



# Petersfield Church of England (Aided) Primary School

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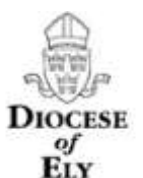
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## Headteacher Application Pack



Cambridgeshire  
County Council





## Letter from the Chair of Governors

September 2024

Dear Prospective Candidates,

Thank you for your interest in the post of Co-headteacher at our school. We are seeking to find an inspirational person to work alongside our current substantive Co-headteacher and lead our school, from January 2024.

Petersfield is a small, growing rural school, which prides itself on its friendly, caring environment. We give every child and family a warm welcome into our school and its Christian values motivate and inspire to achieve our vision of enabling all members of the community to 'Live Life to the Full'.

We have a dedicated, enthusiastic team of staff, parents, volunteers and Governors and the whole school community works hard to provide the children with a rich and diverse education. It is important to us that every member of the school community is treated with respect, and we encourage and reinforce the highest standards of behaviour both in and outside school.

Our aim is to provide a high quality education in which every child has the chance to succeed and become the best they can be. Our Good Ofsted report said, "Pupils enjoy their learning and work hard and are very proud of their achievements. Pupils behave well... and relationships throughout the school are very strong." Our SIAMS report highlighted our 'distinctiveness and effectiveness' and strong Spiritual, Moral, Social and Cultural (SMSC) development.

The successful candidate will have the ability to help develop our high standards further and will foster our vision and values through thoughtful leadership, partnership and open communication. They will challenge, motivate and empower others to reach their full potential.

Reflecting our commitment to professional development, we welcome applications from experienced Heads and also those new to Headship.

If you are interested in taking on this exciting opportunity, we look forward to hearing from you.

Yours sincerely

L. Meredith & J. Johnson

Co-Chairs of Governors

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## Our Location

Petersfield Church of England (Aided) Primary School is a small, rural school serving families from within the parish boundaries of Orwell, Arrington, Croydon, Tadlow, Whaddon and Wimpole and from many other locations outside of our school catchment.

The School is based in the village of Orwell, which lies approximately 9 miles from the city of Cambridge and 7 miles from the market town of Royston. The National Trust property of Wimpole Hall is within walking distance of the village.

Orwell is an attractive, thriving village, set in open countryside. It has 1,000+ residents and offers two churches, a village hall, a pub-restaurant and a village store. A recent housing development of 49 new homes lies adjacent to the school.



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## The School

Petersfield school building is single storey and has 7 classrooms plus a music/craft room, our own fully equipped kitchen, large hall, hard standing playground and extensive playing field, where an all weather running track has been installed.



The term 'Voluntary Aided' dates back to the 1944 Education Act and relates to the Church of England being responsible for maintaining the fabric of the buildings.

There is also a sensory garden where the pupils cultivate flowers and vegetables. St Andrew's Church is a short walk away and in addition the children make use of the nearby Chapel Orchard for Forest School activities. The school has close links with local EYFS nurseries and pre-school groups.



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**All at Petersfield** are committed to providing a high quality education within a Christian context and work hard to create a caring environment, both inside the classroom and out. Motivated by our Christian values of friendship, trust, creativity, peace and love, we provide a rich and diverse education focusing on excellence, enjoyment, perseverance and building relationships to support and inspire our pupils throughout this stage of their lifelong learning journey.

