



Chiddingstone  
Church of England  
School

*Educating for life in all its fullness. (John 10:10)*



# Headteacher

Information Pack, Job  
Description and Person  
Specification.

# Welcome from our Chair of Governors

## ***Educating for life in all its fullness. (John 10:10)***

On behalf of the Governors of Chiddingstone Church of England School, I would like to begin by thanking you for your interest in our school and for considering applying for the position of Headteacher, which has become available due to the current Headteacher choosing to step down after ten successful years.

Chiddingstone Church of England School is a one-form entry, co-educational primary school, nestled in a beautiful village in Kent. We have strong links to nearby St Mary's Church, which provides a central role in our collective worship. The School converted to a Single Academy Trust ten years ago and, as such, we greatly value both our independence and the freedom we have to set our own educational and learning agenda. We continue to enjoy a close relationship with the Local Authority, Rochester Diocese and the Sevenoaks Partnership of Primary Schools.

The Governors are proud to be part of an OFSTED 'outstanding' school; we believe that a key part of the School's success is the strong links and relationships that have been developed between staff, pupils, parents and the broader community. We provide a family orientated education, underpinned by strong Christian values; our last SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection also rated the school as 'outstanding'. Our commitment to being a reflective organisation, and our aspirational approach to education, ensures that there is an embedded culture of continuous school improvement.

Our curriculum model is ambitious, challenging, broad and knowledge rich, which ensures sequencing and progression of knowledge and skills. Central to this is our adoption of the Cornerstones Curriculum, which supports a creative and cross curricular approach to teaching and learning, which we have found to be very successful. Additionally, we value our Forest School provision which enhances the children's learning.

Our aim is to provide an environment where every child achieves their own personal best and is supported in becoming a confident learner, equipped with the knowledge and skills they need to move on to secondary education. Inclusion and wellbeing are very important to us. We are proud of our effective inclusive practice for all children and especially those with special educational needs and disabilities. Supporting the wellbeing of children is of great importance to us and key to our success.

In recruiting a new Headteacher, we are seeking someone who shares our distinctive vision and ethos. The successful candidate will have the drive, enthusiasm and relevant experience to build on what has been achieved to date, and the interpersonal skills to bring our excellent team of staff along with them. They will join an experienced and supportive senior leadership team, comprising two part-time Deputy Heads, a dedicated Inclusion Lead and a full-time School Business Manager. Applications are welcomed from those who have experience of senior leadership. It is an exciting time to be joining us and we trust that the successful candidate will have many happy and rewarding years with us.

The closing date for applications is 23 February 2023. Interviews for shortlisted candidates will take place the week beginning 13 March 2023. Applicants are welcome to visit the school to meet with the current Headteacher and have a tour of the school. Please contact Louise Clarke (Clerk to the Governing Body) [finance@chiddingstone.kent.sch.uk](mailto:finance@chiddingstone.kent.sch.uk) to arrange.

For further information about our school, please read the rest of this Information Pack and visit our website at [www.chiddingstoneschool.co.uk](http://www.chiddingstoneschool.co.uk)



**Christopher Darlington**

**Chair of Governors**



## What we are looking for

This is a rare and exciting opportunity, and we are looking for someone who can continue to shape and share our vision and values and lead our dedicated and committed staff team to ensure that every child achieves their potential academically, and is able to experience 'life in all its fullness'.

### Our new Headteacher will

- be committed to the Christian distinctiveness of our Church of England School and embrace, promote, and develop our Church School Values
- have proven leadership skills and experience, and be able to think strategically and lead with enthusiasm
- support, motivate and inspire a highly experienced staff team
- have a resilient approach, with the ability to turn challenging situations into positive outcomes
- continue to place effective inclusion and wellbeing of all children and staff at the centre of school life
- have excellent interpersonal skills and be able to continue to engage and forge positive partnerships with the children, parents, staff, the Governing Body, the Church, our local community and partnership schools.

### In return, we can offer

- a welcoming school with a positive and caring environment, underpinned by our Church School values
- engaged, well-behaved, caring, enthusiastic children with a desire for learning and a 'can do' approach
- opportunities for continued professional development and support
- a positive relationship with parents, the Church, the Governing Body and our local community
- a dedicated, experienced and passionate staff team and a supportive, committed and skilled Governing Body
- the opportunity to work every day in a wonderful school located in a National Trust village, in the beautiful surroundings of the stunning Kent countryside.

