



Coton C of E (VC) Primary School



Headteacher Application Pack

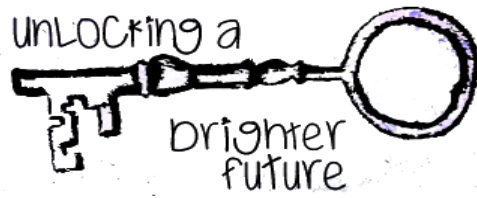
Closing Date: Monday 1st February 2021 at 12:00 pm

Email: office@coton.cambs.sch.uk

Website: <http://www.coton.cambs.sch.uk/>

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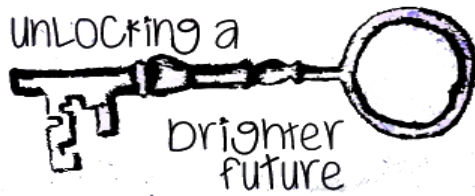
Whitwell Way, Coton, Cambridge, CB23 7PW



Coton C of E (VC) Primary School

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ADVERTISEMENT

HEADTEACHER

required for April or September 2021

[ISR L10 - L16]

NOR 110

Coton Church of England Primary School is a highly regarded village school set in a stunning rural area three miles to the west of Cambridge, convenient for the M11 and A14.

The highly dedicated staff and governing body fully support the Headteacher in the development of innovative and creative strategies for the future.

This appointment provides an attractive opportunity for an existing Headteacher, experienced Deputy Headteacher or Assistant Headteacher. We are also open to co-Headship and flexible models of leadership.

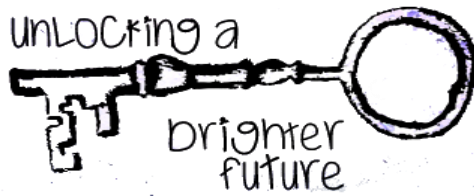
Visits are warmly encouraged. To arrange a visit please contact Simon Ashley, Chair of Governors, at chair@coton.cambs.sch.uk.

Closing date for application: Monday 1st February 2021 at 12.00 pm

Interviews will take place on Monday 8th and Tuesday 9th February 2021.

Please return your completed application via email to headship@epm.co.uk

Coton Church of England Primary School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to demonstrate this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



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Letter from Chair of Governors

January 2021

Dear Prospective Candidate

Thank you for your interest in the post of Headteacher at Coton C of E Primary School.

Coton Primary School is a small popular school serving the villages of Coton and Madingley, set in the rural outskirts of Cambridge with all that has to offer. The school has a welcoming friendly atmosphere that nurtures our pupils' wellbeing preparing them for their future life. Under normal circumstances we are an active part of the village community playing our part in village activities and St Peter's Church supported by the local vicar and the Diocese of Ely. Our latest SIAMS inspection rated the school Good.

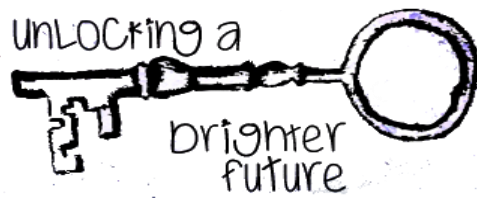
We have a dedicated enthusiastic team of staff, parents, volunteers and governors. Our supportive team of governors are an active part of school life bringing a variety of skills and experiences for the benefit of the whole school.

The vision of Coton Primary is to offer our children the keys to unlock their own stories and to express these with confidence based on the values of caring, creativity, cooperation, challenge and courage. We are looking for a new Headteacher to foster our vision, mission and values through thoughtful leadership and open communication who will both motivate and inspire the children, staff and parents alike. We are also looking for a school leader who will develop our high standards further to enable all of our pupils to achieve their potential in the core subjects, the creative arts and sport.

If this role is of interest and you would like to discover more, I would strongly urge you to visit both our website and our school. A virtual tour of our school can be found at <https://www.coton.cambs.sch.uk/welcome/>.