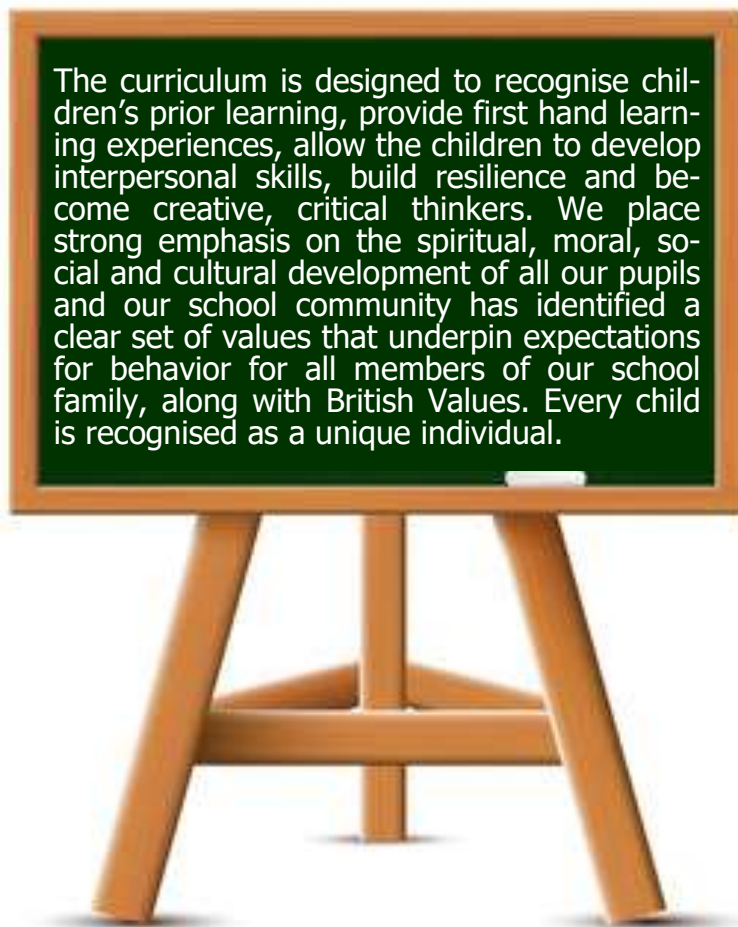
## ORGANISATION

The school has a **Published Admission Number** of 30 and presently there are 130 pupils on roll organized into 6 classes:

<b>Ash Class</b>	Reception / Year 1
<b>Elm Class</b>	Year 1 / Year 2
<b>Pine Class</b>	Year 3
<b>Hazel Class</b>	Year 4
<b>Rowan Class</b>	Year 5
<b>Yew Class</b>	Year 6

Pupils are also able to attend **PUFFINS**, an on-site facility, which provides a breakfast and afterschool club.

## CURRICULUM



The curriculum is designed to recognise children's prior learning, provide first hand learning experiences, allow the children to develop interpersonal skills, build resilience and become creative, critical thinkers. We place strong emphasis on the spiritual, moral, social and cultural development of all our pupils and our school community has identified a clear set of values that underpin expectations for behavior for all members of our school family, along with British Values. Every child is recognised as a unique individual.

Our aim is to provide a rich, diverse and high-quality education within a Christian context for all pupils attending our school

Children leave the school with a sense of belonging to a close and supportive community where they have the confidence and skills to make decisions, self-evaluate, make connections and become lifelong learners.

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# CURRICULUM ENRICHMENT

**The school seeks to find opportunities to enrich the curriculum in all areas to make learning fun and active and to forge links between home and school.**

We subscribe to Mathletics and Little Wandle

At Petersfield, **reading for pleasure** is really important to us and we dedicate time each day for pupils to read to themselves and others and for the class teacher to read to the class. FOPs have raised a significant amount of money to purchase new books and prior to 'bubbles', children read with other classes, with the youngest children particularly appreciating the support and encouragement of the elder children.

We are lucky to have a published author, Ute Sproule, who shares her latest work with the children. Pupils also contribute to the Orwell Bulletin, our local community magazine, and the Parish Magazine. For example, pupils wrote for the 'Wander in the Woods' competition.

## Science

We aim to involve our pupils as much as possible in the activities offered by the **University of Cambridge** and pupils have taken part in a number of projects, including researching climate change.

We also promote the work of the **Cambridge Science Centre** and pupils can access its weekly Open Up science magazine. This year we participated in the Science Image Award and were awarded second prize for the image Ivy Bud and runner up for the image Spider. The prize is an opportunity to talk with scientists and a set of ten build-your-own wooden microscopes.

## Computing

Pupils have been learning new programming skills thanks to the support of The Technology Partnership plc (TTP) and David Anderson. **A Code Club** has been established and includes international coding opportunities such as entering the Astro Pi Mission Zero Challenge. And learning how to code their own animation as part of the 'Shaun the Sheep: Mission to Space' Competition.



