

Fernhurst Primary School

Headteacher information pack



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Welcome from Sue Samson, CEO



Welcome and thank you for your interest in the Headship of Fernhurst Primary School.

Thank you for your interest in the Headship of Fernhurst Primary School.

This school is a very special village school meeting the needs of its local community and providing a set of rich opportunities rooted in its rural heritage for its pupils. This school is wonderfully located, has great facilities, has improved considerably and has the potential to be outstanding. This is a really exciting opportunity for a dynamic and committed individual who has the drive and determination to lead this school on the next stage of its journey to excellence.

As a Trust we passionately believe in a collaborative approach, encouraging all our headteachers to work together and to support each other as well as to share their experience and become co-leaders across the Trust. In a school like Fernhurst this provides a community of practice which is wider than that of an individual school and ensures that as a small school Headteacher you are not alone. We provide opportunities for developing and sharing best practice, networking and staff development. This is enhanced by our partnership with the University of Chichester, where the Institute of Education brings 180 years of experience in the training of teachers and is fully engaged in the work of our academies.

If you believe you have the skills and expertise to make a significant contribution to Fernhurst Primary School and the Trust, have a child centred approach to learning and teaching, share our values and would like to join our innovative and dynamic educational family, we would love to hear from you.

I hope this information pack will provide you with an insight to Fernhurst Primary School and the Trust. If you are interested in the post we would invite you to visit the school and we would also be pleased to answer any further questions you may have.

A handwritten signature in black ink that reads "Sue Samson". The signature is fluid and cursive.

Sue Samson
CEO, University of Chichester Academy Trust

“The Trust’s vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust’s officers, governors and headteachers.”

Ofsted Review of the Trust, 2017

A Vision for Excellence

Fernhurst Primary is a single-form entry school for up to 210 pupils, situated in the heart of a lovely and well-connected village which sits within the North-West part of the South Downs National Park, an area of outstanding beauty surrounded by hills with easy access to the countryside, with its beautiful walks and to a number of market towns with the historic city of Chichester only 17 miles away

The school is situated in the heart of the village and offers large, light, bright classrooms equipped with interactive white boards and all with direct access to outside space. It is situated in spacious grounds with an extensive playground, a small orchard, an adventure playground, a wooded area and a large playing field. With access to several acres of woodland, the school benefits from exceptional outdoor learning activities including a Forest School programme with a qualified Forest School Leader and helpers. The school also hosts a breakfast and after-school club and has a wide range of extra-curricular activities.

Fernhurst Primary focusses its mission statement and ethos around the UNICEF Convention of the Rights of the Child and are very proud to have achieved the Silver Award in 2018 and are currently working towards the Gold Award. All pupils are expected to learn to respect and care for each other and by doing so the school has seen the benefits in the growth of children's self-esteem and with improvements in behaviour and relationships.

Fernhurst Primary joined the University of Chichester Academy Trust in September 2014 as a school that required improvement and had their first Ofsted inspection as an Academy in July 2017, achieving a "Good" Ofsted rating. Leaders at the school have worked diligently and successfully to improve the school since it became an Academy and have high aspirations for its future.

Working with staff, governors and the local community, the ethos of the school underlines the shared belief of the Trust where every child matters, and every day is a day for learning and making progress. With a dedicated team of staff who are actively involved and take personal responsibility in the development of the school, you will find an enriching curriculum which takes advantage of its surroundings and location. Deeply rooted in its locality, Fernhurst Primary encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart. Having built strong and supportive links with the local community, members of the local community visit regularly giving a real community atmosphere.

Easily accessible from Liphook and Haslemere train stations and accessible by car on the A286, Fernhurst offers a lovely village location with a village hall, 2 public houses, several shops, a post office, village green and a community centre offering events and classes to the local community. The village's accessible location makes it ideal for visiting a number of local towns all within a reasonable driving distance or for commuting from one of these towns. Haslemere (4miles) and Midhurst (5 miles) both have thriving shopping centres with Guildford (20 miles), Petersfield (11 miles), and Godalming (11 miles) are all within easy reach. Goodwood is also on the doorstep with a range of events from horseracing and the impressive Qatar Goodwood Festival, motor sport at the motor circuit and the annual Festival of Speed and Goodwood Revival events which bring visitors from around the world.

