



Uffington
Church of England
Primary School

Uffington Church of England Primary School

Preparing for the future; living life in all its fullness



Uffington
Church of England
Primary School

Headteacher Recruitment Pack



Preparing for the future; living life in all its fullness

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Welcome from the Chair of Governors

We are delighted you are considering the position of Headteacher at Uffington Church of England Primary School

After more than 20 years of outstanding leadership our Headteacher is retiring at the end of this school year. We are now looking to appoint a passionate and inspirational leader to be an integral part of our school family, and who can continue the excellent work that has been achieved.

Our Church school offers a rich curriculum and high academic standards within a small, caring, family atmosphere. The driving force of the school is to prepare our children for the future and to live life in all its fullness through the best possible education in a caring Christian environment.

Our school lies at the heart of a vibrant village enjoying close links with the Church of St Michael and all Angels and the wider community. Each year the village comes together to raise money for charity by hosting a scarecrow, snowdrops and harvest festival. Uffington is only 2 miles from the beautiful and historic town of Stamford

Together with the staff we are all extremely proud of our school, and we hope this pack provides a flavour of who we are alongside information found on our website. We would be delighted to welcome you to visit us prior to your application when either I or a fellow governor will be happy to show you around.

Kind regards

Petar Opacic
Chair of Governors



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Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL
Tel 01522 554590
Email: EducationTeam@lincolnshire.gov.uk

February 2023

MS/HO-S/CS

Dear Applicant

Working in Lincolnshire

Thank you for considering applying to the post of headteacher in one the Lincolnshire maintained schools.

We are a predominantly rural county, and our councillors are committed to supporting our maintained schools which they believe are at the very heart of our communities.

Our commitment to our schools is demonstrated through a range of opportunities such as a comprehensive new headteacher induction programme, regular support from an Education Locality Lead, termly leadership meetings for information sharing and development, easy accessible officers across children's services and free training opportunities for district and county wide focus priorities.

We have an excellent teaching school hub based in our county who provide general and bespoke training and we also work closely with the Lincoln Diocese to support our church schools.

I hope you will find time to visit the school and wish you success with your application.

Yours sincerely,



Matt Spoors
Head of Service, School Standards – Children's Education



Mr Paul Thompson
Diocesan Director of Education



Dear Applicant,

Thank you for your interest in the position of Headteacher at Uffington Church of England Primary School.

As headteacher of a church school, you will be able to access a breadth of support services from both the Local Authority and the Lincoln Diocesan Board of Education (LD BE).

You will be warmly welcomed into the church school family. In the family, there is the diocesan education team and there are 142 Church of England schools and academies in the diocese of Lincoln. Each year, we hold the Church Schools Festival in Lincoln Cathedral for all Y6 pupils, staff and volunteers. This is a very special 'family' occasion and you of course would be most welcome to join us at this event if you are appointed.

When you start in your new post, we will ensure that a diocesan education adviser is allocated to you and in conjunction with the LA, we will arrange for you to have an experienced church school headteacher to mentor you in the first year of your new post. The diocese will invite you to engage in a range of activities to support you in your leadership role. They include:

- A diocesan development day for new church school headteachers
- Termly headteacher briefings
- Informal and bespoke support and advice from a named diocesan adviser and church school head mentor
- An annual adviser visit to help you further develop church school effectiveness
- Headteacher performance management support from a church school perspective
- School Improvement support
- Training, courses and conferences on a range of themes for yourself and leaders at all levels. Themes include SIAMS, RE, Collective Worship, Vision and church school distinctiveness and effectiveness.

For a more detailed overview of the diocesan support on offer, please visit the diocesan website at www.lincolndiocesaneducation.com where you will find the diocesan service level agreement and a range of other resources and materials.

I hope this letter gives you an overview of the breadth of support available to complement the support offered by the Local Authority, teaching school hub and Governing Board.

Thank you again for your interest in the post and we look forward to receiving your application.

Yours sincerely

Paul JE Thompson

Canon Paul Thompson
Diocesan Director of Education.

