

# St Andrew's CE (VA) Infant and Junior Schools Federation



## Executive Headteacher Application Pack

*Love each other as I have loved you*  
John 15:12

## A message from the Chair of Governors

Dear Applicant,

On behalf of the Governors, I would like to thank you for your interest in the position of Executive Headteacher at the Federation of St Andrew's Infant and Junior Schools.

The Governors and school staff are excited by the prospect of working with a new Executive Headteacher and are committed to supporting the successful applicant once in post. The school wishes to appoint a highly skilled Executive Headteacher to lead our happy and hardworking team. As Executive Headteacher, you will work closely with governors to set the schools' future strategic direction and, in doing so, you will demonstrate your commitment to pursuing excellence in every aspect of the life of the Federation.

The Federation is proud of its achievements and is determined to build upon its existing high standards of teaching and learning in the future. Governors are looking to appoint an Executive Headteacher who can demonstrate:

- Excellent leadership knowledge and skills;
- A clear vision for enriching the schools' distinctive Christian ethos;
- The ability and passion for raising educational standards; and
- Willingness to build on the very good established links with the community and church.

The Federation's new Executive Headteacher will be a leader who is passionate about teaching and learning, an individual who is committed to achieving excellent outcomes for pupils, and someone who will champion the interests of pupils, staff and the local community.

I hope that the following information will give you a vivid picture of our schools with all their possibilities. Further information is available on our schools' websites. You are warmly invited to visit the schools; you can find details of who to contact within the pack. I very much look forward to meeting you and receiving your application.

Yours faithfully,

Jill Flavell  
Chair of Governors

## About our schools



Our Federation began in 2018 when the Governors, along with the Diocese took the opportunity to formalise the collaboration between our two schools. The Federation has been successful; the junior school has moved from requiring improvement to outstanding (OFSTED 2022) and the infant school has sustained a good judgement with outstanding features (OFSTED 2023).

Both schools provide a well-maintained, well-resourced, safe learning environment for our pupils. The infant school is housed in a Victorian building and the junior school in a modern, 1970's build. Both have excellent outdoor areas for the children and are just a short walk away from each other.



We have a strong team of staff who are committed to providing a high-quality, inclusive, learning environment where children can achieve, enjoy and excel in all areas of school life.



Our vision statement is **'Promoting excellence within a caring, Christian community'**. We love our children, their families and the community. We hope by doing this we set an example so they in turn learn to love their learning journey, each other, the schools, their community and the world around them. We hope that this leads them on to a future where they care and contribute to the world being a much better place.

Teachers and support staff all work hard to maintain a safe and happy school where children are encouraged to become enthusiastic and lifelong learners. Children are valued as members of the school community and have plenty of opportunities to have their say and get involved in social action projects.

The schools offer an enriched, broad and balanced curriculum and strive to give children lots of opportunities in music, arts and sport as well as excelling academically.

Parents are encouraged to be active partners in their children's learning through effective communication, regular information about children's learning and progress, homework activities and a strong emphasis on developing children's reading skills from an early age.

Our schools benefit from the good support of an active Governing Board who ensure that the schools fulfil their duties and provide value for money. They challenge the schools to ensure that children achieve high standards within the spirit of the agreed school aims.

Everyone at St Andrew's is proud to be a part of the church school family. We work closely with St Martin's Parish Church, just across the field from the junior school. There is a strong mutual partnership, and our clergy lead us in worship each week.

We are outward facing and work in collaboration with our local partnership and with schools across Calderdale. We also have a strong partnership with the Diocese of Leeds who provide regular support, training and networks.

## Job Description

Title: Executive Headteacher: St Andrew's CE (VA) Infant and Junior Schools Federation.

Reports to the Federated Board of Governors

Employer: Federated Board of Governors

Group 3: L18–24 (£75,675 to £87,651) the starting point will be determined according to the skills and experience of the successful candidate.

This appointment is with the Governing Board of the schools under the terms of the National Society Contract signed by the Governors as employees.

