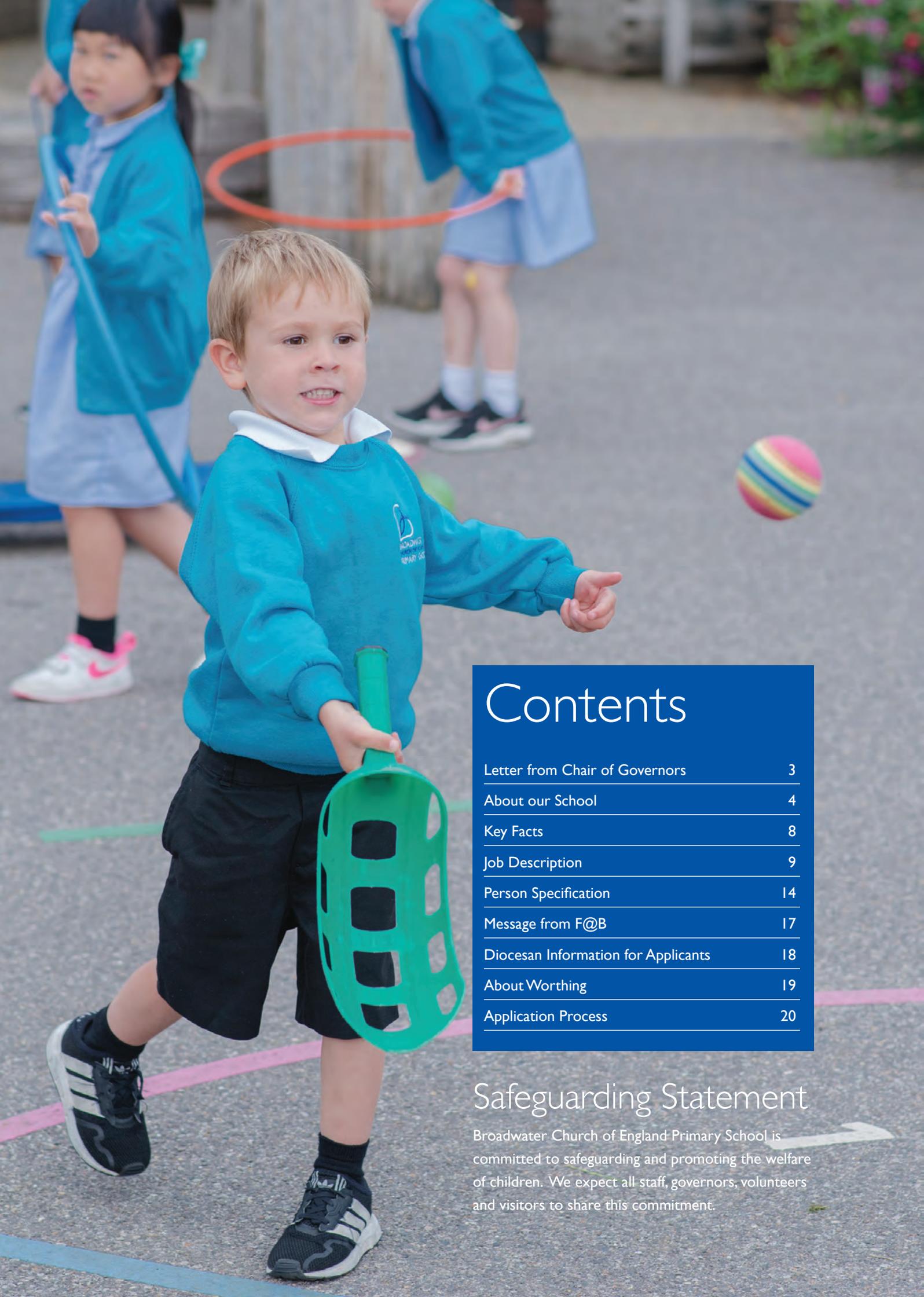




# HEADTEACHER RECRUITMENT PACK



BROADWATER  
CHURCH OF ENGLAND  
PRIMARY SCHOOL



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## Safeguarding Statement

Broadwater Church of England Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff, governors, volunteers and visitors to share this commitment.

