



New Hinksey CofE Primary School



*Recruitment of a Headteacher
at New Hinksey Church of England Primary School
Vicarage Road, New Hinksey
Oxford*

Information for potential applicants, April 2023



New Hinksey CofE Primary School

Address: Vicarage Road, Oxford OX1 4RQ
Website: <https://new-hinksey.oxon.sch.uk/>

Dear (potential) Applicant,

Thank you for your interest in this post at New Hinksey CofE Primary School in Oxford. The post will be vacant from September 2023 and we look forward to welcoming a new Headteacher to lead our small and diverse school community.

New Hinksey is a small school in the south of Oxford. Its size, offering a village-like set-up within a very diverse urban environment, makes it unique within the city.

Pupils are proud of their school and parents and carers treasure the welcoming and caring atmosphere provided by staff. Latest reports by Ofsted have rated the school as 'Good' and feedback from secondary schools indicates that New Hinksey children are well prepared, academically, socially and mentally, to make full use of what secondary education has to offer.

We are looking to recruit a Headteacher who can lead the development of the school in the coming years. We hope to recruit someone who has the creativity and the drive to build on the school's strengths and to address the challenges that face the education of young people in our area and the rather particular circumstances of our small school. Unfortunately, because of the age and lay-out of many of the school buildings, the post is not suitable for wheelchair users.

The school website gives more information about the school, but we strongly encourage you to visit us and see for yourself. To arrange a visit please contact our Business Manager, Mrs Tracey Haslam, by telephone 01865 242169 or by email to office.3213@new-hinksey.oxon.sch.uk

The closing date for applications is Monday 15th May at 5.00 pm. Shortlisted candidates will be invited to an informal 'tea and meet' with school staff and governors on Tuesday 23rd May at 4.00 pm, and for interviews on Wednesday 24th May all day.

I hope that the information in the following pages and other information on the school's website encourages and entuses you to apply. If you have any questions I will be happy to answer them. To contact me please send an email to recruitment@new-hinksey.oxon.sch.uk. I look forward to your application.

On behalf of the governors,

Harm-Jan Fricke
Chair of Governors



New Hinksey CofE Primary School

Introduction

New Hinksey Primary School is a Church of England voluntary controlled primary school in Oxford. It is located south of, but near to, the city centre between Abingdon Road and Hinksey Park and Lake. It is a friendly school where a diversity of pupil backgrounds contributes to a vibrant school community that enjoys learning.

Founded in the middle of the nineteenth century, the school is based on a small site. The oldest buildings date from the 1860s and the newest from the 2010s. The school is an Oxfordshire County Council maintained school and mainly serves the Oxford area south of the river Thames, although some pupils come from further afield. One other, and larger, primary school (St Ebbe's, CofE local authority maintained) is located in the area, as are two nursery schools (Grandpont, which is local authority maintained, and Lake Street, a charitable community initiative).

The school has a strong nurturing ethos, reflecting and drawing on the multicultural diversity of its pupils and of the city. Pupils enjoy their learning and are proud of the school and, as quoted in the latest Ofsted report, for parents and pupils "the school feels like 'home from home'". For many parents and carers this seems to be a, if not the, major reason for registering their children at the school.

New Hinksey School's vision is one of providing "a high-quality education where everyone is valued and supported to enjoy learning and achieve their full potential.

Living "life in all its fullness" underpins and drives the school in promoting curiosity and creativity so that every child flourishes through:

- Faith: developing courage, perseverance and resilience,
- Hope: showing respect, equality, inclusivity and honesty,
- Love: being compassionate, empathetic, kind and encouraging."

A whole-school curriculum, based around a variety of themes, makes use of a range of teaching and learning styles and of the wealth of learning opportunities on pupils' doorsteps: in the immediate neighbourhood, through visits to the city's museums and exhibitions, through work on the school's allotment plot, and through fieldtrips to other areas. Activities involving authors, artists, historians and scientists, as well as outdoor learning, all help to develop the children's knowledge, understanding, skills and attitudes and their relationship with the local and wider world.

Parents and carers play an active role in the school, including through the School Association which organises fetes and other events in support of the school. The Governing Body consists of parent, church and local authority representatives and co-optees. Governors support the school leadership in ensuring the provision of quality education: making sure that pupils are well equipped to make full use of later learning opportunities provided by secondary schools.

The most recent Ofsted inspection of the school took place in 2019. This rated the school as 'Good', as did the previous inspection. Following the latest SIAMS inspection, the school has gone through a review of its vision and how that is being implemented through school activities.

School ethos

New Hinksey is a Church of England school with close contacts with the local St John's church. Pupils come from a variety of social, cultural and religious backgrounds. This includes those from families that do not express adherence to a particular faith and those that come from a range of Christian, Muslim, Hindu, Jewish, Buddhist and Sikh beliefs.

