



## Headteachers Application Pack

# SOUTH ASCOT VILLAGE PRIMARY SCHOOL

*A place where individuality, creativity and happiness are treasured and valued.*

## Vision Statement



### OUR SCHOOL VISION

South Ascot Village School (SAVS) is a special place.

<p>We care for everyone</p>  <p>Bee</p>	<p>We have determination</p>  <p>Fish</p>	<p>We plan for success</p>  <p>Owl</p>
 <p>We are curious</p> <p>Cat</p>	 <p>We embrace change</p> <p>Butterfly</p>	 <p>We are creative</p> <p>Monkey</p>
<p>We are an extended family...</p>	<p>We make connections</p>  <p>Spider</p>	<p>"Together we have strength"</p>

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**We believe passionately in our school and its community. We believe that South Ascot Village School (SAVS) is a special place; a school which truly values each and every individual.**

# Welcome from the Chair of Governors



Dear Applicant,

Thank you for your interest in the position of Headteacher at South Ascot Village School. We are looking for an inspirational professional to lead our popular and thriving school into the next chapter.

We are situated in Ascot. The school currently has 152 pupils on roll between 4 and 9 years old with an additional Send Resource Base.

Our vision is effective, rooted in the history of our school and is lived out in our school's vision where individuality, creativity and happiness are treasured and valued. It is a place that nurtures and cares for every individual allowing them time to wonder and explore new learning in safety.

In January 2025 they school had an ungraded Ofsted Inspection. Please review the full reports via Ofsted's website ([50271515](https://www.ofsted.gov.uk)). We are all committed to continuing our journey of improvement and, as governors, we feel this is an exceptional opportunity for an inspirational leader.

I hope that you will find this information pack and our website helpful in understanding the current position of the school and the type of person we are looking for as our new Headteacher. If you feel you are that person, then I would strongly encourage you to make an informal visit to the school before finalising your application. Please contact the school office on **01344 622118** to arrange a visit.

Thank you for your interest so far and, if you are selected for interview, I look forward to meeting you then.

Your faithfully

Chair of Governors

# About Our School

**South Ascot Village School is a community primary school in the Royal Borough of Windsor and Maidenhead. We are a one form entry primary school welcoming children from 4 years old. We also welcome pupils into The Canopy a specialist resource for autistic children.**

South Ascot Village School is set in large, semi-rural site. The stunningly beautiful grounds comprise of a large playing field, woodlands, a hard surface playground and an outdoor swimming pool. The school has extensive outdoor play equipment which offers challenge to children and the chance to take risks in safety. Competitive sports are encouraged and this amazing outdoor space provides the facilities for this to take place.

The families and the local community are very supportive of the school, parents and carers are encouraged to become involved in all aspects of school life.

The school's Governing Body includes many parents both past and present, and the Governing Body is committed to school improvement.

The PTA is made up of a vibrant group of parents who are very keen to raise funds for the school and develop a collaborative and supportive network for the whole school.

The School Council with representatives in all year groups, enable children to have a voice and be actively involved in leading school improvement.

The school's house system (being a member of Birch, Oak, Pine or Sycamore) promotes a further sense of belonging within our school. It also incentivizes children to gain reward for good work and behaviour choices.



# The Canopy at South Ascot Village School

Within the 4-acre grounds at South Ascot Village School lies The Canopy, a specialist resource for autistic children who would otherwise find the daily life within the mainstream classroom too challenging to access. We follow the National Curriculum in a more measured, holistic way, tailored to the individual pupil. We firmly believe that the education for our pupils in The Canopy is about preparing them for life, including learning to be more independent and being able to access the community that we live in.

**It is our aim to secure better life chances for our autistic children by developing partnerships and appropriate pathways that support effective transition into the next stage of their education.**

Our dedicated staff in The Canopy are strong advocates for all the children that they work with each day and work hard to ensure that they find the best way to engage the children in their activities and learning. The children are integrated into their mainstream classes whenever they are able to experience success, which enhances their learning and wider social skills.

