

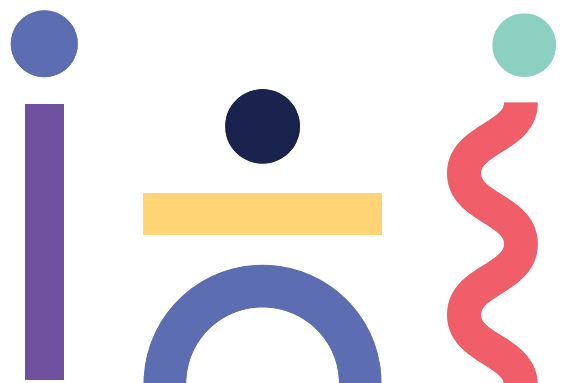
St Michael's Church of England Primary Academy

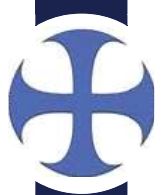
Headteacher
Recruitment Pack



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Welcome

Thank you for showing interest in this very exciting opportunity, leading a thriving school in the heart of Exeter.



Not only is it a great school, but it's also part of St Christopher's, which makes it even better!

As CEO of the Trust, I want a leader with vision, ready to build on firm foundations, who is tenacious in achieving the best for every pupil in this great community.

With more than 55 staff you need to know how to work with and through others, bringing out the best in everyone.

We believe in #thepowerofus at St Christopher's and focus on ensuring our schools are wonderful places of learning for both pupils and staff. With 21 primary schools in the Trust, there are a wealth of skills and expertise to draw on. Collaboration is key to our continuing success.

So, if you consider yourself to be a leader of people with a can-do attitude please get in touch, as St Michael's could be the school for you.

With very best wishes

Jo Evans CEO
St Christopher's Trust





Our School

www.stmichaels.stcmat.org

- 2 form entry Primary School – full and over subscribed
- Children aged 4 – 11 years
- Vibrant and engaged community with supportive parents
- Supportive and experienced staff team
- Well maintained, spacious buildings with extensive grounds which include excellent outside play facilities and a forest school
- Inner city residential area with good access
- Church of England School



Enriching Lives
Everyday



St Michael's is a large school with a village feel

*Here's what St Michael's community say about
their school*

"We are a very popular school with a good standing in the local community. We have strong links to St Michael's Church, local pre school and other organisations. The children sometimes sing in a local home for the elderly." Class Teacher

"St Michael's "is one big family. From parents, children and school staff everyone works together to create the best environment."

School Governor

"We're a very sociable school. Everyone here is part of a warm, supportive family. There is a real sense of belonging." Class Teacher
"We have fun when we learn."
Pupil Year 3

"The school community is extremely welcoming. We have an active PTFA who have recently raised money to build a yurt in the school grounds."

Parent

"We are a Christian school, but we are encouraged to learn about different faiths."

Pupil Year 6





'We're looking forward to meeting our new Headteacher'

We asked the children and teachers what qualities they would like in their new headteacher. This is what they said:

"Someone who is visible and likes children and their parents"

Parent

"A sociable, friendly person who will become part of the school family and has a sense of humour!" Class Teacher



"An experienced head, who is not afraid to be hands on and present. One who is approachable and will listen to the staff and take on board what they hear." Class Teacher

"Understands and has experience in both key stage 1 & 2."

Class Teacher

"Joyful, kind, helpful, understanding, creative, amazing and super!" Pupils School Council

"Smiles a lot."

Pupil, Year 2

Has a good understanding and has worked with a high SEN need and behaviour challenges and can give workable solutions." SENDCO

"A head who has a clear ethos and strategy and articulates it well. Is clear about their vision and planning."

Class Teacher

Are you a strong leader who will make a difference to St Michael's and our Trust?

This is an opportunity to lead one of St Christopher's largest schools, with a committed staff team of more than 55.

