

Headteacher Recruitment Pack March 2024



Welcome from the Chair of Governors

On behalf of Cambridge Road Community Primary and Nursery School and the Ellesmere Port community, I am delighted to extend a warm welcome to you as you consider the role of Headteacher at Cambridge Road Community Primary and Nursery School.

Cambridge Road is a community school and we are proud of the role it plays in supporting children and families through our school vision to 'Be the best you can be.' The role of Headteacher at Cambridge Road is more than a position; it is an opportunity; to influence and shape the future of our pupils and staff. We are looking for a caring and motivational leader who shares our ethos of the school. A person who serves to drive the school forward whilst maintaining the spirit of kindness which runs through its core. Your role will be crucial in steering Cambridge Road towards continued success, underpinned by strategic leadership and robust financial management.

We are excited about the prospect of welcoming a leader who is passionate about making a difference in the lives of our pupils and staff. Your leadership will be instrumental in maintaining strong standards of education, whilst aligning with the overarching goals, the headteacher standards and the needs of the wider school community

Thank you for considering this opportunity. We look forward your application with interest.

Regards

Ken Salter BEM (Chair of Governors)

Headteacher Vacancy at Cambridge Road Community Primary and Nursery School

Cambridge Road is delighted to announce an exciting opportunity for an inspirational **Headteacher** to join our team. Cambridge Road prides itself on upholding the highest standards of academic excellence whilst remaining sympathetic and responsive to the community we serve. We are in search of a strategic, confident leader who is committed to nurturing a culture of collaboration, innovation, and excellence.

Key Responsibilities:

- **Strategic Leadership:** Spearhead the development and implementation of innovative educational strategies that align with the school's vision to 'be the best you can be' and broader objectives.
- **Academic Excellence:** Uphold and enhance the academic standards at Cambridge Road School, ensuring that all pupils achieve their fullest potential.
- **Wider School Outcomes:** Foster a holistic and creative approach to education that encapsulates not only academic success but also the personal, social, and emotional development of our pupils.
- **Culture and Values:** Embody and promote the school's ethos of 'Be kind, be kind, be kind'
- **Innovative Learning Approaches:** Employ creative and innovative approaches to learning and teaching, encouraging staff and students to explore new ideas and methodologies.

The Ideal Candidate Will Possess:

- A proven track record of effective, strategic leadership within an educational setting.
- A robust understanding and experience of raising educational standards and school improvement.
- The ability to engage, inspire, and motivate pupils, staff, and the wider school community.
- A commitment to inclusive education and the ability to foster a supportive, empowering environment for all.
- Strong communication and interpersonal skills, with the capacity to build and maintain positive relationships with students, staff, parents, and the wider community.
- A creative and innovative mindset, with the ability to implement forward-thinking educational practices.

We Offer:

- The opportunity to lead a vibrant, high-achieving school
- A supportive, committed school community
- An opportunity to be a key part of school's senior leadership team
- A culture that values and nurtures leadership and professional growth
- Annual salary progression within a national pay scale (performance-related)
- Membership of the Teacher Pension Scheme

Application Process: Interested candidates are invited to submit an application and a covering letter of no more than two pages of A4, outlining your suitability for the role and how you would contribute to the vision and values of Cambridge Road Community Primary and Nursery School.

Cambridge Road Community Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS check and satisfactory references.

Visits to the school are encouraged and will take place on Tuesday 26th March at 10am or 4pm or Monday 15th April at 2pm. For more information and to apply, please visit our website or contact the School Business Manager – Alison Sass on asass@cambridgeroad.cheshire.sch.uk Closing date for applications is midday on Wednesday 17th April.

Job Description

- Collaborate effectively as a driving member of the school's senior leadership team, ensuring the smooth and safe daily operations of the school.
- Lead and guide the school's educational and strategic objectives, ensuring the efficient and effective management of teaching and learning activities.
- As the educational leader, work within our academic framework to provide strategic educational advice to the Senior Leadership Team (SLT) and the Local Governing Body. This involves developing and implementing educational strategies, monitoring and reviewing the school's performance, and reporting to the Governing Body on the school's strategic educational position, progress, and development plans.
- Oversee the school's human resources functions, including staffing, professional development, and welfare, to ensure that all staff are effectively supported and managed.
- Act as the lead for GDPR & Cyber Security within the school, ensuring compliance with data protection policies.
- Lead, inspire, develop, and train the teaching and non-teaching staff, ensuring their effective contribution to the school's success.
- Engage with external organisations, contractors, and suppliers to facilitate the provision of resources and services to the school, ensuring the best use of resources and value for money.
- Work collaboratively with the school's facilities management provider to ensure the premises and contents are well maintained and replenished and that Health and Safety is at the forefront of pupil and staff welfare.
- Work with the local community including parents and wider community partners to continue to maintain a school which serves a wider civic purpose.
- Engage in continuous professional development to maintain and enhance skills and knowledge relevant to the role.
- Participate in relevant local governing body and professional meetings, reporting on the school's educational performance and initiatives.

Post:
Headteacher

Salary:
L13-L18

Location:Cambridge
Road Community
Primary and Nursery
School, Ellesmere
Port.