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## **Sport**

Sport in all its forms is extremely popular in school and we regularly take part in athletics competitions both on a county and locality basis. We offer a popular after school football club and also have links with the local tennis club.

Prior to Covid, we ran a range of **after school clubs**, which encouraged our children to learn and enjoy a wide range of skills. As a result we have achieved the **Gold Sports Award** for the second year running. This is a huge achievement for a small school.

At our last applications, we were awarded the **Silver Artsmark** from the Arts Council for demonstrating that "consistent arts and cultural experiences have been developed" for our pupils.

**Art** in particular is noted as a strength. In addition to classroom activities and with the support of talented volunteers, we also offer sewing, including machine sewing, to pupils.

## **Silver Artsmark Award**



**Artsmark  
Silver Award**  
Awarded by Arts  
Council England

## **Drama**

Our pupils enthusiastically take part in dramatic performances, in assembly and in twice yearly productions, which are enjoyed by the whole school community.

## **Music**

Pupils have the opportunity to learn to play the piano, with a peripatetic teacher and also experience instruments such as electric guitar, drums, and keyboard with the **Rock Steady** group.

**The Young'uns** folk band regularly visits our school to work with pupils as part of "When Cambridgeshire Sings". They have explored British Values, history and our locality through the medium of song. We featured in their Christmas Advent calendar and have been named as a Heritage School, in conjunction with English Heritage.

## **Young Voices**

Biannually, our eldest pupils have the opportunity to go to the O2 to be part of the biggest choir in the world! Pupils learn the songs and then also sing to the whole school in a special celebration assembly.

Each half term the **Hollands Cup** and **Hollands Trophy** are awarded to young musicians, in recognition of outstanding musical achievement. These were donated by Mr Hollands and subsequently his family in memory of our longstanding pianist, whose children once attended Petersfield

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# OFSTED & SIAMS



Our recent **OFSTED** inspection (March 2020) rated us **GOOD** in all areas. The report states: "Pupils and staff live by the school's motto of 'Together Everyone Achieves More'". Children enjoy their learning and work hard and are very proud of their achievements. Pupils behave well, relationships throughout the school are very strong, and "staff care deeply and are vigilant about all aspects of pupils' safety". Leadership and Management was identified as a particular strength.

Our most recent SIAMS report (September 2023) highlighted that we are successful in living up to our foundation as a Church school with some of the many strengths being that:

- ◆ the school is confident and courageous in living out its Christian vision for all to live life to the full.
- ◆ leaders, including governors, make bold decisions which ensure its impact is felt.
- ◆ committed leaders, including governors and staff know and understand the community the school serves and work to ensure that pupils and their families are nurtured and supported
- ◆ the inclusive curriculum is designed so that all pupils can access learning.

## School Community

**THE GOVERNING BODY** is committed to steering school improvement. Our Governors are a voluntary group of dedicated people that are focused on clarity of vision, ethos and strategic direction for Petersfield School.

**FOPS** (Friends of Petersfield School) is a well-established partnership between the parents, the teachers and the local community. It aims to strengthen the school community and raise funds including the popular 'Run Orwell' event.

**VOLUNTEERS** Petersfield also warmly welcomes support from volunteers across the community to help in school, on educational visits and with extracurricular opportunities such as code club, friendship club and sewing. We take a full part in important village events with opportunities such as attending the Act of Remembrance on Armistice Day, entering the local village shows and singing carols before Christmas.

**CLUSTER** Petersfield has close links with the nearby schools at Barrington and Foxton and share professional development opportunities. Recently, for example, the schools successfully joined together to win funding to promote the 'Talking Together Oracy' project.

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## Church School

Petersfield is a **CHURCH OF ENGLAND AIDED SCHOOL** and has close connections to and is 'aided' by the Diocese of Ely.

An emphasis on Christian values is at the centre of the school's ethos.

'Recognising its historic foundations, the school preserves and develops its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.'

(Ely Diocese Church of England Ethos Statement)

## Our School Values

Love

Trust

Peace

Creation

Friendship



Chosen from Christian values by the pupils, staff and Governors, the values form the ethos of the school and are embedded into the day to day life of the school.

