

St Dunstan's, Cheam, Church of England Primary School



Headteacher Recruitment Pack April 2023



The Diocese of
Southwark

Welcome to St Dunstan's

Dear prospective applicant,

Thank you for showing an interest in our Headteacher vacancy at St Dunstan's school. The post is available from September 2023, when our current Headteacher retires.

At the centre of everything we do at St Dunstan's are the children. We are enormously proud of our keen learners, and our mission is to provide them with the highest quality education and pastoral care, underpinned by our strong Christian values and ethos. Those values mean that we welcome and celebrate everyone, of all faiths or of none.

Our new Headteacher will find a committed and talented staff body at St Dunstan's, passionate about delivering high quality teaching and the best outcome for each individual pupil, all in a modern school building with extensive outdoor space. In addition, we are supported by engaged parents and carers, a strong PTFA and an active governing body.

I hope that you will find this pack informative, and that it provides you with a glimpse of our ethos and all the good work that goes on within our school. However, nothing can convey the caring and positive atmosphere that pervades St Dunstan's, so I warmly encourage you to arrange a visit to see this for yourself.

A Headteacher is central to any school's ethos, character and success. We are seeking an ambitious, enthusiastic, strategic thinker who has the drive and passion to lead us forwards, along with the skills to navigate their way successfully through the ever evolving and challenging educational environment.

I look forward to receiving your application.

Yours faithfully

Martin Swain
Chair of Governors



Our School

For all members of our school family we celebrate:

- excellent **achievement and progress** in all that we do
- learning for **life in all its fullness**
- **Christian values** alive within our school
- being at the **heart of our community**



We are a very successful and forward-looking school, seeking all the time to improve and progress. We are very proud to be a Church of England school and we value our strong links with both the Southwark Diocese, the Cheam Team Ministry and our parish church, St Dunstan's Cheam. We are supported by an active Governing Body, enthusiastic parent community and local churches.

Learning for Life in all its fullness

We aim to provide a happy, inclusive, secure and stimulating learning environment where Christian values are embraced by all, no matter what their faith background.

Working together, we nurture individuality, provide challenge, develop self-esteem and promote respect for each other. We want to enable each child to grow into a confident, responsible and compassionate young person. We encourage them to have high aspirations for the future and to be the person they are fully capable of being so that they may have life in all its fullness.

"Jesus said 'I have come that you may have life in all its fullness' "
John 10:10



Our School

Our Christian Ethos

A strong Christian ethos is the foundation of all aspects of life and learning at St Dunstan's. This is made explicit in our vision, which is to be '**a thriving Christian school guided by the Good Shepherd.**' Whilst children from different faiths and non-faith backgrounds all find a home at St Dunstan's, we expect all members of our school community – children, families, staff, governors and visitors alike – to respect and abide by our Christian principles which you will see demonstrated in our diverse and inclusive community. As a church school, foundation governors are an important part of the Governing Body, ensuring that this vital aspect of the school's identity remains at the heart of who we are.

The school's Christian character is most visibly expressed in our worship, which is central to the life of our school. Worship affirms and celebrates the place of faith in the school and is a vital part of the school day. Held as a whole school and in key stages, and led by staff, clergy, or visitors, worship provides an opportunity for children to express and develop their spirituality. Our children contribute regularly through music, drama, prayers and readings.

Staffing Structure

Our senior leadership team consists of the Headteacher, deputy headteacher, three phase leaders who are also teachers, a school business manager and a SENDCO. In total we have twenty five teachers some of whom work part time or provide PPA cover and each year group has a teaching assistant.



Our School

Being at the heart of the community

We are located in the heart of Cheam Village with generous indoor and outdoor space that provides a safe, stimulating and nurturing environment for our children and their learning.

Cheam is part of the London Borough of Sutton with great transport links into Central London and the M25 nearby. Our school has generous outdoor space with three playgrounds, a large playing field and a generous car park. Only a few metres away is Nonsuch Park, where Henry VIII built his extravagant Nonsuch Palace. A settlement since Anglo Saxon times, Cheam is recorded in the Domesday Book and is steeped in history. The annual Cheam Charter Fair dates from 1259 when Henry III granted Cheam a charter making it a town and is just one of the community events we support and participate in regularly.