Person Specification

	Essential	Desirable	Assessment
Your qualifications	<ul style="list-style-type: none"> • NPQH or Master's degree or equivalent • Qualified teacher status. • Right to work in the UK. • Evidence of recent, relevant professional development. 		<ul style="list-style-type: none"> • Application. • Interview.
Your experience	<ul style="list-style-type: none"> • Experience of successful strategic leadership and management experience as Head or Deputy Head of a school. • Significant experience and knowledge of working with pupils with special educational needs. • Experience of working with higher levels of Pupil Premium children. • Knowledge and experience of school self-evaluation, development, implementation and evaluation in line with the OFSTED framework. • Ability to manage change successfully within a collaborative and developmental journey. • Evidence of experience in the development and implementation of an area of school improvement. • Knowledge and experience of line management and staff development. • Ability to build effective relationships with governors and parents/carers. • Ability to enhance the value of the school to the wider community (including parents and carers and other schools) and involve that community in enriching the learning experiences of pupils • Experience of successful multi-agency working with educational, health and social care teams. 	<ul style="list-style-type: none"> • Experience of providing school to school support through outreach and training. • Clear understanding of SEND provision • Experience of leading and formulating a Pupil Premium Strategy that has led to improved outcomes • Understanding of the local context of the school and the local community. 	<ul style="list-style-type: none"> • Application. • Interview.

Person Specification

Your skills & knowledge	<ul style="list-style-type: none"> • Be able to communicate a clear vision and inspire others, accompanied with strong interpersonal skills and emotional resilience - including the ability to persuade and influence. • An understanding of what high-quality teaching and learning looks like, and the ability to support improvements in teaching and learning. • Experience of effective monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils. • Ability to communicate effectively both verbally and in writing with a wide range of audiences. • Capacity to build effective working relationships. • Knowledge of Safeguarding legislation / practice and the SEND Code of Practice. • An understanding of how to promote a love of learning across all abilities. • Ability to self-manage your own workload and able to support staff so they can achieve an appropriate work-life balance. • To have well established information technology skills. 	<ul style="list-style-type: none"> • Knowledge of Human Resource legislation and best practice. • An understanding and knowledge of school financial management. • Experience of working with a Local Governing Body to ensure the effective leadership of the school; including constructive challenge and support. • Experience of appraisal processes, to set targets and to hold staff accountable where necessary. 	<ul style="list-style-type: none"> • Application. • Interview. • Presentation.
Your Personal qualities	<ul style="list-style-type: none"> • A clear passion and enthusiasm for teaching and learning, engaging with pupils and having an active interest and involved with their learning. • An investment in the school community and to be an ambassador for this community and what it represents. • A commitment to getting the best outcomes for all pupils. • Have strong interpersonal skills and emotional resilience, able to work under pressure, and prioritise tasks effectively. • Have integrity and a professional manner, with a commitment to the challenges of a school improvement journey. • Hard working, caring, fair-minded and with a sense of humour. • Have a flexible and solution orientated approach to problem solving • Willingness to engage in own personal development and being a champion for the personal development of staff. 		<ul style="list-style-type: none"> • Interview. • Presentation.

Person Specification

Shaping the Future:	<ul style="list-style-type: none"> • Ability to think strategically and develop the school vision in collaboration with the Governing Body and coherently articulate it to stakeholders so that it is understood and acted upon. • Skills to adapt the vision for the school based on the needs of the community. • Knowledge of strategies to adapt SEND provision in response to the changing needs of children and young people. • Capacity to demonstrate a collaborative and inclusive way of working. • Willingness to build on the existing ethos of the school, celebrating the school's strengths and using this to plan for future developments. • Ability to develop community links and the ability to maintain the school's position within the local community. • Experience and evidence of effective data collection and analytical processes to understand the strengths and weaknesses of the school, and to identify next steps. 	<ul style="list-style-type: none"> • Experience of building effective relationships and projects with the wider community. • Experience of working with a governing body, providing information and accurate accounts of the school's performance to a range of audiences including governors, parents and carers. 	<ul style="list-style-type: none"> • Application. • Interview. • Presentation.
Leading Teaching & Learning	<ul style="list-style-type: none"> • Ability to instill a culture of high expectation and challenge for all. • Capacity to monitor, evaluate and develop the quality of teaching and learning throughout the school. • Strategies to raise attainment and improve progress across all pupil groups. • To understand the needs of children and young people with complex special educational needs. • Have strategies to maintain high levels of attendance and behaviour and ensure an ethos of challenge and support where pupils can achieve success. • To work collaboratively to develop a rich, innovative curriculum which will motivate and inspire all learners. 		<ul style="list-style-type: none"> • Application. • Interview. • Presentation.

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview and any offer of employment will be on receipt of acceptable references. The school may choose to make social media checks on shortlisted candidates, in line with Keeping Children Safe in Education 2023 (KCSiE 23) guidance.

How to apply

We encourage all interested candidates to visit our school to gain a deeper understanding of the role. To arrange a visit, please contact the school at 0151 355 1735 or contact the school business manager by email. asass@cambridgeroad.cheshire.sch.uk

To apply, kindly complete the application form and submit it alongside a letter of application (not exceeding two A4 pages) that highlights your skills, qualifications, and experience relevant to the job description and person specification. Please send these documents to Mrs Alison Sass to asass@cambridgeroad.cheshire.sch.uk Note that we do not accept CVs and applications that include a CV will not be considered.

Cambridge Road School is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. The recruitment process will involve safer recruitment practices, pre-employment background checks, and is subject to the receipt of satisfactory references prior to interview. Shortlisted candidates must provide proof of qualifications at the interview. An enhanced DBS check is also required and will be conducted before final confirmation of appointment.

We welcome applications from all suitably qualified candidates. Please be advised that we are unable to provide feedback on the shortlisting process. If you do not hear from us by 19th April 2024, please consider your application unsuccessful on this occasion.

Visits to the school can be booked on an individual basis.

Closing Date: Wednesday 17th April 2024 at 12pm

Shortlisting: Thursday 18th April 2024

Interviews: Friday 26th April 2024