

Braywood C of E First School and Nursery

Headteacher Application Pack

Braywood C of E First School and Nursery
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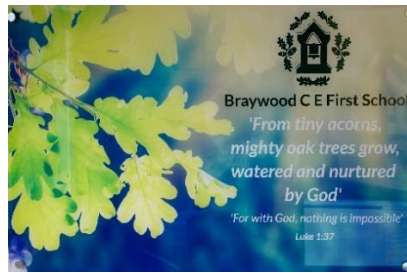
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Allegedly, Queen Victoria came to Braywood for tea. Her friend Elizabeth Van De Weyer and her husband, the Belgium Minister founded our school build in 1857.





Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Headteacher at Braywood C of E First and Nursery School. We are looking for an inspirational professional to lead our popular and thriving school into the next chapter after the retirement of the long standing Headteacher.

We are a small Victorian First school steeped in history dating back over 150 years. We are situated on the outskirts of Windsor and Maidenhead. The school currently has 114 pupils on roll between 4 and 9 years old with an additional 16 children in the nursery (aged 3 to 4 years).

Our vision is effective, rooted in the history of our school and is lived out in our school's ethos. Each class plays their part in this vision as they grow through the school; they know that they grow 'from little acorns to mighty oaks, watered and nurtured by God's love'.

These values are published on our website. www.braywood-ce.eschools.co.uk

In December 2023 Ofsted rated the school as Good. Ofsted also rated the nursery as Good in a very recent inspection. Please review the full reports via our website. 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 01628 623660 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.

Yours faithfully
Chair of Governors

Welcome from our Year 4 children



Wednesday 8th January 2025.
Braywood C of E First School
I would like you to tell you about my school, Braywood C of E First School. It is such a nice school and I come here every day and get welcomed by nice teachers and kind students. This is why you should visit or even better apply for Braywood School.
All the teachers are nice everyone is friendly and... We just opened a brand new Nursery called little chipmunks. It is run by 2 fabulous staff members. The nursery is for kids aged 2-3 years old. We also got a new building called the cloakroom.
One of the biggest parts of our school is our Christian values. Our school goes up to year 4.
We have 9 clubs such as Football, a code club, a Science After school club
Grab and go, Play ball, CRAFTING club and sewing club
This school is a dream trust ME!

Braywood C of E School
I want to tell you about this school
Braywood and Braywood is the best school ever!
The school was built in 1857 what that means is it is a Victorian school so has been here for 150 years so it is fascinating.
Our school is on Oakley Green Road, Windsor.
We are a one from entry school a attached to our school is our Acorns Nursery.
In our school we have Christian values each class has 2 values in total we have 12.
We also have clubs in total there are 12 we have 9 after class and 2 morning clubs.
This is an amazing school please come here, we hope to see you!

8.1.25
Can I write about my school?
The wonderful thing about Braywood
Our school is in the heart of rural Windsor
We are surrounded by nature the walls are filled with history our school has been around for 150 years + Victorian school means grounded and respectful behaviour.
We have a brilliant curriculum using Maths, English, Art, History, Topic, Science and Music
In everything we do we involve our best always
We believe with God nothing is impossible.
We also do collective worship to thank God.
The school also has extra curriculum
water school club like arts, crafts, computing, football, sewing and science. Our lunch lady makes healthy but tasty meals
This is the perfect school!!!

Who we are and what we value?



At **Braywood**, our 12 Christian values permeate all aspects of school life and underpin our aspirations for our children. They are at the core of everything we do, underpin our teaching and learning and are celebrated throughout the school.

At the heart of our school is a Victorian building dating back over 150 years with a huge amount of character and charm. Over the years we have added the Clock House, an impressive mezzanine space and recently a sensory learning space classroom. The Church House, 'All Saints Church', is built on consecrated ground immediately adjacent to the school. In contrast we also have a modern extension of purpose-built classrooms for the younger children arranged around their own 'Secret Garden'. Our idyllic grounds extend to a large field, the trim trail and an outdoor play area for the nursery.

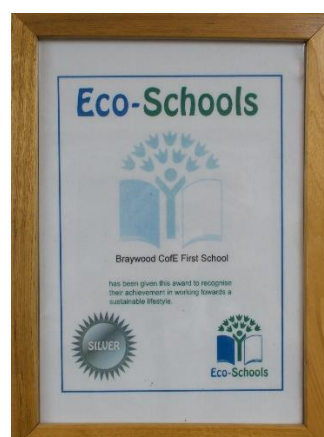
We are passionate about providing the best education possible through a creative, motivational and challenging curriculum that embraces the skills and interests of all our children. Children are encouraged to strive for excellence in every area of their learning and our teachers are committed to enabling the personal success and happiness of each and every child. We foster a love of learning. Every child comes to the classroom with a different range of skillsets, as well as varying aptitudes and abilities. Our teaching reflects this; independence, confidence and resilience are fostered in all our learners. As a first school we want to prepare children for the next steps in life. Strength of character and belief in their own abilities will be the foundational skills to help our young adults prepare and embrace the challenges of the wider world. There should be no limit to their dreams.

Braywood is a very distinct school with a recognisable calm, welcoming and nurturing learning ethos fundamentally based upon our Christian values. We have a stable, determined and strong team who are constantly striving forward towards continued success. All our staff are dedicated to achieve excellence and always work really hard to ensure that children attain high standards regardless of any barriers to learning.

Safeguarding commitment

Staff and Governors at Braywood C of E First 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.

Braywood C of E First 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 Braywood C of E First School.





Job description

Post: Headteacher

Salary: Group 1 L6-L12 £57,693 - £66,665

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 and Diocese 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 on our website.

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.

Braywood C of E First School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.



Person Specification

Person Specification – Braywood C of E First 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
TRAINING & QUALIFICATIONS					
<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
EDUCATION LEADERSHIP & MANAGEMENT					
<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		
PROFESSIONAL KNOWLEDGE & UNDERSTANDING					
<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		
PROFESSIONAL QUALITIES					
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

Braywood First 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 Claire Fortune (office@braywoodfirstschool.co.uk) by noon on **Monday 3rd March 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 **Wednesday 5th March** and successful applicants will be notified by **Friday 7th March** and invited to interview on **Monday 17th March**.

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. Tours will take place on the mornings of Thursday 13th or Wednesday 26th February 2025.

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:

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