Southwark Diocesan Board of Education (SDBE)

The Southwark Diocesan Board of Education supports 104 schools and academies, colleges and universities across our diverse and vibrant Diocese. Church schools are for everyone. Our vision for education in our schools and academies, colleges and universities reflects the wider Anglican concern for the well-being of everyone entrusted to our care.

The SDBE team are dedicated to providing excellent training, professional advice, resources, guidance and pastoral support. SIAMS and OFSTED inspection outcomes place the SDBE as one of the highest performing Diocesan Boards of Education nationally, with our diocesan schools' performance consistently above national averages.



SOUTHWARK DIOCESAN BOARD OF EDUCATION
Developing Church of England Education



Our Vision and Values

St Dunstan's - a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

Our vision, launched in 2020, is theologically rooted in three key passages of scripture – Luke 15.4-7 (the Parable of the Lost Sheep), John 10.11-15 ('I am the Good Shepherd'), and Psalm 23 (The Lord's My Shepherd). All children have the opportunity to learn from these texts and reflect how they might inform the vision and how this is lived out in school.

We have identified five key attributes of the Good Shepherd, who guides, provides, loves, protects, and lays down his life. We encourage all members of the school to reflect these attributes in all that they do at school and beyond. They have also driven four new core values: love, hope, service, and honesty.

We are constantly seeking new and creative ways to explore our vision and embed it throughout all aspects of school life.



Our Community

We have a real sense of community of which we're proud of.

St Dunstan's Governing Body

The Governing Body comprises of foundation governors, a LA governor, parent governors and the Cheam Rector, all with a variety of professional backgrounds and experience. We are an engaged and active governing body who supports and challenges the Headteacher.

Each governor is linked with a subject lead and spends time with them experiencing teaching and learning as part of the monitoring process.



St Dunstan's Parents Teachers and Friends Association (PTFA)

Our PTFA are enthusiastic in supporting us in building community and fundraising. The Christmas and Summer Fayres are whole school community events. Their fundraising supports our Year 5 and Year 6 School Journeys as well as enhancing our learning resources such as providing more diverse books for our school library, interactive smartboards and outside playground resources.

Parent Helpers and Volunteers

We are lucky with many parents volunteering to help with reading, running our well-stocked school library, accompanying children to swimming lessons and school trips. A highlight of the summer term is a celebratory afternoon held for all of our parent helpers, volunteers and parents to recognise and thank them for their support and efforts.

Cheam Team Ministry

The school has a strong partnership with Cheam Parish and its three churches (St Dunstan's, St Alban's and St Oswald's), as well as with other local churches. Our relationship is particularly strong with St Dunstan's, which is only a few minutes' walk away. We hold regular Eucharists in the church as well services of celebration for Harvest, Christmas, Easter, and our Year 6 Leavers.

The Parish ministry team supports the school in planning and leading our regular worship. Children in Year 3 and above are offered the opportunity to take part in preparation classes for the Admission of Children to Holy Communion. Our clergy also provide support to many local families.

The Team Rector is regularly in school, not only to talk with staff, children and parents, but also in his role as member of the Governing Body.



Why is St Dunstan's special?

We asked our children (via their School Council), our staff, our leadership team and governing body what we're proud of and why our school is so special. In addition to our sense of community and Christian ethos - we heard:

Our people

- Friendly and dedicated staff of which many live locally
- Close knit and passionate staff supportive of each other
- The SLT team take time to listen
- Our relationships - it's the people we work with
- We're evolving and learning
- Our staff go above and beyond

Our children

- Children who want to learn and are aspirational - they have ideas to make a difference to the school and the environment
- Sporting achievements
- Our children helping and looking out for each other

Our ethos

- Looking after each individual child
- Fostering the love of learning
- Nurturing the best they can become
- A sense of family

Our curriculum and approach to learning

- Whole curriculum which is broad, balance and enriched
- Our recent science and sports drive and focus on non core subjects. Science week is a highlight with parents contributing from construction to gene science.
- Strong arts - singing, dance, school band and music

Our diverse and inclusive nature

- Multicultural with children feeling safe to express themselves - 120 EAL pupils (30% EAL which is above the national average)
- Inclusive nature of our school - nobody is left behind including our approach to sports
- Lots of different faiths and cultures and inclusive

Our location

- Next to a conservation area with a historical links to Henry VIII
- Plenty of outdoor space with a lovely location



"We solve problems in ways that make it fair for everyone."



"It's OK to be different!"