Edward King House – Minster Yard – Lincoln – LN2 1PU
01522 504010
paul.thompson@lincoln.anglican.org – www.lincolndiocesaneducation.com
Registered charity number – 1151733
Company number – 08334622



Our Christian Vision

PREPARING FOR THE FUTURE; LIVING LIFE IN ALL ITS FULLNESS

We are a family-orientated school where everyone is welcome, a place where we strive to provide the best possible education in a caring Christian environment; an education that allows everyone to flourish and have the confidence to make a positive contribution. We seek to develop the individual strengths of everyone within our school community, where each unique personality can be recognised and valued.

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Our Values



- **Thankfulness** - We take time to give thanks every day. We are thankful for our school and everything it offers, and for the people who make up our school family. We learn how to be resilient when faced with challenge and give thanks for all those who help us in difficult times.
- **Kindness** - We believe that kindness is the greatest gift we can offer others. We understand how our acts of kindness make a difference to the lives of others at home, at school, in our community, and in the wider world; we try to remember to be kind at all times.
- **Forgiveness** - We understand that things can go wrong; we make poor choices and this can hurt others. We always take time to think about what has gone wrong and how to make amends. We forgive others when they are sorry and seek our forgiveness.
- **Friendship** - We value our friends, taking care of them and enjoying things together. We are friendly towards each other and make visitors welcome.
- **Trust** - We trust one another to do the right thing, to be honest and to be respectful so that our school is a happy place where everyone can flourish.
- **Hope** - We believe that even when things are difficult, better times lie ahead. We believe in the potential of others and support them to achieve their goals.
- **Inclusion** - We make sure that everyone gets a chance to take part; we understand that some people may need some support to access some activities and provide that support to enable everyone to fulfil their potential.
- **Fairness** - we know that there are those in this world who do not have the same opportunities as us; we support charities and learn about injustice so that we can make a difference.

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About our School



- We are a small Church of England Primary School set in the beautiful village of Uffington just outside Stamford.
- The school caters to a maximum of 105 pupils between the ages of 4 and 11 and has 4 classrooms. Reception is dedicated to single-year groups and learning in the remaining 3 classes of the school pupils are taught in mixed-year groups. The school has 89 currently on the roll in February.
- At Uffington we support a healthy body and healthy mind encouraging pupils of all abilities to access outdoor activities through our well-equipped outdoor play area, outdoor classroom, gardens, and playing field. All children are supported to participate in team sports activities and for a small school, we achieve great results in netball, rugby, and swimming.
- The school is committed to providing the highest quality education through an inclusive, caring, family environment. Examples of this support are Year 6 operating a buddy system for reception and a hymn practice partner for those younger children.
- As a Church school, our faith is important and we follow the Christian values in all we do, the way that we treat each other, and the way that we look for opportunities to help those in need within school and our village community. We know that happy children make fantastic learners and we provide an environment to achieve this. The size of our school allows us to know each pupil thoroughly and to foster a friendly, family atmosphere.
- We have a very supportive PTA, committed to enhancing the experiences of our children. Our school is also eligible for support from a local charity called the Somes Trust. The trustees are our Rector and Church wardens. Historically, they have supported the school by providing transport for swimming lessons and other areas the LEA does not/cannot fund. Each year, the trustees and Headteacher agree on how to work together.
- Uffington School has started to work with Copthill School (a local independent Primary School) to hold lunchtime concerts where all village residents and families are invited and entertained.

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About our School



There is a close relationship between the school and village Church which is used for many activities to enrich further the learning experience at school

The Church is used for School Carol services, Nativity plays and at other times when a larger presentation/performance space is needed. The Churchyard and building are used to explore other parts of the Curriculum including mental well-being walks and science experiments.

Early years pupils come to Church weekly for 'Open the Book', where a Church team lead the children through bible stories as part of a simple act of worship. The 'singing for fun' (inclusive school choir) are regularly invited to participate in Sunday and seasonal services - these are gentle ways to offer children a safe place to perform and also demonstrate to the community the importance we place on school.

During the year, the Church provides performance opportunities for musicians with the annual Musicake afternoon and there are regular opportunities for children to read in Church.

