

St. Luke's C of E Primary School



Headteacher Pack



EXCELLENCE
ENTHUSIASM



FAIRNESS
COURAGE



PARTNERSHIP
RESPECT



KINDNESS
HONESTY



RESPONSIBILITY
SAFETY

Hearts Overflowing with Truth and Love





Letter from Chair of Governors




Dear Applicant,

Welcome and thank you for your interest in the opportunity to become our Headteacher at St Luke's Primary School, on the Isle of Dogs, in the dynamic and ever-changing London borough of Tower Hamlets. We are a school that our pupils describe as feeling 'like a family'; we believe that this is because, energised by our distinctively Christian vision, we seek in all we do to have "hearts overflowing with truth and love". We see that each child is unique and valuable, to be nurtured and empowered, and we are determined to support all our pupils so that they flourish and reach their full potential.

Located in a fascinating and diverse community, we recognise that we have a significant role to play in helping children grow into resilient and empathetic young people who are committed to serving others - for instance our year 6 children aspire to be part of a team that takes part each Christmas at the homeless night shelter that is hosted in one of our two parish churches.

The same commitment to service lies behind our recent partnership with a nearby community primary school, in which we provided executive leadership to them during a challenging period, and we celebrate the recent appointment of one of our own senior teaching staff as their new substantive headteacher. We anticipate that, in a changing educational landscape in which new kinds of collaboration continue to emerge, our future strength as a school lies in a continued openness to partnership with others. We are therefore looking to appoint a substantive headteacher who has the ability and appetite to take on wider leadership roles in due course.

We are proud to have a high number of teachers who have been with us for many years and work hard to provide professional development for all our staff. We are unusual among church primary schools in having two forms of entry, which allied with a healthy school roll, makes St Luke's the ideal school for a leader with the experience, passion and vision required to build on our success.



We would be delighted to welcome you to St Luke's for a visit so you can see, hear, and feel our school environment for yourself and find out more about the opportunity we are offering you. Please contact Cristina King by phoning 020 7987 1753 or emailing CKing@stlukeslondon.org to arrange your visit.

Please apply by completing the London Diocesan Board for Schools Application Form and by submitting your personal statement. As the Person Specification makes clear, in your personal statement you are welcome to demonstrate your ability through transferrable skills and informal experience where you have not yet had the opportunity to gain direct, formalised experience of undertaking particular functions. We look forward to receiving your application and to welcoming you to our school.

Yours sincerely,
Rev Ed Dix



Our Christian vision and values

A school has been associated with our two Anglican churches in the Isle of Dogs, Christ Church and St Luke's, from soon after those churches were built. St Luke's CofE Primary School continues that tradition. It is first and foremost provided to express the love of God (and the love of the Church) for the local community, its children and families; and to play a part in shaping their futures. We believe that the school has its own distinct Christian vision and purpose which we discern from the account of the meeting of disciples on the road to Emmaus with the resurrected Jesus. They said of that meeting that their hearts 'burned within them, as He talked with them on the road' - a living encounter with Jesus fills us with truth and love which we can't keep to ourselves; it overflows from us into the community around us.



St Luke's has a motto 'hearts overflowing with truth and love', and the motif of affecting our community with the good news we've experienced ourselves is the pattern of the school's life. We have a set of values which resource the school in achieving this pattern: Safety, Responsibility, Kindness, Respect, Enthusiasm, Partnership, Fairness, Honesty, Excellence, courage. These values, supported by Bible texts, are celebrated in acts of collective worship which happen during the week, with each class identifying at the Celebration Assembly on Friday which child has exemplified the Value of the Week and why.



Collective worship happens in different formats throughout the week, beginning with School Mass involving Clergy from Christ Church and St Luke's on Monday morning.

Once in each half term, the school has collective worship in church at Christ Church. Singing and music are highly valued parts of collective worship.

As a Church of England primary school Religious Education is at the heart of our curriculum. Through delivering a high-quality R.E curriculum we equip our pupils to have an in-depth experience and knowledge of Christianity as a living faith.

