

Derwent and Southill Federation



Executive Headteacher

Application Pack

Derwent Primary School
Hitchin Road
Henlow
Bedfordshire
SG16 6BA

Southill Lower School
School Lane
Southill
Bedfordshire
SG18 9JA



Message from the Chair of Governors

Dear Applicant

Thank you for your interest in this very important appointment at our schools.

Derwent Primary School and Southill Lower School both provide a caring, positive, and happy atmosphere where staff, parents/carers and governors are committed to ensuring the continued success of our children and schools.

Our children are at the heart of everything we do, we recognise that all our children are important, and our aim is to treat them as individuals and support them to achieve as much as they can. Our children are from a wide variety of backgrounds with differing needs and challenges and specifically at Derwent there are a significant proportion of Service families. At our last Ofsted inspections both were 'Good' schools, [Derwent \(2018\)](#) and [Southill \(2021\)](#).

We are looking to appoint an Executive Headteacher who will build on the success driven by our outgoing post-holder and who has a clear vision and the ability to inspire, someone with great leadership and management skills to take our schools from 'good' to 'outstanding' in the coming years. The post provides an excellent opportunity to build upon the existing achievements and to gain professional enjoyment and satisfaction in developing the schools further.

In September 2022, Derwent Primary School is expanding and becoming a two-form entry school, whilst also taking the first class of Year 6 children. Southill Lower is planned to become a primary school in 2025 as part of the 3 to 2 tier transition in Central Bedfordshire.

The Governing Body is committed to the development of the schools, and we will maintain its support for the new Head in the leadership of the Derwent and Southill Federation.

Both [Derwent](#) and [Southill](#) have detailed websites with lots of relevant information.

if you are considering applying, I would warmly encourage you to visit our schools by appointment on: -

Wednesday 7th September
Friday 9th September
or at an alternative time of mutual convenience.

Please contact the Chair of Governors at: chairofgovernors@derwentschool.co.uk to make an appointment or to have an informal chat about the post.

I look forward to meeting you and wish you every success with your application.

Kind regards

Caroline Coombs

Caroline Coombs
Chair of Governors



Our Federation

Derwent Primary School and Southill Lower School are in a hard federation, which was formed in May 2019. The schools share an Executive Headteacher, Senior Leadership Team and Governing Body. Some of our teachers with particular specialisms, for example, music, teach at both schools. Each school has its own identity, the children wear a different uniform, and they have their own budget with the total federation budget being of the order of £1.8 million.

Our teachers share planning and ideas and are subject leaders across the Federation. The classes in the same Year group sometimes go on trips together.

Our leadership team is strong and supportive of our staff. We have an enthusiastic and dedicated teaching team who go above and beyond for our children. We have children who are all motivated and very well behaved. Our Governing Body is strong and very supportive of our Headteacher; we do believe in being a critical friend.

There is approximately a 10 minute drive between Derwent Primary School and Southill Lower School.



Derwent Primary School

"Share the love of learning"

Derwent Primary School

Derwent Primary School is a Local Authority Foundation School situated in large grounds in between RAF Henlow and open countryside. The original school building consists of 6 large classrooms built around a central courtyard. In September 2022 two new reception classrooms will be opening, with a new two-storey building being completed in the Autumn term. This new building will include 8 KS2 classrooms, a food technology room, music and art space, as well as a dedicated SEN room. Our office spaces are also being expanded and our Headteacher will be based in a large newly refurbished office. A new library is also being built.

As a result of expansion of the local community, the Governing Body expects a substantial increase in pupil numbers in the coming years. Additional classes are likely to be commissioned by the local authority in the immediate future.



Derwent Primary School is located next to RAF Henlow, and although the population is transient the school does benefit from the facilities on the Base, including using the church for special occasions and taking part in the Remembrance Day service.



In 2018, the school was rated as 'Good with Outstanding features' by Ofsted'. Our data shows increasing standards of education.

We have large playing fields and three playgrounds plus multiple outside learning spaces; the completion of our building project will add a MUGA and we will once again have our 'Sunshine Room' which is our nurture room in addition to the new SEN room. Our parents and children benefit from a well-used in-house breakfast and after school club which is available for all of our children to attend.

Our PTA is active and enjoys organising events and activities to raise money for our school and enhance the experience for both pupils and parents/carers.

We have a higher than the national average number of children with EHCP's; 13 (5%) have an EHCP and 25 children are on our SEN register. 4% of our children receive FSM and 21% are Pupil Premium, 17% of these are Service children.





Southill Lower School

Southill Lower School is a Local Authority Community School situated on grounds owned by the Southill Estate. Part of the school has a thatched roof which was replaced in 2020. The school is located on a quiet country road, close to Southill Church and the park. The catchment for the school is small outlying villages and farms. Some of the children travel via a school bus.

