

KILLINGHALL CE



PRIMARY SCHOOL

Co-Headteacher Application Pack

Killinghall Church of England Primary School

"Through the light of Jesus, we strive, we share, we shine."

'I am the light of the world. Whoever follows me will never walk in darkness,
but will have the light of life.' John 8:12





A message from the Chair of Governors

Dear Applicant,

On behalf of the Governors, I would like to thank you for your interest in the position of Co-Headteacher at Killinghall CE Primary School. The Governors and school staff are excited by the prospect of welcoming a Co-Headteacher to work alongside our current dedicated Headteacher.

The school wishes to appoint a highly skilled Co-Headteacher to lead our happy and hardworking team. As Co-Headteacher, you will work closely with the existing Headteacher and governors to support the school's future strategic direction and, in doing so, you will demonstrate your commitment to pursuing excellence in every aspect of the life of the school.

Killinghall is proud of its recent achievements and is determined to build upon the high of teaching and learning in the future. Governors are looking to appoint a Co-Headteacher who can demonstrate:

- Excellent leadership knowledge and skills;
- A clear vision for enriching the school's distinctive Christian ethos;
- The ability and passion for raising educational standards; and
- Willingness to build on the very good established links with the community.

The school's new Co-Headteacher will be a team player and will be passionate about teaching and learning, an individual who is committed to achieving excellent outcomes for pupils, and someone who will champion the interests of pupils, staff and the local community.

I hope that the following information will give you a picture of our school with all its possibilities. Further information is available on our school website.

You are warmly invited to visit the school, you can find details of who to contact within the pack.

I very much look forward to meeting you and receiving your application.

Yours faithfully,

Rachel Joyce

Chair of Governors

Our School

The oldest part of our school was built in 1876 for 50 pupils; since then we have grown and now have 200 pupils on roll, seven classes, new key stage 2 classrooms, library and an amazing outdoor space with a school garden. We have ongoing building works to improve aspects of our school building and ensure we have adequate space for our growing school.



Our school encourages children to be the best version of themselves; a school which ignites the spark of curiosity, creativity and individuality. Through our passion for learning and a culture of possibility, the children at Killinghall achieve their potential. We believe that a 'growth mindset' attitude is essential; a belief that hard work and effort leads to success, not just natural talent or ability.



Our overriding vision is to ensure that we equip children with the necessary skills and attitudes so that they are ready for life. This means our children leave Killinghall not only with strong curriculum skills, but with high self-esteem and a strong determination to succeed.

Our school vision is anchored in the profound words of Jesus, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life". We celebrate Jesus as the Light of the World— illuminating a path of discovery for our children, cultivating not only knowledgeable minds but confident, caring and resilient spirits. We want to nurture our children so that they flourish into a source of light, hope, and joy.

Teachers and support staff all work hard to maintain a safe and happy school where children are encouraged to become enthusiastic and lifelong learners. Children are valued as members of the school community and have plenty of opportunities to have their say and get involved in school life.

Parents are encouraged to be active partners in their children's learning through effective communication, regular information about children's learning and invitations to attend events in our school.

Our school benefits from the good support of a Governing Body who ensure that the school fulfils its duties. They challenge the school to ensure that children and adults flourish.

We are proud of our school and to be a part of the church school family. We work closely with St Thomas' Church, just across the road and Killinghall Methodist Church.

We also have a strong partnership with the Diocese of Leeds who provide regular support, training and networks.



Job Description

Title: Co-Headteacher, 0.4

Reports to the Full Governing Body

Employer: North Yorkshire Council

Group 2: L8-22

The Headteacher will be expected to meet the National Standards for Headteachers (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers.

The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Diocese, Local Authority, the Governing Body, the staff of the school, its pupils and the parents of its pupils.

Core Purpose

- **Extensive experience in school leadership:** You will have experience of headship and a deep understanding of school processes, systems and policies, ensuring smooth and effective operations across all areas.
- **Builds positive and secure relationships:** You will value and prioritise strong connections with children, parents, staff and the wider school community, fostering a sense of trust, inclusion and shared purpose.
- **Promotes a happy and nurturing environment:** Through your initiative and professionalism, you will cultivate a school where both children and staff feel valued, supported and motivated to excel.
- **Embodies relational practice in behaviour and attitudes:** You will model and promote our values of love, trust and justice, ensuring that every interaction is respectful, empathetic and conducive to a positive learning culture.
- **Inspires and motivates others:** You will bring energy, vision and compassion to our leadership team, empowering staff and children to reach their full potential.
- **Shares our vision of "We strive, we share, we shine"** by fostering growth, celebrating individuality and creating opportunities for everyone to shine as their best selves.



