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| **St Paul’s C.E.**  **Primary School**    **HEADTEACHER APPLICATION INFORMATION**  **February 2025** |

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**The School Council would like to welcome you to Nelson St Paul’s CE Primary School**

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| **About our school and teachers:**   * Our teachers are kind and caring * They work hard to arrange fun things for us and we are very lucky * The Pupils at St Paul’s are polite and friendly * We are a Church school and have strong Christian values * Pupils speak lots of different languages * We celebrate and respect other faiths and cultural beliefs * We do not tolerate racist or homophobic views * Our school is a safe place to be | **A group of children sitting on the ground  AI-generated content may be incorrect.A blurry image of a covered gazebo  AI-generated content may be incorrect.A fenced in area with a playground  AI-generated content may be incorrect.**  Our amazing school has lovely outdoor areas, including our very own forest school |
| **Qualities would we like our new headteacher to have:**   * We would like our new headteacher to be kind and funny * S/he needs to be polite and understanding * We believe that school leaders should be strict but fair * Our new headteacher should agree with our school values and respect other faiths * We want our new headteacher to listen to us and treat us with respect | **Jobs / tasks would we like our new headteacher to do?**   * Plan fun events like non-uniform days * Lead fun worship sessions * Invite us to show our ‘best’ work * Run lots of sports events with other schools * Praise us for good behaviour and hard work * Invite lots of visitors – like Ant and Dec and other famous people |
| **A room with a table and chairs  AI-generated content may be incorrect.**A room with a wall mural  AI-generated content may be incorrect.**A room with a wall with writing on it  AI-generated content may be incorrect.** | **What our new headteacher can expect from St Paul’s:**   * Well behaved and hard-working pupils * Lovely, caring staff * An amazing school and school grounds with lovely views of Pendle hill * Smiles and love * A warm welcome from pupils, parents and staff * Strong values including British values – we believe in mutual respect |

**‘Love your neighbour as yourself’**

**We would love you to come and visit our wonderful school. Kind Regards: Ava-Zara, Ibrahim, Irtaza, Chloe, Isabelle, Aila, Mustafa, Ismaeel, Khadijah, Caleb, Innaya**



St. Paul’s Church of England Primary School

Hibson Rd, Nelson, Lancashire, BB9 0PY

Headteacher: Mrs J Wood Telephone: 01282 617035

🖳 www.stpaulsnelson.co.uk

Dear Applicant,

Thank you for your interest in the post of Headteacher at Nelson St. Paul's Church of England Primary School which has become vacant due to the retirement our present Headteacher. We trust you find the attached information a useful introduction to our school.

As a distinctively Christian school we are dedicated in preparing every child for life's journey which is reflected in our academic achievement, the school being graded by OFSTED as ' Good ', 2020 as well as 'Good' in SIAMS, 2022. Our children are a pleasure, polite and well behaved, comments made by all who visit our school.

As Governors, we are privileged to be part of this remarkable school and believe that the key to our success is in the strong relationships and support between its excellent team of dedicated teachers, support staff and our strong Board of Governors. A tour of the school affords you an insight into the current topics, which are showcased through pupils' amazing work on all display boards and a sense of the school's pride and faith are evident.

St. Paul's is a school where we all work together to deliver to the best of our capabilities, which going forward will be exemplified by a successful candidate who is a dynamic, motivated and inspirational leader, an outstanding practitioner who is equipped to uphold and develop the school's Christian ethos and distinctiveness. Someone who has the wisdom, experience and confidence to take the school forward, building on what is currently good by embracing the opportunities and challenges thereby ensuring all pupils are supported in attaining their full academic and social potential. They will have excellent interpersonal skills and the ability to communicate effectively with all members the school and its wider community.

I warmly welcome interested candidates to visit our school, arrangements can be made by contacting the School Business Manager, Mrs Kay Robinson, telephone, 01282 617035

Yours faithfully,

Rod Marsden

Chair of Board of Governors St. Paul's CE Primary School

**Agreed timetable for appointment of**

**Headteacher at St. Paul’s CE Primary School**

**Spring 2025**

Initial meeting of the governing body - 6 pm 10th February at school

Advertisement appears - Monday, 24th February 2025

Visits to school - Week commencing 3rd March

Closing dates for applications - Friday, 14th March

Applications to governors by - Friday 21st March

Shortlisting meeting - Wednesday, 26th March, 6 pm at school

Interviews and appointment - Wednesday, 30th April at school

Thursday, 1st May – venue to be decided.