*Educating for life in all its fullness. (John 10:10)*





# Our Church School Values

*Educating for life in all its fullness. (John 10:10)*

Our Church School Values underpin everything we do at Chiddingstone Church of England School. Based on the story of The Good Samaritan, children have daily opportunities to reflect on our five Church School Values through daily collective worship, reflective corners, interactive worship boards and prayer stations. Children are able to explore their own spirituality, be reflective and ask big questions.

Worship in St Mary's Church is an important part of the children's spiritual development. Our worship is Anglican and is led by members of staff, our Rector and Assistant Priest, lay ministers, our Worship Governor and community members, as well as the children themselves. We look forward to, and place great importance on, our Church Services in St. Mary's throughout the year, including Harvest Festival, Christmas, Easter and our Leavers' Services.

A lively, creative approach to worship includes drama, dance and art work, alongside readings, prayers and music. We use a variety of well-known hymns and modern worship songs, ably supported by a large number of instrumentalists.

We are part of the Diocese of Rochester and follow their collective worship programme.



## KOINONIA

Celebrating all that we have in common and is often translated as 'fellowship' or 'community'. At Chiddingstone, we lay great store on being a team, both as a staff group, as we work together to give each child the best opportunity to flourish, and as we encourage the children to work together in harmony, learning to 'disagree well' and affirming and supporting each other in their learning.



## CREATION

We also delight in the many different creative abilities we see in the children. Music, drama, sport, dance and art and craft are actively encouraged and promoted in our learning, worship and in extra-curricular activities. All these things enable our children to experience 'life in all its fullness'.



## HOPE

This is explained and celebrated in our worship, and in our attitudes with pupils and staff. It shows itself in our positive and ambitious approach to teaching and learning, as well as the school's commitment to supporting the wellbeing of all children and staff, so that they can achieve their potential and feel happy and safe in their surroundings.



## COMPASSION

Compassion and sympathy have much in common with each other. We ask everyone to put themselves in someone else's shoes. We encourage all members of our school community to show compassion to each other, support each other and celebrate diversity and difference.



## FORGIVENESS

Children are taught that we all make mistakes and do things wrong but that it is important to reflect, say sorry and find resolution to problems. It means being willing to lay your hurt aside and make a new start, just as God is willing to forgive us. This is key to ensuring that we are all able to work together and practice 'Koinonia'.





# Our Curriculum

At Chiddingstone Church of England School, we are extremely proud of our creative and vibrant curriculum which puts children at its heart and fosters a love of learning and support for each other. We believe that childhood should be a happy, investigative and enquiring time in a child's life. Our curriculum is designed to promote curiosity, exploration and collaboration, to excite and sustain children's interest and encourage a thirst for knowledge.

Our curriculum is planned to give pupils real life, memorable experiences and exposure to a range of cultural opportunities to promote life-long learning. This is often beyond the classroom walls, through an extensive range of educational experiences and visits, Forest School and outdoor learning. Children are encouraged to be reflective and have the confidence to make mistakes and learn from them.

Fluency and application of knowledge and skills, to promote mastery, is key to our curriculum choices. Maths is taught across the whole school using the Singapore approach through the Maths No Problem scheme. This has been hugely successful in raising the attainment of all children. We adopt the Little Wandle Letters and Sounds Revised programme to teach Reading, accompanied by the Collins Big Cat Reading scheme, which is fully decodable, and implemented from Reception Class into Key Stage 2.

Currently, we adopt the Cornerstones Curriculum. This enables us to teach Science, History, Geography, Art and Design, Design and Technology, Computing and Music through a topic based scheme, adapted to reflect our own school. Our curriculum aims to ensure that children know more and remember more over time but are also able to transfer knowledge and skills in a cross curricular way so that no subject is taught in isolation and children are able to see connections and relationships. Based on the National Curriculum Programme of Study, the Cornerstones Curriculum is ambitious, knowledge rich and ensures effective subject sequencing and progression from EYFS to Year 6. The Curriculum Maestro tool supports effective planning and assessment, as well as providing a wealth of teaching resources to engage children and support staff.

We also employ a range of subject specialist teachers. Modern Foreign Languages (French) is taught across the whole school. Our specialist PE teacher is also supported by a specialist teaching assistant and RE is also delivered by specialist practitioners alongside class teachers. In addition, we have a Forest School Leader on the staff team and all children have the opportunity throughout the year to experience high quality outdoor learning.