Your Sincerely,

Simon Ashley - Chair of Governors



Coton C of E (VC) Primary School

Coton and Location

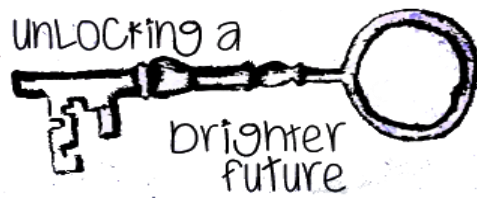
Coton is approximately three miles west of Cambridge, but is in open countryside. By car it is less than 5 minutes from the M11, and less than 10 minutes from the A14/M11 interchange at Girton.



Cambridge can be reached in a few minutes by road, or by bicycle using the dedicated cycle/foot path to the West of the city.

The village offers a countryside reserve, a modern and spacious village hall, playing fields, an excellent village pub-restaurant, and a garden centre with farm shop, post office and cafe. Coton is an active village with a variety of clubs and societies for all ages, including sports clubs with training for younger members. The school is regularly invited to take part in the village community activities.





Coton C of E (VC) Primary School

The School

Buildings and Grounds

The school is in the middle of Coton village, very close to the Church and village green. The present school building was erected in the 1960s, and has been extensively improved and extended since then, most recently with the addition of a fine new wing housing our Reception/Year 1 class and pre-school/wraparound care facilities. It is a single storey building, and has five classrooms, a good sized hall and plenty of internal and external learning areas and spaces used for small groups. There are large, mostly grassed, grounds with open countryside on two sides, and a good sized recently-built playground/sports court. There is also an outdoor swimming pool which is used extensively from June to September. The grounds are open for recreation during daylight hours.

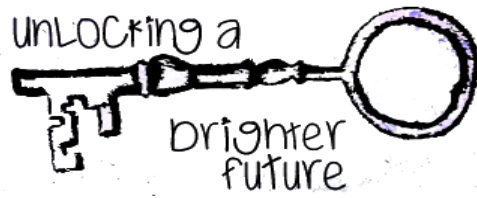


Organisation of Classes

The school has a pupil admission number of 20 per year group, and is organised in 4 classes of approximately equal size. Due to varying numbers in different year groups, the structure can change from one year to another. In the 2020/21 academic year our classes, named by the children, are:

Reception/Year1	- Owl Class
Year 2/Year 3	- Otter Class
Year 4/Year 5	- Hedgehog Class
Year 5/Year 6	- Kestrel Class





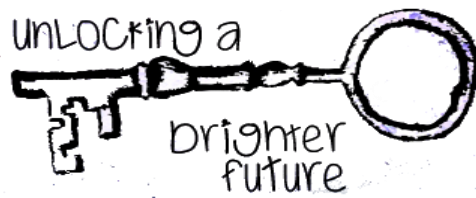
Coton C of E (VC) Primary School

The School

Finance

Financial constraints are challenging for all Cambridgeshire Primary Schools, and in particular for small schools such as ours. Despite this the school has been able to carry forward a modest surplus in recent years.





Coton C of E (VC) Primary School

School Vision, Mission and Values

Coton C of E (VC) Primary School is linked to the parish church of St Peter. Peter was a close friend and follower of Jesus. He did not always understand what Jesus meant but Jesus chose him to be the leader of the disciples and the church. Peter made mistakes but Jesus forgave him. In the Gospel of Matthew 16:19, Jesus says to Peter: I will give you the keys of the kingdom of heaven, and whatever you bind on Earth shall be bound in heaven, and whatever you loose on Earth shall be loosed in heaven. Our school symbol is a key, like Peter's. Keys are powerful symbols; they may symbolise opening and closing powers—for instance, you might use a key to lock someone in, depriving that person of his freedom. Or use a key to unlock the door and free whoever or whatever is inside.

What is our vision?

We offer our children the keys to unlock their own stories and to express these with confidence

What is our mission?