New headteacher takes up post- 1st January 2026

**Agreed Pay Range for appointment of**

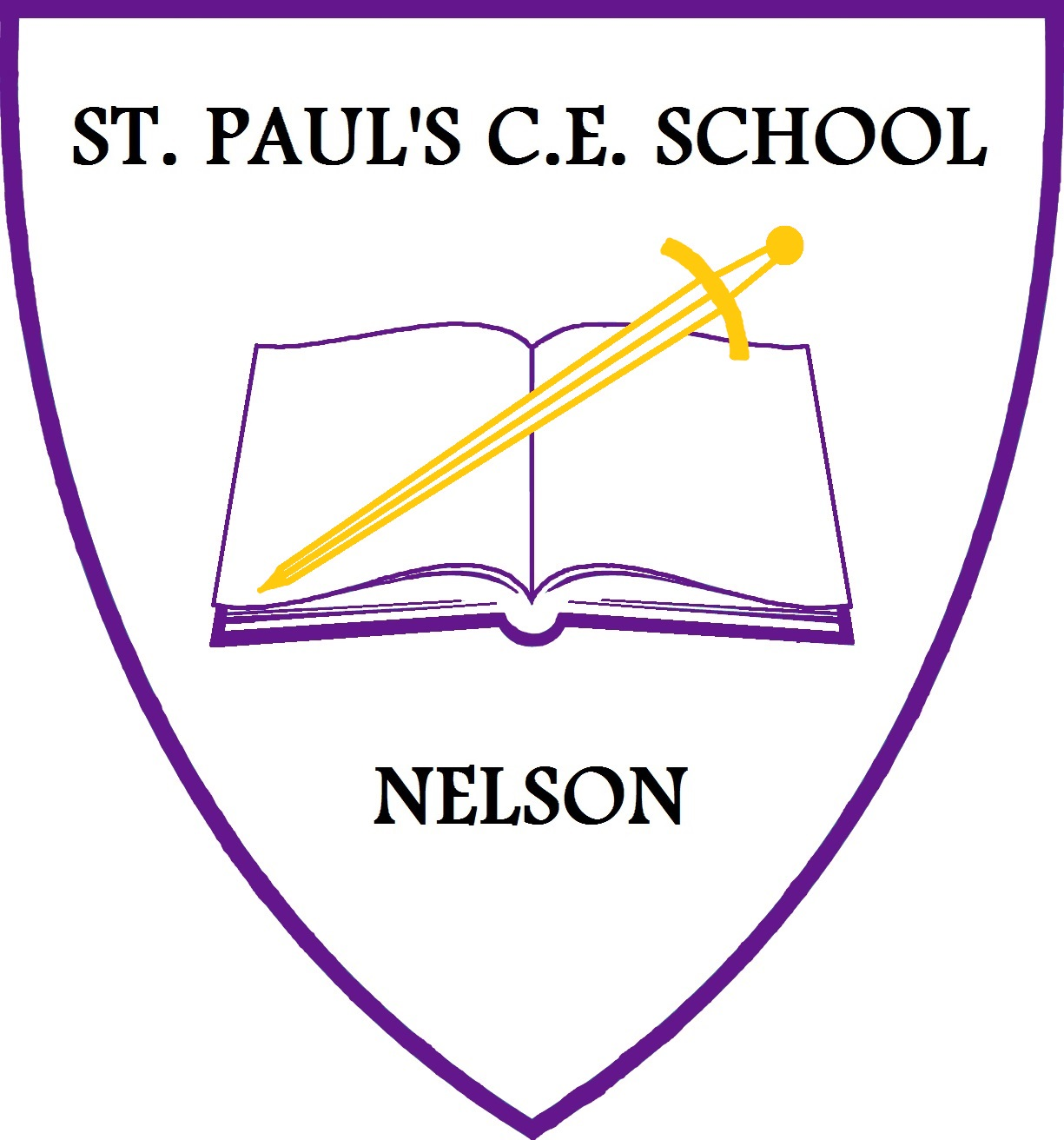
**Headteacher at St. Paul’s CE Primary School**

**February 2025**

**Leadership Pay Spine: Leadership point 17 - 24**

**A group of children playing on a track

AI-generated content may be incorrect.**

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**St Paul’s Church of England Primary School,**

**Hibson Road, Nelson**

**Postcode BB9 0PY**

**HEADTEACHER**

**Leadership Pay Spine, Group 3 L17- L 24**

**Number on roll - 407**

Required Beginning of January 2026

The Governors invite applications for the post of Headteacher at our wonderful Church of England Primary School.