Elizabeth Vigar, Chair of Governors



Fernhurst Primary School Governing Body is looking for a Headteacher who will relish the challenge and support from a Governing Body that continues to develop and progress itself. We want to support you to further develop our role as a school that supports its community and inspires and motivates its young people to be successful in the world of the future, and to achieve beyond their potential.

We will support our new Headteacher to further develop this school's involvement with its local community, local schools and those of the University of Chichester Academy Trust to provide the very best for our children. The Governing Body want to ensure that our children are excited to attend school each day, knowing it is a happy and safe learning environment. Every child and member of staff at Fernhurst Primary has a unique gift, we want a Headteacher who will develop and promote these for the benefit of all. Education and learning should be fun, developing lifelong enjoyment and as a Governing Body we are seeking an individual who will stand proud to say they are the Headteacher of Fernhurst Primary School and part of the University of Chichester Academy Trust.

Listening to our Pupils

We encourage pupils to have a voice, and we asked the Pupil Leaders and House Captains to let us know what they would like their next Headteacher to be, they told us they would like someone who:

- Is kind and approachable but strict when they need to be;
 - Is a friend to all;
 - Has lots of good ideas;
 - Is environmentally friendly;
 - Listens to children's point of view;
 - Encourages music and the arts;
 - Likes us to take part in sports events, competitions, and wants us to do our best and be good sportspeople and promotes sport after school;
 - Promotes a love of reading through lots of exciting events;
 - Understands how children feel and knows how to treat them;
 - Can deal with tricky children;
 - Is patient and works well with all children;
 - Supports our work in fund raising for different things;
 - Is forward thinking;
 - Provides opportunities for everyone to develop skill and find new ones; and
 - Encourages all children to be the best that they can be.
-



Our shared Vision is all young people to be inspired by an excellent education which raises their aspirations and enriches their lives.

University of Chichester Academy Trust

A shared vision

We seek to add powerful momentum to the progress of our family of academies through a shared aspirational vision and inclusive ethos. As a Headteacher within our Trust, you will join a group of committed and dedicated headteachers who support each other and demonstrate a commitment to encouraging high aspirations and success for everyone through excellent teaching and learning. As a natural community leader, you will have the ability and desire to establish the academy as a locally valued asset at the heart of its community.

We believe in:

- Promoting high aspirations and success for all;
- Ensuring progressive and sustained improvement in standards of education;
- Creating a learning environment where staff promote and deliver a positive, exciting and relevant learning experience for pupils;
- Supporting and building leadership and management capacity;
- Developing a community where parents and carers are valued;
- Valuing and encouraging the continual professional learning of staff.

Intrinsic to our approach, is that all our academies are unique, with needs that emerge from their specific context. We work in partnership with the Headteacher, Governors, staff, parents and carers to affect a programme of long-term and sustainable excellence that will have a real impact, first for the pupils, but also for the staff and wider community.

Underpinning the tailored programme of school improvement is a 'core offer' so that the strain of managing finances, HR and legal aspects can be supported centrally, allowing the Headteacher and staff team to focus on teaching and learning, and the pastoral role that is naturally part of academy and community life.

What we offer

- An opportunity to lead a school on its journey to Excellence;
- A strong and supportive governing body determined to do the best for this community;
- The opportunity to join the Trust's Academy Leadership team to make a difference as we drive system improvement in a changing world;
- Opportunities to work with senior leaders and academy staff across the Trust who are committed to a shared set of values;
- A collaborative Trust which inspires innovation and the motivation for leaders to influence and shape the strategy of the wider Trust and the educational landscape;
- Access to the University of Chichester, with 180 years of experience in the training of teachers, for research, specialist support, training and academic study;
- A strong commitment to continuing professional development and support for your personal leadership journey;
- Comprehensive central support, advice and guidance to enable you to lead progress in teaching and learning



Job Profile

Job Title: Headteacher

Reports to: CEO, Academy Trust

Location: Fernhurst Primary School, Chichester

Function of the post:

As an inspirational innovative leader you will drive the vision and strategic direction of Fernhurst Primary School. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and the continued rapid improvement of the school. Aligning to the culture and ethos of the Trust, you will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the University and other Trust schools developing and delivering a dynamic learning partnership and act as a positive role model and advocate for the Trust.