Our exciting plans to deliver on future priorities

The Senior Leadership Team, along with staff input, develop the overall School Improvement Plan which includes detailed action plans to achieve both short term and long term goals. Progress is reviewed regularly at all levels to ensure that the plans are working and if necessary, adjustments are made. These are then reported back to staff and governors, whom act as critical friends, providing both support and challenge to ensure that the school keeps on track.

We also have several working groups, combining staff and governors, who investigate specific areas and support new ideas/initiatives and help drive them forward.

Our future priorities and plans for 2023 - 2026

- Encourage more active learning and being more creative in our teaching and enabling our children's passions
- Continue to enhance our curriculum, especially writing, to enable our passionate subject leaders to deliver high quality teaching and learning while tracking effectively through performance data ensuring the best outcomes for our children
- Continue to enhance and develop our early years provision
- Review the use of our space alongside the ICT strategy, curriculum aspirations and emerging increased diversity and SEND needs of our school to develop and implement a premises renewal strategy
- Review the use of our building and outdoor space alongside the ICT strategy, curriculum aspirations, pastoral and emerging increased diversity and SEND needs of our school by developing and implementing a premises improvement program
- Continue to develop our theologically rooted vision and being brave with our mission to live our Christian values throughout the school



Key Data and Information

Type of School	Two form entry primary school
Age Range	Age 3-11
Number on roll	445 including nursery
Average class size	30
Number of staff	51
Number of Teachers / TA's	21 Teachers & 17 TAs / LAs
Attendance	95.7%
Pupils with EHCP	6
Pupils identified as "SEN support"	63
Pupils eligible for PPG	46
Pupils for whom English is an additional language	138

School Performance in 2022:

Reading:

- KS2 – ARE 80% GD 35%
- KS1 – ARE 62% GD 20%

Mathematics:

- KS2 – ARE 75% GD 32%
- KS1 – ARE 60% GD 13%

Writing:

- KS2 – ARE 75% GD 25%
- KS1 – ARE 37% GD 3%

Phonics: Yr 1 76%

EYFS: GLD 68.4%



Key Data and Information

OFSTED

The school has recently had an ungraded inspection in April 2023 and is awaiting publication of the outcome in the report.

In July 2017, Ofsted found St Dunstan's to be 'Good' across all areas. Following their short visit Ofsted recognised that:

- *"Pupils' behaviour is outstanding. They are always well behaved, caring and supportive of each other. They are ready to be fully involved in their learning. Pupils feel very safe and well cared for at school. "*
- *"The school is very caring, welcoming and has a strong sense of community. This is fully supported by its very strong Christian ethos. "*
- *"The opportunities for pupils' personal development are a great strength of the school. Its religious nature provides very clear spiritual and moral guidance and support. "*

Click [here](#) for our Ofsted report from July 2017.

SIAMS

In January 2018, SIAMS highlighted:

- *"The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners "*
- *"The impact of collective worship on the school community is outstanding"*

Click [here](#) for our SIAMS report from January 2018.



Job Description

The Headteacher will be responsible for vision, leadership and strategy that meets the needs of the whole school community. As a Church school, our Christian ethos is at the heart of all that we do, and our Headteacher will build on the partnership with the Parish.

The Headteacher will provide the leadership qualities to:

- plan, manage, implement and monitor the academic, pastoral, spiritual and creative development and wellbeing of all the children;
- develop and support staff and other members of our wider school community spiritually and pastorally; and
- shape a growth culture in which all are empowered to fulfil their roles and reach their individual potential.

Shaping the Future

The Headteacher must rapidly secure an understanding of the school's current challenges, and work with governors, staff, children and other stakeholders to develop the vision and steps needed to enhance the future development of the school. Strong communication skills will be required as the Headteacher inspires and enables the whole school community to make St Dunstan's a school of choice.

- The use of technology is moving at pace. It is vital that the Headteacher can enable the school to integrate technology into lessons creatively so that it can be used to broaden and enhance the curriculum, giving pupils the building blocks for the future and support the wellbeing of staff through the use of efficient enabled processes and procedures.
- Strategic planning will need to consider the diversity and many different backgrounds within our school and the wider community.
- As the educational environment continues to evolve into the 21st century, there will also be the opportunity to enhance the school building (current planning is only at an exploratory stage) allowing it to support the delivery of a curriculum of the future.

Leadership

The Headteacher will lead by example as a role model for all staff in their professional conduct and presentation, demonstrating high levels of expertise, commitment and sound judgement.