The school has a 0.5 PAN plus a nursery, the children are taught in small mixed-age group classes. The nursery and reception class are taught in the same class. In July 2021, Southill Lower School was rated as 'Good' by Ofsted with just one recommendation and our data shows increasing standards of education. The school has a true village school feel.





We have our own playground and school field, as well as the use of the village park for sports activities. We also have an eco-garden. The outline plans for additional buildings to support expansion have been completed.

Our PTA is very active and raises lots of additional funding for the school. Southhill has an in-house before and after school club which all children attending the school can use.

We regularly go on visits in the local community, for example we visit the church for our Christmas play and Harvest service, we go to the War Memorial for Remembrance Day, and a farm for one of our reception class topics.

The number of children in the school with an EHCP is much higher than the national average; 11 (17%) of our children currently have an EHCP, 20% of the children are on our SEN register. 8% of our children receive FSM and 8% are Pupil Premium.





Fact File and Resources

	Derwent Primary School	Southill Lower School
Status	Foundation	Community
Last OFSTED	February 2018	July 2021
No. of Forms of Entry	2	0.5
Type of School	Primary	Lower
Age Range	3 – 11	2 – 9
Number of children (pre-school)	28	6
Number of children (main school)	214	58
% of SEND children	10%	20%
% of EAL children	0.4%	3%
% of FSM children	4%	8%
% of Service children	17%	0
% of Pupil Premium	21%	8%
Virtual tour of school	https://tours.e4education.co.uk/derwent_lower_school/	https://tours.e4education.co.uk/southill_lower_school/
School website	www.derwentschool.net	www.southilllower.org

This is our expected data in September 2022.



JOB DESCRIPTION

EXECUTIVE HEADTEACHER OF THE DERWENT AND SOUTHILL FEDERATION

This is a permanent full-time role, reporting to the Governing Body.

The School Teachers' Pay and Conditions of Service Document sets out details of the role and responsibilities of the Head Teacher.

Job title:	Executive Headteacher
Salary:	Leadership Group 3
Job purpose:	To provide leadership in the organisation and management of the schools of the Federation, the pupils, staff and premises.
Responsible to:	The Governing Body

The Headteacher is required to carry out the Conditions of Employment of Headteachers which are set out in the School Teachers' Pay and Conditions Document, Part 1X, paragraphs 48 to 52 inclusive.

Main Duties and Responsibilities:

Strategy

- To formulate and review the aims, objectives, policies and procedures in the context of the specific needs of the Schools and relevant Statutory obligations.
- To assist the governors to build a long-term vision for the Schools' place within the Central Bedfordshire education landscape, and be instrumental in driving that vision forwards.
- To provide a clear education vision, ethos and direction for the Schools which promotes learning and the moral, social, cultural and spiritual development of each child.

- To be responsible for the internal organisation and management of the Schools, subject to appropriate legislation, orders and regulations, the articles of government and rules or regulations laid down by the LA or the Governing Body.
- To ensure that the School Improvement Plans (SIPs) identify appropriate priorities and targets for improvement in the context of overall resources planning.
- To monitor progress against the SIPs and update them to drive continuous improvement.
- To promote continuous improvement in all areas of schools' life.

Learning

- To design and deliver an inspiring, broad and balanced curriculum that is appropriate to the age range and aspirations of the schools' children, having regard to their needs and the resources available.
- To foster an inclusive learning environment and develop and implement policies to secure improvements in the achievement of every child.
- To develop and deliver a long-term cohesive strategy for SEN provision that ensures no child is 'left behind'.
- To determine and implement a policy for pastoral care so that all children feel safe and looked after.
- To ensure the maintenance of good order and discipline at all times and to install in each child an understanding of good behaviour, respect for other people, regard for authority and self discipline.
- To monitor and evaluate the standards of teaching and learning within the schools and ensure that appropriate standards of professional performance are established and maintained.
- To report to the Governing Body on a regular basis regarding educational, social, moral, cultural and spiritual development of the pupils at the school.

People Management and Team Building

- To value, respect and engage with all members of the school communities and build teams that will drive forward the schools' aims, values and objectives.
- To inspire the staff to deliver the best learning outcomes for children as well as the governors' long-term strategic vision for the schools.
- To develop sound management practices throughout the school in order that all staff are clear about their roles and responsibilities.
- To develop policies for, and be instrumental in, the selection of all teaching and support staff, their deployment, management and the allocation of duties consistent with their conditions of employment.
- To advise staff with regard to in-service training and professional development, and ensure that professional development opportunities for staff are linked to individual and school needs through performance management and the School Improvement Plans
- To develop and maintain appropriate levels of staff discipline, and to promote measures to safeguard staff well-being.