- We teach the whole child, head, hand, heart and health. Our passion for pastoral care promotes the well-being of everyone in our community and we believe this is an essential part of releasing people to be the best they can be.
- Our curriculum is rich, creative and inspiring, engaging the interests of our students, maximising opportunities in our context and preparing our learners for tomorrow's challenges.
- Oracy and story are at the heart of what we teach and Coton children enjoy a cohesive learning journey as they move through the school.
- Christian values underpin everything we do. These are modelled by the adults in our school and recognised and celebrated in our children.
- Our learning environment is organised and calm, promoting acceptance and respect; offering our children a safe place to learn. Our school feels like family.

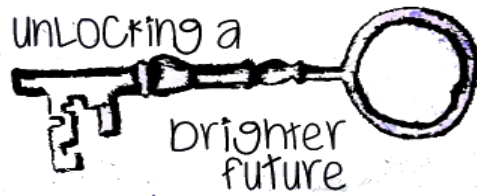
What are our values?

We are proud of the Christian values and faith upon which our school community is built. We put the children at the heart of all we do here and, after much discussion, our children have chosen five values that they feel best sums up what Coton C of E (VC) Primary School is about:

They are: **caring, creativity, cooperation, challenge and courage**

By the time a child leaves Coton C of E Primary School they will have had the opportunities to:

- Value, love and care for others, while receiving this same warmth and acceptance from their community
- Develop the skills they need to be a successful independent learner: resilience, persistence, self-motivation and a positive attitude
- Experience a rich, creative and inspiring curriculum where they will learn the knowledge and skills to prepare them for a life-long love of learning
- Be the best they can be; making the most of their God-given talents
- Celebrate success and know what it feels like to be celebrated
- Develop a curiosity for God's creation and foster the desire to care for our environment
- Develop an awareness of potential risks in their day to day lives and make safe choices for themselves and others



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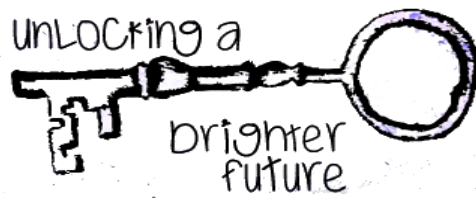
Ethos statement for church schools in the Diocese of Ely

Recognising its historic foundation, the school will preserve and develop 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.

Church School Status

Coton Primary School is a Church of England Voluntary Controlled school which means that the Church owns the buildings but its maintenance and staffing are the responsibility of the Local Education Authority and the school governors. The school enjoys a close relationship with the Church and with the local community.



Coton C of E (VC) Primary School

The Cambridgeshire Context

Cambridgeshire is the fastest growing county in the country and one of the main economic drivers for the UK.

The 0-19 population of Cambridgeshire is expected to increase by 18.5% between 2016 and 2036, although not evenly across the county. Cambridge City is expected to grow by 12.3% over this period, while South Cambridgeshire is facing an increase of 29.4%.

There are around 137,800 children and young people under the age of 18 years living in the county, which represents 21% of the total population. The levels of free school meals is lower than the national averages. Nationally 14.5% of primary pupils and 13.2% of secondary pupils are eligible; across Cambridgeshire the levels are 9.8% and 8.3% respectively.

Children and young people of school age from minority ethnic groups account for 12.2% of primary pupils and 9.4% of secondary pupils - compared with 31.4% and 27.9% respectively for the country as a whole. Locally the largest minority ethnic group is Asian (3.8% of school-aged children). Travelers of Gypsy Roma and Irish heritage account for 0.7% of the school age population compared with a national average of 0.4%.