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## REVEREND FELICITY COUCH

"I am the Rector of the Orwell Group Benefice, which includes not just Orwell but also 3 of the other villages, which feed into Petersfield.

The school has close contacts with church, attending St Andrew's in Orwell for end of term services as well as Harvest and Christingle. In addition all KS2 classes attend once a term for REActive Church which involves members of the church community providing workshops as part of the RE curriculum - it is enjoyed by the adults as much as the children. We are always delighted to welcome school into church for anything, and in the past teaching on baptism has, for example, involved a visit, and the children have learnt about the different areas of the church. We have tried out prayer stations in the church, which were enjoyed... maybe we can do this again in the future. I usually lead the children's Collective Worship once a week and am a regular visitor to school in normal times. I am always happy to come in and answer the children's questions.

Finally, and most importantly, I pray for the school, the staff, parents and children regularly."



## Collective Worship and Assemblies

As a church school there is daily Collective Worship, this can be led by the Headteacher, teachers, the local Rector or the children themselves. Each class leads an assembly once a term, to which parents are invited. The pupils enjoy preparing and leading their assemblies and learn valuable lessons about **presentation and participation**.

An integral part of assembly each week is celebration, with children who have done well in any spheres of their school life being congratulated and birthdays celebrated.



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## **Our School Vision**

***God teaches us we are all equal, valued and unique***

***We are a small rural school with deeply held Christian beliefs which motivate and inspire us to provide a rich and diverse education***

***"I have come that they may have life, and have it to the full" John 10:10***

In order to meet our vision, we have agreed the following aims. We will provide a rich, diverse and high-quality education within a Christian context for all pupils attending our school by:

## **Our School Aims**

- Providing a safe, welcoming, calm, happy, purposeful, and nurturing community and learning environment based on the teachings of Jesus.
- addressing all learning needs to develop each individual's full potential.
- engendering a lifelong enjoyment of learning through the delivery of excellent teaching and a broad, balanced, enriched and lively curriculum.
- Promoting the values of peace, trust, friendship, creativity and love.
- Preparing pupils to be confident, responsible, good citizens in a diverse and rapidly changing multicultural world so they can make good independent choices and contribute fully to the school and community.

## **Apply to work at Petersfield**

We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview. This school is committed to safeguarding including the Prevent agenda and promoting the welfare of children and young people and expects all staff and volunteers to share this. Giving false information is an offence and could result in the application being rejected and referred to the police. Any appointment made will be subject to an Enhanced DBS check, right to work in the UK and qualifications check, online checks, satisfactory references and medical clearance.

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# Application and Selection Process

This vacancy is for a Co-Headteachership to start as soon as possible. Depending on the candidate's availability this would ideally be January 2025.

**The starting salary will be in respect of:**

**Group 1 (current NOR 130), ISR L 12-18**

Your application form should be completed with reference to the job description and person specification, **but we do ask that you limit your further information to two A4 pages.**

The Selection Panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.



## Key Dates

**Closing date for applications: 9am Tuesday 15th October 2024**

Any applications received after this date will not be accepted.

### Shortlisting of applicants:

Candidates chosen for the shortlist will be notified as soon as possible afterwards. Unsuccessful applicants will also be notified.

**Visits to school:** Visits to school are warmly welcomed.

To arrange a visit please contact Chair of Governors

**By email: [chair3@petersfield.cambs.sch.uk](mailto:chair3@petersfield.cambs.sch.uk)**

Our website is [www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk)

**For further information:** Please feel free to contact our Chair of Governors, Linda Meredith at [chair3@petersfield.cambs.sch.uk](mailto:chair3@petersfield.cambs.sch.uk)

