



## **Bilton CofE Junior School**

**Part of the Bilton Community Federation of Schools**

# **Head of School Candidate Pack**



## **Bilton CofE Junior School**

**Plantagenet Drive, Rugby, CV22 6LB**

**01788 810675**

**Website: <https://www.biltonjuniorschool.co.uk/>**

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## **Vision**

"Empowering children to make a positive impact on the world"

## **Values**

Our values of Care, Honesty, Respect, Co-operation, Forgiveness and Resilience underpin everything that we do.

## **Aim**

Our aim through all we do is to be 'lights to the world'.

The school values sit at the core of Bilton CofE Junior School. Pupils learn about their importance because staff model these values. This contributes to a community where all are welcome and pupils are happy and safe. There are 'no outsiders' in this inclusive school.

*Ofsted March 2023*

# About Our School

Our school is set in the heart of Bilton, in Rugby, and attracts pupils from across our catchment area. Our staff of over 70 all share our commitment and enthusiasm for ensuring that every child develops a positive learning experience.

Our school is consistently oversubscribed year on year. We currently have 435 children on roll across the junior age range (Years 3-6). There are normally 105 children per year split across 3 classes, but we currently have a 'bulge' year group in Year 3 with 120 children across 4 classes, making 13 classes in total.

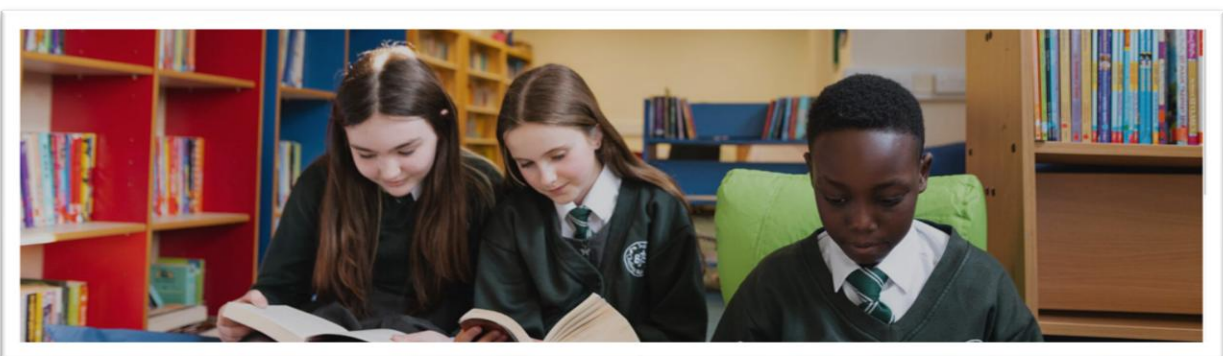
We have an incredible school site with extensive grounds that we try to make good use of at all times. We are always looking to develop our internal and external space to meet the growing needs of the children in our care and have recently developed more SEN and Nurture areas for groups and individuals within the school.

Our most recent Ofsted inspection rated the school as 'Good', with particular mention in regard to our values being at the core of what we do; leaders and staff having high expectations and pupils being happy and safe with good behaviour.

Our school reflects the changing society we live in and we are seeing a growing number of SEND children in school, with a strong team to support and develop our offering to meet these needs.

Our families are at the heart of our school and our dedicated Pastoral Team and Home School Support role are central to the development and wellbeing of our pupils and their relationship with our school. We are well-recognised across the town for the range of additional activities that we offer to our pupils, having attended Young Voices and hosting and participating in a vast array of local inter-school competitions and events this year alone.

The school offers a wraparound provision through a private company which has been positively received by parents and is well-attended by pupils across all year groups.



Safeguarding leaders are highly effective. They have developed a strong safeguarding culture in the school. Staff sum this up by saying, 'Our safeguarding team is like the fifth emergency service'. They are right.

*Ofsted – March 2023*

# About Our Federation



## **Vision: 'Empowering children to make a positive impact on the world'**

The Bilton Community Federation is formed of two infant schools, Bawnmore Community Infant School (c.180 pupils) and Bilton Infant School (c.180 pupils) and Bilton CofE Junior School (c.435 pupils). Our schools are situated in Bilton which is in South West Rugby, and together we have been serving our local community for over 50 years.

The federation was formed to both strengthen and formalise our existing collaboration, and our aim is to continue serving and supporting our local Bilton community. The federation commenced in April 2020 and moved to appoint myself as an Executive Headteacher in January 2023. Our aim is to find ways for our schools to support and sustain high quality education through strong collaboration and effective systems and processes.