In addition to this diversity, many pupils have contacts with or come from different parts of the globe. The range of pupil and parental backgrounds contributes to the vibrancy of the school and the school's "life in all its fulness" statement (which is taken from John 10:10) reflects an approach that wants to be explicitly welcoming to and inclusive of this diversity.

Whilst the school's CofE foundation is important, involvement in particular Christian events or expressions of faith is by invitation and is presented in such a manner that all pupils can feel part of that aspect of the school community.

The school prioritises the needs of its children: aiming to safeguard their welfare and inspiring them to become responsible, motivated life-long learners at the appropriate level of their abilities, including (but certainly not only) through their academic achievements. In trying to offer a 'home away from home', staff of the school have a strong commitment to promoting and supporting the well-being of all pupils. The school operates a Morning Club and an After School Club.

Links with the local community, including with those not directly involved with the school, are important: both as a resource to draw on in the school's activities and as a means to showcase the work of the school. Annual fetes and International Evenings form an important part of those links.

Key information

School type	Co-educational Voluntary Controlled Church of England Maintained Primary School
Age range	4-11 years (Reception Year to Year 6) from September 2023 (currently 3-11 years)
Number of children on the roll (March 2023)	131 (incl. 4 in nursery) (Estimated to be around 115 in September 2023)
Number of teaching staff	7: 6.4 f.t.e.
Number of Teaching Assistants	8: 6.8 f.t.e.
Admin support staff	1 (full-time School Business Manager)
Children on Free School Meals	18%
Pupils whose first language is not English	25%
Children with SEND	17% (including 2 pupils with an EHCP)
Budget 2022-23	Income: £849,244. Revenue balance c/f: £99,288. Expenditure: £899,254

Contexts

During the past few years there has been a downward trend in the number of nursery and primary age children in Oxford, which affects numbers on the roll for most schools in the city, including New Hinksey. For the New Hinksey area, and hence for the school, this trend is due to continue for the next five years. Envisaged new housing developments in the area may counteract some of this towards the end of that period however. One effect of the fall in pupil numbers is that New Hinksey's nursery department, which catered for 3 and 4 years old, will not be operating in the coming school year (there are two other dedicated nurseries in the area). The starting age of pupils, in the Reception class, will be the term or school year in which a child turns 5 years.

In common with many schools, in the past ten or so years, funds delegated to the school by the government via the County have not grown sufficiently to make up for increasing costs. That trend too seems likely to continue for the foreseeable future. Both trends have had an effect on the operation of the school, leading to, amongst others, combining the role of the Headteacher with that of SEN Coordinator and in organising classes that bring together different year groups.

Regarding the combination of the role of Headteacher with that of SENCO, the priority for the school is the appointment of a suitable Headteacher. If s/he were interested in, and have the relevant qualifications and experience to take on the role of SENCO too that will be desirable – but not essential. If an appointment combining the roles of Headteacher with that of SENCO appears not to be feasible, the school will be seeking to appoint a separate SENCO for one day per week from September 2023.

In combining different year groups into one class, teachers and school leadership have developed a whole school curriculum as well as classroom specific teaching and learning programmes that address the need for all children to build on their previous learning - no matter their age or which class they are in. Information about the current curriculum arrangements can be found at <https://new-hinksey.oxon.sch.uk/information/curriculum-information/> while weekly newsletters give an indication of how the curriculum is being implemented. With changing year group sizes and classes, and changing opportunities for learning about the world, the need for further curriculum development will continue in the coming years.

Ensuring the provision of quality education and support to pupils, including through safeguarding policies and practices, whilst making effective and efficient use of available resources is the top priority of the school. Governors are currently reviewing how best to ensure this for the coming years. Information about the latest budget submission, and about proposals for staffing and classroom arrangements will be provided at interview.

Apart from external inspections by Ofsted and SIAMS, the school makes use of advisory visits from Headteacher colleagues in other schools, from the school's link advisor of the Oxfordshire Diocesan Board of Education (ODBE) and from Oxfordshire County Council officers. The school's improvement plan is regularly updated to take account of the outcomes of such visits and of internal evaluations of curriculum organisation and the results of teaching and learning.

Most of the school buildings were built before attention to physical impairment was a consideration. Unfortunately that means that the post is not suitable for, for example, wheelchair users and may also not be suitable for others with a physical impairment.

Building on the school's strengths and addressing its challenges

In developing the Headteacher's person specification (see below), governors asked staff and parents for their perspectives on what they saw as the school's strong points and its challenges. The following highlights what is felt as particularly pertinent.

BUILDING ON EXISTING SCHOOL STRENGTHS AND OPPORTUNITIES

- The existence of a small, well-motivated, skilled and experienced staff team, who exhibit a great team spirit. Staff value and respect each other and the children.
- Children are generally well-behaved and treated as individuals and supported according to their individual needs.
- The culture of the school draws on pupil and parental diversity.
- Personal contacts and regular communications by the Headteacher (and staff) are greatly valued by parents and carers (the Headteacher's personal contact with pupils and parents at the school gates is particularly appreciated).
- Links with the wider community form an important part of the school's work (for example with Lake Street and Grandpont Nurseries, St Ebbe's Primary School, and the Community Centre).