**Interviews: 22nd October 2024**

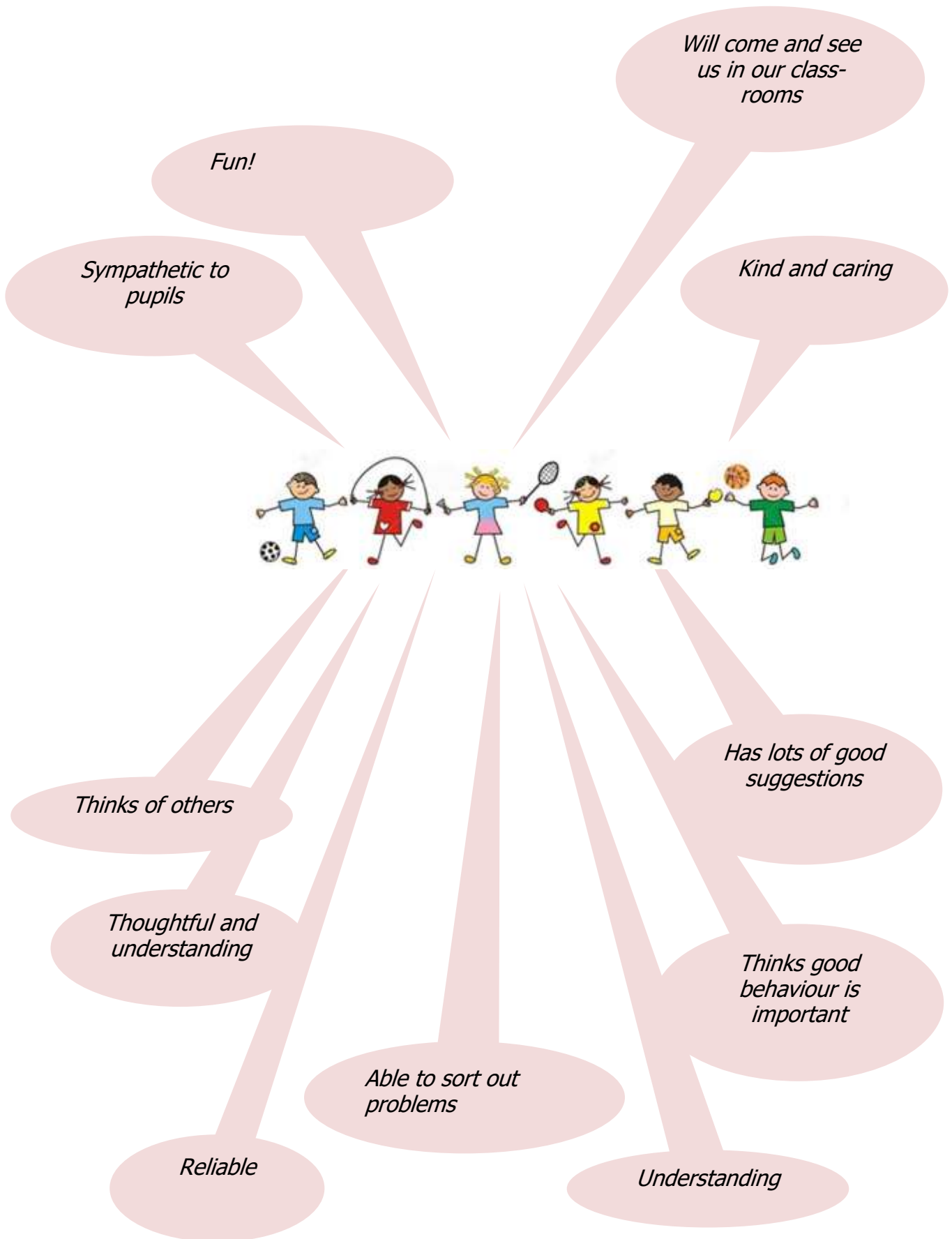
**Applications:** Please return your completed application form to [chair3@petersfield.cambs.sch.uk](mailto:chair3@petersfield.cambs.sch.uk)



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# Our new Headteacher

We asked our Pupils what they were looking for in a new Head Teacher.....



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# Job Description - Headteacher



The Headteacher of Petersfield School is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the school in order to ensure that the school's aims are implemented in accordance with the school Improvement Plan and the policies of the Governing Body.

The Headteacher will work in partnership with the Governing Body to communicate a shared vision, firmly rooted in our school's Christian Values, to all members of the school community.