## **Our Strategic Aims**

- Deliver excellent teaching and learning for all, founded upon a cohesive and ambitious curriculum from EYFS to KS2.
- Develop the ability of children, staff and families to make informed choices about their health, relationships and well-being.
- Deliver a federation structure that successfully supports the implementation of the strategic priorities.
- Ensure the overall stability and sustainability of the federation, through effective management of resources.
- Develop a fully inclusive, equitable and safe provision for all.

We are looking to recruit an experienced, focused and highly resilient Head of School to join our federation leadership team. The ideal candidate will take forward our strategic priorities through their ambition, personal drive to further improve standards for every child and also through strengthening and embracing the uniqueness of each school.

We are an inclusive school and we are looking to recruit someone who can truly deliver for every child in our care by bringing the excellent staff team along the journey with them to build on the school's successes.

Mr Ed Newton

Executive Headteacher,  
Bilton Community Federation



In school, pupils come together to take part in a range of creative, community, technical and sporting activities. These include a plethora of musical opportunities and clubs, ranging from street dance to allotment club.

*Ofsted – March 2023*

# Letter from Our Chair of Governors

Dear Applicant,

Thank you for your interest in our school and in Bilton Community Federation. The role of Head of School at Bilton C of E Junior School is a key one. We are looking for an experienced senior professional with a proven track record in leading and developing a high-quality team and the ability to inspire others to work together to continue our vision of empowering children to make a positive impact on the world.



Working collaboratively with our two infant schools, as Head of School you will lead operations across Key Stage 2 and help develop and build on our common strategic priorities. We are ambitious for our children; we are proud to have created a choice of excellent learning environments and we strive to evolve and improve to meet the needs of our ever-changing community. We want to develop, nurture and empower our children and believe that by effectively sharing and optimising the schools' resources we can identify and support the needs of children more effectively, creating strong foundations for the next stage of their learning.

Our Federation governing body is dedicated, involved and effective, with a wide range of skills and experience to support and challenge our schools. We operate with honesty, integrity and in a way which positively influences the wellbeing of all staff and pupils and that starts with appointing the right senior leaders.

We would strongly encourage you to take the opportunity to visit our welcoming and inclusive school and meet our fantastic staff and children.

If you share our values and believe you can make a difference, we look forward to receiving your application.

With kind regards,

Louise Moor

Chair of Governors  
Bilton Community Federation

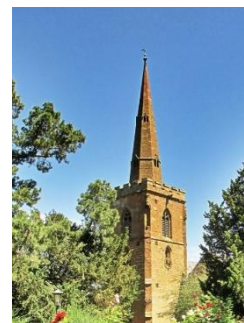
Senior leaders and governors understand how important it is to develop staff expertise. They have made sure all staff, especially subject leaders, are cultivating the knowledge and skills needed for their respective roles.

*Ofsted March 2023*

# Message from Our Church

## A Welcome from Our Church

St Mark's Church has a renewed focus on our longstanding ministry among children and families in Bilton. Our link with the schools in the Bilton Community Federation is an important part of our vision to worship God, to welcome all, and to serve the local community. We have a particularly strong partnership with Bilton Junior School as the Church of England School in the Federation.



We enjoy a strong and positive working relationship with the leadership team at the school and our ministry team are involved in the following ways:

- We regularly lead collective worship throughout the year, especially around major festivals (e.g. Lent, Christmas, Easter, Harvest).
- We have supported the school with other activities such as: leading prayer workshops; delivering sessions to individual classes on topics such as Easter or EcoChurch; and providing Transition sessions to Year 6 leavers.
- The church has organised community activities where the school has contributed such as the church's Poppy Cascade for Remembrance, and an Art and Writing Competition.
- We support visits to the church to fulfil parts of the Religious Studies curriculum.
- We welcome the school for a number of services each year held in the church including Christmas, Easter and the Leavers' Service.
- We play an active role on the Federation's Governing Board, particularly supporting the school with SIAMS. The Rector of St Mark's Church and one other member of the church, nominated by the PCC and appointed by the Diocesan Board of Education, are Foundation Governors.
- The St Mark's ministry team is available to offer pastoral support to the Head of School and members of staff.

We hope that the new Head of School will be committed to leading the development of a school ethos which is both inclusive and distinctively Christian. We would welcome a Head of School who has a personal commitment to Christian values, and who would build on the excellent working partnership between the school and the church. We look forward to working closely together to empower children at Bilton Junior School to become "lights to the world".

Rev'd Daniel Bennett

Rector, St Mark's Church, Bilton



The active involvement of the incumbent and others ensures that pupils encounter worship in its different forms.