In a Trust of 21 schools, there is a wealth of support and resource for you to draw on. Your contribution to leading strategic priorities for improvement through to collaborating with other Heads in our Trust will be a valuable part of your role.

St Christopher's schools are all individual in their contexts, communities and character. Each is encouraged to shine in their own distinctive way.

'An education as unique as you'

is applied to every child within our Trust and is made real for leaders in our schools. As an exceptional leader, we will nurture and leverage your specialisms and talents.



The Headship role and any wider opportunities, will be shaped by your particular profile of skills and experiences.

We welcome applications from current Headteachers or those with significant senior leadership experience around improving provision and outcomes.

Please talk to us if you are interested in flexible working arrangements.



St Christopher's Trust

www.stchristophersmat.org



St Christopher's Trust

Mrs Jo Evans
CEO St Christopher's Trust

St Christopher's is a charitable Trust, responsible for providing education across 21 community and Church of England primary schools in Devon, Plymouth and Torbay.

Every St Christopher's school is a wonderful place of learning for both pupils and staff. We work collaboratively, drawing on the skills and expertise of all our staff.

We have a strong focus on pedagogy and a deep commitment to provide the best provision for all our pupils.

We seek to ensure that within our values framework, schools have enough autonomy to make local decisions that best support the uniqueness of each school community whilst also encouraging a sense of collective responsibility and partnership.



Our Trust

#PowerOfUs

A Rich Programme of CPD and Support

Our CPD events and courses are designed to support leaders at their various stages of leadership development.

Headteacher Leadership Network

An opportunity to learn with and from other Headteachers in the Trust.

Early Headship Support

Those new and in the first years of the profession access a bespoke programme of support as well as access to our Early Heads.

Middle Leadership Skills

Network Includes skills such as coaching, building teams, action planning, monitoring teaching and learning.

Subject Leadership Networks

English, Maths, Humanities RE, SIAMS and EYFS.

A programme of CPD

The opportunity to take part in joint practice development and classroom research projects.

SENDco Network

Regular opportunities for leaders of SEND to come together, share and develop practice collaboratively.

To View our People Matter CPD and Training programme

stchristophersmat.org/news-events/people-matter-cpd-courses



We have a core belief that we are better together.

This includes HR support, financial management, premises, health and safety as well as our team of School Improvement Leaders.

We see learning and leadership development as a continuous process that includes everyone.



Our Trust

People Strategy



Mrs Rachel Martin
Chief Finance & People Officer

Celebrate Diversity:

We believe in offering a working environment that celebrates individuality, diversity and inclusion and represents the communities we serve.

Investing In People:

Our people are the greatest asset we have. Every person plays a critical role in improving our schools and enabling our pupils to flourish.

At St Christopher's we are being intentional about how we discover and welcome new people and ensure all in the Trust belong and grow.

Our career aspirations are from doing our best in our current role through to career progression.

It's not just about your career, its also about you; we offer personal development courses to support you in your role and your well being

A Forward Thinking Aspirational Employer:

We are committed to equality of opportunity and excellence in all our people practices, from our recruitment, induction and welcoming of new staff to our policy setting, employee voice practices and career development opportunities.

Our newly launched St Christopher's People Strategy has established our commitment to providing a culture that fosters continuous professional development (CPD) and employee engagement. At St Christopher's, we offer a powerful package of CPD to support you in the development of your career, but also in the development of yourself.



Important Information

Application Process

Please submit your application via our Face-Ed application portal

[//stcmat.face-ed.co.uk/Vacancies](https://stcmat.face-ed.co.uk/Vacancies)

The details of this vacancy and a link to Face-Ed application portal can be found on our website.

www.stchristophersmat.org/work-with-us/current-vacancies

Tour of School

To book a tour of the school, please contact

people@stcmat.org

To Talk About the Role

If you would like to talk about the role prior to your application, please get in touch with Chris Briggs, Regional Director of Education;

chris.briggs@stcmat.org

Important Dates

Closing Date:

Wednesday 5 March 2025

Interview Dates:

Wednesday 12 & Thursday 13 March 2025



Headteacher

Job Description

Hours/Term:	Full Time/Permanent (Open to part-time applicants)
Salary:	Leadership Pay Scale 14 – 20 Recruitment Package Relocation Package, following discussion with successful candidate
Benefits:	Teachers Pension Scheme High quality Employee Assistance Programme for staff and their families Cycle to work scheme Commitment to personal development and CPD Thorough and supportive induction process
Location:	St Michael's Church of England Primary Academy, South Lawn Terrace, Heavitree, Exeter, Devon EX1 2SN
Responsible to:	The Governing Body of the School and The Trustees of St Christopher's Multi Academy Trust

Key Purpose of role

- To provide dynamic and professional leadership that enables the schools to work in partnership with St Christopher's Trust to provide every pupil with high quality, principled education
- To inspire, challenge, motivate and empower all members of the school community to contribute and carry the vision forward
- To inspire, challenge, motivate and empower all members of the school community to contribute and carry the vision forward
- To manage the school's resources effectively and creatively and cultivate a safe environment that secures and promotes the highest achievement of both pupils and staff
- To promote the school in the wider community, building strong partnerships with parents and carers to support pupils' achievement and personal development

Strategic Direction and Shaping the Future

- Work with the Local Governing Body and other key stakeholders to ensure the vision for the school is clearly articulated, shared and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement
- Demonstrate the vision and values in everyday working practice
- Motivate and work with others to create a collaborative culture and positive environment
- Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large
- Alongside the Local Governing Body formulate, implement, monitor and evaluate policy and practice
- Maintain a keen awareness of developments in education, teaching and learning to ensure that the school is able to meet current and future requirements and resources are secured

Leading, Learning and Teaching

- Ensure a consistent and continuous school-wide focus on pupil's achievement, using data and benchmarks to monitor the progress of every child's learning
- Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrates and articulate high expectations and set challenging targets for the whole school community
- Implement strategies which secure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Monitor, evaluate and review classroom practice and promotes improvement strategies
- Develop middle and senior leaders to support school improvement and develop a sustainable school
- Challenge underperformance at all levels and ensures effective corrective action and follow up is undertaken in line with Trust policy
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Communicate and work closely with families directly and via the staff team to ensure that learning is supported at home

Developing Self and Working with others

- Developing Self and Working with others
- Take responsibility for own personal development by participating positively in the Headteacher performance appraisal process
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Build a collaborative learning culture within the school and actively engage with other schools in the Trust and beyond to build effective learning communities
- Manages personal workload and that of others to allow an appropriate work/life balance
- Review annually the professional development of all staff at the school and report progress, actions, and recommendations to the governing body

Managing the Organisation

- Work with the Trust and local governors to maintain an organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear, impact-focused, evidence-based improvement plans and policies for the development of the school and its facilities
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals
- Recruit, retain and deploy staff appropriately work with the Trust and local governors to ensure that the school operates efficient and effective financial and administrative procedures, setting appropriate priorities for expenditure, allocating funds and ensuring effective financial control, in accordance with the requirements laid down by the Trust
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

Securing Accountability

- Fulfil commitments arising from contractual accountability to the Trust
- Develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the Local Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents and carers

Strengthening Community

- Build a school culture and curriculum that takes account of the richness and diversity of the school community
- Ensure learning experiences for pupils are linked into and integrated with the wider community and that there are a range of community-based learning experiences
- Actively engage with Trust, with other schools within and beyond the Trust, and with educational partnerships to support joint learning, share best practice, and extend available resources and training
- Create and promote positive strategies to promote single equality and challenge any prejudice
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich its value to the wider community and vice versa

Safeguarding:

- Responsible for promoting the welfare of all children and young people
- Keep up to date with all areas of Safeguarding responsibilities across the school
- Co-operate and work with relevant agencies to protect children
- Create an organisational culture which prioritises and monitors the safeguarding of children and young people
- Ensure all paperwork is kept up to date and secure

This list is not exhaustive and may require additional work commensurate with the post

This job description may be amended at any time in discussion with the Director of School Improvement/LGB

Headteacher

Person Specification

Candidates should evidence as part of their personal statement how they meet the following criteria.

