



September 2017

Dear Applicant

Thank you very much for your interest in becoming the Headteacher of Charfield Primary School.

Charfield is a high achieving, forward thinking school that delivers a high quality education to its pupils. The school has been on an amazing journey in recent years and has secured outcomes in the top 10% of schools for three years running. The school has great strengths in Teaching & Learning and now supports other local schools. Most importantly, Charfield is a school that has very happy children who enjoy and succeed.

This vacancy arises as the current Headteacher, Dafydd Lawday is moving to a new position as CEO of Mercian Educational Trust.

CSET is a multi-academy trust formed in 2013 by The Castle School in Thornbury, and now includes The Castle, Marlwood, Downend and Mangotsfield secondary schools as well as Charfield, Severn Beach and Lyde Green primary schools. Details of the schools are available on our website, [www.cset.co.uk](http://www.cset.co.uk)

CSET aims to work collaboratively to strengthen all the schools within the group, foster outstanding professional development for all staff and provide an education for our pupils which goes beyond that which any school could provide in isolation.

We are proud of what we have achieved at Charfield. The school joined CSET in 2013 as a sponsored academy having been placed in Special Measures. Following a rapid period of transformation the school achieved Outstanding in 2015 at its first inspection as an academy. However, there are challenges remaining and this post presents the opportunity for a skilled and confident leader to make their mark. Whilst attainment at Charfield is very strong in a number of areas, we must remain focused to ensure every pupil fulfils their potential.

We want our new Headteacher to maintain the strongly inclusive ethos of our school. We want you to be committed to working in a collaborative way within and beyond the school to get the very best for our pupils. You must be determined to continue to raise achievement at Charfield, securing consistently high quality teaching and creating a truly successful whole education for all our pupils.

We can promise you the support of a talented and committed staff, supportive parents and Governors and, enthusiastic and motivated pupils. The Trust has leadership development as a key priority. As Headteacher you will be supported by the CEO and Executive Headteacher to set ambitious personal development objectives. As one of the Headteachers in the CSET group of schools you will be expected to participate in collective leadership development activities – sharing ideas and best practice is the norm. As a newly appointed Headteacher you will benefit from a quality bespoke induction programme.

Each of the schools in the CSET group has its own unique identity and ethos. The Headteachers are genuinely the Headteacher of their own school and are individually responsible for the vision and accountable for outcomes. Being part of a group of schools brings with it robust challenge and support as well as opportunities to share provision and central costs.

This post will provide a stimulating challenge for a committed, dynamic and intelligent individual who has the skills and tenacity to lead our school to excellence.

I enclose:

- \* Brief details about our school
- \* Job Description
- \* Person Specification

I hope that you will be inspired to apply. Your application should comprise a letter of no more than two sides of A4, addressing the person specification and job priorities and, together with a completed CSET application form, should be sent electronically for my attention by 12 noon on Tuesday, 3<sup>rd</sup> October 2017 ([heather.maccallum@cset.co.uk](mailto:heather.maccallum@cset.co.uk)).

Yours sincerely

A handwritten signature in black ink, appearing to read 'W Roberts', with a long horizontal flourish extending to the right.

**William Roberts**  
**Chief Executive Officer**

## **About Charfield Primary School**

### **INTAKE**

Charfield is a 210 place primary school, located within Charfield Village. Charfield is a growing village located on the border of Gloucestershire and South Gloucestershire. The nearest town, Wotton-Under-Edge is 2 miles away with the cities of Bristol (16 miles) and Gloucester (20 miles) a short commute along the M5 motorway. The school is situated at the foot of Charfield Hill, opposite St. John's Church, on the main road from Bristol to Wotton-under-Edge.

The majority of Charfield pupils are drawn from the village and surrounding hamlets. However, due to the popularity of the school a small number travel from the towns of Wotton-Under-Edge, Dursley and Yate.

Charfield has an admission number of 30 pupils per year and was over-subscribed in 2017. Numbers at the school have gradually risen in recent years despite a projected trend for pupil numbers in the area to decline. The school currently has 196 pupils registered for the academic year.

Charfield EYFS admissions are primarily drawn from two pre-schools, although 5 EYFS settings are represented in a typical intake.

### **PARTNERSHIPS**

Charfield Primary School converted to Academy status in September 2013, as a sponsored school within Castle School Education Trust (CSET). Charfield Primary School works increasingly closely with the CSET group of schools and is currently in a close partnership with Lyde Green Primary School.

### **CURRICULUM**

Pupils at Charfield follow a broad and balanced curriculum with a topic theme tying subject together. Core subjects are linked to the topic whenever appropriate, however pupil progress and engagement is at the heart of all learning.

### **ACHIEVEMENT**

Pupils have historically joined Charfield with a prior ability that is predominately in line with the national average.

Results at Charfield have remained high for a number of years, with attainment and progress placing it within the top 10% of schools. However, since the conversion to the new KS2 assessment format, Charfield has faced greater challenge in maintaining outstanding rates of progress.

A programme of continued school improvement is in place to address our progress issue and bring attainment and progress back in line with our high expectations.

### **TEACHING AND LEARNING**

We aspire to create an innovative and dynamic learning environment at Charfield Primary School. Considerable investment in professional development for teachers over the last five years has resulted in a confident professional community where there is an open dialogue about teaching and learning.

Teaching is usually good and outstanding. Overall areas of strength include: high expectations, good use of assessment to plan individual's needs, stimulating/appropriate learning; a positive climate for learning and opportunities for self-reflection so that pupils know how to improve.

### **ETHOS & BEHAVIOUR**

The ethos of the school is exceptional. Pupils are enthusiastic about learning, are engaged in learning. Pupils conduct themselves well in school and take pride in being part of the

school community. There is little negative behaviour exhibited by pupils. Pupils who are experiencing difficulty are mentored and supported appropriately.

Charfield's attendance is outstanding and in 2016/2017 was 97.0%.

### **LEADERSHIP**

The SLT currently comprises:

|                |  |
|----------------|--|
| Dafydd Lawday  | Headteacher since April 2008, currently seconded as Executive Headteacher for Charfield and Lyde Green primary schools |
| Wendy Westwood | Deputy Headteacher since January 2015, currently seconded as Associate Headteacher since September 2016                |
| Tom Galsworthy | TLR holder, Maths September 2017, previously English since September 2016  |
| Amy Lindsay    | TLR holder, English since September 2017   |
| Charlotte East | SENDCo since September 2016  |

### **PREMISES**

The school is sited in extensive grounds, complete with its own adventure playgrounds, forest school area and large playing fields.

The school has the misleading appearance of an old village school. However, a short walk around the original building reveals new extensions which have improved and enhanced the learning environment offered to its pupils and staff.

### **OFSTED**

Charfield Primary School is an Outstanding school (July 2015). The Ofsted Report can be downloaded from our website.

### **PROSPECTUS**

Our school prospectus can be viewed on our website.

### **APPLICATION FORM**

This is available from the Charfield Primary School website.

Charfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS).



## Castle School Education Trust

**Aim:** to provide quality education in a caring environment

**Mission:** to create a robust collaboration of schools that provides:

- Strong dynamic and sustainable school leadership
- Excellent professional learning for staff
- A high quality, whole education for children and young people with opportunities, experiences and excellent outcomes that no school can achieve alone.

**Values:**

- A deep-rooted and continued commitment to inclusive education
- Absolute commitment to a 'rounded' quality education. This includes a commitment to a curriculum which promotes achievement for all and excellent outcomes for Pupils
- A strong belief that working collaboratively and in partnership with others - who share our values - strengthens all
- A strong belief in the importance of collective responsibility for the success of all children in our community