Communication

- To effectively communicate the broad strategy of the schools (values, aims and objectives) to a wide community both internally and externally, using a variety of mediums including face-to-face, print and social media.
- To proactively build relationships with, and promote the daily involvement of, parents and the local community with the schools.
- To promote the schools' ethos and achievements (both at a school level as well as celebrating individual pupils' progress) so that parents and the community are kept up to date with the plans and achievements of the schools.
- To ensure any parental input and / or concerns are actively discussed and considered in a timely manner.

Resources and Finance

- To ensure the effective and efficient use of staff, building and learning resources to meet the overall aims, values and objectives of the Federation.
- To take responsibility for the management of the Federation within the budget delegated under the scheme for Local Management, including:
 - Producing budget plans on an annual basis for the approval of the Governing Body.
 - Ensuring ongoing monitoring, review and control of the budgets (in particular expenditure and income), and the making available of regular reports to the Governors.
 - Regularly updating the Governors on projected child numbers, and, if required, developing and implementing effective communication and profile-raising strategies to ensure the continued popularity of the schools.
- To make appropriate arrangements for the security and effective supervision of the buildings, their contents and grounds, ensuring that appropriate action is taken to deal with any maintenance issues as necessary.
- To suggest, promote and implement any infrastructure plans (both small and large scale) that would enhance the educational provision of the Federation, or are necessary to help achieve the long-term strategic vision laid out by the Governors.
- To fulfil statutory Health and Safety responsibilities.
- To foster good working relationships with key LA officers to facilitate good liaison.

Accountability

- To establish monitoring systems which will enable regular review and evaluation of the efficiency and effectiveness of the schools to take place.
- To ensure that results, progress and achievements are proactively reported to the Governors, parents, teachers, support staff, children and the local community and other appropriate agencies.

- To promote and maintain relationships with:
 - the Governing Body and advise them in the exercise of their duties;
 - the LA and its officers, making available such reports and information as may be required from time to time;
 - parents and provide them with regular information about the curriculum, the progress of children and other matters affecting the Federation;
 - organisations representing the staff of the schools such as trade unions and professional associations;
 - persons and bodies outside the Federation, including other educational establishments.

PERSON SPECIFICATION

EXECUTIVE HEADTEACHER OF THE DERWENT AND SOUTHILL FEDERATION

Headteacher Person Specification - *[the successful candidate will...]*

Specification	Essential	Desirable	Evidence
1. Qualifications	Degree Qualified Teacher Status	NPQH Further study in a relevant field	Application Form / Certificates
2. Experience	<ul style="list-style-type: none"> Have teaching and leadership experience, either as an existing primary head-teacher/deputy head or having transferred to teaching from another career with leadership experience. 	<ul style="list-style-type: none"> Have taught / led in a Senior role at an Ofsted 'Outstanding' setting. Have experience of working in more than one school including teaching children within the age range of Y1 to Y6. 	Interview / application form
	<ul style="list-style-type: none"> Have experience of managing a staff team, including evidence of leading and inspiring the team to drive operational change and achieve challenging targets together. 	<ul style="list-style-type: none"> Have experience of developing and implementing School Improvement Planning. 	
	<ul style="list-style-type: none"> Have experience of communicating with a broad range of stakeholders. 	<ul style="list-style-type: none"> Have experience of working with parents, other local schools and governors. 	
	<ul style="list-style-type: none"> Have experience of setting and managing a budget, and of presenting, analysing and discussing financial data with governors. 	<ul style="list-style-type: none"> Liaison with the local authority 	
3. Concern for pupil welfare and achievement	<ul style="list-style-type: none"> Have a clear strategy for how a school can promote and improve the welfare and quality of life of its pupils, while maintaining high levels of student discipline and respect. 		Interview / application form / [further assessments]
	<ul style="list-style-type: none"> Be enthusiastic and innovative in their approach, respecting the individuality of pupils and their learning styles. 		
	<ul style="list-style-type: none"> Demonstrate up-to-date knowledge of, and experience with, best safeguarding practice. 		
	<ul style="list-style-type: none"> Demonstrate up-to-date knowledge of SEN considerations and how to meet these in the context of a smaller school and given national constraints in SEN funding. 	<ul style="list-style-type: none"> Be or have been a SENCO lead. Have experience of developing and implementing a school-wide SEN provision strategy. 	