**“Together we have strength”**

**It is as a united team we move, ever forward, toward an outstanding provision for all of our families and children.**

# Forest School

Forest School is an inspirational process, that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

Forest School is a specialised learning approach that sits within and compliments the wider context of outdoor and woodland education.

At Forest School all participants are viewed as:

- competent to explore & discover
- entitled to experience appropriate risk and challenge
- entitled to choose, and to initiate and drive their own learning and development
- entitled to experience regular success
- entitled to develop positive relationships with themselves and other people
- entitled to develop a strong, positive relationship with their natural world

This learner-centred approach interweaves, with the ever-changing moods and marvels, the potential and challenges of the natural world through the seasons, to fill every Forest School session with discovery and difference

## Safeguarding commitment

Staff and Governors at South Ascot Village School recognise that they have a full and active part to play in protecting our pupils from harm and that the child's welfare is a primary concern. We believe that our school should provide a secure, safe, caring, positive and stimulating environment that promotes the social, physical and oral development of each individual child.

South Ascot Village School seeks to put the child at the heart of the learning process and recognises that all children deserve the opportunity to achieve their full potential. We are committed to protecting all the children in our care from harm during their time at South Ascot Village School. [SAVS-Safeguarding Policy 2024-25 Final.pdf](#)

# Job description

**Post: Headteacher**

**Salary: Group 1 L6-L18 £57,693- £76,289 (depending on experience)**

**Purpose:**

The Headteacher will be responsible for the internal organisation, management and control of the school. The Headteacher will provide the vision and leadership to ensure a high quality, engaging and fulfilling education for all pupils across all Key Stages.

**Accountable to:**

The Governors of the school and the RBWM Local Authority (Director of Children's Services).

**Responsible for:**

Leadership of all teaching and support staff.

**Key duties:**

The Headteacher will carry out their professional duties in accordance with and subject to the provisions of the [School Teachers' Pay and Conditions Document](#) and the [National Standards of Excellence for Headteachers](#)

**Shape the future**

- Work closely with the governing body to develop a relevant and effective school vision and strategic plan.
- Ensure that the school strategic plan is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the strategy into agreed objectives and operational plans that will promote and sustain continual school improvement and a sense of team ownership.
- Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and the community at large.
- Ensure creativity, innovation and the appropriate use of new technologies and initiatives to achieve excellence.
- Ensure that a school development plan based on robust self-evaluation is in place, is delivered and impacts on school improvement.
- Provide vision and direction to secure effective teaching, successful learning achievement by pupils and sustained improvement in their social, moral, cultural, spiritual and physical development to prepare them for the opportunities, responsibilities and experiences for later life.
- Ofsted Report -[50271515](#)

## **Teaching & Learning**

- Establish creative and effective teaching practices across the school.
- Ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to maintain a record of self-evaluation and areas for improvement.
- Ensure a consistent and continuous school-wide focus on pupil assessment is accurate and ensure pupil performance information is used regularly and effectively to inform planning and to monitor the progress and attainment in every child's learning.
- Ensure that pupils receive an effective and appropriate education according to their individual needs and abilities.
- Ensure a diverse, creative and flexible curriculum.
- Maintain a 'challenge and support' learning culture where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- Implement strategies that secure high standards of behaviour and attendance.

## **Managing the school**

- Create an organisational structure that enables the management systems, structures and processes to work effectively.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and aims of the school.
- Implement successful performance management processes for all staff and ensure effective links between the appraisal process and pay progression.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Manage the school's financial and human resources in keeping with Schools Financial Value Standard (SFVS) in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.
- Manage the school budget and ensure it meets and addresses the priorities within the school development plan.

## **Promote and safeguard the welfare of children and young people.**

- Take lead responsibility for safeguarding and promoting the welfare of children by creating an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children above all considerations. Ensure current good practice is sustained and continues to evolve to remain up to date.

### **Strengthen community outreach**

- Build a school culture and curriculum that takes account of the diversity of the school's communities and in line with the Christian ethos of the school.
- Collaborate with other agencies to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create a wholly inclusive environment where all children regardless of physical, learning or any other challenges are welcomed and supported appropriately.
- Establish an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community leaders, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the local education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies in line with [Keeping Children Safe in Education](#)

**This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.**

**South Ascot Village School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.**



# Person Specification

## Person Specification – South Ascot Village School

The tables below indicate the essential and desirable qualities we expect applicants to possess and the stages of the application process at which these will be assessed.