# Letter from Chair of Governors

Dear Applicant,

On behalf of the governing board, I would like to thank you for your interest in the post of Headteacher at Broadwater Church of England Primary School.

Our school is a place where our pupils feel happy and safe; where they learn and seek to live as a caring Christian community.

You will find that there is much that is good at our school, and still more that can be accomplished. We have achieved the highest recognition from Ofsted and the Diocese, yet, we know we must constantly strive to improve and meet the ever growing challenges in education.

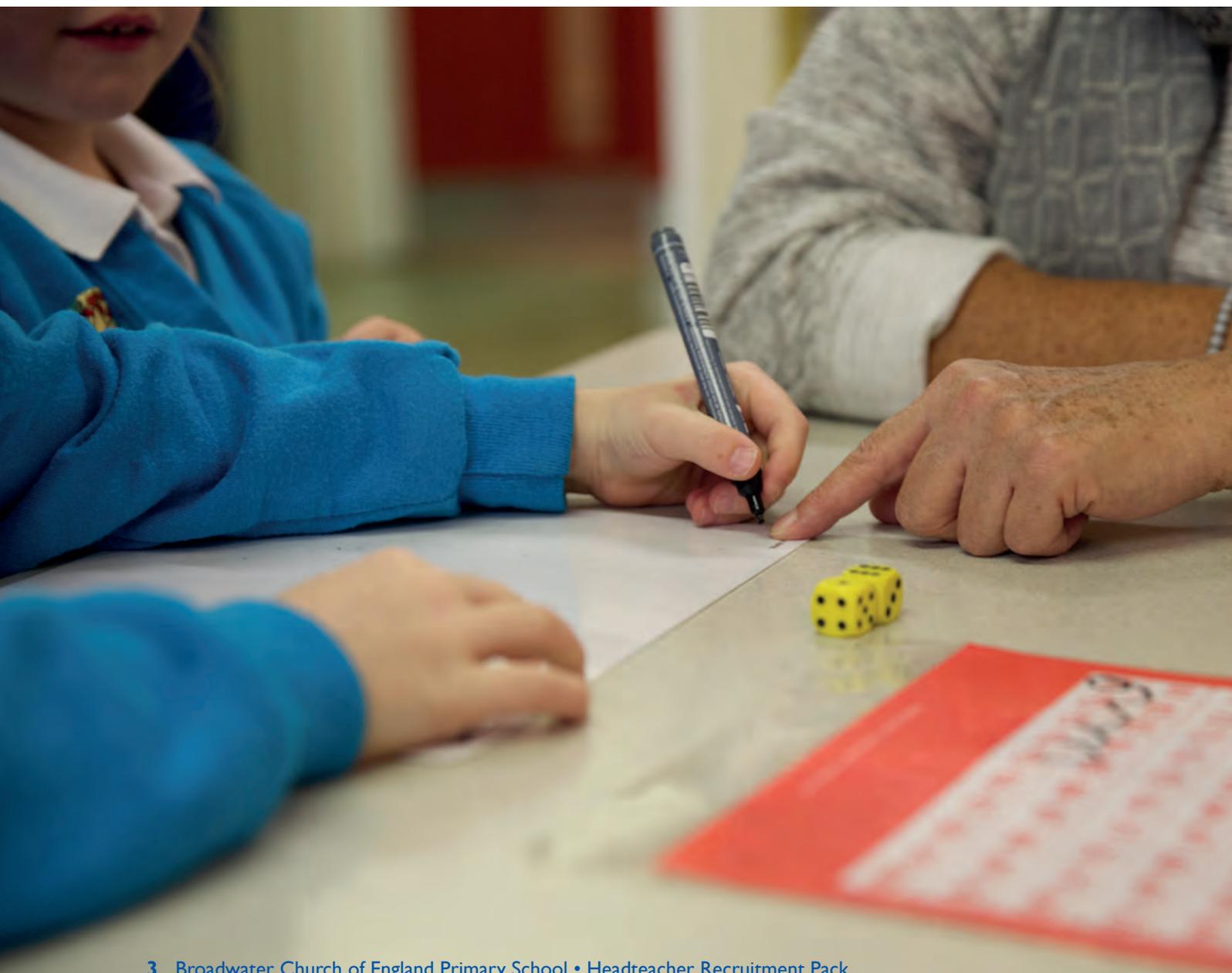
We are looking to attract a Headteacher with a strong track record of senior leadership at Head or Deputy level who will be supportive of the school's Christian ethos.