Principal Accountabilities:

- Lead, inspire and promote a positive whole school culture and ethos aligned to the values of the Trust, that supports the academy on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and teachers;
- Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve;
- Lead the development and delivery of the Academy's Journey to Excellence Plan, to ensure it is child centred and supports exemplary learning and teaching strategies and practice;
- Develop high quality dispersed leadership to manage development and drive improvements;
- Lead the teaching and learning programme of the academy and act as a role model for innovative and engaging evidence-based practice
- Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better teaching in an environment staff find challenging, enriching and rewarding;
- Ensure academy structures and systems are embedded, secure and supported by robust policies and procedures;
- Ensure financial planning and quality assurance is robust and the school is a safe and effective educational environment for children;
- Act as Designated Safeguard Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and children and staff feel safe and are valued;
- Contribute to the success of the Trust, building and promoting the engagement with the University; community stakeholders and engaging with other schools to enhance learning through school to school support and evidence-based practice.

University of Chichester Academy Trust:

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

National Standards of Excellence for Headteachers:

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National standards of excellence for headteachers, January 2015.

Teachers' Standards (England)

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

Framework:

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

Health and Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

Data Protection:

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	E	D	Evidenced through
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post.	✓		Application Documentary evidence Interview
National Professional Qualification for Headteachers or other leadership and management training.		✓	
Current knowledge of the national curriculum and research on strategies to support effective teaching and learning.	✓		
Good understanding of the Academies agenda and the role of a Multi-Academy Trust.	✓		
Good understanding of the changing role of academies, the local authority and OFSTED, and how to work effectively with these and other such bodies	✓		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and community	✓		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance.	✓		
Skills	E	D	Evidenced through
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals which achieve improvement	✓		Application Interview Activities References
Evidence of strong emotional intelligence and the ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery.	✓		
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the academy's educational goals and priorities.	✓		
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the academy, promoting high aspirations and success for all.	✓		
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others.	✓		

Good ICT and administrative skills to enable effective implementation of tasks required of a Headteacher.	✓		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the Academy Trust.	✓		
Experience	E	D	Evidenced through
Successful experience at Deputy or Headship level across primary age range (KS1,KS2), with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact on pupils achieving their full potential	✓		
Relevant experience of whole school management, including financial, budgetary and resource management such as challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	✓		Application Interview Activities References
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	✓		
Evidence of providing the support and resources that enabled a highly effective governing body fulfil their statutory responsibilities for teaching, learning and standards, and act as critical friend for the benefit of the school	✓		
Evidence of managing additional educational needs provision which required collaborating and building effective relationships with parents, carers, multi-agencies and the wider community to enrich teaching and learning for the inclusion and wellbeing of all pupils	✓		
Personal Attributes	E	D	Evidenced through
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and individuals are motivated to achieve high goals and accept responsibility for outcomes	✓		Interview Activities References
Commitment to equality and inclusivity which allows the academic, spiritual, moral, social, emotional and cultural development of pupils, celebrating and recognising the differing needs of pupils and staff in a diverse and multicultural Britain, challenging assumptions and preconceived ideas	✓		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓		
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement.	✓		
A commitment to the mission and values of the whole Academy Trust community and to collaborative working for the benefit, and with tangible evidence of driving pupil improvement and progress	✓		

Application Procedure

Applicants should **complete** an **Application Form** and are requested to complete the **Equality Monitoring Form** which can be downloaded from the Trust's website www.unicat.org.uk/find-job and return it to the address below so that it is received no later than **31st May 2020** at 9.00am. In the absence of a visit to the school, we can facilitate a virtual meeting with the current Headteacher. We aim to hold the selection process in June taking advice at that time on whether the selection process should be a virtual or face to face selection process. Everyone's safety is of paramount importance alongside recruiting the best candidate for this Headteacher position.

University of Chichester Academy Trust
HR Department
2.18 Mordington House
Bognor Regis Campus
Upper Bognor Road
Bognor Regis, PO21 1HR

E: unicathr@chi.ac.uk

Statement in Support of Application

In addition to completing the application form, please inform us in no more than 250 words how you believe you can add value to the School and the Academy Trust.

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

CV

You may submit a separate sheet detailing your qualifications and previous employment. All other information requested should be contained within the application form.

If there are any dates unaccounted for you should detail the reasons in the relevant field on the application form.

Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to interview. Depending on the number of candidates shortlisted this may require a two-day process.

Failure to send your application form to the above address may invalidate your application.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately by email.



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If you would like to receive this information pack in an alternative format, please contact the Trust's HR Department.