The forthcoming retirement of our current well-respected headteacher provides an exciting opportunity for a highly effective, inspirational and outward-facing leader to work with amazing children and a team of motivated staff. St. Paul’s is a two form entry Church Aided primary school serving a diverse community, moving to its current modern school premises in 2014. It has been judged good by both Ofsted and SIAMS and possesses a distinctive Christian ethos and vision which is grounded in both the day to day life of the school and in our improvement plans.

We are looking for:

* A worshipping Christian.
* A proven track record of effective leadership and management of people and a commitment to working in partnership with governors, staff, parents, Church, other schools and the local community.
* Someone who has the ability to enable others to flourish.
* Someone who will contribute to the vision and mission of St Paul’s CE Primary School within the school, the parish and the wider community.

In return we can offer:

* A caring, inclusive school community built on Christian values.
* A team of dedicated, hardworking staff and senior leaders.
* A highly supportive Governing Body.
* A welcoming and well maintained school with easy transport access.
* Strong links with Blackburn Diocese and the Local Authority.
* A commitment to continuing professional and spiritual development.

St Paul’s Primary School is committed to promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to: undertake an enhanced DBS check, provide suitable references, provide evidence of qualifications and be subject to identity checks.

***Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.***

If you would like to find out more about the schools please visit our website:

<https://www.stpaulsnelson.co.uk/>

However, to truly get a feel for this fabulous school and to understand the real opportunity to build on its successes, a visit is highly recommended. To arrange a visit (on either 6th or 7th March) please contact Kay Robinson, our School Business Manager on 01282 617035 or email[bursar@st-pauls-nelson.lancs.sch.uk](mailto:bursar@st-pauls-nelson.lancs.sch.uk)

**Recruitment and Selection Process**

Shortlisting will take place on Wednesday 26th March

Interviews will be held on 30th April and 1st May.