We warmly welcome informal visits to the school so you can see for yourself the school in action, meet our highly motivated staff and pupils and be inspired by the opportunity this role offers.

I hope you enjoy reading this presentation and we look forward to receiving your application.

Yours sincerely,

Liz Crockett  
Chair of Governors





# About our School

## Our ethos and values

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater Church of England Primary is a Christian school. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. This mission statement is strongly encapsulated in our desire for all members of our school community

to love to learn as they learn to love.

Our school values are underpinned by Galatians 5:22: 'But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things!' It is this fruit that, in partnership with parents, we will instil in the children of the school.

### We will do this by:

- developing each child's self-esteem and self-confidence
- providing an education based firmly on the Christian faith and principles
- teaching children to respect, value and care for one another and make a positive contribution to the world they live in
- teaching children right from wrong
- developing qualities such as kindness, honesty, integrity, tolerance, harmony and humility
- providing opportunities to develop pupils' knowledge, skills and understanding
- encouraging, understanding and supporting democracy
- demonstrating and modelling the qualities we value
- implementing our clear behaviour procedure which rewards good effort and behaviour as well as providing clear boundaries and appropriate sanctions
- providing a well-qualified, committed and effective staff who are keen to maximise children's time in school for learning

The school is situated in Broadwater, a suburb of the coastal town of Worthing, about a mile inland. The South Downs National Park is a short distance away to the north.

This location provides many opportunities to enrich the curriculum.

# What others say

## From our 2018 Ofsted Inspection:

“There is no complacency in this outstanding school. Leaders’ assiduous attention to detail and considerable knowledge of every pupil have ensured that teaching, learning and assessment are exceptionally strong, leading to excellent progress.”

“Leaders at all levels are guardians of the school’s values and ethos.”

“Pupils told inspectors about how highly they rate the school. They firmly believe that the school is ‘special’ because ‘Work is fun; we are challenged in our learning, staff sort things out when we’re struggling or if someone hurts your feelings.’ Other pupils commented that ‘Everybody is included, and everybody is happy.’”

“Parents are very positive about what the school offers. One parent commented on the school’s ‘outstanding moral values.’”

“Distinguished and experienced governors oversee the school’s work with impressive strategic insight. They pose difficult questions to leaders and are dedicated champions for children.”

## SIAMS 2016

“The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners. The school’s Christian ethos permeates its work as summarised in its effective mission statement.”

“The impact of collective worship on the school community is outstanding.”

“Whilst being explicitly Christian, the programme is properly inclusive of those from other backgrounds. Thus it supports religious, spiritual and moral development opportunities well.”



# What are we looking for in our new Headteacher?

**As a school council, we discussed the qualities we would like to have in a Headteacher of our school:**

- Kind with a soft voice
- Knows where the line is
- Funny and likes to have a laugh
- Able to come and teach different lessons with us
- Have new ideas but we don't want everything changing

**Staff and parent responses**

- Passion and drive for improving education and has fresh innovative ideas
- Maintain strong Christian ethos demonstrating this in words and actions
- Knows the children and parents and not afraid to 'be a bit silly' with the children
- Someone with a broad knowledge of all forms of education ... formal, physical, additional needs; celebrating diversity and inclusion





## What do we like about our school?

- Strong Christian ethos and 'family' feel underpins everything
- Constantly moving forward
- The school community has a love for learning with a caring and encouraging nature
- Parents, teachers and children all work together as a community
- Welcoming to all pupils, Christian or not
- Staff can be 'childlike' themselves
- Like a family
- Lovely facilities and premises
- Real community and wonderful atmosphere