<https://www.churchofengland.org/more/education-and-schools/church-schools-and-academies/staff-contracts-schools-and-academies>

The Executive Headteacher will be expected to meet the National Standards for Headteachers (2020). These standards are built upon The Teaching Standards (2011) 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 the terms of the National Society contract. In carrying out his/her duties, the Executive Headteacher shall consult, where appropriate, with the Diocese, Local Authority, the Governing Board, the staff of the schools, their pupils and the parents of their pupils.

### A. Core Purpose:

1. Provide effective professional leadership of the federated schools in a way which reflects the schools' Church of England foundation and enables adults and pupils to flourish.
2. Lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the schools
3. Ensure its success and improvement through the provision of high-quality education and learning for all.
4. Ensure an inclusive environment for all that promotes safety, care and equality for all.
5. Secure, sustain and develop mutually beneficial partnerships with, for example, schools, Governors, external services, the Diocese and the Local Authority.
6. Be accountable to the Governing Board, which is the employer.



## **B. The Executive Headteacher will:**

1. Establish and promote a distinctive Christian vision, underpinned by core values and a moral purpose, focused on providing a world-class education in the context of the Christian ethos of the schools;
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the local church and members of the local community;
3. Lead by example – with integrity, creativity, resilience, and clarity – drawing on their 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 that reflects the needs of a Church of England school;
5. Work with political and financial astuteness, within a clear set of principles centred on the schools' Christian vision, ably translating local, Diocesan and national policy into the schools' context;
6. Communicate compellingly the schools' vision and drive the strategic leadership, empowering all pupils and staff to excel;
7. Demand ambitious standards for all pupils in their learning and behaviour, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;
8. 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, taking full account of the Church of England foundation;
9. 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 and collaborating with other local schools;
10. Maintain the ethos, based on a distinctive Christian vision, within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
11. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
12. Hold all staff to account for their professional conduct and practice;
13. Ensure that the schools' systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity;
14. Provide a safe, calm, caring and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in each school and in the wider society;

15. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, with respect and dignity, supporting staff to improve and valuing excellent practice;
16. Welcome strong church school 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 Executive Headteacher to account for pupil, staff and financial performance;
17. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements;
18. Distribute leadership through the staff team, encouraging colleagues to have distinct roles and responsibilities and to hold each other to account for their decision-making.
19. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils;
20. Ensure that the schools' Christian vision and associated values support, sustain and inform the schools' formal partnerships- including with the Diocese.
21. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the Church community to improve academic and social outcomes for all pupils;
22. Be innovative and challenge educational orthodoxies, using the findings of well-evidenced research to achieve excellence and further school improvement;
23. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
24. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability;
25. Inspire and influence others - within and beyond the schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**The Executive Headteacher will be required to promote and safeguard the welfare of all children and young people within the schools, by ensuring that the policies and procedures relating to safeguarding and child protection regulations are fully implemented and followed by all the staff. So that staff, pupils, parents and others feel able to raise concerns and that these concerns are addressed sensitively and effectively.**

Executive Headteacher application pack

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 Headteachers.

Signed.....Date.....



## Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the application/reference/interview or tasks. Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

	Essential	Desirable
<b>Church School Commitment</b>		
1. Commitment to maintaining and developing the Christian vision and values of the schools and promoting an understanding of other faiths and cultures.	X	
2. A practising Christian, who will actively live out and embed the Christian vision and core Christian values of the schools, in accordance with the tenets of the religious denomination of the schools (i.e. belonging to a church in membership of Churches Together in Britain and Ireland). A faith reference will be requested in addition to two standard references (Equality Act 2010: Genuine Occupational Requirement).		X

<b>Qualifications and Training</b>		
3. Qualified teacher status.	X	
4. Honours Graduate or equivalent.	X	
5. Further professional / academic study e.g. MA, NPQH, CofEPQH qualification.		X
6. Evidence of commitment to continuous professional development appropriate for the role of Headteacher.	X	
7. Up-to-date safeguarding training and knowledge of legislation for the protection of young people.	X	

<b>Experience, Knowledge and Skills</b>		
8. Leadership experience at senior leadership level.	X	
9. Proven management skills and a record of positive achievement.	X	
10. To have effectively managed whole school change, for example introduced a new initiative or procedure, developed a strategy which impacted significantly upon children's learning, and delivered in-service training.	X	