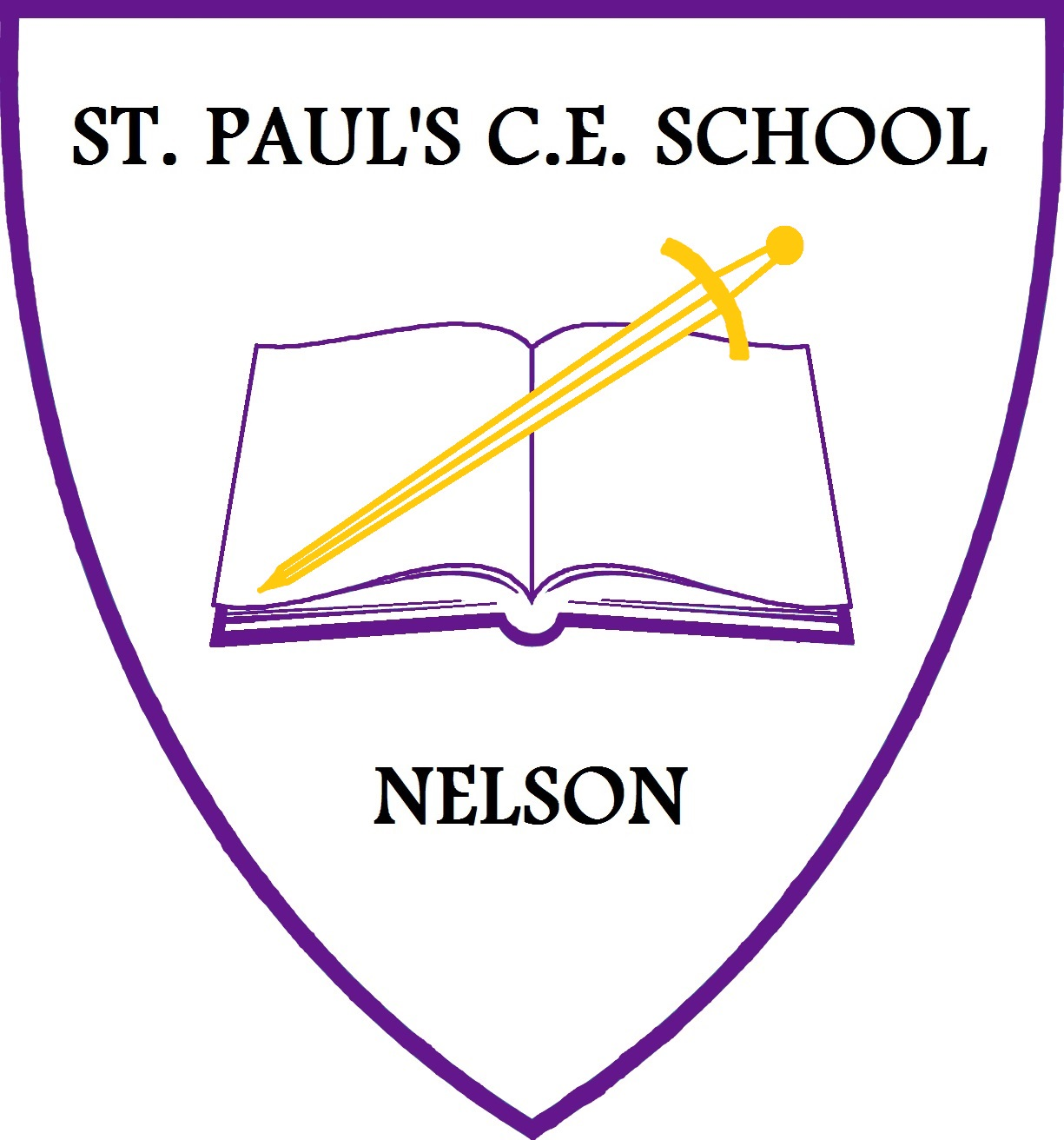
Shortlisted applicants will be expected to attend on both days and further details will be provided to candidates called to interview. Applicants will be advised by no later than Monday 31st March if they are to be invited to attend an interview.

**Applications**

You should provide a full statement in support of your application. Please do not exceed three sides of A4 paper and do not restate factual details already included elsewhere on the application form.

Your completed application should be emailed to [Applications@st-pauls-nelson.lancs.sch.uk](mailto:Applications@st-pauls-nelson.lancs.sch.uk) or posted to Mrs Kay Robinson, St Paul’s CE Primary School, Hibson Road, Nelson, BB9 0PY. Please mark any posted or hand delivered applications Private and Confidential.

**The closing date for applications is Friday, 14th March 2025 at 12 noon.**



**St. Paul’s Church of England Primary School**

**Headteacher Job Description**

**February 2025**

*Church of England Schools*

This job description reflects the **Headteachers' Standards** (2020). These standards are built upon The Teaching Standards (2012) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the **School Teachers’ Pay and Conditions** document and other current educational and employment legislation, including that of the Department for Education and in the terms of the National Society contract. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the Diocesan Authority, the Governing Board, the staff of the school, its pupils and the parents of its pupils.

**A. The Core Purpose of the Headteacher**

The core purpose of the Headteacher is to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding a unambiguous Christian vision that seeks to empower all stakeholders to experience ‘life in all its fulness’ (John 10:10). The headteacher will provide professional leadership and management for the school that ensures compliance with the Trust Deed and enhances the Christian character of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. To gain this success the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher should establish a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos.

The Headteacher is the leading professional in the school. Accountable to the Governing Board, the Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school’s aims and objectives and for the day-to-day management, organisation and administration of the school.

As a leader of a church school, the Headteacher is responsible for ensuring that the provision of high quality worship and Religious Education consistent with the teachings of the Church of England/Methodist Church are central.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the Local Authority, the Diocese/Methodist District, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

**B. Headteacher Standards**

**1. School culture**

Headteachers:

* establish and sustain the school’s Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community and wider Diocese/Methodist Circuit
* create a culture where pupils experience a positive and enriching school life
* uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
* promote positive and respectful relationships based on Biblical values across the school community and a safe, orderly and inclusive environment
* ensure a culture of high staff professionalism

### 2. Teaching

Headteachers:

* establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
* ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
* ensure effective use is made of formative assessment
* ensure that the teaching of Religious Education is high quality and consistent with the teachings of the Church of England

**3. Curriculum and assessment**

Headteachers:

* ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
* ensure that a high quality enquiry based Religious Education curriculum is used which is consistent with Church of England teaching
* establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
* ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
* ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding of the curriculum

### 4. Behaviour

Headteachers:

* drawing on the Christian vision of the school, establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
* ensure high standards of pupil behaviour and courteous conduct in accordance with the school’s behaviour policy
* implement consistent, fair and respectful approaches to managing behaviour
* ensure that adults within the school, model and teach the behaviour of a good citizen, according to Christian values

**5. Additional and special educational needs and disabilities**

Headteachers:

* ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
* establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
* ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
* ensure the school fulfils its statutory duties with regard to the SEND code of practice

**6. Professional development**

Headteachers:

* ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
* prioritise the professional development of staff, ensuring effective planning, delivery and
* evaluation which is consistent with the approaches laid out in the standard for teachers’ professional development
* ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
* ensure that professional development opportunities are provided that enable a deeper understanding and effective development of the Christian ethos, worship and Religious Education in the school, including drawing on expert provision at National Church and Diocesan level

**7. Organisational management**

Headteachers:

* ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
* prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
* ensure staff are deployed and managed well, with due attention paid to workload
* establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
* ensure rigorous approaches to identifying, managing and mitigating risk

**8. Continuous school improvement**

Headteachers:

* make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness as a church school and identify priority areas for improvement
* develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school’s context
* ensure careful and effective implementation of improvement strategies which lead to sustained school improvement over time, including improving performance against the SIAMS criteria

**9. Working in partnership**

Headteachers:

* forge constructive relationships beyond the school, working in partnership with parents, carers, the church and the local community
* commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
* establish and maintain working relationships with fellow professionals and colleagues in the Diocesan Authority and across other public services to improve educational outcomes for all pupils

**10. Governance and accountability**

Headteachers:

* understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
* establish and sustain professional working relationships with those responsible for governance
* ensure that staff know and understand their professional responsibilities and are held to account
* ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

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| --- |
| ***The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.*** |

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to Headteacher*

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***Person Specification for***

***Headteacher in St Paul’s CE School***

***The applicant will be required to safeguard and promote***

***the welfare of children and young people***

Selection decisions will be based on the criteria below. 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 and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

**[A] Faith Commitment**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership. *(This requires evidence of current church involvement and a clear indication of the applicant's beliefs in relation to a Church school)* | **E** |

**To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Strategic thinking and planning that builds, communicates and carries forward a coherent and shared Christian vision for the school | **E** |
|  | Ways to ensure that the Christian vision enables the flourishing of pupils and adults within the school and its community | **E** |
|  | Leading school worship | **E** |
|  | Ways of developing the effectiveness of religious education and the impact of collective worship | **E** |
|  | How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn | **E** |
|  | Ways of leading the spiritual development of all the school community | **E** |

**[B] Qualifications**

|  |  |  |
| --- | --- | --- |
|  | **Qualification requirements** | **Essential/ Desirable** |
|  | Qualified teacher status | **E** |
|  | Degree | **E** |

**[C] Professional Development**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Evidence of ongoing leadership and management professional development | **E** |
|  | Up to date safeguarding training and knowledge of legislation for the protection of young people | **E** |

**[D] School leadership and management knowledge and experience**

|  |  | **Essential/ Desirable** |
| --- | --- | --- |
|  | Successful leadership as a Headteacher | **D** |
|  | Successful leadership as a Deputy Headteacher  **OR**  Assistant Headteacher | **E** |
|  | Evidence of successfully leading school improvement | **E** |
|  | Evidence of the application of strategies to review, evaluate and improve teaching and learning | **E** |
|  | Experience of leading curriculum development | **E** |
|  | Experience of monitoring staff performance | **E** |
|  | Experience of effective budget management and financial analysis | **D** |
|  | An understanding of strategic financial planning in relation to its contribution to school improvement and pupil achievement | **D** |
|  | The ability to provide support and advice to the Governing Board to enable it to meets its responsibilities | **E** |
|  | To have had experience of guiding, mentoring or training individuals or teams | **E** |
|  | Maintains good awareness of current national education policy and strategy | **E** |

