



Headteacher Candidate Information Pack



Welcome to Kiwi School



Dear applicant,

Thank you for your interest in the role of Headteacher at Kiwi Primary School.

Are you a creative, ambitious, and driven leader who has the flexibility and personal approach to establish the school as the 'place to be' in our locality? Following the retirement of our longstanding head teacher, we are looking to appoint a unique individual with the vision, personality, determination, and experience, to guide and lead the school through the next stage of our exciting journey.

We are beginning the path to become a trauma sensitive and attachment aware school, the new Headteacher will need to foster an environment in which learning thrives and where our pupils, families and our military connections are at the heart of everything we do.

This application pack will provide you with the key information you need to apply for the position. Please also visit our website [Kiwi Primary School - Home](#) to see our latest Ofsted report and to find further useful information about our school. We would also encourage you to come and visit the school to meet with our team and see our wonderful school for yourself.

Our last Ofsted inspection was in March 2019. We were found to be a Good School with the following key points:

The leadership team has maintained the good quality of education in the school since the last inspection. The high mobility of children from military families often means pupils do not spend long at your school. Even so, you have high expectations of their achievement, never losing sight of developing important life skills such as independence and resilience.

Parents are positive about the school's work. They praise the approachability of staff and the rich and varied curriculum the school offers, especially the focus on outdoor learning. They say their children thrive and 'blossom' because staff build their self-confidence through effective pastoral care. The school understands and caters for the needs of children from military families extremely well. Pupils say that lessons are 'fun' and set at just the 'right level of difficulty', which means they are eager to learn and behave well.

Kiwi is a two-form entry community school and nursery with a current roll of 380 children. We also have a small SEND Resource Base which we have recently opened in partnership with Wiltshire Council. We are located on the Bulford camp and serve this military base and the surrounding areas. Staff and governors have very strong aspirations for all our children, who come from diverse backgrounds and cultures, approximately 95% having a military background. We have a highly motivated and dedicated staff team who offer all our children the very best opportunities for becoming happy, successful, and confident learners for life.

Our committed and forward-thinking Governing Board along with the Wiltshire School Effectiveness Team, and local cluster of schools will support our new Headteacher in providing the best possible environment for all children and staff.

We are looking for someone who:

- Brings his or her own unique presence, skills, abilities, and passion for children and our school.
- Can work with governors, staff and the community with openness, honesty, transparency, and good humour.
- Can continue to develop the current plans for our school but also bring to us fresh energy, abundant compassion, and enthusiasm as we work together for the present and future children of the school.
- Has a proven track record of robust and effective school improvement strategies at their disposal.
- Has knowledge and/or experience of leading a Resource Base or SEN unit as part of the wider school and the desire to make it successful with both equality and equity in mind.
- Understands the statutory duties of a Head Teacher and aspires to be an outstanding professional.
- Understands the expectation of KCSIE September 2023 and who will be a part of the school safeguarding team (knowledge of CPOMS desirable).
- Is a strong, positive communicator with the ability to interact successfully with a wide variety of stakeholders and foster a strong working relationship within our community.
- Has experience of effective leadership within a military school.

The school would like a Headteacher who can build and add to the strength of our past successes and take the school forward. Headship at Kiwi is a genuinely exciting opportunity and will deliver job satisfaction for a creative and visionary candidate. We would be delighted for you to visit us before applications close on 22nd November 2023. This will give you an opportunity to meet staff, governors and, of course, our wonderful children.

Please contact Karen Austin (Vice Chair) Karen.Austin@wiltshire.gov.uk to arrange a mutually convenient time.

Ethos and Values

Kiwi school is at the heart of a military community and our values reflect this. Most of our children will only be with us for a part of their primary schooling. Our values have developed to support the needs of our community and they inform everything we do at Kiwi school.

The aim at Kiwi school is to provide opportunities for children to develop as independent, creative, resilient, and principled learners. Our curriculum accounts for the legal requirements of the Early Years Foundation Stage Curriculum and Primary National Curriculum. The specific content and delivery of our curriculum is guided by our values.

Our values reflect this context and have been developed to support the diverse needs of our community. They inform everything we do at Kiwi school as many of our children will only be with us for a part of their primary schooling. Recently the school has been developing a new vision, because at Kiwi we are all **SOARING**.

- We **Strive** for success
- We **Own** our actions
- We **are Ambitious**
- We are **Respectful**, reflective and resilient

Strive for success

In order to achieve success, we will:

- Know what success looks like for us.
- Do the best we can.
- Celebrate our own and others success.
- Know that to be successful takes effort and practice.
- Have a positive attitude and encourage each other to do our best.
- Support each other so that everyone can achieve success. Approach each day with optimism and courage.
- Strive to succeed in our friendships, our learning and as a whole community.

