



# Archbishop Courtenay Church of England Primary School

(Part of Aquila, The Diocese of Canterbury  
Academies Trust)

Head Teacher Application Pack

Start date: 1<sup>st</sup> September 2020



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## **Letter from Chair of Governors**

Dear Applicant,

On behalf of the Local Governing Body of Archbishop Courtenay Primary School, thank you for your interest in our school and the position of Head Teacher. The information pack includes information about our school, this position and the application process.

Our pupils enjoy a warm and caring environment where they are encouraged to learn using our Christian Values of Fellowship, Compassion and Aspiration. We are looking to recruit a visionary Head Teacher who can build on our successes so far and move us forward towards a sustainably good future. We can offer you a supportive, dedicated and aspirational staff along with pupils who are keen to do well. The school numbers on roll are on an upward trajectory and long term plans are for the school to become a two form entry primary school. This would take the school to a Group 3 school.

The Governing Body enjoys a good working relationship with the school and will support our new Head Teacher to lead, manage and deliver their vision to enable the school to further progress.

We are part of the Aquila Trust and we foster and celebrate our supportive links with each school in the Trust to further raise the potential of our pupils and staff. Aquila has an excellent track record of staff coaching, training and mentoring.

Visits to the school are welcomed and encouraged. We would ask you to contact [rlynn@archbishopcourtenay.kent.sch.uk](mailto:rlynn@archbishopcourtenay.kent.sch.uk) to arrange this in advance.

I look forward to receiving your application by noon on the closing date of 5<sup>th</sup> February.

Interviews will be on 12<sup>th</sup> February with a second date of 14<sup>th</sup> February if the process requires a second day.

Yours sincerely,

A handwritten signature in black ink that reads 'Rowena Linn'. The signature is written in a cursive style.

Rowena Linn

Chair of Governors



## Our School

Archbishop Courtenay Primary School is located in the busy County Town of Maidstone, within easy travelling distance of major train lines and motorways.

The local surrounding area includes the picturesque county downs famed for its history, wildlife, endearing walks and rugged scenery.

The school is within ten minutes' walk of Maidstone, its local shops being a highlight of the town with recent local investment. Maidstone has a wealth of amenities being the County Town and is well placed to support an active professional.

Archbishop Courtenay Primary School moved to a beautiful new building in 2012 and serves the local suburb of Tovil. The site consists of a two level school with juniors taught upstairs and infants downstairs. A beautifully fitted reception and early year's area and a dedicated IT suite also are a feature of the school. The hall is a great size and includes a stunning modern stained glass window in the shape of a cross to celebrate our journey with Christ. The extensive grounds include a spiritual garden as well as a large field and playground both of which facilitate a range of play and outdoor activities.



In this current academic year our PAN is 45 and is taught in mixed classes with the exception of reception which we keep as two small classes to give them the best start in their learning.

The school has been on a journey and our current executive Head Teacher and his team have taken the school from Special Measures to Requires Improvement rapidly. We wish to appoint a substantive Headteacher to continue this improvement and ensure the school is good at the next inspection. A clear vision is shared by all staff, governors and pupils which creates a culture to



provide every child with a stimulating and exciting education so that they remember their primary years with great pride and pleasure and go on to be lifelong learners.

Links to the local community and use of the facilities within the local area are encouraged and actively utilised to broaden the children's horizons. The school has a range of extra-curricular groups for the children and a breakfast club. The school is also actively supported by the 'Maidstone Lions' who among the other fund-raising activities, organise key events.



## Vision Statement

Our governors and school team have recently refreshed and revisited our core Christian values and we are rightly proud of our new guiding words that enable us to flourish.

### **Archbishop Courtenay School Values**

Through God's love and encouragement we aspire for all to achieve their potential.

As a family, through love for one another and full wise use of God's gracious gifts to us, we aspire to live to our full potential as God intended.

The story of The Good Samaritan shares God's guidance and love for our fellow humankind.....

When the Samaritan stopped to help the injured man he showed **FELLOWSHIP** towards a stranger who was in need Luke 10:33

We are all part of God's family by showing equality and fellowship in our school for all, by making everyone feel welcomed and cared for. Through the story of The Good Samaritan, Jesus explained that we are all part of God's family and that we should all care for one another.