**[E] Experience and knowledge of teaching**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Proven excellence in teaching pupils in the primary phase | **E** |
|  | To have a current knowledge and understanding of all 3 Key Stages in the primary phase | **E** |
|  | Can effectively analyse school data and identify appropriate actions which then form part of the school improvement plan | **E** |
|  | Commitment to ensuring inclusion and addressing diversity positively | **E** |
|  | A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils | **E** |

**[F] Professional Attributes**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Strong behaviour management skills | **E** |
|  | An ability to communicate effectively, both orally and in writing, with a range of audiences | **E** |
|  | To be a leader of learning; demonstrating, promoting and encouraging excellent classroom practice | **E** |
|  | A commitment to the professional development for all staff, and self | **E** |
|  | Have a good commitment to sustaining regular attendance at work | **E** |
|  | To be able to assess and balance risks and opportunities | **E** |
|  | An ability to engage and work collaboratively with parents and carers | **E** |
|  | The ability to plan, prioritise and organise self and others | **E** |

**[G] Personal Qualities**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | A passion for achieving the very best outcomes for all children | **E** |
|  | A clear Christian vision for an innovative, progressive and forward thinking school | **E** |
|  | The ability to communicate the clear Christian vision for the school to all people | **E** |
|  | The capacity to provide inspirational, enthusiastic and innovative educational leadership | **E** |
|  | A caring and considerate attitude towards children, which values each child's potential and recognises each child as an individual. | **E** |
|  | Flexibility, initiative and personal responsibility to maintain a positive attitude in the face of a challenging and demanding job | **E** |
|  | An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, Governors, colleagues, other professionals and wider community | **E** |
|  | The ability to inspire confidence | **E** |
|  | Excellent interpersonal skills | **E** |
|  | The ability to perform effectively under pressure | **E** |
|  | Possess an awareness of - and be able to support - the well-being of themselves and others | **E** |
|  | Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others | **E** |

**[H] Safeguarding**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential/ Desirable** |
|  | Displays commitment to the protection and safeguarding of children and young people | **E** |
|  | The ability to form and maintain appropriate relationships and personal boundaries with young people | **E** |
|  | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | **E** |
|  | Will co-operate and work with relevant agencies to protect young people | **E** |

**[I] Professional Skills**

Each candidate will be expected to demonstrate knowledge and understanding of the Headteachers' Standards 2020 which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in St. Paul’s CE Primary School.

**[J] Confidential References and Reports**

|  |  |  |
| --- | --- | --- |
|  | Positive and supportive faith reference from the priest/minister where the  applicant regularly worships  *Candidates who do not use their Parish priest/minister must give an explanation in the letter of application* | **E** |
|  | Positive recommendation from all referees, including current employer | **E** |

**[K] Application Form and Supporting Statement**

*The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post; it should be no longer than three to four sides of A4.*

*PLEASE DO NOT INCLUDE CVs with your application as these will not be considered.*



February 2025

Dear Prospective candidate

**FAITH REFERENCES**

As you are aware the person specification for the post for which you are applying states that you are asked to provide a ‘*positive and supportive faith reference from the priest/minister where the applicant regularly worships’*.

In the light of this and given that a priest is often managing ministry teams and/or more than one church/parish, we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application to ask them to agree to act as a referee.

2. Ensure that the priest is aware of:

* your involvement in parish life e.g. groups you attend/lead, Bible reading or intercession rota etc. (it may be that currently you are not heavily involved in parish life due to other commitments)
* your present post – name of school, areas of responsibility, etc
* the post to which you are applying – name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible~~.~~

Candidates who do not use their Parish priest/minister must explain the reason for this in the letter of application. This can be for a number of reasons, e.g. because the parish is in vacancy, or has a recently appointed priest. Whatever the situation, failure to explain may lead to your application not progressing further in the process.

The following websites set out the current list of churches that are members of Churches Together in England, the Evangelical Alliance and North-West Gospel Partnership. Please ensure that your place of worship is on the list. If you have any questions with regard to your church’s affiliation or the contents of this letter you should contact the Diocesan Adviser for the appointment at Nelson St. Paul’s Church of England Aided Primary School.