The Headteacher will:

- Establish and promote a distinctive Christian vision, underpinned by core values and a moral purpose, focused on providing a world-class education in the context of the Christian ethos of the school;
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the local church and members of the local community;
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them;
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Church of England school;
- Communicate our school’s vision and drive the strategic leadership, empowering all pupils and staff to excel;
- Demand ambitious standards for all pupils in their learning and behaviour, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes;
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being, taking full account of the Church of England foundation;
- Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis and collaborating with other local schools;
- Create an ethos, based on a distinctive Christian vision, within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other;
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
- Hold all staff to account for their professional conduct and practice;
- Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose;
- Provide a safe, calm, caring and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society;
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, with respect and dignity, supporting staff to improve and valuing excellent practice;
- Welcome strong church school governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its



functions to set school strategy, and hold the Headteacher to account for pupil, staff and financial performance;

- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability;
- Distribute leadership through the staff team, encouraging colleagues to have distinct roles and responsibilities and to hold each other to account for their decision-making;
- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils;
- Ensure that the school's Christian vision and associated values support, sustain and inform the school's formal partnerships- including with the Diocese and Local Authority;
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the Church community to improve academic and social outcomes for all pupils;
- Be innovative and challenge educational orthodoxies, using the findings of well-evidenced research to achieve excellence and further school improvement;
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff;
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability;
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Headteacher will be required to promote and safeguard the welfare of all children and young people within the school, by ensuring that the policies and procedures relating to safeguarding and child protection regulations are fully implemented and followed by all the staff. So that staff, pupils, parents and others feel able to raise concerns and that these concerns are addressed sensitively and effectively.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.

Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria through the application/reference/interview or tasks. Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

	Essential	Desirable
Church School Commitment		
Commitment to maintaining and developing the Christian vision and values of the school and promoting an understanding of other faiths and cultures	E	
Qualifications		
Qualified Teacher Status	E	
NPQH or Masters Degree in Education		D
Professional Development and Experience		
Headship or extensive successful senior leadership role within the primary phase	E	
Successful primary teaching experience	E	
Recent and relevant professional development, including safeguarding	E	
Experience across more than one phase of primary education	E	
Leadership experience in more than one school	E	
Experience, at a senior level, of successful Ofsted and SIAMS Inspections		D
Knowledge, Skills and Abilities		
Up to date knowledge of national initiatives and developments in Early Years and primary education	E	
Ability to develop, support and maintain the Christian vision and Christian ethos of the school within a multi-faith community	E	
Ability to motivate, lead and engage pupils, staff, parents/ carers and governors	E	
Knowledge of effective school evaluation and strategic planning to bring about sustained school development	E	
Ability to communicate effectively (both orally and in writing) to a variety of audiences	E	
Ability to develop and support effective partnership working	E	
Skills to evaluate and improve learning through excellent teaching and pupil support	E	
Excellent organisational skills	E	
The ability to develop a curriculum which promotes equity and pupils' academic achievement alongside their personal development (spiritual, moral, social, cultural, creative and physical) and well-being	E	
Knowledge and skills to lead high quality collective worship	E	
Knowledge and experience of how to set and manage budgets to support school improvement	E	
Knowledge and understanding of equality and diversity issues and how they can be effectively addressed in schools	E	
Knowledge of effective procedures for managing and promoting students' positive behaviour	E	
Knowledge and understanding of data analysis and the important impact this can have on pupil achievement	E	
Knowledge and experience of working to the SEND code of practice	E	



Knowledge and experience of implementing effective attendance and safeguarding policy and procedures	E	
Personal Attributes		
Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/ disabilities and potential high achievers	E	
A commitment to continuing professional development	E	
A commitment to working positively with members of the Governing Body to establish effective and transparent governance	E	
A strong understanding and focus on staff wellbeing	E	
Excellent interpersonal skills, approachable to all members of the school community	E	
A solution-focused mindset and determined "no excuses" approach to raising standards	E	
Commitment to upholding the school's vision, values, policies and procedures	E	
Equal Opportunities		
Acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices	E	
Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	
Has appropriate motivation to work with children and young people and can relate to them	E	
Displays commitment to the protection and safeguarding of children and young people	E	
Good knowledge and understanding of the importance of safeguarding pupils and the welfare of staff and the action to take to support this	E	
Experience of working as a Designated Safeguarding Lead (or deputy)	E	
Personal Circumstances		
Legally entitled to work in the UK	E	
No contra-indicators in personal background or criminal record in showing unsuitability to work with children/ young people/ vulnerable clients/finance	E	
Willingness to complete a Pre-Employment Health Declaration if appointed	E	



Appointment Process

This appointment is for a 0.4/fixed term; with a view to review after one term.