New Hinksey School offers a Headteacher the opportunity to make a significant impact on the development of the school and on the learning of pupils, including, for example, by building on the mutually supportive and collaborative way of working amongst staff and by extending the school's relationship with parents, carers and the local community.

ADDRESSING CHALLENGES

- Declining birth-rates in the area mean that the NOR over the coming years is estimated to go down to around 100 pupils.
- Budgets require ongoing review to ensure that the quality of education and support for pupils remains good.
- The school site is small which means that, apart from playtime, most outdoor learning activities need to take place elsewhere (however, nearby facilities - e.g. Hinksey Park, adventure playground, nature areas, city centre and allotment - provide excellent resources and rich teaching and learning opportunities).

In order to address such issues the Headteacher will need to employ creativity which is likely to involve, amongst others:

- Ensuring, in changing circumstances, a consistency of approach across the school to safeguard continued progression of pupil learning,
- Attention to fundraising and funding opportunities, for example, in developing the availability and use of ICT and other teaching and learning resources.

Job description and salary

Applicants should refer to the duties and responsibilities of Headteachers described in the government's latest 'Guidance on Headteachers' Standards', available at the following link:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

If a suitable candidate for the Headship comes forward who is interested in combining the Headteacher's role with that of SENCO, the Recruitment Panel will certainly consider this.

The role of a SENCO is described at the following:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

The Headteacher will be the school's 'Designated Safeguarding Lead'.

The salary offered is in the range of Leadership Group L10 (currently £55,360 p.a.) to L16 (currently £64,225 p.a.).

Person specification

Attributes	Criteria	Essential/Desirable
Qualifications and Training	Qualified teacher status	E
	Evidence of continuing professional development	E
	Qualified to take on the role of SENCO	D
	NPQH	D
Experience and Understanding	Experience of effective school leadership (for example as deputy or assistant head or as curriculum development lead in a larger school)	E
	Evidence of excellence in class teaching	E
	A good understanding of effective pedagogy	E
	Experience of mixed-year group curriculum development, implementation and assessment	E
	Experience of school finances/budgets and resource management	E
	A knowledge and understanding of, and commitment to safeguarding policy and practice	E
	An understanding of SEND	E
	Experience of producing rigorous, fair and supportive performance reviews/assessments of pupils and of staff	E D
	An understanding of the Ofsted and SIAMS inspection and evaluation schedules	D
	Experience of working in a church school	D

	Experience of staff recruitment, selection and appointment	D
Skills and abilities	The ability to promote a love of learning and encourage, promote and stimulate each child's development	E
	A commitment to a culture of diversity, inclusion and access to learning and socialising for all	E
	Excellent interpersonal and communication skills and an ability to relate to pupils and parents/carers from a variety of backgrounds	E
	An ability to develop funding and fundraising ideas to the benefit of the educational experiences of pupils and of the school's budget	D
Management and leadership	The commitment, understanding and skills to apply and oversee the implementation by all staff of safeguarding measures that protect children from harm.	E
	The ability and disposition to consult and work collaboratively with all of the school's stakeholders, including staff, pupils, parents and carers, governors, School Association	E
	The ability to support staff in enabling them to carry out their roles to a high standard	E
	The ability to motivate, support and promote the professional development of school staff	E
	The ability to maintain and build on the school's inclusive ethos and its social, cultural and religious diversity, to the benefit of pupil learning	E
	When required, the ability to lead and motivate change across the school, and where needed develop, propose and implement robust decisions	E
	The ability to use evidence based strategies to improve pupil achievement	E
	The ability to develop and implement a practical and realistic three to five year plan for the school's development	D

Applications

To apply for the post please use the application form which can be downloaded from <https://new-hinksey.oxon.sch.uk/our-school/vacancies/> and submit it together with any other relevant information to recruitment@new-hinksey.oxon.sch.uk.

In completing the application form, apart from providing the requested information and explaining the extent to which you meet the Person Specification, please give particular attention to why you feel your experiences, skills and disposition would make you a suitable Headteacher for New Hinksey CofE Primary School.

- **Closing date for applications: Monday 15th May.**
- Results of the shortlisting process will be communicated by email to applicants by Friday 19th May latest.
- An informal 'tea and meet' with school staff and governors, involving all candidates shortlisted for interview, will take place on **Tuesday 23rd May at 4.00 pm** at the school (although informal, this event forms part of the recruitment process. It is therefore envisaged that shortlisted candidates will attend.)
- Interviews of shortlisted candidates: **Wednesday 24th May all day.** Shortlisted applicants will be informed of the exact programme and timings by Friday 19th May.

New Hinksey CofE Primary School is committed to safeguarding children and young people. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

We welcome applications from a range of backgrounds to represent diversity in line with our schools' community.