*SIAMS – January 2020*

# Our Diocese

**The Diocesan Board of Education** seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Rev'd April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- ✚ 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- ✚ facilitate creative and flexible networking between schools;
- ✚ promote excellence and distinctiveness within the family of church schools/academies and beyond;
- ✚ share best practice collectively;
- ✚ provide professional development: for staff at all stages of their careers and for governors;
- ✚ facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- ✚ support the process of academy conversion;
- ✚ promote the establishment of new church schools;
- ✚ represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- ✚ champion inclusion and equality including advising on admissions policies and managing appeals;
- ✚ protect the status of church schools and promote the importance and the continuance of the voluntary sector.

## Message from Bishop Sophie

Thank you for considering the possibility of offering yourself to lead one of our church schools. Since becoming Bishop of Coventry, I have been delighted to discover a vibrant, engaged and dedicated community of schools across the diocese with a team of professionals who are wholeheartedly committed to the flourishing of the children and young people in their care. I know that in spite of all the current challenges, particularly around resourcing and support for education at present, you will find an exceptional group of colleagues, among whom you could have real impact for good. Our schools have sought to rise to these challenges with creativity, offering an inspiring and compassionate response.

The Diocese of Coventry is in a new season as we seek to develop a refreshed vision and strategy for the years ahead. Children and young people are at the heart of that vision as we seek to 'Grow a Diocese: Reconciled to God, With each other, For the world.' With our rich history of reconciliation emerging from the story of our cathedral, our schools are a vital part of our community of reconcilers, with many visiting the cathedral and reflecting on the themes of peace and reconciliation at home and at school, all paramount in today's world. Please be assured of our prayers as you discern your next steps. With every blessing  
+Sophie



# Job Description

**Post title:** Head of School  
**Salary range:** L15 – L21  
**Responsible to:** Executive Headteacher, Governing Body, Local Authority and the Diocese

## **Job Purpose:**

To work with the Executive Headteacher and Federation Leadership Team to provide professional leadership and management for the school which secures success and continuous improvement and ensures high quality education for all its children with the highest standards of learning and achievement in accordance with statutory requirements and supporting the development and implementation of the Federation Strategic Development plan.

**Responsible to:** The Executive Headteacher of the Bilton Community Federation  
**Direct reports:** See individual school specific organisational structure  
**Responsible for:** Teaching and support staff of the school and sharing responsibility for the Federation and its children  
**Key contacts:** Heads of School within BCF, Teachers, Teaching Assistants, non-educational support staff, local authority

## **Accountabilities:**

To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

### **1. Shaping the Future**

- To work with the Executive Headteacher and Federation leadership team to create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and Federation and its community as part of Warwickshire County Council and in its wider context.
- To translate the vision into clear objectives that promote and sustain school improvement.
- To motivate and inspire stakeholders within the school to create a strong, shared culture of learning within an inclusive environment.
- To work with the Executive Headteacher to identify further opportunities to optimise the use of resources across the Federation.

### **2. Leading Teaching and Learning**

- To develop, enhance and oversee delivery of a broad and rich curriculum which meets the needs of the range of pupils within the school.
- To coach and develop all staff to maximise impact on effective teaching and learning, setting high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
- To facilitate working partnerships across the Federation to share professional insights and good practice which lead to improved learning outcomes.
- To establish creative, effective approaches to learning and teaching, responsive to the needs of the children.
- To ensure a culture that supports and facilitates child engagement in, and ownership of their own learning.

- To monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.
- To implement strategies to secure high standards of teaching, learning, achievement, behaviour and attendance.

### **3. Developing Self and Others**

- To ensure effective planning, allocation, support, and evaluation of work ensuring clear delegation of tasks and devolution of responsibilities within the school.
- To develop, implement and maintain effective strategies and procedures for the induction, professional development, and performance review of all staff within the school.
- To promote and maintain a culture of high expectations for self and others and address any underperformance within the school.
- To act as a role model for the highest professional standards.
- To regularly self-evaluate, set personal targets and take responsibility for own personal professional development in line with the performance review process.
- To ensure both self and others achieve an appropriate work/life balance.
- To lead Federation change within the school in a strategic and participative manner with support from the Executive Headteacher.

### **4. Managing the School**

- To create an organisational structure that reflects the school and Federation values and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- To ensure that the school and its resources are organised and managed to provide an efficient, effective, and safe learning environment.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To produce and implement clear, evidence-based improvement plans and policies for the development of the school and Federation and its facilities.
- To recruit, retain and deploy staff appropriately.
- To implement effective line and performance management which meets statutory requirements and sets our clear development objectives which are underpinned by the school improvement plan priorities.
- To ensure that the range, quality, and use of all available resource is monitored, evaluated, and reviewed to improve the quality of education for all children and provide value for money.
- In conjunction with the Executive Headteacher, to ensure that statutory requirements are met by the school including and not limited to H&S, GDPR, SEND Code of Practice, School Teachers Pay and Conditions, Confidentiality and Equalities.