The Main Festivals and Commemorations that the school takes part in Church are Advent and Christmas, Epiphany, Candlemas, The Start of Lent, Mothering Sunday, Holy Week and Easter, Ascension, as well as Remembrance, the Start of School Year and End of School Year Celebrations.

About our Parents and what they say

Overall, 98% said Uffington Primary was a good school for their child (Parent Survey'21).

This has resulted in parents choosing to send their children from Uffington Village and further afield. Half of our pupils come from Uffington and the immediate surrounding villages, and a fifth from Stamford.

The Governors surveyed the parents in 2021 and...

- **98%** - said their children feel safe whilst at school.
- **96%** - said that their children are happy.
- **100%** - said the staff at Uffington School encourage the children to be fair and respectful of others.
- **96%** - said the school deals with concerns promptly and effectively and provides feedback in a timely manner
- **96%** - said that they are aware of how to approach the school with questions, problems, or complaints.
- **93%** - said they feel their child is making expected progress

Based on the current Headteacher's plan, opportunities for involvement in activities are now more inclusive of all different abilities. This means artistic, sporting and cultural opportunities are less exclusive in terms of selection. Parent feedback acknowledges this progress and also suggests they would welcome more work in this area.

We asked parents about the qualities that they think are important in a Headteacher

Someone who;

- can inspire children, teachers and parents.
- is well-organised and a clear communicator.
- looks for art, drama, singing and music opportunities to benefit pupils who don't enjoy sports.
- is a team player with parents, the wider community, PTA etc and is approachable.
- deals with complaints in a timely fashion and provides clear feedback to those involved.
- is transparent about performance, and where there are areas for development, be clear about what measures are being put in place to rectify issues.
- ensures the staff team feel supported and challenged.
- has a sense of humour!

They like the family feel of the school. They have noticed that changes have been made to keep on top of changes in teaching methods and pupil needs. Some parents wonder if there is further development to challenge current ways - be open to doing things differently for the benefit of all.

They like the community spirit and the relationship with the village and the Church. Parents are interested in seeing how things could be developed to benefit the school, with links with other local organisations as new opportunities present themselves (for resources, funding, and sharing ideas).

Our Staff

Our Current Team

- We are very fortunate at Uffington Church of England Primary School to have a team of very experienced and dedicated staff who work together to offer an ambitious and broad curriculum.
- The staff work hard to ensure pupils have a wide range of learning opportunities and extracurricular provisions throughout the school year.
- Our school size means staff have the opportunity to know each pupil individually and create a nurturing, friendly atmosphere.
- The Uffington Teaching staff consists of five permanent teachers, aside from the Head Teacher.
- These are supported by seven teaching assistants, of whom three are assigned to provide one-on-one support.
- A very experienced School Administrator and Caretaker completes the team.

Governors asked the Teaching staff what they thought was important in a Headteacher

- Wants to be part of a community and lead a village school.
- Is known as 'the face of the school' and understands our school family.
- Is proactive: to take the school forward and be aspirational, sharing their wisdom in a supportive way.
- Is prepared to listen, watch and see what is good before making changes.
- They need to be flexible and wear many hats – cover, intervention, social worker, and PTA.
- Understands SIAMS and also develops Church links.
- Is organised and works well under the pressures of a village school.
- Is a good communicator – pupils, parents, staff, and outside agencies.
- To have high expectations whilst being compassionate and fair.
- Awareness of staff as people and their roles outside of school, caring for staff as they develop together.

Pupils - The Governors asked for some thoughts from Pupils.

We've fitted these to our school values and indicated which year group the comments came from.

- KINDNESS – "I think the qualities of a Headteacher should include a kind heart, a caring mind and a great sense of humour." Y6
- TRUST – "I hope the new Headteacher is kind, trustworthy and has good ideas for our school." Y4
- FORGIVENESS – "I hope the new Headteacher shows forgiveness." Y1
- INCLUSION – "EYFS would like a Headteacher who "knows all of our names and knows us all."
- FAIRNESS – "I would like our Headteacher to continue to let us sing, to give people second chances and keep updating school." Y4
- HOPE – "I would like our new Headteacher to be kind and committed. We need all our Christian values shown by the heart of the new Headteacher. Uffington School is amazing, and I would like it to stay that way." Y5
- FRIENDSHIP -EYFS would like a Headteacher who "reads stories" and "comes to see us".
- THANKFULNESS – "I would like a happy Headteacher who is kind, thankful and fair." Y4 and Y3

Our new school values are still being embedded in all we do at School and it is clear that they can be seen in this feedback from our pupils. We see this as a result of current leadership and the commitment of teachers.