	Essential/Desirable	Application Pack	Interview	Assessment	References/Documents
<b>TRAINING &amp; QUALIFICATIONS</b> <i>On the application form candidates will demonstrate that they have the following training, qualifications and school experience</i>					
Degree & Qualified Teacher Status	E	x			x
Recognised National Leadership accreditation	D	x			x
Management Training or Qualifications	D	x			x
Evidence of commitment to continuing professional and personal development	E	x	x		x
<b>EDUCATION LEADERSHIP &amp; MANAGEMENT</b> <i>In a statement of suitability and during the selection process candidates will need to demonstrate the following</i>					
Significant experience of senior leadership in the primary phase	E	x	x	x	
Excellent classroom practitioner in the primary phase with a clear understanding of what makes good and outstanding teaching and learning	E	x	x	x	
Active involvement in developing and implementing strategic plans which involve identifying priorities and evaluating impact	E		x		
Proven experience of the use of assessment to monitor progress and attainment to raise standards	E	x	x		

Experience in effective leadership, motivation and development of staff to improve performance	E		x		
Experience of creating, implementing and maintaining new systems and structures in the school environment	E	x	x		

Recent evidence of planning and leading whole school improvement initiatives which have a demonstrable impact on pupils' performance	E	x	x		
Proven track record of improving outcomes for pupils	E	x	x	x	
Experience of efficient resource & financial management, monitoring and evaluation in accordance with benchmarking, financial management and best value principles	D	x	x		
<b>PROFESSIONAL KNOWLEDGE &amp; UNDERSTANDING</b>					
<i>In a statement of suitability and during the selection process candidates will need to demonstrate professional knowledge and understanding of the follow</i>					
Commitment to providing a rich and varied curriculum to meet the needs of all pupils	E		x		
Evidence of the ability to promote a positive, inclusive and caring ethos and pride in the school and its physical environment, together with high standards of achievement and behaviour	E		x		
Knowledge of best practice and procedures for safeguarding children and young people	E	x	x	x	
Understanding of quality in teaching and learning and how to achieve excellence	E	x			
Knowledge of and ability to respond to current educational policies and practices including national policies, priorities and legislation	E		x		
<b>PROFESSIONAL QUALITIES</b>					
Committed to the development and maintenance of good relationships with pupils, staff, parents, governors and the community	E	x			
Leadership presence, visibly demonstrating a positive, enthusiastic outlook, embracing innovation and self-motivation	E		x	x	
Resilience, perseverance and optimism in the face of difficulties and challenges	E	x			
Ability to be decisive, consistent and focused on solutions	E	x	x		
Ability to identify objectives, set priorities and delegate workload	E	x	x	x	
Can lead by example and inspire, motivate, influence and empower staff, pupils and parents	E	x	x		
Engagement in collaborative partnership working, within and beyond the school including the Diocese	E	x			x

South Ascot Village School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications

# Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form at the following link and make sure you read through the Person Specification and Job Description carefully:

[application-form-teachers-v6.0.0.docx](#)

Applicants should provide a covering letter and/or documents to demonstrate how they meet the Person Specification.

The application form, a covering letter and any supporting documents should be submitted, preferably by email to ([main@southascotvillageschool.org.uk](mailto:main@southascotvillageschool.org.uk)) by noon on **14<sup>th</sup> May 2025**. Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the Chair of Governors by the same deadline.

Shortlisting will take place on **14<sup>th</sup> May 2025** and successful applicants will be notified that day and invited to interview **22<sup>nd</sup> May**.

Candidates are encouraged to make an informal visit to the school prior to submitting their application and should call the school office to arrange a date for a tour.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised. However, we do hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position on **1st September 2025**.

**Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.**

## Contact details:

**South Ascot Village School - All Souls Road, Ascot, Berkshire SL5 9EA**

Phone: **01344 622118**

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