



PASSION + PRIDE = **PROGRESS**

Executive Headteacher Information Pack

Number of children on roll: 148 (Otley 50, Witnesham 98)

Salary range: Leadership scale L10-L16

Closing date for applications: 9.00am on Monday 20th March 2023 to
headships@suffolk.gov.uk

Interviews: Wednesday 29th and
Thursday 30th March 2023

Otley Primary School

Chapel Road, Otley, Ipswich IP6 9NT

T: 01473 890302

E: ad.otley@owfed.co.uk

Witnesham Primary School

High Road, Witnesham, Ipswich IP6
9EX

T: 01473 785252

E: ad.witnesham@owfed.co.uk





Dear Applicant

The Governors and I thank you for your interest in the position of Executive Headteacher of our wonderful schools.

Our schools have been working together since 2006 and were federated in 2014. Since 2020, we have been working increasingly collaboratively, making the most of resources to ensure the highest quality education for all children. There is a strong vision and set of values embedded across both communities along with a reviewed broad and balanced curriculum. Our recent Ofsted inspection at Witnesham is an indication of the strong provision across the federation.

We are a caring and supportive community that values everyone as individuals. We have a highly skilled and dedicated team of staff, supportive parents and an active governing body that works closely with staff to ensure that our schools are happy and stimulating places to learn. The whole federation community strives to excel in all that we do.

We feel that we have a lot to offer to the right person who will inspire and lead our Federation in the next stage of its development. This information pack, together with the website, provides an insight into our schools, but we warmly invite you to visit to see for yourself what special places they are.

Thank you for your interest. We look forward to meeting you.

Yours sincerely

Ian Liddell
Chair of Governors

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Introduction and Context

Otley and Witnesham Primary Schools are two smaller than average village schools located 5 and 8 miles respectively north of the county town of Ipswich, in rural Suffolk, yet close to good transport links (London Liverpool Street 65 minutes from Ipswich Station and close to both the A12 and A14). The Suffolk Heritage Coast AONB is close by, and includes the world famous Snape Concert Hall, with the delightful coastal towns of Aldeburgh and Southwold approximately 30 minutes away by car.

Both schools are currently rated “Good” by Ofsted.

The Published Admission Number (PAN) for each school is 13 from 2019 at Otley and 15 at Witnesham. Our schools are well resourced and are in a good financial position. Owing to excellent reputations both schools attract a large number of out of catchment pupils. Otley currently has 50 pupils on roll and is split into 3 mixed year group classes. Witnesham currently has 98 pupils on roll and is split into 4 mixed year group classes. Both schools are well supported by motivated and trained Learning Support Assistants and Higher Level Teaching Assistants.

Our new Executive Headteacher will be an excellent leader with a track record for whole school improvement. In addition, we expect an excellent classroom practitioner who will be willing to step into class wherever necessary.

The schools are proud of their environment and facilities. A new School Hall was opened at Otley in September 2018, and iPads introduced to supplement learning in 2021. Both schools have new outdoor classrooms and Witnesham has a daily mile track installed. Witnesham, in particular, enjoys extensive grounds, and the outdoor curriculum is a priority for continued development.



Vision & Values

PASSION + *PRIDE* = **PROGRESS**

We develop resilient learners and celebrate their achievements, so they perform to the best of their abilities.

We aim to be **FAB**:

Focussed on: fostering learning habits for life through challenge and support in an inspiring curriculum

Ambitious in: providing a challenging and nurturing environment to create respectful members of the community

Brilliant because: we work collaboratively to support learners to reach their full potential

We expect... Learning Muscles

Curious Crocodile



We expect questions as we wonder about the world around us and clarify our thinking.

Responsible Rhino



We expect everyone to take ownership of learning, belongings and behaviour choices.

Persevering Penguin



We believe in growth mindset so expect learners to keep trying, even when it is tricky.

Motivated Monkey



We expect learners to be keen to challenge themselves and show enthusiasm.

Teamwork Tiger



We expect collaboration in order to challenge and support each other to maximise learning.

Independent Iguana



We expect learners to solve problems using resources and being organised.

Staff

Our new Executive Headteacher will be leading a particularly committed and enthusiastic team of teaching and non-teaching staff. They are all prepared to 'go the extra mile' to ensure that our children have the best possible opportunities to achieve their potential. This applies not just to the formal curriculum but also to extra-curricular activities and duties.

Being small schools with small staff numbers, duties that would normally be spread around a large staff base become the responsibility of a relatively small number of people. These include multiple subject leads, mentoring ECTs when necessary, creating and maintaining the website, and leading residential and non-residential visits, to name but a few. Our staff relish these challenges and opportunities to enhance their experience and professional development.

Their commitment is evident in some of the awards that the school has received:

- Both schools take part in a wide range of inter-school tournaments, organised and led by members of staff, and as result both schools have achieved the Gold Sainsbury's School Games Mark.
- The schools have gained the Suffolk Linguamarque awards, the Silver at Witnesham and the Bronze at Otley. The Linguamargue awards recognise best practice in the teaching of Modern Foreign Languages.