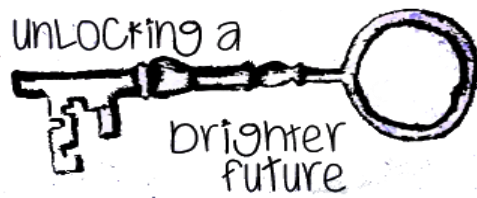
Cambridgeshire is a relatively prosperous county. Our children generally have above average health, educational attainment and life chances. However there are pockets within the county where deprivation levels exceed or equal the national average, particularly in parts of Wisbech, Huntingdon North and the north east of Cambridge City. A particular feature of Cambridgeshire is that deprivation is spread widely across the county. 65% of children living in low income families live in our more affluent areas.

Cambridgeshire County Council's Equality Pledge

"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive."

Cambridgeshire County Council's Equality Objectives

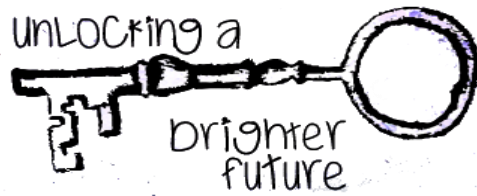
1. Promote equality and inclusion with our workforce
 - Support employee and Member support networks
 - Improve the diversity of our workforce to reflect the communities we serve
2. Promote and celebrate diversity across the Council
 - Raise the profile of equality and diversity through communications campaigns



Coton C of E (VC) Primary School

What are our pupils looking for in a Headteacher ?





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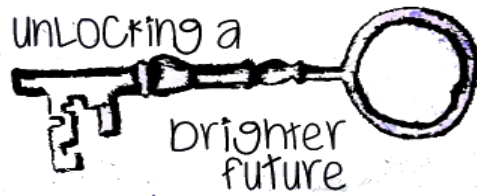
Job Description

This job description reflects the Headteachers' Standards (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 Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

Duties and Responsibilities

Strategic Leadership

- Work in partnership with the Governing Body to continue to provide a shared vision firmly rooted in our school's Christian values
- Communicate the school's vision confidently and compellingly to all members of the school community and to prospective parents
- Demonstrate our vision and values with openness, integrity, creativity and clarity to inspire and influence
- Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and achieve excellent outcomes for pupils
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Appreciate and support the central role of Religious Education and Collective Worship in a Church school
- Act at all times as an ambassador for the school in a manner which upholds its values



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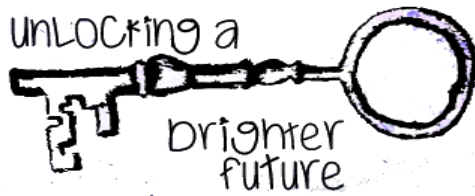
Duties and Responsibilities cont.

Educational Excellence

- Set ambitious standards for all pupils, overcoming disadvantage and advancing equality
- Instil a strong sense of ownership and accountability in staff for the impact their work has 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
- Accurately evaluate the school's performance and identify priorities for improvement
- Develop and nurture strong partnerships with pupils, staff, parents/carers, governors and members of the local community to support pupils' achievements and personal development
- Implement a broad, balanced, rich and creative curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities
- Implement strategies which secure high standards of behaviour, attendance, welfare and citizenship
- Work closely with agencies supporting pupils with additional needs
- Support extra-curricular activities in order to enrich pupil experience and opportunity
- Actively embrace opportunities for professional growth and development for all staff

Securing Accountability

- Hold all staff accountable for their professional conduct and practice
- Welcome strong governance and actively support the Governing Body to fulfil its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance



Coton C of E (VC) Primary School

Duties and Responsibilities cont.