The impact of ten core Christian values is clearly visible around the school. The school's RE ambassadors, and others, effectively explain their role in promoting the school's motto and articulate why the school's values are important. The school has developed its RE provision through the effective implementation of the syllabus to deepen the children's understanding of Christianity, other world faiths, and how people hold different views about those of faith or no faith at all. The development of RE since the last inspection has made a significant contribution to the Christian character of the school. (SIAMS inspection Dec 2017)



Children, staff and governors are actively involved in evaluating worship and their feedback is acknowledged and responded to by the school leaders. As a result, for example, children now participate in giving the daily blessing and singing happens more frequently. Children sense that those leading worship 'believe what they are saying and are doing it too'.

Consequently, pupils have a sense that worship is 'valuable and useful'. Children are keen to explain their experiences in worship at school and in church, the impact it has, and the view that they would like even more. (SIAMS inspection Dec 2017)

Pupils love their school and are safe. They are proud to come here. Pupils show kindness and respect to each other. They behave well and demonstrate the values of the school's motto, to see 'Hearts overflowing with truth and love'. As one pupil typically explained: 'When I get up in the morning, I am excited because school is fun and a safe place to be.' (Ofsted inspection Oct 2021)



Curriculum and school environment

The school has a well-structured and ambitious curriculum in place. This starts in early years. (Ofsted November 2023)

St Luke's has a broad curriculum that seeks to provide every pupil with a strong knowledge base and enriching experiences that enable them to learn and thrive. We have worked hard to ensure that the curriculum reflects the diverse community that we serve, supporting the pupils to develop their resilience, celebrate difference and raise their aspirations.

The curriculum is underpinned by the Christian values of the school, and driven by the statement '***As people who are loved by God and know his truth, we promote the development of spirituality as expressions of love and truth***'. This statement feeds into the development of the curriculum for each year group and helps to shape the overarching key questions that hold together the learning for every term. An example of a key question would be 'Who cares for us and whom do we care for?' (Reception Autumn Term), and further examples of how the curriculum is crafted and built can be found on our website. As well as being held together by key values, questions and concepts, there is also a strong emphasis on ensuring that each individual academic subject is taught to a high standard and that every child can reach their full potential.



Leaders provide a range of clubs, including gymnastics, yoga, and robotics club. Pupils speak enthusiastically about learning the recorder, cello and violin. These activities help pupils to develop their talents and pursue their interests. (Ofsted November 2023)

At St Luke's we value the 'whole child' approach and hope to ensure that the curriculum enriches the lives of every pupil by offering them regular access to music, theatre, art and languages, as well as school trips, residentials and a varied after school program. An example of how we prioritise this is through the music program provided to us by the 'Tower Hamlets Arts and Music Education Service', who facilitate our music program throughout the school, including whole class sessions and individual pupil lessons. Our ethos of inclusivity means that we work towards making these enriching opportunities available for every child.





St Luke's is fortunate to have a swimming pool on site. The pool is extremely valuable in providing all pupils with an opportunity to learn to swim from an early age, under the instruction of our experienced staff. The pool is scheduled to have significant improvement work completed on it during this academic year and we anticipate that it will be up and running again by September 2024.

The children at St Luke's benefit greatly from the large amount of outdoor space that we are very privileged to have. This means that we are able to provide all children, from the early years upwards, with wonderful outdoor play and learning opportunities. This includes a forest area, play equipment, and several playgrounds to facilitate the children's break-times and PE lessons. This is especially important for the children who attend St Luke's as the Isle of Dogs is an increasingly densely populated area and many local families do not have outdoor space at home.



The Isle of Dogs is a unique part of London in which to live and work; locals call it “The Island” and it has a distinct community feel. We are in the shadow of Canary Wharf and look across the river to Greenwich. Alongside these elements is the reality that Tower Hamlets has the highest rate of child poverty in the UK. At St Luke’s our Christian values fill us with a passion to ensure every child has the very best opportunities and experiences. We are determined that children who receive Pupil Premium can expect the same outcomes as their peers.



We also pride ourselves on our inclusivity and our drive to recognise and meet the needs of all our SEN children and families. We have a full time SENCO and employ a part-time educational psychologist; the staff are trained in ‘trauma informed’ practice and we have strong links with outside services such as speech and language therapy. St Luke’s seeks to provide a nurturing environment for everyone through our values and approach to school life.