All staff are encouraged to access further professional development and the Governors have allocated a budget to support them.

The current staffing structure and organisation of classes is available to view on the schools' websites.



School Associations

The schools are supported by two very active School Associations.

Otley Parent Teacher Association

The objective of Otley PTA, which is run by a committee of parents, is to raise money to support the school with expenditure that is beyond the core budget but that directly benefits the children. We aim to raise around £2,000 each year by hosting a number of fund raising events during the year, including the annual Christmas Fayre and other events, such as Casino Night and afternoon teas at school events.

Items that we have contributed towards recently include travel, laptops, gardening equipment, and additional books, to name but a few. We work closely with the teaching staff and do what we can to assist on any specific projects.

Witnesham School Association

The WSA is about more than just fundraising; it exists to provide closer links between home and school and is an excellent way to bring staff, parents and friends together socially in support of the school. We are very conscious of the ethos, morals and diversity of our school, and we try very hard when organising and planning events to respect this. Not all of our events are for fundraising; some are run with the aim of giving the children a good time and as a way of thanking families for their continued support of the WSA.

The WSA Committee chooses how to spend the funds raised, usually from a 'shopping list' of items provided by the school. Sometimes this will be as a result of the children asking for something, other times it will be for resources for a particular area of the curriculum or school environment. In the main, WSA funds are used for the 'extras' not provided by the school budget that make our children's learning experiences more fulfilling and exciting.



What Our Parents Say

The following quotes are taken from our parental survey.

Otley:

- *'The school gives a friendly, welcoming and supportive environment for my son to learn in.'*
- *'Very approachable and friendly staff.'*
- *'My child is always happy to go into school every morning.'*
- *'Good at making all children feel like a big family'*
- *'We are really pleased with the education received and the effort from the staff to provide children with a rich learning environment and the varied after school opportunities.'*
- *'Provides a wide range of experiences, with helpful friendly and committed staff.'*
- *'We're really happy with the school and the staff all do a wonderful job.'*

Witnesham:

- *'Fantastic school ethos and brilliant staff.'*
- *'Provides a family feeling to the school and ensures children are happy.'*
- *'Provide a safe and welcoming learning environment'*
- *'Nurturing and treats every child as an individual'*
- *'The school excels at putting on productions, plays, dance and music and this is very appreciated by all the children and parents.'*
- *'A very well balanced and exciting curriculum. Lots of enriching activities and opportunities to promote life-long learners.'*
- *'Has brilliant teachers and teaching assistants who seem to care very much about the children.'*
- *'This is a wonderful School and would highly recommend it to others.'*
- *'We feel very privileged that our children attend this school.'*



Job Description

A unique opportunity to develop and lead a Primary School Federation in Suffolk, comprising Otley Primary School and Witnesham Primary School.

Job Purpose

To deliver and sustain educational excellence across the two schools of the Federation.

Job Role

The role will be to:

- Provide strategic vision to establish the Federation as a centre of educational excellence and success, developing partnerships between school staff, pupils, parents, LA, other schools, the local community and other key stakeholders
- Promote high quality education and a learning centred culture by modelling and promoting excellence in teaching, and challenging educational under-achievement, to ensure every child has the opportunity to reach their full potential and is inspired to do so
- Lead and motivate the staff of both schools, particularly setting clear and aspirational goals and monitoring progress
- Develop the learning environment and facilities of each school
- Manage the organisation, administration and finances of the schools effectively, and ensure there is efficient and effective management of all resources
- Foster and develop further collaborative ventures between the schools of the Federation
- Lead the schools successfully through any inspections.

In fulfilling this role the Executive Headteacher will be responsible for the strategic development of the schools of the Federation.

Specific duties and responsibilities

In each of the following areas, the Executive Headteacher will:

Strategic Development

- Work closely with School Governors and the Local Authority to develop and communicate a clear strategic vision for the successful development of the Federation
- Establish policies and plans to deliver and implement the strategy
- Implement and maintain school development plans and self-evaluation procedures
- Develop and maintain a clear and progressive staffing strategy, ensuring the recruitment of the highest quality staff
- Motivate staff to achieve personal and whole-school targets
- Maintain a culture of common accountability in all staff for pupil progress and attainment
- Ensure all statutory requirements and legal obligations are met
- Engage all staff in the process of meeting those standards, encouraging ownership and involvement
- Promote effective working relationships across both schools that enable the sharing of best practice
- Encourage continuous professional development, monitoring the induction and professional development of all staff through regular performance management
- Lead the recruitment and appointment of all new staff.