## Key Facts

<b>Type of School</b>	Church of England (Voluntary Aided) Primary
<b>School Age Range</b>	4 – 11 Years
<b>Arrangement of Year Groups</b>	2 Form Entry
<b>Location</b>	Broadwater, West Sussex
<b>Denomination</b>	Church of England
<b>Co-Educational or Single Sex</b>	Co-Educational
<b>Budget</b>	In Balance with C/f to 2021/22
<b>Number of Children</b>	428
<b>Average Class Size</b>	30
<b>Attendance Rate</b>	93.45%
<b>Number of Teaching Staff</b>	20 staff (10 full time teachers including Headteacher and Deputy 10 part time teachers)
<b>% of Children on FSM</b>	9.2%
<b>% of Children with SEN</b>	9.8%
<b>% of Children with Pupil Premium</b>	11.60%

For further information on the school please click on the link below.

[www.broadwater.w-sussex.sch.uk](http://www.broadwater.w-sussex.sch.uk)

# Job Description

<b>School Name:</b>	BROADWATER CHURCH OF ENGLAND PRIMARY SCHOOL
<b>Job Description:</b>	HEADTEACHER
<b>Pay Range:</b>	L16 - L22 (£61,166 - £70,745)
<b>Responsible to:</b>	The Governors, the Local Authority and the Diocese

## Main Purposes of the Job

- To provide outstanding professional leadership for the school which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement.
- To work, in conjunction with others, to secure the commitment of the wider community to the school.
- To be responsible for the leadership, internal organisation, management and control of the school, consulting appropriately with stakeholders.
- To create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
- To promote and safeguard the welfare of children and young people the Headteacher is responsible for, or comes into contact with.
- To carry out the duties set out in the School Teachers' Pay and Conditions Document.



# Main tasks

## Qualities and Knowledge

1. Articulate and promote the school's distinctive aims and ethos by working with governors and school staff to identify, affirm and develop the school's vision.
2. Model exemplary professional behaviour towards pupils, staff, governors and others in the school community in terms of attitude, relationships, integrity and continual professional development.
3. Keep up-to-date with any proposed or actual changes in legislation, guidance and research that is relevant to the school.
4. Keep staff and governors informed of trends in education theory, research and opinion and how these impact on the school's vision and improvement priorities.
5. Engage parents effectively in the education and development of their children.
6. Take direct responsibility for the school's continuous improvement.
7. Demonstrate an up-to-date understanding of how school leaders make use of public money, the processes that underpin this and how accountability is assured.
8. Oversee and ensure the school's accountability to other agencies that work on behalf of children and families.





## Pupils and Staff

1. Track and report on the attainment of all pupils within the school, including disadvantaged individuals and groups.
2. Benchmark the school's performance against other schools, both locally and nationally.
3. Ensure the delivery of a broad and balanced curriculum, where all statutory duties are met, with ambitious standards of achievement.
4. Ensure that appropriate pastoral care, guidance and support is available to all pupils, including the most vulnerable and those with special needs or disabilities.
5. Secure excellent teaching through identifying and sharing best practice and appropriate staff development.
6. Energise and inspire colleagues by creating an open culture where success is celebrated and weaknesses are challenged supportively.
7. Use formal systems such as Performance Management and informal knowledge of staff aspirations to offer opportunities for wider responsibility in ways that are transparent and equitable to all staff.
8. Oversee and report on a system of performance management that is proportionate to the roles undertaken, but supportive of improving outcomes for children.

## Systems and Processes

1. Ensure that key policies are current, accessible and understood by relevant staff and governors, taking action to address any oversights or weaknesses where these occur.
2. Deploy staff effectively, having regard for personnel policies and equality of opportunity.
3. Create a safe and caring environment for all pupils and staff by ensuring that the relevant policies are known and adhered to.
4. Seek views and consider feedback from children, staff and families.
5. Hold all staff to account for their professional conduct and practice or establish systems for other senior leaders to do so.
6. Respond positively to appropriate challenge and support from governors, providing timely, accurate and transparent information to enable them to carry out their strategic role.
7. Provide, in turn, appropriate support and challenge to governors to enable them to fulfil their strategic role.
8. Be accountable for pupils' progress and achievement.
9. Balance the long term needs of the school with the priorities in the current improvement plan.
10. Adhere to the Schools Financial Value Standard (SFVS) in deployment of budgets and resources, both human and material.