Own our actions

Owning our actions means taking responsibility for ourselves. To do this we will:

- Acknowledge our mistakes.
- Be honest and truthful.
- Put it right when we make mistakes – adults will help us with this using restorative conversations.
- Learn to understand the impact of our actions or lack of action.

Are ambitious

In order to aim high and be ambitious, we will:

- Always try our best even when it feels tricky.
- Embrace and enjoy challenge. Be proud of what we do.
- Find inspiration from our environment and others around us.
- Be engaged learners who achieve well and make good progress.
- Have a thirst for knowledge and a curious questioning mind.

Are respectful, reflective and resilient

To be respectful, resilient and reflective, we:

- Treat each other with respect and celebrate our differences.
- Respect our environment by caring for it and keeping it tidy.
- Develop an understanding that learning takes time, effort and thinking.
- Understand that mistakes help us learn. Don't give up when things are hard.
- Support each other through challenging experiences.
- Look back on our achievements with pride.
- Listen to feedback and draw on experience to improve.



Application and Selection process

If you are interested in applying for this post, then we would love to hear from you.

The first step in the selection process is your application. Please make sure you read through the [Person Specification](#) and [Job Description](#) carefully and provide specific examples to demonstrate how you meet the Person Specification criteria.



This is an exciting time for our developing school, we look forward to receiving your application. If you have any further questions or would like to arrange a visit, please contact:

Karen Austin (Vice Chair)

Karen.Austin@wiltshire.gov.uk

The deadline for us to receive your completed application is **mid-day 22nd November 2023**. Shortlisting will take place during the same week and successful applicants will be invited for an assessment and interview selection process in the week beginning 11th December.

Person Specification

Green essential **Blue** desirable

Key skills and personal qualities

- Commitment to cultural diversity and inclusion to ensure each child is given every opportunity to fulfil their potential.
- Commitment to the school ethos of a kind and supportive environment
- Excellent listening skills
- A supportive management style.
- Integrity and optimism
- A commitment to extended services and youth club as well as innovative approach to new and existing projects.
- Ability to deliver a broad, balanced curriculum including sports, music, drama, residential school journeys and other extracurricular activities.
- Excellent communication skills with successful experience of working with a range of partners.
- Ability to continue to develop strong community links.
- High aspirations and a commitment to excellence for all pupils and staff
- A commitment to equal opportunities policy both in service delivery and employment with an understanding of its effective operation within a school
- Understanding and knowledge of Special Educational Needs to ensure best outcomes for all pupils.
- A clear understanding of the unique challenges different schools face in response to the pandemic, including health and wellbeing, community turnover and raising attainment.
- Extensive and successful experience in safeguarding, promoting positive health, safety and wellbeing for all staff and children.

Leadership Experience

- Substantial leadership experience working in a primary school either as a deputy head or head teacher
- Experience of working in a military school and being sympathetic to the military families the school serves.
- A confident and clear leadership style able to support a strong and effective team
- Demonstrable track record of raising standards and improving outcomes
- Demonstrable ability to build on individual and team strengths as well as develop ideas • Ability to raise standards in achievement and progress
- Successful experience of financial planning and managing a school budget
- Successful staff management experience
- Successful experience of recruiting and retaining staff as well inspiring and motivating others
- A collaborative style of working with a Board of Governors and Senior Management Team
- Ability to understand, retain and explain complex data to monitor and improve outcomes for all pupils
- A clear understanding of safeguarding issues and current legislation
- Ability to develop and build good relationships with all members of the school, especially parents and local community, and to work co-operatively with the Local Authority and other local schools
- Ability to implement school self-review and evaluation.

Qualifications

- Degree and Qualified Teacher Status and currently on leadership scale. • NPQH

School Culture

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment.
- Ensure a culture of high staff professionalism.

Organisational Management

The Headteacher will:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk Continuous School Improvement
- The Headteacher will: Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.

Teaching

The Headteacher will:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensure effective use is made of formative assessment Curriculum and Assessment The Headteacher will:
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
- Establish effective curricular leadership, developing subject leaders with high levels of

Behaviour

The Headteacher will:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
- Implement consistent, fair and respectful approaches to managing behaviour • Ensure that adults within the school model and teach the behaviour of a good citizen.

Job description

Additional and Special Educational Needs and Disabilities

The Headteacher will:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional Development

The Headteacher will:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.



Kiwi Primary School

Hubert Hamilton Road

Bulford Camp

Wiltshire

SP4 9JY

Job description

This job description is subject to the general conditions of service for a Headteacher, as set out in the latest School Teachers' Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers.