Contextual information and KS2 results



School Status	Voluntary Aided, Church of England
Address	Saunders Ness Road, Isle of Dogs, London, E14 3EB
URN	100954
School size	2 form entry from nursery to year 6
School roll	413 (Dec 2023)
Staffing	Teaching Staff: Full time -24 Part time - 9 Support Staff: Full time - 3 Part time - 40
Ethnicity of pupils (ISDR 2023)	Diverse population, largest ethnic groups are: 1. White British (27%) 2. Asian or Asian British – Bangladeshi (20%) 3. White – any other White background (14%)
Other demographic information (ISDR 2023)	<ul style="list-style-type: none"> • School % Free school meals – above average (32%) • % SEND Support – close to average (12%) • % English additional language - Well above average (47%) • Well above average pupil mobility
OFSTED inspections	Rated Good – November 2023 Rated Good – October 2021
SIAMS inspection	Rated Outstanding - Inspected December 2017

2023 KS2 Results

St Luke's has a long-standing history of strong academic achievements. Whilst we appreciate that the provisional 2023 data is not comparable with other years, the school is focused on ensuring all pupils continue to have high educational aspirations and attainment.

% of pupils meeting expected standard at end of KS2	St Luke's Church of England Primary School	Local Authority Average	National Average
Reading	64%	80%	73%
Writing	68%	77%	71%
Mathematics	70%	79%	73%



Grammar, punctuation and spelling	72%	82%	72%
Combined reading, writing and mathematics	53%	N/A	59%

For additional information about the school, please visit our school website:

<https://www.st-lukes.towerhamlets.sch.uk/>





How to apply:

The application must include:

1. Completed LDBS (London Diocesan Board for Schools) application form
2. A supporting statement against the person specification. Please attach the supporting statement in Word, with your name and of no more than 3 pages.

Visits to the School

We very much welcome visits to our school and the opportunity to show you around and meet our pupils. Please contact Cristina King by phoning 020 7987 1753 or emailing CKing@stlukeslondon.org to arrange your visit.

Closing Date

Noon on Friday 23rd February 2024. Please submit your application together with your personal statement to the Chair of Governors, Rev Ed Dix, by emailing ed@stlukesmillwall.org

Shortlisted Candidates

Shortlisted candidates will be contacted by email and telephone on Friday 23rd February 2024. Information about the interview process and content will then be sent to all shortlisted candidates.


Interviews

Interviews will be conducted on Wednesday 6th March 2024.

References/employment checks

References will be taken up for shortlisted candidates before the interview to follow safe recruitment practice. Successful candidates will be subject to employment checks, two references (including current or most recent employer) and an enhanced Disclosure and Barring Service check.

We reserve the right to research applicants on social media platforms and the internet and this information may be taken into account by the recruitment panel.





Job Description: Headteacher of St Luke's CofE Primary School



Group size:	Group 3
Salary:	L18 - 24 (£80,655- £92,007)
Contract type:	Permanent
Reporting to:	Board of Governors
Responsible for:	All grades of staff employed by the school

Main purpose

The headteacher will:

- Provide effective leadership for St Luke's CofE school, securing success and continuous improvement across the whole school, ensuring high quality education for all pupils and the highest standards of learning and achievement in accordance with statutory requirements. As a Church of England School, the Headteacher will be required to uphold and promote the schools' Christian vision, ethos and values within day-to-day working practices.
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently, and effectively
- Actively foster and develop our strong relationships with the parish churches of Christ Church and St Luke's, the other local schools on the Isle of Dogs, and the schools that make up the Tower Hamlets deanery.



Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community, the church and diocese
- Serve in the best interests of the school's pupils
- Shape the Future by establishing and implementing a strategic plan that inspires and motivates all stakeholders, which ensures pupils achieve high standards and develop in all aspects of their education, and reflects the needs of the school and its community

Duties and responsibilities


School culture and behaviour


The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy and Christian vision

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
 - Ensure teaching is underpinned by subject expertise
 - Effectively use formative assessment to inform strategy and decisions
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- Ensure the teaching of a broad, structured, and coherent curriculum
 - Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
 - Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Equality, Diversity & Inclusion


The headteacher will:


Promote and lead on Equality, Diversity, and Inclusion matters

Adhere to the school's policies and ensure anti-discriminatory practice in all aspects of the role.