11. Demonstrate strategic leadership in agreeing improvement priorities and effective management in executing the agreed plans.
12. Encourage a culture and develop systems that make roles and responsibilities clear and manageable, whilst holding all staff to account for the expected outcomes.
13. Delegate staff responsibilities to optimum effect.



## The Self-Improving School System

1. Make use of external benchmarking or partners to evaluate any innovation and to moderate the school's own methods.
2. Identify and develop future leaders.
3. Participate in and contribute to local and national leadership improvement opportunities.
4. Create systems that allow the school to engage effectively with agencies and bodies such as: other schools; social care; health authorities and businesses.
5. Model, develop and disseminate exemplary practice.



## The Christian Character of the School

1. Ensure that the Christian ethos and vision of this Church of England school is clearly articulated, shared, understood and acted upon effectively by all.
2. Demonstrate Christian vision and values in everyday work and practice.
3. Ensure the school operates within agreed Local Authority and Diocesan guidelines and that
4. effective liaison exists between the school, the Local Authority and the Diocese of Chichester.
4. Promote the school and develop effective relationships with the wider community, including the parish church(es) and other local churches.

# Person Specification

## Role of Headteacher

### Broadwater Church of England Primary School

The Governing Board of Broadwater Church of England Primary School is determined to ensure that the school, which has the highest aspirations, provides an excellent centre of learning for all within

its community. We are looking for a Headteacher that can both deliver and further develop this vision. The successful applicant will have the following characteristics:

Qualifications and training	Essential	Desirable
1. Qualified Teacher Status	✓	
2. Degree	✓	
3. Senior Leadership Development (e.g. National professional qualification for headship (NPQH) or similar)		✓
4. Up to date safeguarding training (e.g. DSL and safer recruitment training)	✓	

Qualities and knowledge	Essential	Desirable
1. Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.	✓	
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.	✓	
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on his/her own scholarship, expertise and skills, and that of those around them.	✓	
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	✓	
5. Work with careful judgement 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.	✓	
6. Communicate compellingly the school's vision and drive the strategic leadership of that vision, empowering all pupils and staff to excel.	✓	





Pupils and Staff	Essential	Desirable
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 an 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.	✓	
6. Hold all staff to account for their professional conduct and practice.	✓	

Systems and Process	Essential	Desirable
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 in relation to the school's improvement strategy and holding 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.	✓	
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.		✓



“Broadwater is a Christian school. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God’s world.”

The self-improving school system	Essential	Desirable
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. Question educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.		✓
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.	✓	
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 the school – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.	✓	

Christian character of the school	Essential	Desirable
1. A practising Christian	✓	
2. Know and understand the roles and responsibilities of the Headteacher and governors in a Voluntary Aided school.		✓
3. Understand the importance of the school within the context of the life of the church, fostering a clear Anglican ethos and practice of the school and community.		✓

# Message from F@B

The members of Friends At Broadwater (F@B), the PTA for Broadwater Church of England Primary School, would like to thank you for the interest you have shown in becoming our new Headteacher.

Prior to the pandemic, F@B was a very active PTA, run by a group of people with the common aim of raising additional funds to enrich and enhance the children's education. We are fortunate to receive excellent support from the teaching staff and from the school governors.

We have a strong sense of community and strive to include family events in our programme as well as events solely for children. With that sense of community as a priority we took the decision this academic year to always make provision, at every event, for children that may not otherwise have been able to take part.