Teaching and Learning

- Develop a learning culture across both schools so that all are striving for excellence
- Advocate and develop innovative ways of teaching and learning to meet the needs of pupils of all abilities through the continuing development of a broad, balanced, creative and stimulating curriculum
- Ensure that progress is monitored regularly and thoroughly, and that
- Provide a wide range of activities for pupils to raise their aspirations through taking on new challenges
- Provide a safe and healthy environment in which pupils' happiness, safety, and welfare can be nurtured
- Encourage the creative use of ICT to support teaching and learning

all stakeholders contribute effectively to raising the outcomes of all pupils and pupil groups

- Promote excellence using assessment and performance data to identify, challenge and remedy under-performance

- Foster a lively and welcoming ambience with high standards of behaviour to encourage learning and social development
- Provide Governors and the Local Authority with high quality self-evaluation of the schools' educational performance.

Communication and Partnership

- Develop and maintain an effective partnership with parents and carers, Governors, the Local Authority, the local community and other key stakeholders
- Ensure positive, helpful communication is maintained with parents at all times through newsletters, pupil reports, parents' evenings, and other informal opportunities.

Resource Management

- Plan and manage the schools' budgets
- In association with the School Bursar monitor the agreed budget regularly and ensure effective use of all resources ensuring value for money
- Advise the Governing Body in the formulation of the annual budgets
- Report at least three times each year to the Governing Body via the Finance and Personnel Committee.

Safeguarding

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- Otley & Witnesham Federated Primary Schools are committed to safeguarding and promoting the welfare of children and young people at all times. The Executive Headteacher will be responsible for promoting and safeguarding the welfare of all children for whom he/she is responsible, or with whom he/she comes into contact, in accordance with the Federation's Safeguarding Policy. The successful candidate will be the Federation's designated Safeguarding Lead and will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service.

Equal Opportunities

- The Executive Headteacher will be responsible for ensuring compliance with all current, relevant legislation.

Health and Safety

- The Executive Headteacher will be responsible for ensuring compliance with the Federation's Health and Safety policies under the Health and safety at Work Act 1974 at all times. He/she will ensure the safety of all parties, including members of the public, in premises or sites controlled by the Governing Body. He/she will ensure safe systems of work through a safe and healthy environment and including such information, training instructions and supervision as necessary to accomplish those goals.

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE
APPLICATION	<ul style="list-style-type: none"> Fully supported by references Well-structured and presented application indicating your educational philosophy and style of management 	<ul style="list-style-type: none"> Knowledge and understanding of current issues and their relevance for the schools
QUALIFICATION	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) Educated to Degree level Achieved or working towards the NPQH qualification Qualified mental health first aider 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of leadership during Ofsted inspections Use of a range of evidence including performance data, lesson observations, work and planning scrutiny to evaluate pupil progress Experience of developing, leading and managing staff Ability to communicate and relate to all members of the schools' communities Experience of managing curriculum planning, teaching and assessment 	<ul style="list-style-type: none"> Experience of working in a partnership or formal Federation between two or more schools at senior leadership level Experience of each key stage within a school i.e. EYFS, KS 1 and KS 2 Experience of administration and budget maintenance and development

SKILLS	<ul style="list-style-type: none"> • Devising a clear vision to inspire others and develop it across the Federation • Motivating staff to build on current achievements and to continue to raise standards and aspirations • Communicating effectively in a variety of ways and situations across the Federation • Understanding the challenges facing small schools • Demonstrating effective inter-personal skills and an approachable style of leadership. • Leading and working as part of a caring team • Nurturing and developing others • Ability to manage two schools and balance their respective needs fairly and manage competing demands • Good ICT skills • A current UK driving licence and access to a suitably insured motor vehicle to be used on Federation related travel, including between the schools within the school day 	<ul style="list-style-type: none"> • Leading CPD initiatives – evidence of appropriate professional development, in school leadership and management
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Evidence of CPD covering curriculum leadership and management issues within the last two years • Evidence of relating performance management to staff professional development 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A deep rooted passion for education with ability to inspire children of all abilities to reach their full potential 	

	<ul style="list-style-type: none"> • Skilful communicator, able to adapt style appropriate to the circumstances and audience • An enthusiastic, compassionate and sensitive approach whilst working with others • Ability to build and sustain effective working relationships and partnerships with staff, Governors, parents/carers and the wider community • Ability to nourish the children spiritually, morally, socially and culturally whilst supporting a broad creative and inclusive curriculum • Positive attitude to challenges and outwardly presenting this to the whole Federation team • Sense of calm and ability to prioritise when presented with a wide range of demands 	
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And Finally

There have been many recent changes in education, and no doubt there will be more in the future. These present challenges for all schools, but for every challenge there is an opportunity. The Federation and its Governing Body has always been, and will continue to be, progressive, forward thinking and outward looking, and we look forward to working in partnership with our new Executive Headteacher to embrace these new opportunities. This will enable the Federation to progress into the future from a position of strength, and to provide the best possible education for the pupils in our care.

If you would like to join us on this journey, then we look forward to hearing from you.

The Governing Body
Otley and Winesham Partnership