



# St Michael's Church of England Primary Academy



Flourishing Communities

## Headteacher Recruitment Pack

St Michael's is part of St Christopher's Multi Academy Trust's Community



# Contents

Welcome from CEO	<u>3</u>
Information About Our School	<u>4</u>
Our School Community	<u>5</u>
Our New Headteacher	<u>6</u>
<b>St Christopher's Academy Trust</b>	<u>7</u>
Our Trust	<u>8</u>
People Strategy	<u>9</u>
Headteacher Post—Important Information	<u>10</u>
Headteacher Post—Job Description	<u>11</u>
Headteacher Post—Person Specification	<u>15</u>
Devon Life	<u>17</u>
How to Apply	<u>18</u>

Flourishing Communities



# 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 19 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 Cof E Primary Multi Academy Trust**





# Our School

[www.stmichaels.stcmat.org](http://www.stmichaels.stcmat.org)

## Our School

St Michael's C of E Primary Academy is located in Heavitree, close to the centre of Exeter.

[Welcome - St Michaels Church of England Primary Academy Exeter \(stcmat.org\)](http://www.stmichaels.stcmat.org)

## Our Curriculum

St.Michael's follow the National Curriculum, which focuses on knowledge, skills and understanding.

[Curriculum Overview - St Michaels Church of England Primary Academy Exeter \(stcmat.org\)](http://www.stmichaels.stcmat.org)

There are also an exciting range of enrichment activities

[Enriching the Curriculum - St Michaels Church of England Primary Academy Exeter \(stcmat.org\)](http://www.stmichaels.stcmat.org)

## Our School Values—'Enriching Lives Every Day'

Our vision and values are at the core of everything St Michael's does. They underpin teaching and learning, and provide an environment which prepares our children to be confident, happy citizens.

We offer strong leadership with an approach which provides a broad and balanced curriculum that fosters all elements of children's growth as learners. This is supported by a strong Christian vision and character with an embedded set of values.

[Our School Vision and Values - St Michaels Church of England Primary Academy Exeter \(stcmat.org\)](http://www.stmichaels.stcmat.org)

- **4 to 11 year olds**
- **Two Form Entry**
- **Number on Roll: 420**
- **Church of England School**
- **Ofsted: Outstanding 2015**
- **SIAMS: J1 2024**





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

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

"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

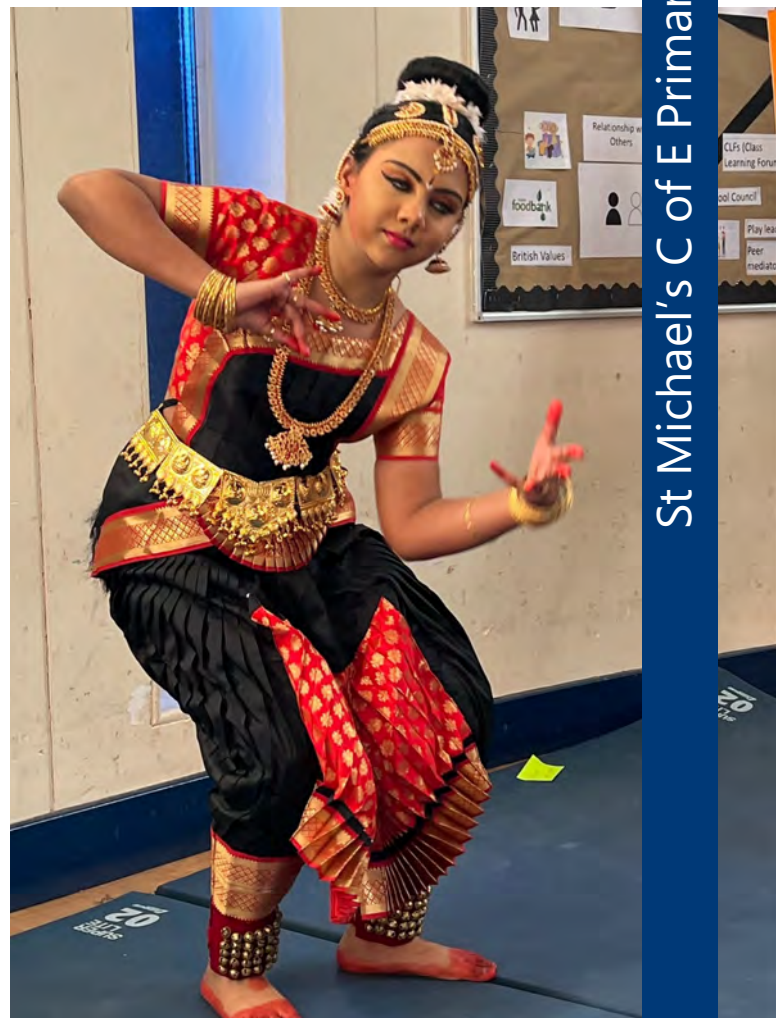
"St Michael's "is one big family. From parents, children and school staff everyone works together to create the best environment." School Governor

"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

"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

"Art is my favourite, we do lots of different topics in art. I'm good at sketching." Pupil Year 4

"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:

“A head who has a clear ethos and strategy and articulates it well. Is clear about their vision and planning.” Class Teacher

“Someone who is visible and likes children and their parents,” Parent

“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

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

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

“Smiles a lot.” Pupil, Year 2

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



**St Christopher's is a charitable Trust, responsible for** providing education across 19 community and Church of England primary schools in Devon, Plymouth and Torbay.

# St Christopher's Multi Academy

[www.stchristophersmat.org](http://www.stchristophersmat.org)



Mrs Jo Evans  
**CEO St Christopher's Multi Academy Trust**

**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

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.

## A Rich Programme of CPD

Our CPD events and courses are designed to support leaders, teachers, governors and Business Support staff at their various stages of leadership development.

Most courses are available to all in Primary Education

To View our programme:

[www.stchristophersmat.org/news-events/](http://www.stchristophersmat.org/news-events/) or

Our [People Matter Brochure](#)





# Our Trust

## People Strategy

### 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.**

### 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.**



Mrs Rachel Martin  
Chief Finance & People Officer  
**St Christopher's Multi Academy Trust**

We each have different career aspirations, from doing our best in our current role through to **career progression**. **But it's not just about your career, it's also about you; so our offer is being further developed to provide personal development courses.**

### Celebrating Diversity

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

# Headteacher

## 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](https://www.stchristophersmat.org/work-with-us/current-vacancies)

### School Tours

For those interested in applying for the Headteacher role, a tour of St Michael's will take place on the following dates:

17th July 2024 09:00—11:00 or 22nd July 2024 13:30 onwards

6th or 11th September 2024 13:30 onwards.

If you are unable to attend in person you can book on a virtual meeting to find out more about the role on 23rd July at 15:30.

To book please contact [hr@stcmat.org](mailto:hr@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 [sean.millar@stcmat.org](mailto:sean.millar@stcmat.org).

## Important Dates

- **Closing Date:** Friday 13th September at 09:00
- **Interview Dates:** Tuesday 24th September 2024  
Wednesday 25th September 2024

# Headteacher

## Job Description

Hours/Term:	Full Time/Permanent
Salary:	Leadership Pay Scale 14—18
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
Responsible to:	The Governing Body of the Academy 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 a high quality, principled education
- 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

### Key Duties

#### Accountabilities

- Carry out duties in line with the conditions of employment as set out in the current Teachers' Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of the Trust's Governing Body

## 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

- 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-focussed, 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	Tested by
Professional Qualifications	<ul style="list-style-type: none"> <li>Qualified teacher with Qualified Teacher status</li> <li>Evidence of continuing professional development relating to school leadership and curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>NPOH</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Document inspection at interview</li> </ul>
Relevant experience	<p><i>Shortlisting will be based on your ability to show evidence of:-</i></p> <ul style="list-style-type: none"> <li>Headteacher or other significant Senior leadership experience with a proven track record of improving the quality of provision and outcomes</li> <li>Active participation in a culture of exceptional safeguarding, to <b>promote and safeguard pupils'</b> welfare</li> <li>Collaboration, recognising and drawing on the expertise of others</li> </ul>	<ul style="list-style-type: none"> <li>Leadership experience in more than one setting</li> <li>Experience of working in a church school, under the SIAMS inspection framework</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Teaching and Learning	<p><i>Shortlisting will be based on your ability to show evidence of: -</i></p> <ul style="list-style-type: none"> <li>Further develop curriculum to inspire all learners</li> <li>Develop highly inclusive practice that remove barriers to learning</li> <li>Work through other leaders to impact on staff development at all levels.</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

	Essential	Desirable	Tested by
Community and Culture	<p><i>Shortlisting will be based on your ability to show how you: -</i></p> <ul style="list-style-type: none"> <li>Promote positive and respectful relationships, building a vibrant and inclusive community</li> <li>Actively support governance to deliver its functions effectively</li> </ul>	<ul style="list-style-type: none"> <li>Have experience of working in a culturally diverse and inclusive school community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
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"> <li>Are a passionate leader, able to juggle the demands of a thriving school community</li> <li>Are clear in your spoken and written communication</li> <li><b>Understand the headteacher's role as guardian of the school and Trust's Christian foundation</b></li> </ul>	<ul style="list-style-type: none"> <li>Are a practicing Christian</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

Subject to satisfactory references and enhanced DBS



# Devon Life

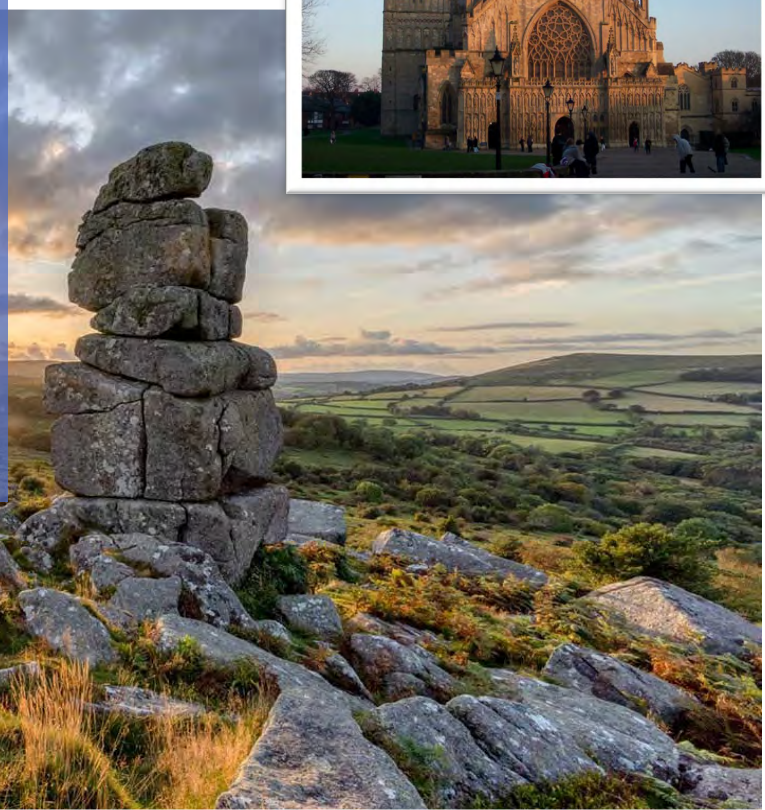
Devon is a wonderful, family friendly county to live and work.

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 [sean.millar@stcmat.org](mailto:sean.millar@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](http://www.stchristophersmat.org/work-with-us/current-vacancies)

**St Michael's Church of England 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.

Address

## **St Michael's Church of England Primary Academy**

South Lawn Terrace

Heavitree

Exeter

Devon EX1 2SN

Contact details

[www.stchristophersmat.org](http://www.stchristophersmat.org)

[HR@stcmat.org](mailto:HR@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