- They will develop constructive working relationships with all stakeholders, including governors, staff, children, parents, SDBE and the parish.
- They will maximise the contribution of all staff by creating an environment of trust, openness, well-being and satisfaction, enabling teachers to be the best they can be.
- They will empower and motivate teachers to take decisions and lead aspects of school improvements. This will be underpinned by a strong commitment to developing their leadership through professional learning and building on partnerships with other local or SDBE schools.
- They will build and sustain positive relationships with colleagues through collaboration in planning, leading and evaluating their impact.
- They will have a clear behaviour management and reward policy which is applied fairly and consistently across the school.

Job Description (continued)

Quality of education

The Headteacher will ensure teaching and learning are of the highest possible standard and at the centre of strategic planning and resource management. Aspiring targets are set for all: they will be clearly measured, monitored and support will be provided. They will do this through:

- Creating a culture where the curriculum is delivered in creative ways, using the range of resources available, enabling all types of learners to flourish and achieve.
- Monitoring, evaluating and providing guidance on best practice within the classroom and make improvements where necessary.
- Building upon the growth mindset culture to enable pupils to become more confident, considerate, determined, enthusiastic and independent learners.
- Communicating a clear vision of how the curriculum is to be implemented across the school whilst listening and empowering staff to try their own ideas.
- Maintaining a culture and ethos of challenge and support where all pupils and staff can develop their potential and achieve success.
- Ensuring that there is a robust and consistent method of using data to track progress and attainment which can be clearly communicated to staff and governors along with how that data is then used for identifying improvements.
- Being visible within class and contribute where appropriate to the teaching of the school.

Further enhance the Christian ethos of the school

The Headteacher will ensure that the school builds on its theologically rooted vision and embed this vision throughout the school and all that we do.

- Working in partnership with the parish clergy they will enhance the worship, making it appropriate for all ages.
- Ensuring the provision of religious education in accordance with the SDBE guidelines and have regard to the Church of England character and foundation of the school.
- Providing a safe environment for the wellbeing and pastoral care of pupils, staff and their families through the partnership with the Church and other external partners.
- It will be important to understand, engage and celebrate the children and staff of other faiths and the range of diverse backgrounds of our school community.
- They will promote the wellbeing of staff.



Job Description (continued)

Managing and working with others

Headteachers are required to carry out their duties in accordance with the School Teachers Pay Conditions document and National Standards for Headteachers. The Headteacher will also:

- be a lifelong learner, with a passion and desire to keep abreast of the latest education developments and evaluate how they could best be used within our school;
- deliver a working environment conducive to excellent staff relations and high staff morale; supporting our teachers to become confident and outstanding and able to share best practices;
- develop robust staff development and appraisal systems for celebrating success, identify areas for improvement and opportunities for CPD.

The Headteacher will be secure in having difficult conversations, be confident to challenge underperformance, and ensure that clear and effective solutions are implemented.

They will oversee the school's finance, budget, buildings and other resources, ensuring that they are effectively and efficiently used to deliver the school's vision whilst delivering best value.

Engaging and working with the community

The Headteacher will enhance and deepen the partnership with parents/carers and work with the active and engaged PTFA to identify suitable fundraising projects.

And as our school is in the centre of Cheam Village, the Headteacher should use this opportunity to work collaboratively with local partners.



Person specification

This sets out the qualifications, experience, professional knowledge and understanding, competences and qualities that the successful candidate should be able to demonstrate. It is in this that any particular requirements must be made clear. Some aspects may be 'essential', others may be 'desirable'. It is against these criteria that applicants will be shortlisted and questioned at interview.

	Essential	Desirable
Education Training and Experience		
Qualified Teacher Status	✓	
NPQH (currently undertaking or achieved)	✓	
Demonstrable commitment to continuing professional and personal development	✓	
An enhanced DBS with a Barred list check	✓	
Qualities and Knowledge of Leadership in a Church School		
Proven successful experience in a leadership role e.g. as a Headteacher, Interim Headteacher or Deputy/Assistant Headteacher	✓	
Understanding of the legal framework within which a church school operates, including national policy, curriculum developments, the OFSTED and SIAMS inspection framework and Safeguarding practices and procedures	✓	
Experience in developing a theological rooted vision that is embedded in all aspects of school life		✓
Experience of working in collaboration with other schools to realise improvement and raise standards.		✓
Experience of working effectively with and being accountable to the Governing Body	✓	
Evidence of aspiration and vision and ability to inspire, motivate and support the whole school community including commitment to lead change through innovation and staff development	✓	
Ability to communicate the school's vision and drive and maintain the strategic leadership empowering all pupils and staff to excel	✓	
A strong track record as an exceptional leader and teacher and developing outstanding practice in a primary school	✓	
Excellent communicator with proven listening, interpersonal and negotiation skills in order to inspire, motivate and support a the whole school community	✓	