By caring for him and taking him to safety the Samaritan showed **COMPASSION** Luke 10:34

We show compassion by the way we treat each other fairly and with kindness, as Jesus instructed his followers when he said, 'Go then and do the same.' We empower our community to explore and talk to each other; we encourage the value of forgiveness. The Samaritan did not think about the race or religion of the man, he just saw someone that needed help.

Jesus said 'Love your neighbour as you love yourself' teaching us to have **ASPIRATION**, to be the best we can be Luke 10:27

We enable and resource our teachers and learners to excel at developing learning opportunities that will allow us all to strive to achieve our potential. We look to our teachers to inspire and expand our children's minds to be creative and independent in their thinking, promoting scholarship and ownership of their own futures. When Jesus told us to 'Love our neighbours as we love ourselves' he was telling us to aspire to live and work collectively within God's love.

Jesus taught us to love our neighbour as we love ourselves. At Archbishop Courtenay Primary we ensure we all feel part of a family where everyone is valued and encouraged to aspire to achieve their very best by providing:-

An engaging and accessible curriculum which excites and stimulates a lifelong love of learning, through working together with our teachers and friends in Fellowship. We enhance this through a shared understanding of the world God created, which we experience through our worship.

Life is a gift from God, so at ABC we want everyone to reach their full potential regardless of their beliefs or background. We aim to achieve this by promoting a Compassionate and holistic environment within which our children can thrive.

Jesus taught us to be the best we can be within the Family of God. We foster a determined approach to learning that will enable all children to Aspire and achieve within a caring Christian community

We celebrate the Christian character of our foundation and believe this character informs all that is done at Archbishop Courtenay through the values of

### **FELLOWSHIP, COMPASSION and ASPIRATION**





## Curriculum

The Archbishop Courtenay Curriculum is rich and diverse. Much work has been done to link subjects to make learning more meaningful and motivating for the children. We believe that learning should be fun and that learners should have access to first-hand experiences, (e.g. school visits and visitors, use of artefacts etc.). We endeavour to make learning relevant and purposeful and to give children ownership of their learning through being given choices.

Reading is the most important skill that children must master during their time at primary school. Reading opens up the doors to the whole world of learning. Our primary goal is to make sure that every child learns to read well and we buy into Accelerate Reader to support this.

We use Letters and Sounds as our phonics scheme. It is a systematic phonics and reading programme which is great fun and very pacy. Our children in years R, 1, and 2 are organised into small ability groups for Reading and have a Letters and Sounds lesson for the first 30 minutes of each morning.

Writing units are linked to the year group half termly themes and children experience a range of genres. Children are expected to revisit genres at different points within the year in order to assess progress.





## **Teaching and Learning**

Teachers work in hubs to plan and deliver the curriculum. Teachers also regularly meet in hub teams to collaborate on teaching and learning. All planning is stored electronically. Teaching Staff have access to resources in the school PPA zone. There is a good level of IT access across the school, which is currently in the process of being updated.

Class sizes are in-line with the national average and teachers are expected to differentiate within their class. The high proportion of Pupil Premium numbers means that there are additional adults to support focus groups. Teaching Assistants are deployed across Key Stage 1 and they also support individuals in Key Stage 2.

## **Assessment**

As part of Aquila, the school has implemented an effective assessment tracking system. Progress and attainment is tracked using teacher judgements and a range of test resources. This is monitored, with suitable rigour, each term. The progress of specific groups of children is discussed in pupil progress meetings and fluid action plans are developed within hubs. The school senior leadership team hold termly meetings with the Local Governing Body's Standards Committee who are adept at interrogating data with challenging questions.



## **The Local Governing Body**

The School Local Governing Body currently comprises 8 committed individuals from a diverse cross section of the local community. All share a passion for the overall aim of raising the educational standards of the school and ensuring the ongoing safety of all the staff and pupils. The board comprises two smaller committees; Standards and Resources.

The governors enjoy an honest and respectful relationship with the overall leadership team here at Archbishop Courtenay; ensuring the Headteacher can effectively manage and develop the school in line with the school improvement plan. We value innovative and courageous thinking from all members to ensure we achieve our vision for the school.

The Governing Body supports and challenges the Headteacher to achieve high standards.