A robust system of assessment for learning ensures that teachers are able to effectively adapt the learning experience and meet the needs of all children. Consequently, all children make excellent academic progress and achieve their potential.



MUSIC MARK  
SCHOOL

# Inclusion and Wellbeing

## Inclusion and Wellbeing

We are incredibly passionate about supporting the needs of all children and making sure that every child feels happy and safe at school so that they can achieve their potential. Inclusion and wellbeing is our priority and, as such, we invest time and resources to promote an inclusive environment which supports positive wellbeing and emotional resilience.

We have a dedicated and experienced Inclusion Lead, who is a member of the Senior Leadership Team, and is also our Special Educational Needs Coordinator and Mental Health Lead. Our Special Educational Needs provision is outstanding and we work closely with other schools, the local authority and multi-agencies to meet the needs of our children.

Our dedicated Wellbeing Mentor works alongside our staff team to work with individual children, small groups and classes to promote positive wellbeing and resilience. Examples of activities include working on Zones of Regulation, delivering Nurture Provision and facilitating a comprehensive transition programme to support our children as they move on to secondary schools.


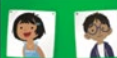






The wellbeing of our staff is also very important to us and we work hard to ensure that we promote opportunities for staff to voice concerns, access support, training and maintain a healthy work-life balance - along with regular social activities to promote staff interaction beyond the school gates. We have a strong and supportive staff team.



## Pupil Voice

The children are at the heart of every decision we make at school and we are keen to involve them in shaping school improvement. Every term, pupils meet in their Pupil Voice groups to discuss ideas and issues in school. There are seven pupil voice groups and each one is formed from a mixture of pupils from Year R to Year 6. The Year 6 pupils lead the discussion and encourage all pupils to share their voice, opinions and views about school life.

## The ZONES of Regulation

			
			
Blue Zone	Green Zone	Yellow Zone	Red Zone
Sad	Happy	Worried	overjoyed/Elated
Bored	Focused	Frustrated	Panicked
Tired	Calm	Silly	Angry
Sick	Proud	Excited	Terrified







Partnership is key to our success. The positive and close partnership we enjoy with parents ensures that our children are able to flourish and access resources to support their learning. Our PTA provides a pivotal role in facilitating volunteering in school, helping with school trips, contributing to school improvement priorities and leading fundraising through a calendar of events throughout the year that bring children, parents, staff and members of our local community together.

Chiddingstone Church of England School also works in partnership with our local community organisations. As well as enjoying a very close relationship with St Mary's Church, we are also a member of the Village Hall Trust, which is an important asset to the school as it is used for our Acts of Worship, lunches and PE lessons. We are also a member of the Chiddingstone Sports Association and the children benefit from using the sports field and tennis courts for their PE lessons and sporting clubs, while enjoying the incredible views of the Weald of Kent at the same time!

We are fortunate enough to be situated in a National Trust village with picturesque surroundings. Nestled in the village is Chiddingstone Castle. The children enjoy their Forest School sessions in the Castle grounds and the Castle also supports the school by offering their car park for parents to use and for children to enjoy a short, but beautiful, walk to and from school each day.

Housed in Chiddingstone Castle is Chiddingstone Nursery. While we have no formal association with the nursery, we work in partnership to ensure that children attending nursery experience a positive and successful transition to our school. Nursery children pay regular visits to the school throughout the year and weekly in Terms 5 and 6. In addition, the nursery leader is also a teaching assistant in our Reception Class, which ensures continuity of support.

We continue to be proactive in fostering partnerships with other local schools and are a member of the Sevenoaks Partnership of Primary schools, which includes 27 other schools. Within this, we work closely within a learning hub of 5 schools in close proximity. This provides professional support for local Headteachers and opportunities for collaborative work, focusing both on staff training and development and pupil progress.