### **5. Securing Accountability**

- To work with the Executive Headteacher to support the development of an ethos that enables everyone within the school to work collaboratively, share knowledge, celebrate success, and accept shared responsibility for outcomes.
- To assist the Executive Headteacher to provide information, advice, and support to the Governing Body to enable them to meet their statutory responsibilities.
- To assist the Executive Head Teacher in creating and developing an organisation in which all staff accountabilities are clearly defined, understood and subject to rigorous review and evaluation through Appraisal.
- In conjunction with the Executive Headteacher, to ensure that all parents receive appropriate information regarding the performance of the school.

- To assist the Executive Headteacher in developing and presenting an accurate account of the school and the Federation's performance to a range of audiences including governors, parents and carers, Warwickshire County Council and OFSTED.

## **6. Communications and relationships**

- To create a positive school ethos, in which every individual is treated with dignity and respect and to promote safeguarding to ensure the welfare of children and staff.
- To contribute to the development of collaborative approaches and partnerships to learning with the school, across and beyond the Federation, to share professional insights, good practice and make effective use of resources to secure improved outcomes within the school.
- To build and maintain effective, professional relationships and communications with all stakeholders.
- To promote a positive image of the school, through marketing, community engagement and leading by example.
- To uphold the reputation of all schools within the Federation, ensuring any school practices do not undermine other schools within the Federation.

## **7. Strengthening Community**

- To cooperate and work with relevant agencies and partners to ensure the well-being of children.
- To ensure learning experiences for children are linked and integrated with the wider community, locally, nationally, and globally.
- To build a Federation and school culture and curriculum that takes account of the richness and diversity of the Federation's communities.
- To actively implement positive strategies for promoting inclusion and equality and for challenging any kind of prejudice.
- To promote and model good relationships with parents based on mutual respect to support and improve outcomes and wellbeing of children.
- To oversee and actively promote effective provision of onsite wraparound care for school families.

## **8. Safeguarding and Promoting the Welfare of Children**

- To assume the role of designated safeguarding lead (DSL) in line with Keeping Children Safe in Education
- To take lead responsibility for safeguarding and child protection across the school (including online safety).
- To take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children
- To advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- To develop and introduce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- To ensure confidential record keeping within the school.
- To establish and maintain an inclusive culture across the school which recognises and celebrates equality and diversity.

## **9. Specific Responsibilities**

- To work with the Executive Headteacher and other Federation leaders to ensure leadership resilience across the Federation, including deputising for the Executive Headteacher in their absence or at their request.
- To take an active role in the development and/or delivery of:
  - School improvement plans for the School and Federation

- School Self-Evaluation
- LA School categorisation
- To develop wider learning opportunities through the development and implementation of extracurricular activities.
- To recognise the unique attributes of the school within the Federation and ensure that these are protected, enhanced, and developed by all stakeholders, for example religious focus, learning culture etc.
- To support and lead specific federation projects as identified by the Executive Headteacher.
- To be a designated signatory on behalf of the specific school as defined by the Scheme of Financial Delegation.
- To undertake such duties associated with the role as are delegated by the Executive Headteacher.

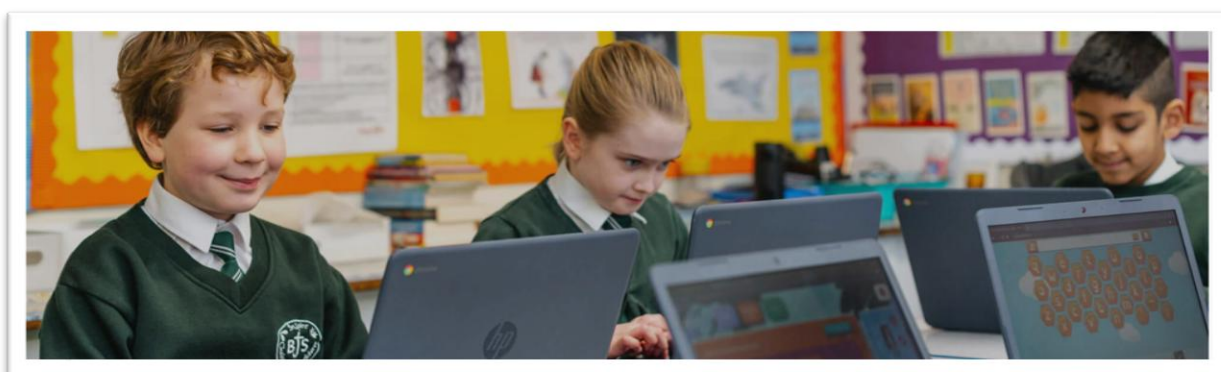


Leaders and staff expect pupils to work hard and do their best.  
Pupils know this.  
*Ofsted March 2023*