Ofsted and SIAMS



The school was last inspected by OFSTED in February 2020 and was judged to be '**Good**' and SIAMS in 2018 and was judged to be '**Outstanding**'



OFSTED Rating	Good
Overall Effectiveness	Good
The Quality of Education	Good
Behaviour and Attitudes	Good
Personal Development	Outstanding
Leadership and Management	Good
Early Years Provision	Good



SIAMS Rating	Outstanding
The distinctiveness and effectiveness of Uffington	Outstanding
The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners	Outstanding
The impact of collective worship on the school community	Outstanding
The effectiveness of the leadership and management	Outstanding

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Advert: Uffington Church of England Primary School



School Group: Group 1 (NOR: 89)

Age Range of Pupils: 4-11

Post/Salary: Permanent Head, Leadership Spine L11-17 (£60,488-£69,970)

From: September 2024

We are looking for a community focussed, **inspirational Headteacher who will** enhance and **develop our church school located in a** vibrant village close to **Stamford**.

You will need to build on the schools very good record by bringing new ideas and creativity by steadily taking us forward into a new era

The **governing body**, staff and pupils are looking **for a Headteacher who** demonstrates the following qualities:

- A proven track record of successful leadership who wants to be part of the community and lead our very attractive village school.
- The ability to embrace the current school values and deliver our Christian vision for staff, parents, teachers and most importantly children.
- Excellent organisational and interpersonal skills and the ability and desire to further and enhance our church school ethos and culture.
- Be an effective and empathetic communicator within the school community.
- Understands and develop the important role of the school in the life of the village.
- Uphold the ambitious educational standards that prepares all our pupils for the next phase of their education and life.
- To ensure high expectations for teaching and learning
- Be committed to all children inclusively flourishing and building on the individual strengths of everyone.
- Have a willingness to invest in the wider community initiatives/events and the life of the church

What makes us special:

- We are a small church school set in a beautiful rural village.
- We have happy learners within a very supportive community.
- We have a very wide curriculum offer which nurtures all our pupils and builds on their strengths not only in the curriculum but in sports, drama and music.
- A firm commitment to everyone's professional development and wellbeing.

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How to Apply

Recruitment Pack and Application Form

A Recruitment Pack and Application Form can be found on our website:
www.Uffingtonprimary.co.uk

School visits

If you'd like to come and meet us, please contact our School Administrator, Mrs Sarah Lawson, to arrange a visit:
enquiries@uffingtonprimary.co.uk

Closing Date for applications: Friday 10th May 2024 at 9am.

Applications should be completed in line with the Person Specification in this pack and **using the application form which can be downloaded from the school's website – www.uffingtonprimary.co.uk**

Applications should be submitted by email to **Jenny Cobb, Clerk to Governors at jenny.cobb@uffingtonprimary.co.uk**

Shortlisting will take place on 13th May 2024

Interviews will take place on 20th May 2024

Uffington Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to the candidate being suitable to work with children and Satisfactory Enhanced Disclosure & Barring Service Checks. The ability to converse at ease and provide advice in accurate spoken English is essential for the post. All pre-employment checks carried out are in accordance with Keeping Children Safe in Education.

Uffington Church of England Primary School



Head Teacher Job Description

General

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Head Teachers (2020). The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the school.