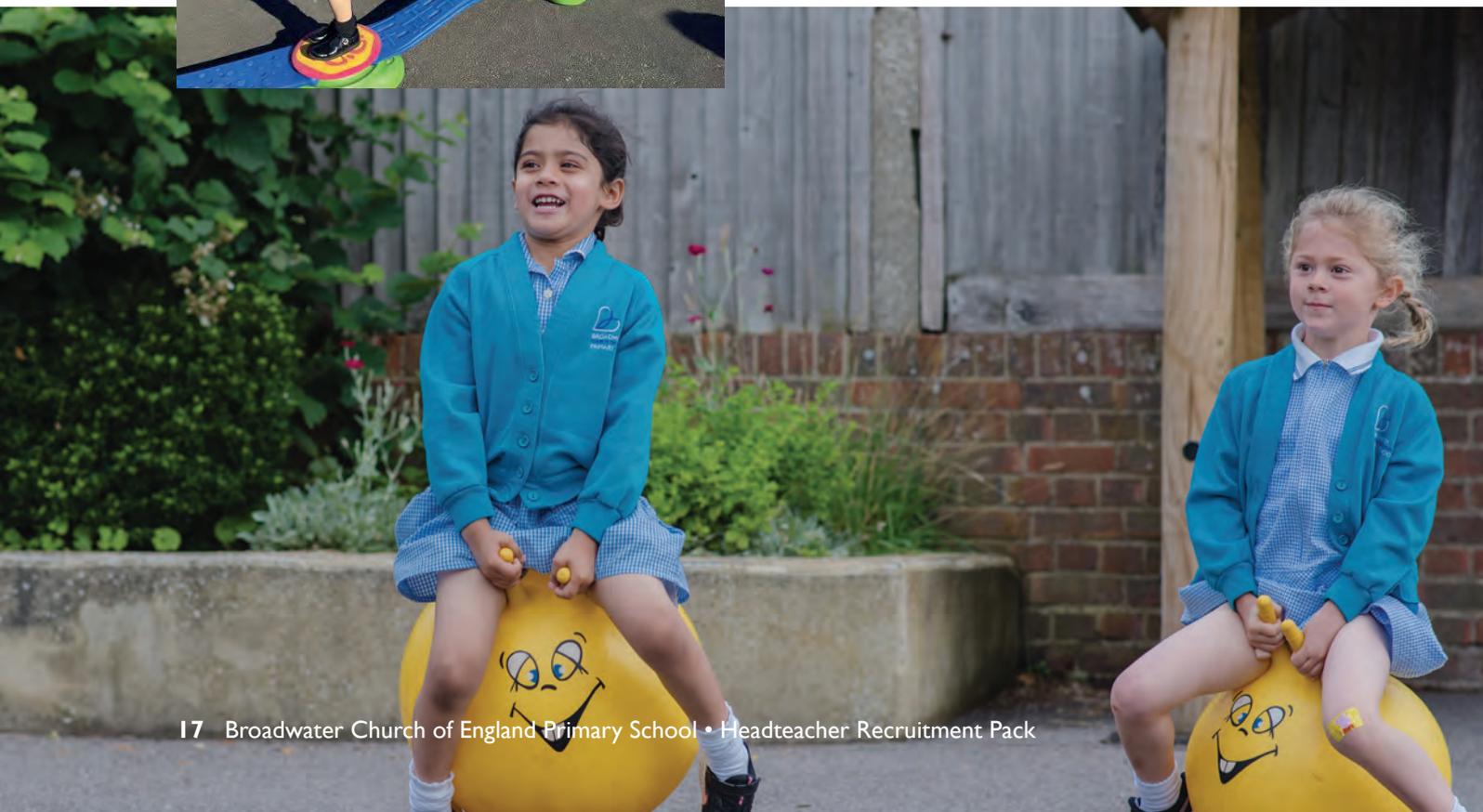
Our programme of events have included:

- Summer Fair
- Christmas Fair
- Bingo Nights
- Quiz Night
- Movie Nights
- An Easter Fundraiser including a lunchtime Easter Hunt
- Uniform, tuck and cake sales

During the pandemic, F@B continued to fund raise with second hand uniform sales and a Christmas Hamper Tombola. We have been actively supporting the Prayer Garden development, so far contributing £6000, which included paying for the local artist to work with the children to design and make the mosaics based on the fruits of the spirit. In the summer we are planning to bring back the children's disco and run a summer fair.