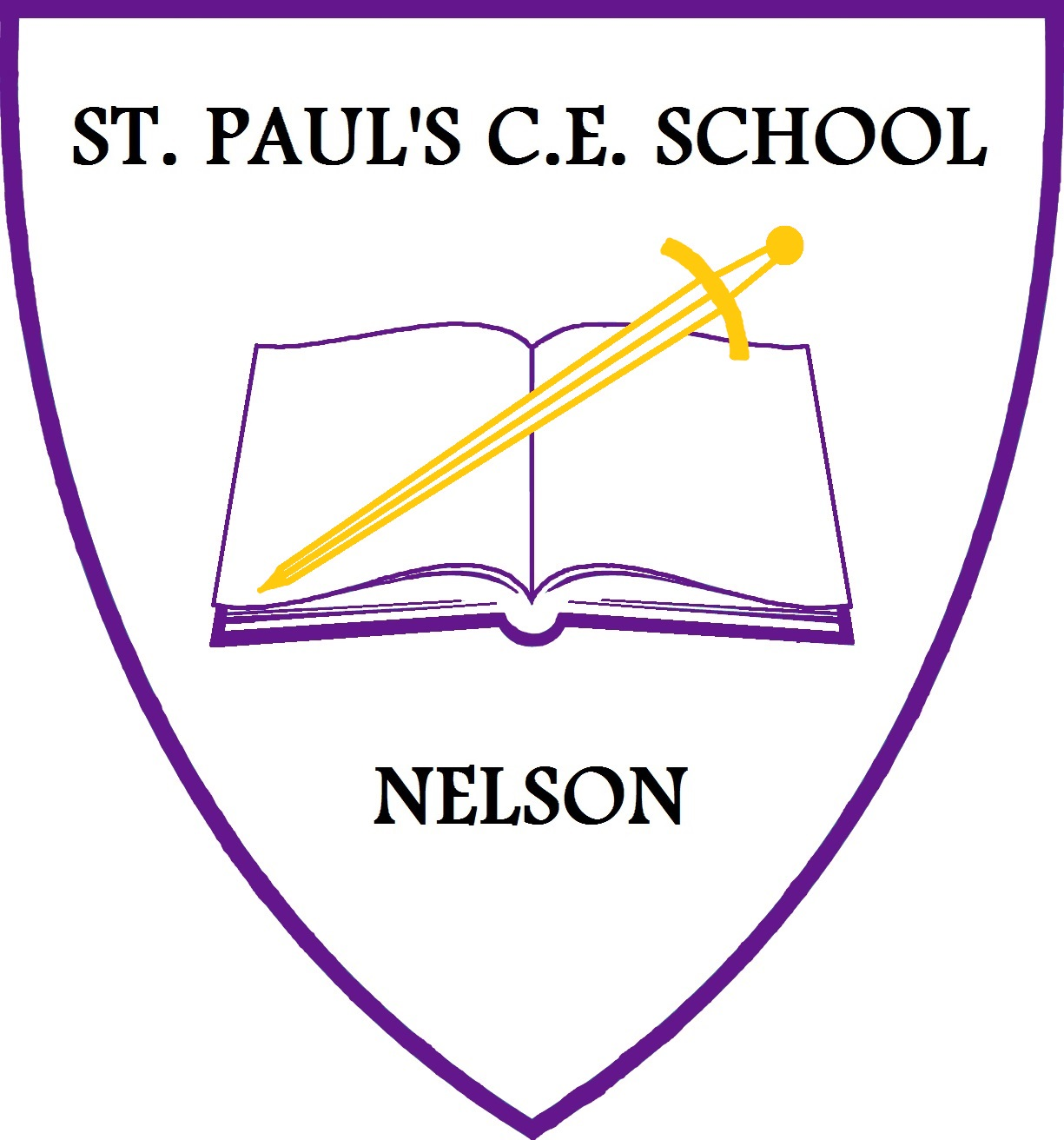
The list of Churches Together in England and its associated bodies can be found at [www.cte.org.uk](http://www.cte.org.uk) The list of member churches of the Evangelical Alliance can be found at [www.eauk.org](http://www.eauk.org) The list of member churches of the North West Gospel Partnership can be found at <https://northwestpartnership.com/>

Yours faithfully,

Lisa Fenton

**Associate Adviser for Blackburn Diocese**

**Attendance Policy Statement**

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St Paul’s CE Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school’s leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