**The Governing Body, Cambridgeshire County Council and the Ely Diocese are committed to safeguarding and promoting the welfare of children and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).**

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and relevant education and employment legislation and will at all times meet the Headteachers' Standards (2020) and the Teaching Standards (2011).

Key responsibilities
Take lead responsibility as Designated Person for Safeguarding ensuring that pupil safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
Monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely and effective action that results in sustained improvements.
Communicate effectively with all children, staff and partners to ensure engagement with key priorities.
Deliver effective leadership and management of teaching and learning and motivate staff and pupils to achieve excellence.
Ensure a daily act of worship, personally taking a leading role in the delivery of collective worship.
Deploy resources effectively to achieve the school's aims and deliver success for pupils.
Carry out the tasks required to lead and manage a safe, organised and purposeful learning environment for children and staff.
Implement strategies which secure high standards of behaviour and attendance, pupil welfare and citizenship.
Collaborate with other agencies to support the well-being of pupils.
Secure the commitment and engagement of parents and the school's wider community in supporting the children's development.
Promote equality of opportunity, respect diversity and eliminate unlawful discrimination.
Work effectively with the school's Governing Body.

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# Person Specification – Headteacher

		Essential	Desirable
<b>1.0</b>	<b>Qualifications</b>		
1.1	Qualified Teacher Status.	*	
1.2	Degree or equivalent.	*	
1.3	Evidence of recent, relevant professional development related to leadership and management.	*	
1.4	National Professional Qualification for Headship (NPQH).		*
<b>2.0</b>	<b>Experience</b>		
2.1	Proven successful school management and leadership experience at a senior level.	*	
2.2	3 years' experience of providing excellent teaching.	*	
2.3	Proven skills in strategic thinking, leading to effective planning and delivery against strategic improvement plans.	*	
2.4	Building strong working relationships with staff and Governors to develop the school's ethos, values and objectives.		*
2.5	Development of effective curriculum initiatives and whole school integration of these.	*	
2.6	Leadership of monitoring and assessment.	*	
2.7	Effective verbal and written communication with staff, parents and Governors.	*	
2.8	Successful management of budgets and other resources using sound financial management practices to procure services and ensure best value for money is obtained whenever using the school's resources.		*
2.9	Successful management and development of staff including leading CPD.	*	
2.10	Experience of recruiting staff.		*
2.11	Experience of working collaboratively with other schools and organisations to secure improvement.	*	

## Person Specification cont....

		Essential	Desirable
<b>3.0</b>	<b>Knowledge and Skills</b>		
3.1	Thorough understanding of safeguarding and proven experience of promoting child well-being	*	
3.2	Knowledge of both primary key stages and EYFS	*	
3.3	Strong understanding of effective approaches in managing individual behavior needs within the whole school community	*	
3.4	Good knowledge of the health and safety requirements for the school environment	*	
<b>4.0</b>	<b>Personal Qualities</b>		
4.1	Creativity and imagination in response to changing circumstances and new ideas with a positive, solution-focused approach	*	
4.2	Resilient, robust and calm under pressure	*	
4.3	Passionate about providing a broad, creative and rich learning environment and experience	*	
4.4	Approachable and is willing to be highly visible to pupils, staff and parents	*	
4.5	Displays professional and personal reliability, integrity and respect	*	
<b>5.0</b>	<b>Leadership and Management</b>		
5.1	Ability to communicate a clear sense of direction for the school and its development, focusing on excellence, high standards and meeting the needs of all	*	
5.2	Commitment to developing the school's Christian ethos and values, across the curriculum and through all aspects of school life, in line with the Church of England's vision for education	*	
5.3	An engaging leadership style with the ability to encourage, nurture and motivate others and to inspire pupils, parents, staff and the wider community around the vision for the school	*	
5.4	Welcome strong governance and actively support the Governing Body to set school strategy and hold the Headteachers to account	*	
5.5	Hold all staff to account for their professional conduct and practice; ensure weak practice is supported and good practice is shared	*	
5.6	Model excellence in behaviour and relationships at all times	*	
5.7	Manage complaints, conflicts and divisions sensitively and constructively to achieve resolution	*	