With best wishes

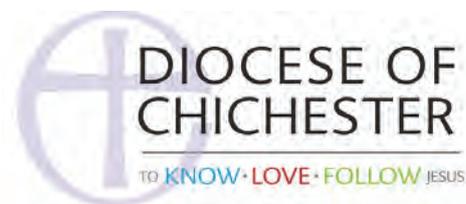
F@B



# Information for Applicants

## Post of Headteacher

### Broadwater Church of England Primary School



Broadwater Church of England Primary School is a voluntary aided school and one of many church schools in the diocese. In total there are 155 Church of England schools and academies – 60 have voluntary aided status and 95 voluntary controlled status. There is also a growing number of partnership schools.

The Diocese of Chichester covers the counties of East and West Sussex and the city of Brighton and Hove. It was founded in 681 by St Wilfrid who converted the Kingdom of the South Saxons and established a cathedral, which no longer exists, at Selsey. In 1075, a new cathedral was begun at Chichester. Today the diocese has 389 parishes which are served by over 500 clergy and employed lay workers.

The work of church schools is supported by the Diocesan Board of Education which is chaired by the Bishop of Chichester. The Education team, based at Church House in Hove, consists of a Diocesan Director of Education, two Assistant Directors, officers and secretaries. The team are supported by several consultants who are available to support school improvement.

A range of services are offered to governors and headteachers including:

- support and training in RE and Collective Worship;
- training and networks for headteachers, senior staff and clergy;
- assistance in developing a distinct Christian ethos in the school;
- advising on the appointment of headteachers and deputy heads;
- pre and post denominational (section 48) inspection monitoring and support;
- governor training and support;
- advice in maintaining, developing and funding school buildings;
- advice in formulating and administering admissions policies;
- advice on moving towards academy status.

Mailings are sent to schools four times a year and the Diocesan website can be accessed at

<https://schools.chichester.anglican.org>.

All church schools and academies in the diocese are expected to enter into a Partnership Agreement with the Diocesan Board of Education.

The Diocese of Chichester Academy Trust (DCAT) is growing and embracing schools that would benefit from being sponsored and those which choose to convert to academy status. Bishop Otter Academy Trust (BOAT) is also now being established.

Website: <https://schools.chichester.anglican.org> Education Office tel: **01273 425687**

# Worthing, West Sussex

Worthing, situated 12 miles west of Brighton and Hove, is the largest town in West Sussex. The town has a thriving shopping, dining, entertainment and business centre. Visitors and residents alike benefit

from its wonderful location nestled between the swimming and kite surfing beaches and the glorious South Downs National Park. Being well served by major road and rail links, Worthing is easy to get to.

For more information on Worthing please visit the town's website <https://discoverworthing.uk>



# How to Apply

Applications should be submitted to [hchooladverts@westsussex.gov.uk](mailto:hchooladverts@westsussex.gov.uk) quoting job reference 16390, by 12 noon on Monday 6th June, 2022.

Letter of application should address the person specification and provide evidence from your current or past experience of how you consider you meet the requirements set out. Your letter, when typed, should not exceed two sides of A4.

## **Interviews will be held on Tuesday 21st and Wednesday 22nd June 2022.**

References, one of which should be from your current Chair of Governors/Headteacher, another from your local authority and the third from your parish priest/ minister of religion, will be sought for shortlisted

candidates prior to the interview date. All applications will, of course, be treated in the strictest confidence.

Visits to the school are warmly welcomed. For further information, or to arrange an informal visit to the school, please contact Mrs Barbara Taylor, Clerk to the Governors, by email [btaylor9@broadwaterce.org](mailto:btaylor9@broadwaterce.org). The Deputy Headteacher will be happy to show you round the school.

## **Terms of Appointment:**

Broadwater Church of England Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff, governors, volunteers and visitors to share this commitment. The post is subject to enhanced disclosure from the Disclosure and Barring Service (DBS), satisfactory references, proof of qualifications, medical declaration and proof of entitlement to work in the EU.





“We are looking for a Headteacher with a proven record of outstanding professional leadership, sustained school improvement, providing high quality education and who has a clear and strategic vision for our Christian school.”



## Contact details

**Broadwater Church of England Primary School**

Rectory Gardens

Worthing

West Sussex

BN14 7TQ

Tel: 01903 235389

[www.broadwater.w-sussex.sch.uk](http://www.broadwater.w-sussex.sch.uk)



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL