



# Headteacher Candidate Pack



## St. Michael's CE Primary School



# Welcome Letter

Dear Applicant

Thank you for your interest in the post of Headteacher at our school. The Governors are seeking a candidate who will continue to ensure that St Michael's remains an exciting and joyful place to learn, reinforce our robust Christian ethos and deliver on our strategic goals.

Our new Headteacher must be ambitious for all our children and give each one every opportunity to both achieve their potential and move confidently on to the next stage of their education.

This application pack contains information about the school, the person specification and the job description. Please take a look at our [website](#) to give you a flavour of our community.

If you think that you are who we are looking for and would like to visit, then please contact the school office on 020 8874 7786 to make arrangements.

Completed applications should be submitted by 11:59pm on Sunday 10th March 2024.

Interviews will take place on Wednesday 20th March 2024.

I look forward to receiving your application and hope to meet you soon.

Yours sincerely,

David Walton  
**Co-Chairs of Governors**

John Whitehouse



# From the Vicar of St Michael's & All Angel Southfields



Dear Applicant,

Firstly, thank you for expressing interest in this role.

St Michael's church founded St Michael's school and ever since then we have had a creative and supportive relationship together. As a church we host regular special services, such as Christmas, Easter, Harvest and year Six leavers. My self and our staff team lead either weekly whole school collective worship, or in smaller classroom settings.

We regularly pray for the school, and consider the life of the school community, pupil, parent and teacher as part of the wider mission and ministry of the church.

Many of our church families have children at the school, and our church members make up most governors on the Governing Body.

From our SIAMS report;

"The school's Christian vision is deeply engrained across its life and work, profoundly and positively influencing decision making, policies, practice and relationships at all levels. It is successfully underpinned by a clear appreciation of education within a Christian and inclusive context, so that it serves its diverse community extremely well."

We look forward to working closely with a candidate whose faith informs their actions, and who we can support in helping the children of the school to grow in body, mind and spirit, within the love of God.

Kind regards

Rev Stephen Melliush

**Vicar St Michael's and All Angels Southfields & Governor**





# About Us

St Michael's was established in 1912. It remains a flourishing voluntary-aided Church of England primary school committed to providing a broad and balanced education within a secure and nurturing Christian environment for boys and girls aged 3 to 11 yrs.

We extended to a 2-form entry school in 2009. From Reception to Yr6, and Mini-St Mike's nursery (opened in January 2021). We also enjoy fabulous facilities including a MUGA pitch, a good-sized hall, an outdoor learning area, significant playground space and a 'parking area' for bikes and scooters.

We are located in the heart of Southfields, a beautiful, leafy residential area in between Wandsworth and Wimbledon. The local parish Church and the London Mosque are very close and both Southfields Underground station and the All England Lawn Tennis Club ground are easy-walking distance.

We actively promote that 'everyone is unique and everyone has a contribution to make' and this is achieved and celebrated throughout our curriculum and worship.

## Mission, Vision & Values

Our Mission and Vision is central to what we do in school and supports our children to flourish and meet their God-given potential through a broad curriculum of study.

### Our Mission:

St. Michael's CE Primary School, established upon Christian foundations and living out the Christian faith, is committed to providing every child with an excellent education.



### Our Vision:

- **Create** a secure and nurturing Christian environment which values and respects every individual and their beliefs
- **Equip** children, through an innovative and broad curriculum, with confidence and life skills to reach their full, God-given potential
- **Partner** with home, church and the local community to make a positive contribution to God's world

### Our Values:

- We live out gospel values of **kindness, generosity, love, justice, fairness, truth, hospitality, service, compassion, forgiveness and redemption.**
- Each week we highlight one of the gospel values and this becomes a focus of assemblies, prayer and teaching.



# Core Growth Priorities

## Short -2023-24

- Improve Writing outcomes to same levels as Maths & Reading, vs. National & LA
- Recruit new Headteacher
- Embed new SIAMS framework and foster individual spiritual growth

## Medium -2024-27

- Yr6 SATS progress (vs. Yr2 SATS 2021-23) to exceed National & LA
- Increase commercial income streams x3, utilising the school's grounds and facilities
- Strengthen teacher training for ongoing development, partnering with other schools
- Sport & music be more central to our pupils' development
- Deepen partnerships with local schools, business and wider religious communities

## Long -2027-30

- Yr6 SATS outcomes to remain top 1% across England and Wales and No1 in LA.
- Complete Carbon Zero 2024-30 project.

## Senior Leadership Team & Board of Governors overview

We are very fortunate to have a capable Senior Leadership Team, led by our;

- Deputy Headteacher, DSL & SENCo lead, supported by our:
- two Assistant Headteachers, each having spent over 10 years at St Michael's
- four Phase leaders (EYFS, Lower, Middle & Upper)

We have a consultant Headteacher in place to provide added support and guidance to our leadership team until the substantive Headteacher position is filled.

Our Board of Governors comprises 18 people;

- 8 Foundation (elected by St Michael's PCC)
- 2 Foundation (appointed by the Southwark Diocesan Board of Education)
- 1 appointed by the Local Education Authority
- 2 Parent (elected by parent body)
- 1 Staff (elected by staff body)
- 2 co-opted
- 1 Headteacher (ex-officio)
- 1 Vicar of St Michael's Church (ex-officio)

In addition to Board meetings, each governor contributes to the success of the school via subject/faculty link roles, continuous training, joining school trips and participating in the following committees;

- Pay committee (x2 yearly)
- Headteacher's performance review team (x3 yearly)
- Admissions committee (x3 yearly)

# Comments from OFSTED & SIAMS



“ Pupils enjoy their learning. They take part in an extensive range of visits and clubs. Many pupils have opportunities to follow their interests. ”

“ Pupils behave well and have positive attitudes. They actively and sensibly take part in lessons. Adults encourage pupils to share their views which helps to build their confidence. ”

St Michael's was inspected by OFSTED in June 2022 and was graded "Good".

Some comments from OFSTED:

“ Parents and carers praise the 'family feel' of the school's community. Leaders and staff work together to ensure that expectations are high for all pupils, particularly for pupils with special educational needs and/or disabilities (SEND) ”

Our last SIAMS inspection was in March 2019 and we were judged to be "Excellent".  
Some comments from SIAMS:

“ Innovative curriculum planning, adapted to meet school needs, is a clear expression of its inclusive Christian vision. It successfully provides support and challenge to allow all, including the most vulnerable, to flourish. ”

“ Effective pastoral care for pupils to be their best both academically and personally is specifically based on encouraging them to flourish as unique individuals, precious to God. ”

“ Inspiring collective worship and effective RE are given high priority and successfully support and reflect the school's Christian vision. Both areas promote deeply the spiritual and moral development of pupils, helping them to make a positive contribution to God's world. ”

SIAMS and OFSTED inspection reports can be found [here](#).

**“St. Michael's Church of England School, established upon Christian foundations and living out the Christian faith, is committed to providing every child with an excellent education.”**

# Job Description



## Job Purpose

- To agree a shared vision and ethos for the school and provide clear strategic direction
- To promote the Christian ethos and values which underpins all aspects of school life
- To ensure high academic standards
- To ensure Safeguarding is effective
- To promote creativity incorporating new technologies
- To work effectively with and be accountable to the Governing Board
- To oversee the operational maintenance of the building
- To ensure all policies are up to date and actioned

## Leadership and Management

- Recruit and maintain a high-quality leadership, teaching and support staff team
- Develop and review the School Strategic Plan underpinned by sound financial planning
- Create a motivating, collaborative learning culture
- Manage change and incorporate new ideas and plans
- Promote professional development and a good work-life balance for themselves and for colleagues
- To promote a whole school culture which is joyful, caring and highly ambitious

# Job Description



## Teaching, Learning and Standards

- Ensure the school provides an enjoyable and engaging learning environment with a broad curriculum which enables all children to achieve
- Create a learning culture of challenge and support
- Ensure high standards of learning, behaviour and attendance are maintained
- Monitor, track and report on progress and attainment

## Resources and Finance

- Manage the school finances effectively, and produce and manage a balanced budget
- Ensure premises are maintained and updated
- Seek additional financial and resource opportunities

## Community

- To create a happy, joyful and welcoming Christian based school community reflecting the richness and diversity of pupils, parents, staff, governors and volunteers
- Ensure effective liaison with Southwark Diocesan Board of Education and Wandsworth Borough Council
- Develop and maintain positive links with the parish and wider community including other primary schools and secondary schools to which pupils may transfer

## Communication

- Maintain high quality communication channels with all stakeholders



# Person Specification



Requirements (Essential unless otherwise stated)	Assessed at each stage	
	Application	Interview
<b>Qualifications and Experience</b>		
Degree and Qualified Teacher Status	•	
NPQH or working towards this or evidence of other successful professional study	•	
Proven commitment to continued professional development	•	•
Evidence of dynamic and inspirational leadership in a primary school	•	•
<b>Skills and Knowledge</b>		
Demonstrate a commitment to maintaining the Christian ethos of the school	•	•
Understand the legal framework within which a church school operates, including national policy, curriculum developments, the OFSTED inspection framework and Safeguarding practices and procedures	•	•
Ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action in the best interests of the school		•
Experience of effective financial planning, budgetary management and the use of resources to achieve the school's objectives	•	•
Understanding of the principles of excellence in teaching, learning and assessment	•	•
Knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for ALL pupils to enable them to achieve their full potential	•	•
Ability to maintain high levels of behaviour to support children's learning and social and emotional development	•	
Experience of leading high performing teams and maintaining effective personal relationships	•	
Experience of working with and creating learning partnerships and networks	•	

# Person Specification



Requirements (Essential unless otherwise stated)	Assessed at each stage	
	Application	Interview
<b>Leadership Skills</b>		
Ability to demonstrate commitment to safeguarding and promoting the welfare of children, ensuring that all members of the school community share that commitment	•	•
Experience and ability to develop and communicate a clear strategic vision for the future development of the school in consultation with other stakeholders		•
Experience of delivering the principles and strategies of whole school improvement by initiating, implementing and evaluating change and development	•	•
Ability to manage, motivate and support individuals and teams effectively showing commitment to accountability for pupil outcomes -this will include Performance Management of staff	•	
Ability to build and maintain effective relationships with parents, carers, partners, and the community	•	
Ability to lead in a joyful, caring and highly effective manner	•	
<b>Personal Qualities</b>		
High expectations of yourself and your staff		•
Strong presentation in public and private speaking and writing skills	•	•
Excellent communicator with effective listening skills		•
Courage and ability to tackle difficult issues, to avoid defensiveness and to convey outcomes clearly and sensitively		•
Calm and organised under pressure		•
Caring and supportive of pupils and staff		•
A positive outlook on life		•
A genuine desire to work with children, staff and parents to affect the best possible outcomes for each child in your care		•



## How to Apply

If you would like to discover more about this exciting opportunity, need any further information, have an informal discussion or arrange a visit then please contact our retained consultant at Academicis, **Ross Laird: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) or 01223 907979 / 07901 585959**

Please email your application to:

**Ross Laird: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)**

**Closing date:** 10th March 2024 at 11:59pm

**Shortlisting date:** Thursday 14th March 2024

**Interviews:** 20th March 2024



**St. Michael's CE Primary School**  
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[www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)