Start date: April 2025 or September 2025.

Number on Roll: 200

Salary

This is a Group 2 School, and the scale is set between L8-22 on the Leadership pay spine and will be determined according to the skills and experience of the successful candidate.

Visits

You are most welcome to visit the school as part of your consideration and in advance of applying. Please note that all visits will be informal and will not be part of the selection process and will not have any bearing on our short listing, interview, selection, and recruitment process.

Please contact Lynsey Benson or Cherry Thompson at the school on 01423 506307 or admin@killinghall.n-yorks.sch.uk if you would like to arrange a visit.

Timeline

- Closing date for applications: Midnight on Wednesday 12th February 2025.
- Shortlisted candidates notified via email: Friday 14th February 2025.
- Interview days: Friday 28th February 2025.

Shortlisted candidates will be informed of the schedule for the interview process and what they need to prepare for the interview. Unsuccessful candidates will be informed by email.

Applications

Please apply using the application form which can be downloaded on this website or our school website. CVs are not acceptable. Along with your application form, please include a letter of application, no more than two sides of A4, to tell us how you meet the **key aspects** on page 5 that governors have outlined in this pack.

Please return your application to finance@killinghall.n-yorks.sch.uk

Interview Process

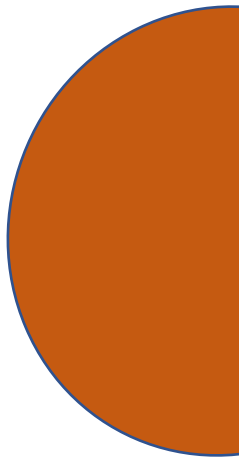
Selection activities will be conducted and carried out by a selection panel of Governors on behalf of the full Governing Body. External advisers will be supporting the process throughout.



Safeguarding

Killinghall C of E Primary is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy <https://www.killinghall.n-yorks.sch.uk/n-yorks/primary/killinghall/site/pages/schoolinformation/safeguarding> and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Killinghall C of E Primary is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.





Advert

Killinghall C of E Primary School is a one-form entry primary school situated close to Harrogate. We are a vibrant and welcoming community, guided by the profound words of Jesus, *'I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life.'*

Our vision, *'We strive, we share, we shine'*, reflects our commitment to nurturing knowledgeable minds and resilient, caring spirits.

In our recent SIAMS inspection (June 2024), the following highlights captured the essence of our school:

- *"Leaders have made significant changes to the wider curriculum this year to ensure that pupils are able to shine."*
- *"Leaders demonstrate endless generosity in the care they show."*
- *"Staff are known, valued and understood. Their professional development needs are well met, and their wellbeing is a priority for leaders. As a result, they thrive."*

The school and its staff are proud to be part of a learning community that recognises the importance of building an enriching, purposeful, and robust curriculum set within a school culture that is nurturing and supportive. Our curriculum is carefully designed to engage and inspire, providing meaningful opportunities for every child to succeed and flourish.

As a Church of England school, our ethos is grounded in Christian values of love, trust and justice. We believe in educating the whole child, combining academic excellence with spiritual, moral, and cultural development, enabling every child to live *"life in all its fullness"* (John 10:10).

We are seeking an experienced and inspirational Co-Headteacher to join our leadership team and work collaboratively to lead our school into its next chapter. The ideal candidate will bring a wealth of knowledge, skills and passion for education.

We are looking for a leader who:

- **Has extensive experience in school leadership:** You will have a deep understanding of school processes, systems and policies, ensuring smooth and effective operations across all areas.
- **Builds positive and secure relationships:** You will value and prioritise strong connections with children, parents, staff and the wider school community, fostering a sense of trust, inclusion and shared purpose.
- **Promotes a happy and nurturing environment:** Through your initiative and professionalism, you will cultivate a school where both children and staff feel valued, supported and motivated to excel.

- **Embodies relational practice in behaviour and attitudes:** You will model and promote our values of love, trust and justice, ensuring that every interaction is respectful, empathetic and conducive to a positive learning culture.
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What We Can Offer

- A school community deeply rooted in Christian values, with a strong vision and clear theological foundation.
- A welcoming and inclusive environment that celebrates achievement and promotes innovation.
- A dedicated and talented team of staff committed to delivering an inspiring curriculum.
- A supportive governing body and an active, engaged school community ready to collaborate with you.
- Opportunities to shape the spiritual, academic, and personal growth of every child and to lead a school that is committed to excellence and care.

This position is advertised as a fixed-term 0.4 role with a view to review the arrangement after one term.

Join us in shaping the future of Killinghall C of E Primary School
and inspiring the light in every child.