11. Evidence of successfully implementing continuous, sustainable school improvement.	X	
12. Minimum of five years' experience in a school across the EYFS / primary age range.	X	
13. To have had involvement with preparing and monitoring budgets.		X
14. Up to date knowledge and understanding of all key stages within the schools.	X	
15. To have experience of implementing or monitoring safeguarding practice within a school.	X	
16. To have experience of inclusive educational practice within a school.	X	

### Personal Qualities

17. The ability to build, create and communicate a clear vision for the schools.	X	
18. The capacity to provide inspirational, enthusiastic and innovative educational leadership	X	
19. An ability to communicate effectively, both orally and in writing, with a range of audience.	X	
20. A caring and considerate attitude towards pupils and adults, treating all with dignity and respect and supporting them in such a way that they flourish.	X	
21. Flexibility, initiative and drive to maintain a positive attitude in the face of a challenging and demanding job.	X	
22. An ability to establish effective working relationships with a wide and diverse range of people including pupils, parents, governors, other professionals, the LA, the Diocese and wider community.	X	
23. Think analytically and creatively and demonstrate initiative in solving problems.	X	
24. Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	X	

<b>Safeguarding</b>		
20. Displays commitment to the protection and safeguarding of children and young people.	X	
21. The ability to form and maintain appropriate relationships and personal boundaries with young people.	X	
22. Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	X	

<b>Professional Skills</b>		
29. Each candidate will be expected to demonstrate knowledge and understanding of the National Standards of Headteachers which also form the basis of the Job Description for a Headteacher in a VA school. 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 their new role.	X	

<b>Confidential References</b>		
30. Positive recommendation from all referees, including current employer.	X	
31. For a practising Christian, a positive and supportive faith reference from the priest/minister where the applicant worships.	X	

Thank you for your interest in our role of Executive Headteacher and we look forward to receiving your application.



## THE APPOINTMENT PROCESS

This appointment is for a full time/permanent Executive Headteacher.

The start date is January 2026 (or ASAP after)

Number on Roll: 395

Salary: £75,675 to £87,651

This is a Group 3 role, and the scale is set between L18-24 on the Leadership pay spine and will be determined according to the skills and experience of the successful candidate.

### Visits:

You are encouraged to visit the schools as part of your consideration and in advance of applying. Please note that all visits will be informal and will not be part of the selection process and will not have any bearing on our short listing, interview, selection, and recruitment process.

Please contact Jill Flavell, Chair of Governors at

[jflavell@standrews.calderdale.sch.uk](mailto:jflavell@standrews.calderdale.sch.uk)

or the junior school office on 01484 712895 to make arrangements to visit.

### Timeline:

- Closing date for applications: **12 noon on 7<sup>th</sup> May 2025.**
- Shortlisted candidates notified via email: **Tuesday 13<sup>th</sup> May**
- Interview days: **Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> May 2025.**
- Shortlisted candidates will be informed of the schedule for the interview process and what they need to prepare for the interview. Unsuccessful candidates will be informed by email.

### Applications

Please apply using the application form which can be downloaded from the schools' websites.

<https://st-andrews-inf.calderdale.sch.uk/home/>

<https://standrews.calderdale.sch.uk/home/>

CVs are not acceptable.

Along with your application form, please include a letter of application, no more than 1,000 words.

In your letter, you should focus on the following aspects of our Person Specification;

1. Your commitment to leadership of a Church of England school
2. Your experience of leading whole school change leading to school improvement
3. Your commitment to safeguarding

Please return your application by Email to: [admin@standrews.calderdale.sch.uk](mailto:admin@standrews.calderdale.sch.uk)

Subject – *Confidential application.*

We will acknowledge receipt of all applications.

### **Interview Process**

Selection activities will be conducted over the two days and carried out by a selection panel of Governors on behalf of the full Governing Board. External advisers will be supporting the process throughout. At least two of the panel will have undertaken training on Safer Recruitment.

### **Safeguarding**

Our schools have an equal opportunities policy for selection and recruitment in accordance with our safeguarding policy. The schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share our commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other pre-employment checks, including references.



Thank you for your interest in our role of  
Executive Headteacher.  
We look forward to receiving your  
application.