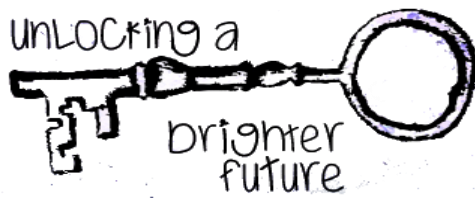
Operational Management

- Create an ethos in which staff are inspired, motivated and supported to enhance their own practice, skills and subject knowledge, and to support each other
- Work with governors to ensure that strategic financial planning leads to fair and transparent deployment of budgets and resources in the best interests of the pupils' achievements and the school's sustainability
- Establish fair, transparent and rigorous systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice
- Develop leadership amongst staff, ensuring that roles and responsibilities are well understood and effectively carried out
- Ensure that the school's systems, organisation and processes are well-considered, efficient, fit for purpose and good value for money, upholding the principles of transparency and integrity
- Play an active role in all aspects of school life

Safeguarding

- Ensure that the child protection and safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively
- Provide a safe, calm and well-ordered environment for all pupils, focused on learning, safeguarding and wellbeing

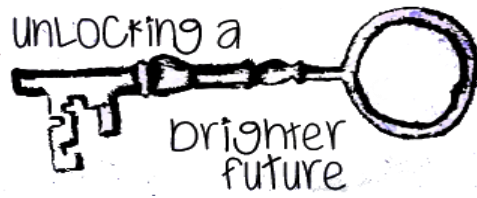
This governing body and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



Coton C of E (VC) Primary School

Person Specification

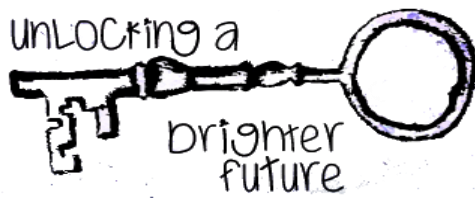
		Essential	Desirable
1.0	Qualifications		
1.1	Qualified Teacher Status	✓	
1.2	Degree or equivalent	✓	
1.3	Evidence of recent, relevant professional development related to leadership and management	✓	
1.4	National Professional Qualification for Headship (NPQH)		✓
2.0	Experience		
2.1	Proven successful school management and leadership experience at a senior level	✓	
2.2	Successful and sustained track record as an outstanding classroom teacher with at least 3 years' recent 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 of 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	✓	



Coton C of E (VC) Primary School

Person Specification cont.

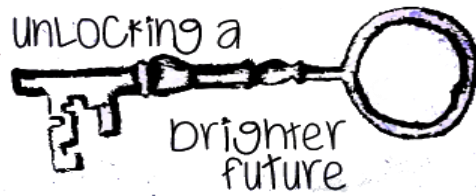
		Essential	Desirable
3.0	Knowledge and Skills		
3.1	Thorough understanding of safeguarding and proven experience of promoting child well-being	✓	
3.2	Knowledge of both primary key stages and EYFS	✓	
3.3	Strong understanding of effective approaches in managing individual behaviour needs within the whole school community	✓	
3.4	Good knowledge of the health and safety requirements for the school environment	✓	
4.0	Personal Qualities		
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 enjoys being highly visible to pupils, staff and parents	✓	
4.5	Displays professional and personal reliability, integrity and respect	✓	



Coton C of E (VC) Primary School

Person Specification cont.

		Essential	Desirable
5.0	Leadership and Management		
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 Headteacher to account	✓	
5.5	Hold all staff to account for their professional conduct and practice; ensure weak practice is improved 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	✓	



Coton C of E (VC) Primary School

Application and Selection Process

- The vacancy is for a Headteacher to start in April or September 2021
- The salary will be within the individual School Range (L10 – L16)
- Application form should be completed with reference to the job description and person specification (CV's will not be accepted).
- The selection panel will take into consideration the qualifications and skills of each applicant as well as experience and personal attributes.

Key Dates

Visits to the school are warmly encouraged. Please contact Simon Ashley, Chair of Governors at chair@coton.cambs.sch.uk to arrange an appointment.

Closing date for applications: Monday 1st February 2021 at 12:00 pm

Interviews: Monday 8th and Tuesday 9th February 2021

Application forms can be downloaded from the advert on epm.co.uk

Please return your completed application via email to headship@epm.co.uk

Further Information:

If you have any further queries or for an informal chat please contact Simon Ashley, Chair of Governors at chair@coton.cambs.sch.uk