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
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- Keep up to date with developments in education
 - Seek training and continuing professional development

Safeguarding

- Ensure that there are effective, robust safeguarding procedures in place, which cover all statutory requirements, including effective reporting systems.
- Take responsibility for ensuring that all staff understand and follow safeguarding policies and procedures
- Ensure that all teaching and support staff are fully inducted in, and made aware of the school safeguarding procedures including knowing the names of the designated safeguarding leader and the deputy safeguarding leader
- Be responsible for monitoring that all policies and procedures are followed by all teaching and support staff
- Ensure that the designated safeguarding lead in the school is given the appropriate resources to carry out the duties of that role effectively and is sufficiently supported by deputy designated leaders

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff 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
- Work successfully with other schools, the diocese, the church and other organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.




Person Specification

Qualifications & Experience	Essential	Desirable
Qualified teacher status	•	
Proven history as an outstanding senior leader with experience at Headteacher level		•
Evidence of continuing and relevant professional development in school leadership and management and curriculum	•	
<u>Knowledge</u>		
An understanding of current national policies, curriculum developments and the statutory and legal framework within which a school operates, including those related to our school e.g. SIAMS	•	
An appreciation of the challenges and social context of the school's catchment area, in particular the issues facing children within the school's catchment area	•	
An understanding of appropriate strategies that will contribute to the further raising of pupil attainment, in a school with a high proportion of pupils for whom English is a second language and some with SEND.	•	
An understanding of the issues of inclusive education and proven experience in the effective development of practices to support this concept.	•	
An understanding of how to lead a team of diverse people with understanding of issues of Equality, Diversity and Inclusion.	•	
Understanding and implementing the requirements of whole school strategy in high quality learning and teaching.	•	
Experience of leading staff in the improvement of learning and teaching.	•	
Knowledge of developments in the safeguarding and pastoral care of pupils.	•	
Understanding and implementing all aspects of strategic and whole school planning.	•	
Ability to manage whole school budgets and resources successfully.	•	



Skills

The ability to effectively manage the process of change, including monitoring and the setting of targets.	•	
Demonstrates strategic thinking and planning to realise the vision and aims of the school.	•	
The ability to process, analyse and use data to inform decisions.	•	
Has the ability to raise standards of learning and teaching by working through others	•	
Possesses good interpersonal, written, and oral communication skills.	•	
Has the presence and the ability to make points clearly, to listen, understand and respond in a variety of situations.	•	
Effective and efficient financial and resource management skills.	•	
Has excellence in pastoral care of children and young people.	•	
Excellent organisational skills which maintain the smooth running of the school whilst maintaining a focus on the long-term vision	•	
Knowledge and experience of a range of mechanisms for working productively with the governing body and an understanding of its statutory duties	•	
Commitment to promoting Equality and Diversity in the school, with a no tolerance approach to racism or any other forms of discrimination	•	
Evidence of clear values and moral purpose which place pupils at the heart of all decisions	•	
Experience of managing people, including staff performance reviews, and acting on any associated issues and valuing excellent practice	•	
Evidence of a commitment to CPD to sustain up-to-date knowledge and understanding of education	•	





<u>Personal Attributes</u>		
Resilience and the ability to manage in high pressured environments	•	
Presents a positive role model in carrying out duties and when representing the school.	•	
Ability to work and lead effectively as part of a team. Has the ability to take feedback constructively.	•	
Possesses integrity and relates appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors, and parents in promoting the values, ethos and standards of the school.	•	

<u>Safeguarding and promoting the welfare of pupils</u>		
Absolute commitment to ensuring the safety and well-being of pupils	•	
Proven ability to build a culture where children feel confident that their concerns will be listened to and acted upon	•	
Experience as a DSL or Deputy DSL (or without this, a willingness to be trained and be a DSL)	•	
<u>A Distinctive Church School</u>		
Commitment to the distinctive ethos of a C.E. school	•	
Member of a Christian Church		•

Notes:

This job description may be amended at any time in consultation with the postholder.