Main purpose

The Headteacher will provide professional leadership, vision, and strategic direction for the school, maintaining and advancing the school's ethos and Christian character to enable pupils and teachers to learn effectively and achieve their full potential. The Headteacher will ensure that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

Section 1: Ethics and professional conduct

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- Leadership

Headteachers uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Headteachers:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

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As leaders of their school community and profession, Headteachers:

- serve in the best interests of the school's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

Section 2: Headteachers' standards

1 School culture

Headteachers:

- establish and sustain the school vision, values, and Church ethos in partnership with those responsible for governance and consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment

3. Curriculum and assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- establish and sustain high expectations of behaviour built upon relationships, rules, and routines, which are understood clearly by all staff, pupils, and wider school community and founded on the school values and Church ethos
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the Church and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with those responsible for governance
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post which will include contributing to the wider life of the school and will involve some teaching responsibilities. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. **8. Continuous school improvement**

Person Specification – Headteacher



Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. **When completing your application paperwork you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.** These criteria will be assessed using evidence from your application form, formal interview, interview tasks and references.

Qualifications and Experience	
Essential	Desirable
Qualified Teacher Status (QTS)	Evidence of higher professional / academic qualifications (e.g. NPQH)
Significant and successful senior leadership experience within a primary school	Experience of working in or with Church schools
Evidence of proactively pursuing continued professional development and being a lifelong learner	Involvement in school governance, to include reporting
Experience across the whole primary provision including the Foundation Stage	Involvement in whole school development and provision of SEND
Safeguarding Children	
Essential	Desirable
Current safeguarding training	Qualified as designated lead (DSL)
Enhanced DBS clearance	Current safer recruitment training
Ability to demonstrate commitment to safeguarding and promoting the welfare of children	
Evidence of actively maintaining a safe and well-ordered school environment	
Knowledge and Skills	
Essential	Desirable
Have an excellent understanding of the primary curriculum across all Key Stages including the Foundation Stage	Clear understanding of the SEN Code of Practice and proven experience of supporting children in overcoming barriers to learning
Ability to articulate a clear vision of how to take the school forward, building upon existing strengths and previous OFSTED outcomes	Involvement in OFSTED inspections
Lead by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and governors	Involvement in SIAMS inspections
A commitment to embrace Christian ethos and continue to embed the Church school values	Reporting and presenting at whole school level
Able to manage own workload and that of others to allow an appropriate work/life balance with the support of staff and governors	
A person who understands the distinctive nature of a Church School	
Ability to provide constructive feedback to staff and children that promotes next step development whilst recognising achievement	

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Knowledge and Skills	
Essential	Desirable
Ability to use and analyse educational data for assessment, improvement, and target setting	
Ability to continue and further develop the wider curriculum in order to nurture the “whole child”	
A commitment to proactively foster parental engagement	
Pupils and Staff	
Essential	Desirable
Evidence of creating an environment which enables the personal, social and emotional development of each child in order to optimise learning potential	Providing professional direction and support to the work of others through effective mentoring and performance reviews
Committed to aspirational educational standards for all pupils and staff	
Demonstrates the ability to be inspiring and motivating	
Evidence of identifying and developing emerging talent and leadership ability	
Values mutual support and respect, fostering strong working relationships and building effective teams	
Knowledge of the latest educational developments and research	
Welcomes support and challenge from the Governing Body and actively supports the governors to deliver their functions effectively	
Systems and Processes	
Essential	Desirable
Evidence of understanding the impact of budgets, resources and financial planning on school sustainability	
A proven track record of building positive relationships with all members of the school community	
Personal Attributes	
Essential	Desirable
Dedicated, child centred, approachable, visible and with a sense of humour	Evidence of Church and community involvement
A commitment to uphold and promote the school’s Christian ethos and life	
Be an excellent communicator and have strong interpersonal skills (written, verbal and aural) and resilience to engage the whole school community	
Able to build on the school’s firm and successful foundations, valuing work already done, while demonstrating a desire for progress and improvement	
Able to organise and manage your own workload and that of others with due consideration to priorities, risks, and the health and wellbeing of the team and wider community	

Uffington Church of England Primary School - Recruitment Privacy Notice



About Us

Uffington Church of England Primary School is known as the "Controller" of the personal data you provide to us. The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

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Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law.

Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are: 6 Months

How do we keep your data safe?

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be found on the school website

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at Helen.simms@uffingtonprimary.co.uk
- Add additional contact email addresses as appropriate e.g. school admin office

Alternatively, you can contact the school by writing to: Sarah Lawson Uffington Church of England Primary School, School Lane, Uffington Stamford PE9 4SU

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

Last updated May 2022