## Partnership

## Key Facts and Statistics



Judged as outstanding



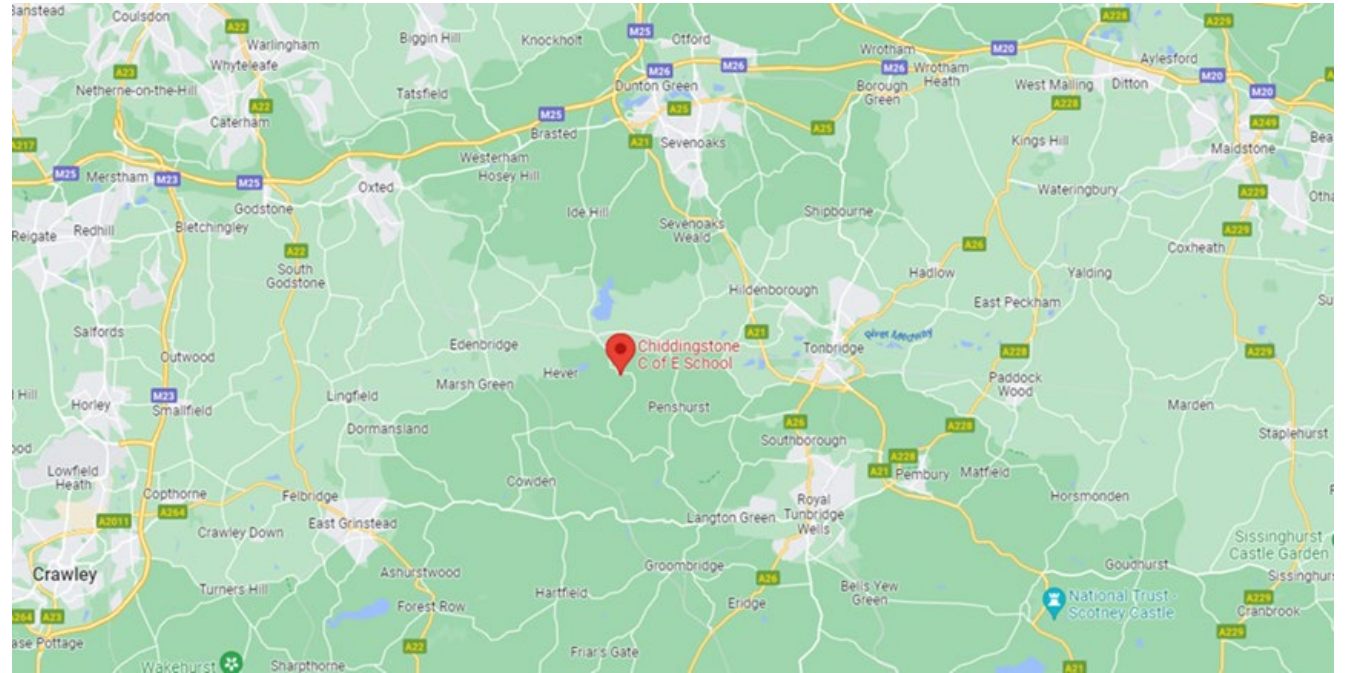
Judged as outstanding (SIAMS)

Number on roll: 210

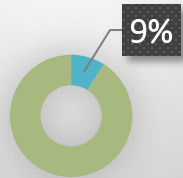
Age Range: 4 to 11



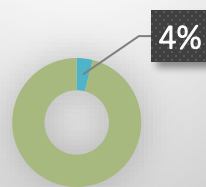
## Location



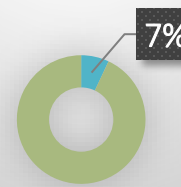
SEND



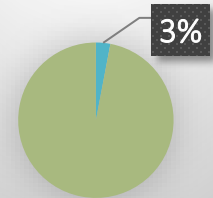
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# Pupil Premium



# EAL





# Application Process

## Application Form

Applicants must use the application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, with no unexplained gaps since leaving school education. Include all the training you have completed, particularly that undertaken in recent years which have helped to prepare you for headship.

## Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications, together with your background and experience. Please limit your personal statement to 1200 words.

## References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.

## Timescales

Closing date for applications: 9am on Thursday, 23 February 2023

Shortlisting: 28 February 2023

Interviews: 14/15 March 2023





# Headteacher Job Description

**Job summary:** The Headteacher is responsible for the day to day leadership, internal organisation, management and control of Chiddingstone Church of England School.