Person specification

	Essential	Desirable
Proven ability to be adaptable and open to new ideas and set high expectations of self and others	✓	
Ability to work in a calm and effective manner when under pressure	✓	
Courage and ability to tackle difficult issues, to avoid defensiveness and to convey outcomes clearly and sensitively	✓	
Possess the ability to support, develop and challenge staff, actively identifying and nurturing talent, and lead the team with integrity in achieving ambitious goals	✓	
Pupils and Staff		
Commitment to safeguarding, pastoral care and well being of all in the school community with equality for all	✓	
Respect for all children with a deep commitment to nurture and fulfil the potential of each and every student	✓	
Experience of promoting and maintaining high standard of behaviour and attendance through the school	✓	
Commitment to and experience of effectively evaluating and monitoring quality of teaching, learning and assessment in order to raise pupil process achievement and enhance the school improvement plan	✓	
Proven ability to implement, build, lead and monitor effective performance management and develop full potential of all staff. Well versed in personnel management, accessible to all, flexible with ability to review and consider differing views before coming to decisive decision on the way forward.	✓	
Knowledge of strategies to promote inclusion in school through the development of curriculum, leadership of staff and raising achievement for all pupil.	✓	
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil's well being	✓	

Person specification

	Essential	Desirable
Christian Ethos and Partnerships		
Experience of developing and maintaining effective relationships with the parish and wider community including other primary schools and secondary schools to which pupils may transfer		✓
Ability to fully support, maintain and build on the strong Christian ethos and values of the school and working in partnership with the Parish churches and other organisations.	✓	
Evidence of working with all stakeholders including parents and the wider community as partners in learning.		✓
Commitment to providing an inclusive Christian environment and ensures this continues to be embedded throughout the school where individuals feel safe and valued	✓	
Systems and Processes		
Experience of using ICT and digital tools for leadership purposes including data examination and document creation to communicate with and present information to a range of stakeholders		✓
Have a sound and proven understanding of financial, personnel and administrative best practice, and understand the school's financial context, with the ability to control and manage budgets, premises and resources (time, people, equipment and facilities) effectively		✓
School Improvement		
Proven ability to develop, implement and monitor effective measures for improving the performance of the school based on inspection reports and all relevant data	✓	
Experience of analysing and reporting on standards of progress and attainment in teaching, learning and assessment	✓	
Experience of leading an Ofsted and/or SIAMs inspection at a senior level		✓

Person specification

	Essential	Desirable
Personal attributes and competencies		
Be an excellent communicator, both in writing and verbally, with the ability to adapt communication according to the needs of a situation	✓	
Self-motivated and with good organisational skills and the ability to prioritise workload effectively	✓	
Actively promote the wellbeing of children to achieve the best outcome for staff and students, with an active focus on strategies for supporting their mental and spiritual well-being	✓	
Able to think both analytically and creatively to solve problems and make decisions based on sound judgement	✓	
Demonstrates resilience, professionalism and integrity at all times	✓	

Safer Recruitment

St Dunstan's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

Equality, Diversity and Inclusion

St Dunstan's is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



Application Process and Next Steps

How to apply

To apply, please download the Candidate Pack and Application Form which are available on our school [website](#). Only applications received on the official form will be considered.

For further information or to arrange a visit to the school during the week commencing **1st May** please contact Mrs Pauline Bolt (email: pbolt@suttonmail.org or tel: 020 8642 5463).

Applications should be submitted by noon on: **11th May 2023**.

Interviews will be held on **16th and 17th May 2023**.

We look forwards to hearing from you.



You can find us at:

Address

**St Dunstan's, Cheam, C of E Primary
School
Anne Boleyn's Walk,
Cheam, Surrey
SM3 8DF**



Website

<https://www.stdunstans.sutton.sch.uk/>



Twitter

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@StDunstansCheam**