## **Key accountabilities and Focus**

Salary Range: ABC is a Group 2 school currently so has a salary range broadly equivalent to L8 to L21.

Archbishop Courtenay Headteacher salary range will be broadly equivalent to L14 to L20.

The post holder is subject to the current conditions of employment for Headteachers contained in the current school teacher's pay and conditions document.

The core purpose of the Headteacher is to provide professional leadership and management for Archbishop Courtenay Primary School. This will promote a secure foundation from which to achieve success in all areas of the school's work.

The Headteacher is accountable to the Governing Body for the four domains taken from the national standards of excellence for Headteachers, which will be achieved through learning from previous experience, induction and on-going professional development in post. Aquila are offering a bespoke mentoring and coaching package with experienced practitioners to support you on this journey.

- Qualities and knowledge
- Pupils and staff
- Systems and processes
- The self-improving school system



The governors have set the following as priorities for the new Headteacher in their first year:

- To continue to improve outcomes for all groups of pupils through securing the consistency of teaching and learning across the school.
- To develop the engagement of parents, carers and the wider community with the school in order to improve outcomes for pupils.

### **Person Specification**

- Qualified Teacher with QTS
- Shows evidence of further professional development such as leadership and management training (NPQML/SL courses/ post graduate training) that led to a clear impact on personal and school performance.

A practising Christian or must demonstrate significant Christian commitment

#### *Experience*

- Successful strategic leadership and management experience as Head, Deputy Head or Assistant Head for primary age children.
- Experience of teaching in a primary school and can demonstrate passion about children's learning and development and understanding of the needs of individual children in education.

#### *Qualities*

- Evidence of innovative thinking and overcoming challenging situations.
- Can demonstrate leadership of school improvement actions and their impact on pupil outcomes.
- Evidence of developing an effective, inclusive and rich curriculum.
- Clear understanding of recent developments in teaching and learning and education generally.
- Experience of a strong safeguarding ethos and culture within school.
- Up to date knowledge of safeguarding systems.

#### *Pupils and Staff*

- Evidence of demanding ambitious outcomes for all children, as individuals, whatever their perceived barriers to learning.
- Evidence of developing effective leadership in order to secure school improvement priorities.



- Evidence of leading effective, impactful staff development and creating a culture where staff are proactive in their own development.
- Evidence of developing others through inspirational leadership, managing teamwork, conflict and influencing change by pursuing collective goals.

#### *Self-Improving School System*

- Evidence of successful implementation of school improvement plan from concept to action.
- Evidence of development and maintenance of systems which ensure effective monitoring, evaluation and support to bring about significant and sustained improvements in teaching and learning.
- Evidence of developing effective working relationships with the governing body and with other schools
- Able to demonstrate a pro-active approach to engagement with the wider community.

#### **Demonstrate self-awareness, social-awareness and effective self-management.**

Head Teacher Job Description Responsible to: The Governing Body.

For full details please refer to the role of Head Teachers as defined by the National Standards for Head Teachers and for conditions refer to School Teachers Pay and Conditions 2019.



## **Application Procedure**

Applicants should fully complete the application form including their supporting statement and return it through Kent Teach by no later than noon on 5<sup>th</sup> February 2020.

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

### *Recruitment and Selection procedure*

The shortlist will be drawn up and the selection process will be held on 12<sup>th</sup> and possibly 14<sup>th</sup> February 2020. Further details will be provided to candidates called to interview.

Applicants will be advised as soon as possible after 5<sup>th</sup> February whether they have been called for interview or not.

### *Equality Monitoring*

All applicants will be required to complete an Equality Monitoring Form.

### *Safer Recruitment*

Archbishop Courtenay and Aquila are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

### *Privacy notice*

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.



## **Further information**

Please visit the School website on <https://www.archbishopcourtenay.org.uk/>

Please visit our Trust website on <http://www.aquilatrust.co.uk/>

You can contact our Chair of Governors, Rowena Linn via [rlinn@archbishopcourtenay.kent.sch.uk](mailto:rlinn@archbishopcourtenay.kent.sch.uk)

You can contact the Trust CEO, Annie Wiles via [anniewiles@diocant-aquila.org](mailto:anniewiles@diocant-aquila.org)