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities</b>						
1	Passionate about creating a rich inclusive learning environment where every individual member of the school community is known and valued	✓		✓	✓	
2	Committed to leading the development of a distinctive church school ethos based on personal commitment to values underpinned by Christianity	✓		✓	✓	✓
3	Can articulate the vision to inspire, motivate, encourage and support the school community by creating a culture of aspiration and high expectation	✓			✓	
4	Ensures a good work life balance and well-being for all members of the school community including themselves	✓		✓	✓	✓
5	Is an outstanding, reflective practitioner who demonstrates evidence of learning from experience	✓			✓	✓
6	Has an active relationship with a Christian community		✓	✓	✓	✓
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent		✓	✓		
4	Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning	✓	✓	✓		
5	Relevant senior professional qualification (NPQH / NPQEL)		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Successful recent senior leadership experience	✓		✓	✓	✓
2	Proven track record of managing successful improvement	✓		✓	✓	✓
3	Has experience of creating staffing models which build the organisation and encourage individual staff to grow and realise pupils' potential		✓	✓		✓
4	Experience of working in collaboration and/or partnership with all stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives	✓		✓	✓	
5	Proven track record of financial management against an agreed strategic plan in which educational priorities are met and value for money is ensured		✓	✓		✓
6	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and well-being	✓		✓	✓	

<b>Personal Qualities, Qualifications and Experience</b>		Measured By				
		Essential	Desirable	Application	Interview Process	References
7	A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment practices	✓		✓		
<b>Leading Teaching and Learning</b>						
1	A proven track record of ensuring the highest possible standards in teaching and learning with the ability to model excellent classroom practice	✓		✓	✓	✓
2	Able to model positive behaviour management and ensure the implementation of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	✓		✓	✓	
3	Experience of sustaining positive outcomes and improved life chances for all pupils	✓		✓		✓
4	Successful experience of developing and embedding the wider curriculum	✓		✓	✓	



School life extends far beyond the academic. Staff help pupils to build character and to learn about the wider world in many ways.  
*Ofsted – March 2023*

# Application Information

**Closing date for applications:** 14<sup>th</sup> May 2026 at 4.00pm  
**Anticipated Interview dates:** Week Commencing 18<sup>th</sup> May 2026  
**Start date:** Ideally a September 2026 start but January 2027 an option too

Applications are warmly invited from leaders who share our commitment to inspiring children, strengthening community, and leading with integrity.

School visits are strongly encouraged and have been arranged for Thursday 7<sup>th</sup> May at 9.15am and Tuesday 12<sup>th</sup> May at 2.00pm. If you would like to arrange to visit on one of these dates please email or call the school office - [office@biltonjuniorschool.co.uk](mailto:office@biltonjuniorschool.co.uk) / 01788 810675 alternative dates and times may be available at other times dependant on availability.

Applications include a personal statement where we expect the candidate to address the person specification and would emphasise the importance of leading teaching and learning and high expectations within this.

We require three references for this appointment. In the case of applicants who are currently employed as a Headteacher or Head of School these need to come from:

- The Local Authority or Academy Trust where you are currently employed
- Your Chair of Governors
- Another referee who is able to support your application for the post of Head of School who can comment upon your skills and qualities to lead a church school.

In the case of applicants who are not currently employed as a Headteacher or Head of School, referees will need to include:

- The Headteacher in your current or most recent school
- Another referee who can attest to your professional skills including leadership and management skills
- Another referee who is able to support your application for the post of Head of School who can comment upon your skills and qualities to lead a church school.

Applications are being handled via the [MyNewTerm](#) and TES websites, but will also be accepted directly to the school, in which case they should be emailed to the School Office – [office@biltonjuniorschool.cuk](mailto:office@biltonjuniorschool.cuk) or posted for the attention of the Executive Headteacher to Bilton CofE Junior School, Plantagenet Drive, Bilton, Rugby, CV22 6LB. (If you do not receive acknowledgement of an electronic application within 24 hours please telephone 01788 810675.)

If at any stage you feel that your application has not been dealt with fairly, please write with your complaint to: Warwickshire County Council, Human Resources, Shire Hall, Market Place, CV34 4RL