	Essential	Desirable	Assessed by
Professional Qualities	<ul style="list-style-type: none"> • Qualified Teacher with Qualified Teacher status • Evidence of continuing professional development relating to school leadership and /or curriculum development 	<ul style="list-style-type: none"> • NPQH 	<ul style="list-style-type: none"> • Application. • Document inspection at interview
Relevant Experience	<p><i>Shortlisting will be based on your ability to show evidence of:-</i></p> <ul style="list-style-type: none"> • Headteacher or other significant senior leadership experience, with track record of improving provision • Active participation in a culture of exceptional safeguarding, to promote and safeguard pupils' welfare • Collaboration, recognising and drawing on the expertise of others 	<ul style="list-style-type: none"> • Leadership experience in more than one setting • Experience of working in a church school, under the SIAMS inspection framework 	<ul style="list-style-type: none"> • Application • Interview

Person Specification cont.

	Essential	Desirable	Assessed by
Teaching and Learning	<p><i>Shortlisting will be based on your ability to show how you: -</i></p> <ul style="list-style-type: none"> • Further develop curriculum to inspire all learners • Develop highly inclusive practice that remove barriers to learning • Work through other leaders to impact on staff development at all levels 		<ul style="list-style-type: none"> • Application • Interview
Community and Culture	<p><i>Shortlisting will be based on your ability to show how you:-</i></p> <ul style="list-style-type: none"> • Promote positive and respectful relationships, building a vibrant community • Actively support governance to deliver its functions effectively 	<ul style="list-style-type: none"> • Have experience of working in an inclusive school community 	<ul style="list-style-type: none"> • Application • interview
Personal Qualities and Knowledge	<p><i>Shortlisting will be based on your ability to show how you: -</i></p> <ul style="list-style-type: none"> • Are a passionate leader, able to juggle the demands of a thriving school community • Are clear in your spoken and written communication • Understand the headteacher's role as guardian of the school and Trust's Christian foundation 		<ul style="list-style-type: none"> • Application • interview

Devon Life

Devon is a wonderful, family friendly county to live and work.

Exeter is a fast-growing, vibrant cathedral city with historic buildings, markets and festivals throughout the year.

Plymouth offers a host of outstanding facilities and things to do, great transport links and popular shopping options.

Torbay has seaside towns with sandy beaches, an international marina, excellent shops and restaurants.

Devon's rural towns and villages, offer idyllic, peaceful country settings and ready access to the Jurassic coastline, sandy beaches and the dramatic beauty of Dartmoor.



How to Apply

To arrange an information discussion about the role please email Chris Briggs, Regional Director of Education; chris.briggs@stcmat.org

Please submit your application via our Face-Ed application portal; [//stcmat.face-ed.co.uk/Vacancies](https://stcmat.face-ed.co.uk/Vacancies)

The details of this vacancy and a link to Face-Ed can be found on our website; www.stchristophersmat.org/work-with-us/current-vacancies

St Michael's CofE Primary Academy and the St Christopher's C of E (Primary) Multi Academy Trust are committed to equal opportunities. If you require any adjustments as part of the recruitment process, please make these known through the cover email of your application.

School Address

St Michael's Church of England Primary Academy
South Lawn Terrace
Heavitree
Exeter
Devon EX1 2SN

Contact details

www.stchristophersmat.org
people@stcmat.org | 07593 578639

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates. Candidates are encouraged to read our Safeguarding policy before applying.

We welcome individuals from all backgrounds and are committed to cultivating a diverse and inclusive workplace. Applicants who meet the criteria will be considered for employment, regardless of race, religion, gender, gender identity or expression, sexual orientation, disability, age or veteran status.