*The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document.*



**Salary:** Fringe Area School Leadership Scale, L11-L17

**Hours:** Full Time

**Contract Type:** Permanent

**Start Date:** 1 September 2023

**Closing Date for Applications:** 9am, Thursday, 23 February 2023

## Main purpose

The Headteacher will:

- ✓ Establish and sustain the school's vision, ethos and strategic direction together with the Governing Body and through consultation with the school community
- ✓ Establish and oversee systems, processes and policies so the school can operate effectively
- ✓ Through a process of effective school self-evaluation, understand the school's strengths and areas for development, including barriers to school effectiveness, and identify priorities for school improvement that are realistic, timely and suited to the school's context and lead to sustained school improvement over time
- ✓ Make sure these school improvement priorities are effectively implemented
- ✓ Monitor progress towards achieving the school's aims and objectives
- ✓ Allocate financial resources appropriately, efficiently and effectively
- ✓ Promote and uphold the school's Christian distinctiveness and vision

## Duties and responsibilities

### School culture and behaviour

The Headteacher will:

- ✓ Lead by example, uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- ✓ Build positive and respectful relationships across the school community
- ✓ Serve in the best interests of the pupils
- ✓ Create a culture where pupils experience a positive and enriching school life are happy and engaged in their learning
- ✓ Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- ✓ Ensure a culture of staff professionalism
- ✓ Encourage high standards of behaviour from pupils, built on an agreed code of conduct that is understood by staff and pupils and clearly demonstrated by all adults in school
- ✓ Use consistent and fair approaches to managing behaviour, in line with the school's policy for promoting positive behaviour
- ✓ Uphold and encourage all members of the school community to uphold the Church School values



# Job Description Continued

## Teaching, curriculum and assessment

The Headteacher will:

- ✓ Establish and sustain high-quality, inspirational teaching across all subjects and phases, based on evidence
- ✓ Ensure teaching is underpinned by subject expertise
- ✓ Effectively use formative assessment to inform strategy and decisions
- ✓ Ensure the teaching of a broad, structured and coherent curriculum
- ✓ Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- ✓ Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- ✓ Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- ✓ Ensure that the curriculum supports the Church School values and the school's vision of educating for life in all its fullness

## Inclusion (including additional and special educational needs (SEN) and disabilities)

The Headteacher will:

- ✓ Maintain and promote an inclusive culture and practices that breaks down barriers and enables all pupils to access the curriculum and educational opportunities
- ✓ Have ambitious expectations for all pupils including with SEN and disabilities
- ✓ Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide early intervention, support and adaptation where appropriate
- ✓ Make sure the school fulfils its statutory duties regarding the [SEND Code of Practice](#).
- ✓ Support the emotional wellbeing of all pupils and provide timely and effective support where appropriate.

## Managing the school

The Headteacher will:

- ✓ Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- ✓ Manage the staff team well with due attention to workload and commit to supporting staff wellbeing
- ✓ Ensure rigorous approaches to identifying, managing and mitigating risk

## Professional development

The Headteacher will:

- ✓ Ensure staff have access to appropriate, high standard, 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
- ✓ Keep up to date with developments in education

## Governance and accountability

The Headteacher will:

- ✓ Understand and welcome the role of effective governance
- ✓ Uphold their obligation to give account and accept responsibility through regular reporting to the Governing Body
- ✓ Establish and sustain professional working relationship with those responsible for governance
- ✓ Implement an effective model of governor monitoring throughout the year
- ✓ With the Chair of Governors, review and ensure there is an appropriate balance of skills and expertise in the Governing Body so that it can effectively carry out its duties
- ✓ Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- ✓ Ensure that staff understand their professional responsibilities and are held to account through a clear process of appraisal and objective setting
- ✓ Prioritise and allocate financial resources appropriately, ensuring efficiency and probity in the use of public funds

## Working in partnership

The Headteacher will:

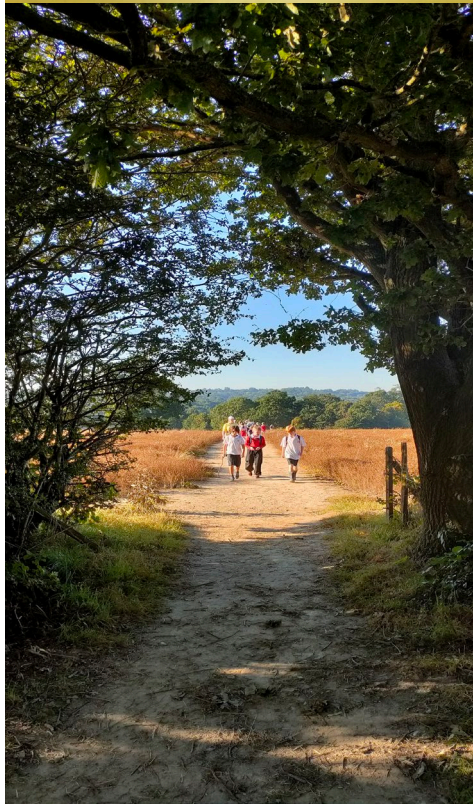
- ✓ Forge constructive relationships beyond the school, working in partnership with parents, carers and the local Chiddingstone parish/community.
- ✓ Commit to working successfully with other schools, e.g. Sevenoaks Partnership of Primary Schools, and organisations in a climate of mutual challenge and support
- ✓ Establish and maintain effective working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- ✓ Establish and maintain effective working relationships with the Diocese of Rochester as a Church of England School.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.*