Specification	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> • Demonstrate knowledge of how to support different groups and different abilities of pupils, including more disadvantaged ones. 	<ul style="list-style-type: none"> • Have direct experience of a pastoral role, working with children and parents to provide additional, non-academic, support. 	
	<ul style="list-style-type: none"> • Understand the importance of health and wellbeing, and have strategies for promoting positive mental health. 		
	<ul style="list-style-type: none"> • Be or have been a safeguarding lead, or acted in that capacity. 		
4. Leading teaching and learning	<ul style="list-style-type: none"> • Have a clear strategy for how to achieve academic excellence without constraining children's learning to a narrow set of targets. 		Interview / application form
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of the full primary curriculum EYFS, Key Stage 1 and 2. 		
	<ul style="list-style-type: none"> • Have a strategy for implementing an enriched curriculum which incorporates different experiences outside those mandated by the National Curriculum, including a broad range of optional extracurricular activities. 		
	<ul style="list-style-type: none"> • Be able to use a range of data to benchmark and audit the quality of educational provision. 	<ul style="list-style-type: none"> • Have experience of doing this in an academic setting, including discussing data with governors and parents. 	
	<ul style="list-style-type: none"> • Demonstrate knowledge of how to use ICT within the curriculum to support and promote pupil learning. 		
5. Team building and working with others	<ul style="list-style-type: none"> • Be a strong team-builder, able to lead and coordinate an experienced team of teaching professionals who have worked together for several years. 	<ul style="list-style-type: none"> • Have done this within the teaching profession. • Demonstrate the ability to draw on strengths of individual team members and delegate accordingly. 	Interview / application form
	<ul style="list-style-type: none"> • Be dynamic and collaborative to inspire all members of the school community and bring them together to achieve the School's long-term strategic vision. 		
	<ul style="list-style-type: none"> • Be able to mentor and develop professional skills of colleagues. 	<ul style="list-style-type: none"> • Have experience of delivering effective performance management. 	
6. Developing and strengthening relationships	<ul style="list-style-type: none"> • Be a skilful communicator who maintains strong communications with parents and other community stakeholders. 	<ul style="list-style-type: none"> • Have experience of using social media, and other modern forms of communication, to ensure maximum local awareness of the School, its ethos and its achievements. • Demonstrate a clear vision for working effectively with the governing body. 	Interview / application form / [further assessments]
	<ul style="list-style-type: none"> • Be an exceptional communicator who seeks to hear and incorporate all voices - including children - into the learning and managing process. 		

Specification	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> Be able to effectively promote the school, the staff, and the Headteacher themselves internally and externally. 	<ul style="list-style-type: none"> Understand the importance of working collaboratively with other schools and local agencies to improve the quality of provision and academic outcomes. 	
7. Shaping the future	<ul style="list-style-type: none"> Understand the operational implications of high-level strategic changes. 	<ul style="list-style-type: none"> Have experience of delivering medium-scale infrastructure projects either in business or in education. 	Interview / application form
	<ul style="list-style-type: none"> Be an enthusiastic individual who drives change to achieve a long-term strategic vision, but without sacrificing existing excellence. 		
	<ul style="list-style-type: none"> Have worked in an organisation where there has been strategic change, e.g. change in age range in a school. 		

'The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Enhanced DBS Disclosure.



Equal Opportunities

Derwent and Southill Federation is committed to equal opportunities and welcomes candidates irrespective of gender, race, disability, colour, ethnic origin, nationality, sexual orientation, gender identity, marital status, religion, trade union activity, age and/or medical condition. Your personal details will be treated in accordance with our Privacy Notice.

Data Protection

The Headteacher will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR) in conjunction with the School's Business Manager (Derwent) and Office Manager (Southill).





How to Apply

School Visit Dates:

We welcome visits to the schools for a tour on the following dates:

Wednesday 7th September
Friday 9th September
or at an alternative time as mutually arranged.

Please contact Caroline Coombs, Chair of Governors via
chairofgovernors@derwentschool.co.uk to arrange a visit

There will also be an opportunity to look around the Schools on the interview days.

Application Form

Please use the Derwent and Southill Federation Headteacher application form (CVs are not accepted) and ensure all requested information is provided.

Please include a covering letter and, as your supporting statement, a further document exemplifying how your skills and experience meets the person specification.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. References will be sought before the interview.

Closing Date:

12th September 2022 at 4pm



Interviews will be held on: 26th and 27th September 2022
Shortlisted candidates will be required on both days. We are intending to appoint on or before the 30th September 2022.

Terms and Conditions of Appointment

Role	Permanent and full-time
Salary	Group 3
Start Date	January 1 st 2023

Please read this application pack carefully in order to ensure that you provide us with all the information that we require. We would draw your particular attention to the person specification that we are looking for in our future head teacher. Please make sure that you adequately address the criteria outlined in that specification when writing your supporting statement.

Please complete the [Application Form](#). CVs alone will not be accepted.

Should you have any queries on the application process please contact Caroline Coombs via chairofgovernors@derwentschool.co.uk



Completed applications should be sent by email or posted to:

Email:

chairofgovernors@derwentschool.co.uk

Post:

Caroline Coombs
Southill Lower School
School Lane
Southill
Bedfordshire
SG18 9JA

and received by 4.00pm on the 12th September 2022.

References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an Enhanced DBS check prior to taking up the appointment.