# Person Specification

Qualifications and Training	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Good Honours Degree	✓	
National Professional Qualification for Headship (NPQH) or National Qualification for Senior Leadership (NPQSL)		✓
Experience	Essential	Desirable
Recent experience of effective leadership in a school within the last 2 years.	✓	
Excellent practitioner able to demonstrate outstanding practice in supporting others to improve	✓	
Experience of setting and achieving ambitious, challenging goals and targets as part of a culture of high expectations	✓	
Experience of strategic planning e.g. policies and school improvement priorities and of monitoring, evaluating and reviewing the impact of these	✓	
Experience of monitoring standards and developing curriculum delivery with successful target setting and tracking which has raised standards of attainment	✓	
Experience of analysing/evaluating performance data in contributing to school improvement strategies.	✓	
Experience of managing finances and ensuring financial sustainability		✓
Experience of encouraging parental engagement/involvement which have supported and enhanced pupil and school development		✓
Experience of managing risk		✓
Leadership of GDPR		✓
Safeguarding training at a level required by DSLs		✓
Experience of successful line management, appraisal and effective staff development.		✓
Knowledge and Skills	Essential	Desirable
Ability to communicate a vision and inspire others	✓	
Up to date knowledge including current and emerging priorities for primary schools, national policies, pedagogy, Ofsted framework and research findings.	✓	
Up to date knowledge of the Schools Inspection of Anglican and Methodist Schools (SIAMS) framework.		✓
Awareness and commitment to safeguarding and promoting the welfare of children including the expectation that all staff will share this approach	✓	





## Person Specification Continued

Knowledge and Skills continued...	Essential	Desirable
Excellent interpersonal skills and effective communication skills, both written and verbal	✓	
Ability to manage and prioritise workload and, where appropriate, delegate to others	✓	
Ability to develop and maintain effective working relationships and partnerships with pupils, parents/carers, staff and governors	✓	
Ability to deal sensitively with people and resolve conflict	✓	
Ability to deploy staff and resources effectively	✓	
Ability to work collaboratively with other school as external partnerships/agencies	✓	
Ability to determine, organise and implement a broad and balanced curriculum that engages learners and have a positive impact on pupil outcomes, personal development and behavior and attitudes	✓	
Ability to make difficult decisions if necessary and always in the best interests of pupils	✓	
Ability to effectively use IT and understand the benefits of using technology in supporting effective educational provision	✓	
Attributes and Personal Qualities	Essential	Desirable
Act with honesty and integrity (uphold the 7 principles of public office)	✓	
Be inclusive, a team player and be kind	✓	
Be emotionally resilient and know when to seek support	✓	
Inspire others to be positive, passionate, enthusiastic	✓	
Enable leadership in others	✓	
Be flexible and have a sense of humour	✓	
Commitment to upholding and promoting the Christian ethos of the school.	✓	
Commitment to maintaining confidentiality at all times	✓	
Ability to reflect and learn and have a commitment to continuous improvement.	✓	
A willingness to extend personal and professional development, demonstrated by a track record of recent professional development.	✓	



Chiddingstone Church of England School  
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Chiddingstone  
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TN8 7AH  
[www.chiddingstoneschool.co.uk](http://www.chiddingstoneschool.co.uk)

### Safeguarding

Chiddingstone Church of England School is committed to safeguarding and promoting the welfare of children.

We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Any conditional offer of appointment will be made subject to receipt of all required documentation and satisfactory verification of all necessary checks.

### Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children and could cause them harm.

Chiddingstone Church of England School ensures that members of recruitment panels are appropriately trained in safer recruitment.

Our selection process observes best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants.

For further information or to arrange a visit to our school please contact:  
Louise Clarke (Finance /Business Manager and Clerk to the Governing Body)  
[finance@chiddingstone.kent.sch.uk](mailto:finance@chiddingstone.kent.sch.uk)  
or by phone on 01892 870339

Please email your application form to: [finance@chiddingstone.kent.sch.uk](mailto:finance@chiddingstone.kent.sch.uk)



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